

# 2023-2024 Student Handbook



**Tri-Valley High School**  
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## **I. Mission Statement**

It is our mission to provide students with a safe and nurturing environment with social and emotional support, adequate facilities, and a competent, professional staff. We must develop in each student the capacity to think critically and to solve problems logically, the ability to acquire knowledge and to apply it. To this end, we ensure an education emphasizing fundamental skills in math, science, social studies, and written and oral communication. Our students will be the leaders of a rapidly evolving, global society. We are committed to empowering them to lead fulfilling, responsible, and productive lives in the 21st century.

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

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

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

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

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### III. Introduction

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the District office located at 410 E. Washington in Downs, IL. 61736. The School Board governs the school district, and is elected by the community. The School Board has hired the administrative staff to operate the district

Current school board members:

Brian Myers, President

J.B. Goff, Vice-President

Jessica Alt

Bobby Brown

Jill Messamore

Lori Stickling

Cally Pitzer-Shane

Current school administrators:

Ben Derges, Superintendent

Frank Arnolts, High School Principal

Sara Burnett, Middle School Principal

Tyler Swearingen, Elementary Principal

Cade Hasselbring, Transportation Director

Gail McCane, Special Education Director

Josh Roop, Athletic Director

Josh White, Technology Director

## **Visitors**

- A. All visitors including parents and siblings must enter through the front door of the building and proceed immediately to the main office.
- B. All visitors including parents and siblings must enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform the office personnel of their reason for being at the school.
- C. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a guest ID tag and place the tag to their outer clothing in a clearly visible location.
- D. All visitors must return to the main office and sign out before leaving the school.
- E. The only lunch visitors allowed for students are immediate family members. The parent of the student must contact the main office in advance to approve this lunch visit.
- F. No visitors (including parents and former students) may meet with teachers during the school day unless they have scheduled that meeting in advance with the specific teacher(s).
- G. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.
- H. No person on school property or at a school event shall perform any of the following acts:
  - 1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
  - 2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
  - 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
  - 4. Damage or threaten to damage another's property.
  - 5. Damage or deface school property.
  - 6. Violate any Illinois law or municipal, local or county ordinance.
  - 7. Smoke or otherwise use tobacco products.
  - 8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
  - 9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
  - 10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
  - 11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
  - 12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
  - 13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
  - 14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
  - 15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
  - 16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **Volunteers**

All school volunteers must be approved by the building principal prior to assisting in the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent

volunteers will notify parents. All visitors must return to the main office and sign out. For school-wide volunteer opportunities, please contact the building principal.

### ***Video Monitoring Systems***

A video monitoring system is in use on school busses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

### ***Accommodating Individuals with Disabilities***

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

### ***Animals on School Property***

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

### ***Fines, Fees and Charges; Waiver of Student Fees***

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and 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 same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:<sup>2</sup>

- 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 or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one,

regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>3</sup>

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

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## IV. Attendance Procedures

### ***A. Philosophy***

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

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

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

### ***B. Attendance and Punctuality***

Students are expected to attend school every day it is in session, unless the student is ill, or his/her absence is required for a good reason. **It is the responsibility of parents/guardians to see that students are in school.**

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

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

### ***D. Snow Days/Early Dismissal***

On days when there is an early dismissal, students will ride their regular bus route home, (unless stated differently, on the form the elementary school uses). Parent(s)/guardian(s) will need to make arrangements, if they will not be home, at the time the bus arrives. It is important to check the calendar for these dates.

In the event it becomes necessary to close school because of weather, or any other emergency situation, an announcement will be made through the following media:

- *Social Media*: Facebook page (“Tri-Valley CUSD #3”) and Twitter Accounts (@TVDIST3 and @trivalleyhs)
- *Radio*: WJBC (1230 AM), WBNQ (101.5 FM), WBWN (B104.1 FM) - Bloomington
- *Television*: WEEK-TV (NBC Channel 25) – Peoria
- *Messaging system*: In addition the school offers a feature that will automatically notify parents via e-mail and telephone voice messaging system in case of cancellations due to inclement weather. The link to this service can be found under the Community portion of the website. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If school is dismissed early for an emergency or weather, all after-school functions are canceled.

### **E. Student Absences**

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

1. **Reporting an absence:** Parent(s)/guardian(s) are to call the school (at (309)-378-2911) by 8:00 AM each day of a student’s absence, and indicate the reason for the absence. State law requires the school to call parent(s)/guardian(s) at home or work, if the school has not been notified about a student’s absence. *Tri-Valley High School shall make a reasonable effort, to telephone parent(s)/guardian(s) within two hours, after the first class to notify a student’s absence, if such student is absent without valid cause.*

2. **Changing attendance to excused:** In situations where a parent/guardian does not notify the school by phone when a student is absent, a written note is required from the parent/guardian, the absence will be considered unexcused. To change the absence to excused, a written note is required from the parent/guardian, within one school day. *The note should contain: Dates of Absence; Specific Reason for the absence/tardiness; Parent/Guardian signature.*

3. **Doctor’s Notes:** If a student has seen a doctor during the absence, a note from the doctor stating the date and time of the office visit, when the student may return to school, and any restrictions required, should be sent to school with the student to be turned into the office. In addition for multiple days of absence, the doctor’s note must include each day absent for all days absent to be considered as a doctor’s excuse.

4. **Make up Work:** If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. It shall be the responsibility of the student to present make-up work to his/her teacher within a reasonable period of time, usually within a period of time equal to the number of days absent. *With today’s technology, students are encouraged to contact teachers during their absence to obtain the work missed on those days.*

a. Parent(s)/guardian(s) should check to make sure their child has completed all make-up work and that the work has been turned in.

b. An example: A student has known for weeks of a test on Wednesday, but the student has an excused absence that day. In this scenario, the student would be required to take the test on Thursday.

c. Another example: A student has an excused absence on Monday, then an assignment is given that is due Tuesday. In this scenario, the student would be required to turn in the work on or before Wednesday.

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

### **F. Types of Absences: Excused, Unexcused, Planned absences, and College Visits**

1. There are two types of absences: excused and unexcused. **Excused absences include:** illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of



the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

Excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days per year before a medical note is required. Students are allowed to make up all missed work.

2. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.
3. 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.
4. **All other absences are considered unexcused.** Pre-arranged, or planned, absences must be approved by the building principal in order to be considered excused. The school may require documentation explaining the reason for the student's absence.
  - a. Any absence from class without permission is rated as being an unexcused absence. It is important that students study and do make-up efforts for material missed during unexcused absences even though credit may not be given for the work. Such study does prepare the student for unit or semester tests later.
  - b. The following are examples of unexcused absences, but not an all-inclusive list: car trouble, hair appointments, shopping, studying, skipping, babysitting, oversleeping, missing the bus, work (unless prearranged), any absence during the day if the student fails to check out through the office.
5. Students who have exceeded five (5) parental call ins for the semester will be marked unexcused for each additional absence. Repeated violations of these rules will result in consequences including suspension.
6. If the student has a doctor's excuse, it must be turned into the office to be changed to an excused absence within one week of the date of the absence to receive credit for make-up work. If it is after that one week time period, it will be the teacher's discretion whether or not the student will be allowed to make up the work missed.
7. **Planned Absences & College Visits:** The school calendar has vacation periods established at regular intervals during the year. Those intervals should be adequate to meet the students' and/or parent/guardian's needs. If parent/guardian or student needs are such that the student must be absent from school they must make arrangements for such absences in advance. All make-up work for those absences is the responsibility of the student and/or the parent/guardian to arrange. The following may be types of anticipated absences that can be approved, provided the outlined procedures are followed: family-approved vacations, college visits, special religious events, school business, and court appearances.
8. **Steps that must be taken for a Planned Absence:**
  - a. A parent/guardian must notify the HS office in writing at least two (2) days before the date of the intended absence.
  - b. Student must have all teachers sign the Planned Absence Form and return to the office prior to the date of the intended absence.
  - c. Prior to the planned absence, the student must make arrangements with the teacher for all work missed.
  - d. Unless otherwise arranged with the teacher in advance, all work is due the day that a student returns from a planned absence.
  - e. Must return to school with a signed form from the college/university.

- f. If all of the above criteria are met, the days missed will be counted as excused absences. If the above criteria are not properly satisfied, then any days missed will be counted as unexcused absences.
9. **College Visits** - All College Days are to be treated as Planned Absences. If handled in accordance with the aforementioned criteria, including submitting a signed form from the college/university, College Days may be Excused Absences. Seniors are allowed two (2) college days per year (including any required college entrance testing). Juniors may make a request to the high school principal at least a week in advance to receive permission to take one college day. In extremely unusual circumstances, additional college days may be needed. If so, the administration may grant additional days upon request.

### ***G. Excessive Absences***

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

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

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

### ***I. Tardiness***

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

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

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

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 10% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

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

### ***K. Leaving School Grounds***

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

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

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

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

### ***M. Withdrawal from School***

When it has been determined that a student is to withdraw from school, he/she should present a statement from the parent/guardian to the office stating the reason for the withdrawal. The office will issue withdrawal forms that are to be signed by the people indicated on the forms. All books must be turned in or paid for and all fees must be paid up-to-date.

### ***N. Entering and Leaving School***

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

### ***O. Leaving School During the School Day***

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

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## **V. Course Offerings**

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

Current course offerings, including required and elective courses for each grade level, and full course descriptions can be found at our [TVHS Counseling website](#). Click on "Course Descriptions" under the menu.

### ***B. Bloomington Area Career Center (BACC)***

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

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

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

Student's schedules shall not be changed after the first five days of each semester. Schedule changes must be made in person. If a student does not have a study hall in their schedule, they can drop a course for a study hall up to six weeks after the first day of school. After the sixth week, courses dropped as WF (withdraw failing).

### ***D. Student Study Halls***

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

### ***E. Correspondence Courses***

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

- No more than 1 credit through correspondence/online courses
- Enroll in only one study hall
- No weighted credit
- Not GPA credit

### ***F. Community Service Program***

To help Tri-Valley high school students develop social and community awareness, the Board of Education has approved the creation of a Community Service Program. This program encourages high school students to participate as volunteers in various activities within their respective communities or within the Tri-Valley School system. The Community Service Program is an elective program which rewards the student volunteers with 1/2 credit for every 66 hours of documented service. Students may earn up to two full credits which can be applied toward the number of credits required to graduate from Tri-Valley High School. The hours of community service must be earned during a student's study hall time or outside the hours of the regular school day. The hours may be earned during the summer as well as during the school year.

### ***G. Credit Reclamation Opportunity (Summer School)***

Upon arranging a supervising teacher and paying a registration fee, any student wishing to reclaim credit for a failed course(s) may take an online course(s) offered in the summer at TVHS. *Students cannot take any credit reclamation course until they have failed the course they wish to take and the enrollment semester is completed.*

- Only enrolled in one class at a time
- Must finish by the start of school

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

Students who struggle with the traditional classroom and may need a different educational setting may be referred to enrollment in one of the programs offered at the Regional Alternative School. These program are held under the direction of teachers and gives the student opportunities to earn and re-claim credits. *Students who are at least 1 year behind (6 credits) in their progress towards graduation, chronically truant, and/or a concern to the safety and well being of the student body will be considered for the Alternative Program.*

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## **VI. Graduation Requirements & Policies**

### **A. State of Illinois High School Graduation Requirements:**

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

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

### **B. State Mandated Graduation Requirements**

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Physical education.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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

### **C. Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

#### ***D. Tri-Valley School District Graduation Requirements***

Credit requirements for graduation from the Tri-Valley High School and Tri-Valley school district are shown below. All classes reward a student with a half (1/2) credit for each semester in which a passing grade is earned.

<b>Subject Area</b>	<b>Credits Required</b>
English	4
Mathematics	3
Science	3
Social Studies	2.5
Physical Education	3.0*
Health	0.5
SCED 150: Life Success	0.5
Intro to Business	0.5
Art, Music, Spanish, Vocational Ed	2
Electives	5.5
	<b>25 Total</b>

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

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

1. Four credits are required from the Language Arts department.
2. 2 1/2 credits are required in Social Studies.
3. 3 credits are required in Science, one of which must be Biology and another must be Chemistry.
4. 3 credits are required in Mathematics: must complete Algebra 1 and Geometry.
5. Successful completion of Physical Education is required each year unless excused for medical, Board of Education, or administrative reasons - see below.
6. Driver Education. State law requires that public and private schools offer students the opportunity to take a driver education course. Students who desire to take Driver Education courses must receive a passing grade in at least eight academic courses during the previous two semesters prior to taking Driver Education. This requirement may be waived by the local superintendent of schools or nonpublic chief school administrator.
7. Health Education is required.

8. 2 credits are required in any combination of Art, Music, or Vocational Education.
9. Introduction to Business meets the state Consumer Ed requirement.
10. Dual credit opportunities exist for Heartland Community College for certain courses. Check with the guidance office for more details.

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

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

### ***E. Early Graduation Policy***

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

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

Students and their families are reminded that many colleges and universities maintain core course requirements for admission beyond the minimum requirements needed to graduate from Tri-Valley High School. Students and parents should check with the school counselor or the particular college about college requirements before application for early graduation.

If a student is approved by the Board of Education for early graduation, the following policies will apply:

1. Early graduates who have completed all Tri-Valley credit requirements may participate in the next scheduled graduation ceremony.
2. Early graduates who have completed all Tri-Valley credit requirements will receive academic recognition they have earned on their own merit (Summa Cum Laude, Graduation of Distinctions, etc.).
3. Early graduates will not be eligible for any senior class graduation awards or end of the year class activities, including but not limited to DAR & SAR awards; Superstar and I Dare You awards; and Senior Brunch.
4. Early graduates will not be eligible for Final Exam exemptions for seniors.
5. Early graduates relinquish all rights and privileges to attend all school activities and functions as a Tri-Valley student once they graduate or leave school. This includes but is not limited to Prom, Homecoming, games, or other extracurricular functions.
6. Students who graduate at the end of their junior year are choosing to forgo their senior year. Thusly, they will remain classified as a junior throughout their final year of school.
7. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

### ***F. High School Physical Education Options***

The Tri-Valley Board of Education has elected to allow its students to opt out of Physical Education in accordance with guidelines established by the State Board of Education. Section 27.6 of the School Code provides three circumstances by which school districts can authorize student exemption from daily physical education by official

board policy. Exemptions from physical education instruction at the 11th and 12th grade levels may be granted for students in the following situations:

1. Any 11th or 12th grade student who participates in two interscholastic athletic activities.
  - a. Interscholastic athletic programs do not include other activities such as outside of school activities, swimming, karate, etc. unless specifically board approved under special circumstances.
  - b. The student athlete may take an extra class in place of physical education if he/she chooses to do so.
2. Any 11th or 12th grade student who, in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards. Exemptions cannot be given for general college prep coursework, accelerated courses, etc.
3. Any 11th or 12th grade student who lacks sufficient course credit or lacks one or more specific courses and must enroll in a class other than physical education in order to meet state or local graduation requirements.
4. Any 10th grade student who is enrolled in SCED 150:Life Success can be exempt from Physical Education during that semester.

### ***G. Student Recognition***

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

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

### ***H. Credit for Non-District Experiences***

The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District.

### ***I. Proficiency Credit***

The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District.

### ***J. Substitutions for Required Courses***

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

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## **VII. Grade Reporting**

### ***A. Grades***

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

100-90      A      =      4 excellent work



89-80	B	=	3 above average work
79-70	C	=	2 average work
69-60	D	=	1 below average work
59-0	F	=	0 unsatisfactory/failing work
	INC	=	Incomplete work

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

**B. Weighted Grades**

**Policy in effect for classes through graduating year 2022:**

**GPA/Weighting System:**

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

1.0 multiplier – All required courses; without prerequisites except for Spanish II

1.1 multiplier - Plane Geometry, Probability & Statistics, Trigonometry, Spanish IV, Adv Algebra 2 (not listed in handbook but weighted on the transcript)

1.2 Multiplier - Pre-Calculus

1.3 Multiplier - AP Calculus, AP Chemistry, AP Language, AP Literature, AP Physics 1, & AP Physics 2 (\*Must take AP Exam to earn Weighted Credit for all AP classes)

**Policy in effect for classes graduating 2023 and after:**

**GPA/Weighting System:**

Starting with the Class of 2023, the only weighted classes are AP classes. AP classes would be on a 5 point GPA scale so that a student taking that class will earn one GPA point more than what they would in a standard class. AP Classes would earn a weighted grade and qualify for Graduate of Distinction only if they take the AP test in May.

**Weight System**

Letter Grade	Standard Class	AP Weighted Class
A, A+	4	5
A-	3.667	4.667
B+	3.333	4.333
B	3	4
B-	2.667	3.667
C+	2.333	3.333
C	2	3

C-	1.667	2.667
D+	1.333	2.333
D	1	2
D-	.667	1.667
F	0	0

### C. Honor Roll

Superior Honor Roll	=	3.75-4.00	Non-Weighted GPA
Regular Honor Roll	=	3.25-3.749	Non-Weighted GPA

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

### D. Cheating/Academic Dishonesty

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

## VIII. Academic Recognition

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

### Policy in effect for classes through graduating year 2022:

- A. Graduate of Distinction:** To be eligible for the *Graduate of Distinction* honor, students must attain a minimum of 3.75 cumulative grade point average (non-weighted), complete all state and local required courses, and finish with a prescribed curriculum and our most challenging courses that include:
- AP Literature *and* AP language (with Exam)
  - AP Chemistry *or* AP Physics C (with Exam)
  - Pre-Calculus *or* AP Calculus (with Exam)
  - 2 credits of the same foreign language
  - 4 credits, any combination of Art, Music, Agriculture, Foreign Language (3 or 4), Business, or Ind. Arts.
- B. Summa Cum Laude (“with highest honor”):** Students with a 3.98-4.0 non-weighted grade point average.
- C. Magna Cum Laude (“with great honor”):** Students with a 3.81-3.97 non-weighted grade point average.

**D. *Cum Laude* (“with honor”):** Students with a 3.50-3.80 non-weighted grade point average.

**Policy in effect for classes graduating 2023 and after:**

***Graduate of Distinction:*** To be eligible for the Graduate of Distinction honor, students must attain a minimum of 3.81 cumulative grade point average (non-weighted), complete all state and local required courses, and finish with a prescribed curriculum and our most challenging courses that include:

- 2 courses from the following Humanities courses: AP Literature, AP Language, AP Psychology or AP US History (Students must also take the corresponding AP exams)
- 2 courses from the following Math & Science course: AP Chemistry, AP Physics C, AP Calculus, AP Computer Science Principles, AP Computer Science A (Students must also take the corresponding AP exams)
- an additional AP course of the student’s choosing from either the Humanities or Math & Sciences (Students must also take the corresponding AP exam)
- Pre-Calculus
- 2 credits of the same foreign language
- 4 credits of Fine Arts, Agriculture, Foreign Language (3 or 4), Business, or Industrial Arts.

**B. *Summa Cum Laude* (“with highest honor”):** Students with a 3.98-4.0 non-weighted grade point average.

**C. *Magna Cum Laude* (“with great honor”):** Students with a 3.81-3.97 non-weighted grade point average.

**D. *Cum Laude* (“with honor”):** Students with a 3.50-3.80 non-weighted grade point average.

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## **IX. Special Education**

### **A. Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: Gail McCane, Special Services Director ([gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org))

### **B. Discipline of Students with Disabilities**

The 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.

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.

### ***C. Exemption from Physical Education Requirement***

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit
2. Ongoing participation in an interscholastic athletic program
3. Enrollment in academic classes that are required for admission to an institution of higher learning (must be in 11th or 12th grade)
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (must be in 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: the time of year when the student's participation ceases; the student's class schedule; and the student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### ***D. Certification of High School Completion and Diploma***

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. Based on each individual student's needs, the IEP team will determine when the student is ready to exit high school. This time period can extend beyond four years of high school up until the day before the student turns 22. Once the student exits high school based on his/her IEP, the student will receive a diploma.

### ***E. Request to Access Classroom or Personnel for Sp. Ed. Evaluation or Observation***

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

## **F. Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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## **X. Conferences & Reports of Unsatisfactory Progress**

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

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## **XI. Sexual Harassment/Nondiscrimination**

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

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

### **Teen Dating Violence Prohibited**

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

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

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

Nondiscrimination Coordinator: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911)

Complaint Managers: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911); Frank Arnolts, Principal ([farnolts@tri-valley3.org](mailto:farnolts@tri-valley3.org) ; (309) 278-2911).

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## XII. Bullying & Harassment

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

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

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

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

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

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

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

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

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

Nondiscrimination Coordinator: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911)

Complaint Managers: Emily Howse, School Counselor ([ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org); (309) 378-2911); Frank Arnolts, Principal ([farnolts@tri-valley3.org](mailto:farnolts@tri-valley3.org) ; (309) 278-2911).

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

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

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

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## **XIII. Discipline Policy**

### **A. Due Process**

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

and request a conference with the principal to initiate the appeal process. Please also refer to Tri-Valley's "Behavioral Intervention Procedures", which are available on the district website or in the district office.

### ***B. Purpose of Discipline Policy***

School administrative procedures and teaching methods shall have as a fundamental objective the maintenance of an environment in which self-discipline and control are encouraged, learned, and expected. Controlled activities and procedures are a part of this learning process and are a means of preventing and correcting abuses by anyone who is unable or unwilling to exercise self-discipline and control for the common good and who, consequently, may infringe upon the liberties of others. The student handbook lists acts of misbehavior or misconduct and punishments appropriate for most disciplinary infractions. However, it is at the discretion of the administration and the School Board to deal more sternly with those instances which, in their judgment, require a more severe punishment than listed.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

### ***C. Discipline Violations***

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

#### **Tier 1 (Levels 1-2)**

- Disrespect to staff member, minor
- Dress code violation
- Horseplay (e.g. rough-housing, antics)
- Misconduct/disruptive behavior, minor
- No hall pass
- Public display of affection
- Swearing, minor
- Tardy to school
- Tardy to class

#### **Tier 2 (Levels 2-3)**

- Cheating, minor\* (also see Section IV, Part D for policy)
- Cyber bullying (also see Section IX for definition)
- Disrespect to staff member, major
- Diversity intolerance, minor
- Harassment/Intimidation/Bullying\*
- Electronic tampering, minor\*
- Misconduct/disruptive behavior, major
- Missing teacher detention
- Reckless driving
- Skipping class\*
- Spontaneous threat to a student



Swearing, major (e.g. vulgarity towards a staff member)

Trespass to a teacher's room or desk

Truancy\*

Unauthorized use of building/grounds\*

### **Tier 3 (Levels 3-5)**

Assault to a school employee or student

Cheating, minor\* (also see Section IV, Part D for policy)

Diversity intolerance, major

Electronic tampering, major (e.g. unauthorized use of staff network)

Fighting, battery to a student

Gross disrespect/disobedience or Misconduct\*

Premeditated threat to a student or staff member\*

Sexual harassment

Stealing\*

Suspension violation

Tobacco/E-cigarette/Vaping: use, possession, distribution, purchase, or sales

Unauthorized possession/use of school keys

Vandalism (to school property or property owned by student/staff on school grounds)

### **Tier 4 (Levels 5-6)**

Battery of a school employee/volunteer

Being under the influence of any of the substances listed below, other than those prescribed by a licensed practitioner for medical purposes

Gangs/gang activities

Possession, sale and/or use of a firearm/weapon\*

Sale, transmittal, or aiding in the possession\*, sale, or transmittal of drug

paraphernalia (including any materials which are represented as such or the student believes to be drug paraphernalia, regardless of true nature)

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

Using, possessing\*, distributing, purchasing, or selling:

- Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).

- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

- Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance recognized as drugs in the official United States Pharmacopeia, official Homeopathic Pharmacopeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for the use by the student in the manner provided.

\* = Definition provided below.

#### ***D. Disciplinary Actions***

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

**Level 1:** Warning, Parent contact, confiscation of item.

**Level 2:** Lunch Detention, Saturday Detention (1, 2, or 3 hours), Loss of privileges, Bus Suspension, Restitution.

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

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

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

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

#### ***E. Definitions***

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

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

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

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

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

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

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

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

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

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

- i. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or school bus driver.
- j. Use or aiding in the use of tobacco products.
- k. Destruction or damage to school property shall require restitution and/or suspension.

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

- 1) Acknowledge unacceptable behavior to student
- 2) Issue appropriate classroom or office discipline

Major Electronic Tampering (Tier 3) includes but is not limited to: malicious attempts to undermine the local network or local website, malicious attempts to undermine any external network system or website, unauthorized use of a teacher account, logging in or attempting to log in as a network administrator, unauthorized use of the district student management system, using an e-mail account for illegal, inappropriate, or threatening purposes.

Minor Electronic Tampering (Tier 2) includes but is not limited to: logging in to a district system as another student, accessing an e-mail account without teacher permission, unauthorized installation of third party software to any district system, removal of district software from any system, attempting to bypass the district's internet filter. The second attempt by a student will be considered major electronic tampering.

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

Possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Suspension- an exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate.

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

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

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

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

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

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

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

#### ***G. Disciplinary Measures***

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

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

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

#### ***H. Isolated Time Out, Time Out and Physical Restraint***

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

#### ***I. Personal Electronic Devices Brought To School***

- **Prohibited use in the classroom:** Students are prohibited from using personal electronic devices such cell phones, laptops, tablets, and smartwatches during instruction or while in the classroom setting. The only exceptions can be through the direct, specific instruction to use the device by the attending classroom teacher. In these exceptions, the use is to be limited to academically-related purposes only. Non-academic uses such as having conversations, texting, playing games, and accessing the internet are not allowed while in the classroom setting. Furthermore, outside and unfiltered networks may not be accessed during the school day.
- **Storing devices in the classroom:** Students will be provided an assigned location away from their body for their cell phones to be stored in the classroom. This is to minimize the possibility of classroom interruptions from notifications, messages, received calls, or other distractions. Students will place their devices at the assigned location at the start of class and pick them back up at the conclusion of class.
- **Other limitations of electronic devices:** Students are also prohibited from using electronic camera devices to take any pictures or videos during the course of the day unless directly instructed to do so by the teacher or administration.
- **Disciplinary action:** Violation of these policies will be dealt with at a minimum as a Group 1 discipline violation for a first offense. In addition, any device may be confiscated by the administration if violation of this policy is suspected. Tri-Valley CUSD #3 and its employees are not responsible for any electronic device that is misused, lost, damaged, or stolen.

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

The Superintendent and/or Principal(s) may not request or require a student or his/her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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.

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

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

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

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

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

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

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

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

### ***O. Teacher/Administrator Responsibility***

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

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

Classroom behavior - Each student is responsible for his/her own behavior. If a student's behavior in class is consistently inappropriate, the teacher is requested to schedule a conference with the student. If the student's behavior does not improve, the student shall be referred to the principal, his/her parents shall be notified, and a conference arranged. Among the forms of punishment used to counteract misconduct are:

- a. Detention - defined period of confinement assigned by a teacher or administrator
- b. Saturday Detention - same as above except the time is for a specified amount of time on a Saturday (8:00 a.m. – 11:00 a.m.)
- c. Directed Study - isolation from classroom activities with study and/or work assigned by the teachers or administrator, the work completed during this time will receive no less than 75% of its normal value.

- d. Restitution - Payment for damages
- e. Suspension - temporary removal from the school facility by an administrator with no make-up of school work missed.
- f. Expulsion - permanent removal from the school facility by the Board of Education.

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

#### ***Q. Internet Threats***

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

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## **XIV. Student Rules & Regulations**

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

The administration, faculty, and staff expect the students of Tri-Valley High School to display good taste in individually determining their approaches to school dress. Therefore, there shall be no restriction on a manner of dressing or a hairstyle unless these present a clear and present danger to a student's health and safety, or creates a disruption of the educational process. It is the school's expectations of students and parents to understand and follow the guidelines provided below.

Students found to be in violation of these expectations will be given the opportunity to make the necessary changes to comply with this expectation. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration. Student dress or appearance that causes severe or substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others will be subject to discipline.

#### Guidelines:

- Clothing which is revealing, fails to adequately cover the body, or is torn/altered in a sexually suggestive manner will not be permitted.
- Clothing which is obscene, offensive, vulgar, defamatory, or that references (words or pictures) tobacco, drugs, alcohol, or sexual innuendo will not be permitted.
- Clothing that displays gang-related words or symbols or gang paraphernalia will not be permitted.
- Hats, caps, hoods, head coverings, and sunglasses should not be worn upon entering the classroom unless a teacher grants specific privilege or exception.
- 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.
- Students whose dress causes a substantial disruption on the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- If you have any questions regarding acceptability of a particular item of clothing, check with the Principal before you wear the item to school.

### ***B. Care of Personal Property***

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

### ***C. Motor Vehicle Policy***

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

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

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

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

### ***D. Study Hall Guidelines***

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



### ***E. High School Class Placement***

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

### ***F. Foreign Exchange Programs***

Any student wishing to take part in a foreign exchange program must submit academic experience in writing a full semester prior to the experience. The program must be approved by the building principal prior to the beginning of the experience. In addition, students wishing to receive academic credit for the foreign exchange program will need to have all requirements approved prior to leaving, and provide documentation from host school of courses completed upon their return. Failure to provide attendance and grades earned will result in no academic credit being provided to the student. Possible credits to be earned will be determined by the principal and superintendent as part of the approval process prior to the exchange program. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

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

### ***G. Homebound and Hospital Instruction***

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the HS Counselor (Emily Howse, (309) 378-2911 or [ehowse@tri-valley3.org](mailto:ehowse@tri-valley3.org)).

### ***H. Required Health Exams & Immunizations***

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to: entering kindergarten or the first grade; entering the sixth and ninth grades; and enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 & 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A

student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### Dental Examination

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

#### Exemptions

A student will be exempted from the above requirements for:

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

#### ***1. Guidelines for Student 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 determined by the building principal, e.g., 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 a material and 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, slanderous or obscene, 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;
  - e. Incites students to violate any Board policy.
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.

### ***J. School-sponsored publications***

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

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

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

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## **XV. General Information**

### **A. Sales and Collection of Money**

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

### **B. Announcements**

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

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

1. All field trips and co-curricular trips must be approved in advance by the principal. Transportation must be arranged with the Transportation Director after approval for the trip has been received.
2. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.
3. Students planning to attend a school-sponsored field trip must meet the eligibility requirements outlined for Academic Eligibility (page 47, Part 5). Two days prior to a trip, the faculty sponsor will review the list of students to determine who will be eligible to attend.
4. Students may be refused participation for the following reasons:
  - a. Poor academic record
  - b. Excessive school or class absenteeism
  - c. Chronic tardiness
  - d. Numerous suspensions or other disciplinary violations

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

### **D. School Dances**

1. There will be a limited number of school dances during the year. School dances are a privilege, not a right. Therefore all dances must be planned in advance and must be chaperoned by teachers. All dances and other activities must be approved and placed on the calendar at least two (2) weeks prior to the event.
2. School dances held at Tri-Valley are for the pleasure and benefit of Tri-Valley students. Students from other schools will be permitted to attend high school dances only if invited by a Tri-Valley student and provided the student who gave the invitation is present. Only students who are currently in 9th grade through the age of 20 may attend a high school dance at Tri-Valley. Neither middle school students nor high school students will be allowed to invite the other as a guest to dances or other school activities provided for just one of the groups. If a student wishes to bring a guest, he/she must submit a completed dance form at least one week prior to the dance or sock hop. Tri-Valley administration has the right to refuse any guest at any time. High

school students may not re-enter a dance once they leave the building. Students who violate these rules may be prohibited from attending future dances or co-curricular activities.

3. Violations of school policies such as drinking, smoking, destruction of property, vulgarity, insubordination, or other unfit conduct will be reason for eliminating visitors from dances and/or canceling all dances.
4. All student conduct & discipline policies apply during dances. Furthermore, misconduct on the part of any student or their date may result in a loss of privilege in attending future dances.

### ***E. Safety Drill Procedures & Conduct***

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

### ***F. School Lockers & Backpacks***

- School Lockers

Each student is assigned a locker with a combination lock. The locker is provided for the safeguarding of personal property and such school property as has been issued to the student. It must be kept locked at all times when not in use. Each student shall be responsible for the locker assigned and its condition. Doubling or sharing of lockers will not be permitted, and the combination should not be shared with friends. If at any time the lock does not function properly or other problems arise, the facts should be reported to the office at once. The school cannot be held responsible for lost or stolen items. Lockers are, and shall remain, the sole property of Tri-Valley and students should have no expectation of privacy therein (see ***G. Search & Seizures***).

- Book bags & backpacks

Students may bring book bags (i.e., backpacks) to school but must keep them in their lockers until the end of the school day. To help ensure the safety of students, minimize space concerns, and eliminate distractions within the classroom, students are not permitted to take book bags with them to class or into classrooms. A book bag is defined as any carrier designed to transport textbooks, other books, or personal belongings.

- PE Lockers

- Standard Lockers: A standard locker will be issued to all students who are either in PE or participate in a TVHS co-curricular athletic team. Each locker room has over 200 standard lockers which are a suitable size for two outfits (PE and Athletic).
- Athletic Lockers: The larger "Athletic" lockers will be issued to students who are on TVHS co-curricular athletic teams who use the on-campus fields/courts for games and have equipment needs.
- Athletic Lockers will be assigned to students by the head coach of the in-season sport (Fall, Winter, or Spring). The head coach is asked to share locker assignment information to the Athletic Director and/or PE teachers.
  - When their season is complete, the head coach is responsible for the clear out of these lockers so the next season's athletes can move into those lockers.
  - The transition to the next season will take place once all sports from the previous season are completed with postseason contests.

- The priority for Athletic Lockers is based upon (1) the use of on-campus fields/courts for athletic contests and (2) need for equipment storage. Should there be available lockers after in-season juniors and seniors have been issued lockers, the remaining lockers will then go to the next team on the priority list (provided below).

<b>Fall Girls</b>	<b>Fall Boys</b>	<b>Winter Girls</b>	<b>Winter Boys</b>	<b>Spring Girls</b>	<b>Spring Boys</b>
Volleyball	Football	Basketball	Basketball	Softball	Baseball
Golf	Golf	Cheerleading	Cheerleading	Track	Track
Cross-Country	Cross-Country	Wrestling	Wrestling	--	--
Cheerleading	Cheerleading	--	--	--	--

### ***G. Search and Seizure***

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

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

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

- Students Searches

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

- Seizure of Property

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

- Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

#### ***H. Lost and Found***

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

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

Students in all Physical Education classes (except Senior PE) will be required to wear a physical education t-shirt made available by the PE department and gym shoes. All articles of clothing should be marked for identification. Students must have a padlock available in order to lock street clothes in a PE locker while in class. Clothing and other property should never be left unattended in the locker room or instructional areas. Tri-Valley is not responsible for lost or stolen property.

#### ***J. Physicals***

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

#### ***K. Automobiles Parked on School Property***

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

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

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

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

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

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

#### ***L. Student Medication***

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

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

#### ***M. Emergency***

In the event of a medical emergency and if reasonable attempts to contact parents/guardians and emergency contact using the telephone numbers listed with the school are unsuccessful, I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

#### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Undesignated Medications



The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

#### ***M. Communicable Diseases***

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

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

#### ***N. Head Lice***

The school will observe recommendations of the American Academy of Pediatrics (AAP) regarding head lice.

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

#### ***O. Prevention of Anaphylaxis***

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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## **XVI. Grading initiatives**

### ***A. Redo / Retake policy***

A student's overall grade should be an accurate representation of a student's mastery of the Viking Essential standards for that course or subject. Each teacher will create a redo / retake policy that must be offered to every student for every summative assessment. Students will have a minimum of 5 days to complete the redo/retake upon receipt of their summative assessment. Teachers are not required to offer retakes during the last week of a grading quarter.

### ***B. Formative vs. Summative***

Formative assessment should be no more than 30% of a student's overall grade. Summative assessments should

account for at least 70% of a student's overall grade. 30% formative and 70% is the minimum requirement teachers may use in their gradebooks.

1. A student can earn a zero grade for not turning in formative assessments, however, if a student refuses to complete a summative assessment, parents will be notified and the student will not earn credit for the class.

### **C. Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.<sup>1</sup>

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.<sup>2</sup>

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## **XVII. Student Privacy Protections**

### **A. Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **B. Student Records**

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating

the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities,

organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### ***C. Student Biometric Information***

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

### ***D. Surveys***

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### Surveys by Third Parties

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

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

## Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) 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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

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## **XVIII. Co-Curriculars & Athletics**

### **A. Tri-Valley High School Co-Curricular Philosophy**

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

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

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

### **B. Application of this policy**

1. Students who participate do so on a voluntary basis, and they are constantly in the eye of the public and represent the entire school as well as themselves. Since the participant represents the entire school, his or her conduct in the activity and out of school must be such that it will reflect favorably upon the entire school district. The participant's academic standing must be such that he/she can afford the time necessary for training and participation.
2. ***Co-curricular activities include but are not limited to all athletics, theater productions, music contests not related to a student's grade, and any other co-curricular group (for example Student Council, National Honor Society, FFA, etc.) All of these activities fall under the expectations of the Co-Curricular Code of Conduct as well as other positions of leadership including mentoring and teacher aides.***
3. The following training rules apply during the entirety of a student's enrollment in Tri-Valley schools, including summer vacation periods.

### **C. Requirements for Participation in Co-curricular Activities:**

1. **Academic Eligibility:**
  - a. It is the responsibility of the student to maintain an acceptable academic grade for participation.
  - b. To be eligible to participate in any co-curricular activity or class office, a student must maintain a passing grade in all subjects. A student will be permitted to participate for one (1) week with one (only) failing grade. If that failing grade is not removed by the following Friday, he/she will be declared ineligible. A student who is ineligible for an activity may practice but may not compete inter-scholastically or perform in a school activity until declared eligible again. Failing grades in two or more subjects, two consecutive failing grades in the same subject, or two or more weeks of failing grades in different subjects will make him/her ineligible immediately, and he/she will remain ineligible until all deficiencies are removed. In this case the student may not practice or compete or perform until the deficiencies are removed. Any subsequent failing grades during that same grading period will make him/her ineligible immediately, and they will remain ineligible for the balance of the period.
  - c. A student who receives a failing grade on his/her report card will not be eligible to compete or perform for two weeks, beginning the school day after the report cards are distributed, but may practice during that time. Two failing grades on a report card will eliminate that student from any participation for a period of nine weeks following the report card distribution. He/She may begin participation the day following the nine-week period, if they are eligible. At the end of the first semester, the semester grade on the report card will be used to determine a student's eligibility. This period of ineligibility will be served beginning the first school day of the second semester for the first semester grades, and the first day of practice for fall sports for second semester grades.
  - d. Any failing grade on the weekly eligibility check in a subject in which the student received an F on their report card will make him/her ineligible beginning the following Monday for another two weeks. Any subsequent failing grade in that course on the weekly eligibility check will render the student ineligible for the remainder of the nine-week grading period. The student will again be eligible the day following the next report card distribution if there are no failing grades on that card.
  - e. In addition to the above, all IHSA regulations concerning eligibility will be enforced.
2. **School attendance:**
  - a. To be eligible to participate in any scheduled event, a student must be present in school on the day of the event, if on a school day. To fulfill this requirement, the student must be present for at least half of the school day, unless approved by the building administrator. A student may not attend any athletic contest or co-curricular event on a day in which they are absent from school for the entire day.
3. **Registration & Fees:**
  - a. Students must register for the sport and pay student athletic sports fees on Tri-Valley's 8 to 18 athletic website: <http://il.8to18.com/TriValleyCUSD/>
  - b. Athletes must secure a medical examination and file the completed form with the Athletic Director.
  - c. Athletes must secure school insurance or present a written statement from a parent indicating family

insurance coverage.

d. Athletes and their parents must sign and return the Interscholastic Training Rule form.

4. **Rules for participation:**

a. Participants must attend all practice sessions as scheduled by the sponsors/coaches.

b. Participants must comply with the sponsor's/coach's rules as explained during the pre-season meeting.

c. Participants must comply with the IHSA Interscholastic Training Rules as well as the school Athletic & Co-Curricular Code of Conduct.

5. **Code of Conduct:**

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

- a. Consume, possess, or distribute cigarettes, tobacco, or a tobacco substitute in any form (i.e. smokeless tobacco, vaping).
- b. Consume, possess, or distribute alcoholic beverages.
- c. Consume, possess, or distribute illegal drugs or substances, including any substances that I believe or tell others are illegal drugs or substances.
- d. Possess or distribute drug paraphernalia.
- e. Violate any criminal code or any law or ordinance of any jurisdiction, or violate school rules.
- f. Consume or offer to any other person any substance which I say or believe will improve or alter my performance (this does not apply to any medication prescribed by a physician, or any other substance, such as aspirin, approved by the coach or sponsor in advance).
- g. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- h. Act in an unsportsmanlike manner;
- i. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
- j. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.
- k. Engage in any conduct which is intended to cause damage to school property or to the property of school personnel, or be disruptive to school activities.
- l. Engage in other acts of gross misconduct.
- m. Participate or observe in the hazing or bullying and/or initiation of any person.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

**D. General Penalties for Violations:**

1. **First offense** - suspension from 50% of regular season contests (fractions will be rounded up; for tournaments, each day equals one contest). If the entire suspension is not served in a single interscholastic activity, the remainder of the suspension will be served in the next interscholastic activity.



2. Returning to No Offense Status - Following the first offense, if a student completes one calendar year with no additional violations, the student may return to a no offense status. The opportunity to return to a no offense status will only be granted to a student one time during their high school career.
3. Second offense - suspension for one calendar year from all interscholastic activities. The calendar year will begin with the first day of the suspension.
4. Third offense - suspension from all interscholastic activities for the remainder of the student's high school career.
5. Reinstatement - Following the third offense, if the student completes one calendar year without any additional violations, they may apply in writing at the discretion of the principal and athletic director, the consideration regarding the seriousness of the prior offenses shall determine whether or not to reinstate the participant to a second offense status. If any prior violation was dangerous to other persons or property, including but not limited to hazing and/or initiation, or seriously disruptive to any school activity, then the student shall not be reinstated. If a fourth offense occurs prior to reinstatement, then reinstatement is not available.
6. Fourth offense - If a fourth offense occurs prior to reinstatement, termination of privileges to participate in any activity covered by this policy occurs without opportunity for reinstatement.
7. Out of Season Violations - Out of season violations will apply to the next activity in which the student participates for up to one calendar year. If a student is participating in numerous activities during a season, the penalties will be assessed to all the activities.
8. Any student that is in violation of the athletic code out of season and facing an extra-curricular suspension may not join a team that has already held official practices and begin serving the suspension. He or she must wait until the official beginning of the next athletic season to begin serving the suspension.

#### **E. Penalties for Serious or Disruptive Offenses:**

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

#### **F. Procedure for Dealing with Major Violations**

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

C. If the issue is still not satisfactorily resolved in step B, the grievant(s) may appeal the issue in writing to the Board of Education within five (5) days from the receipt of the written response. The Board shall consider the appeal within thirty (30) days and a written response shall be given within five (5) days.

#### **G. Minor Violations**

Any minor violations will be decided upon by the staff of the activity with the prior approval of the athletic director. The guidelines for each team or activity will be shared with the parent/guardian of the participant prior to the beginning of the season at the pre-season meeting. It is the responsibility of the parent/guardian to attend this meeting and receive the guidelines.

#### **H. General Rules and Regulations for School Activities**

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

#### **I. Transportation**

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

#### **J. Student Athlete Concussions and Head Injuries**

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

#### **K. Athletic Uniforms**

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

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## **XIX. School Services**

### ***A. Book Rental/Lost Textbooks/Lost Library Books***

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

### ***B. Cafeteria - Lunch Period***

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

### ***C. Guidance Services***

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

1. Personal counseling - sometimes students find it desirable to discuss a problem with another person. Possible solutions can be examined in a confidential manner.
2. Educational planning - the counselor is responsible for each student's schedule. It is often beneficial for students to plan their high school program for the entire four years. The counselor is available to assist each student in this task.
3. Vocational counseling - the guidance office contains a variety of information concerning many vocations. Students should begin to explore possible opportunities early in their school experiences. Students are encouraged to use these materials and discuss their vocational plans with the counselor.
4. College admission - there are many college catalogs for the students' use in the guidance office. These include business schools, technical schools, junior colleges, and four-year colleges and universities. Several representatives from these institutions visit Tri-Valley during the school year. Interested juniors and seniors are invited to talk with these representatives. It is necessary to make an appointment with the counselor for these meetings.
5. Scholarships - information concerning various types of scholarships is available in the guidance office. These vary from grants awarded by the state and Federal governments to competitive scholarships sponsored by corporations and organizations.
6. Testing program – Tri-Valley administers all SAT based exams in order to prepare students for the SAT which is taken during their junior year. During their freshman year students take the PSAT 8/9, and the PSAT 10 during their Sophomore year. These tests are used to measure student progress from year to year. Although these test scores do not affect grades, they are recorded as a part of each student's permanent record. Students should always put forth their best effort.  
Juniors who are considering attending college are advised to take the PSAT/NMSQT. This test can qualify students for a National Merit Scholarship, State Farm Foundation Scholarships, and it also provides valuable test taking experience.
7. Parent conferences - the school and the home have a mutual interest in the total development of the student. Only through working together can the student best be served. The counselor welcomes calls or visits from parents on any matter of concern.
8. Scheduling student conferences - it is preferred that the students visit the counselor during their study hall period, before or after school, or during lunch period. If a student comes to the guidance office during a scheduled class period, they must have a pass from the teacher.

### ***D. Insurance Program***

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

### ***E. Library Services***

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

1. All students are eligible to use the IMC for study and to check out materials. This privilege may be suspended for three reasons: a) the student has violated the rights of others to study or check out materials; b) the student has overdue materials; c) the student owes fines.
2. All books, with the exception of those listed above, may be loaned for a period of three weeks. A fine of five cents (\$0.10) per school day will be charged for late materials.
3. Students who borrow books and other materials are responsible for them. If a person borrows a book and then loans it to someone else, he/she is still responsible for the book.
4. All materials leaving the IMC must be properly checked out. Failure to do so will be punishable.

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## XX. Technology & Internet Services

### A. 1 to 1 Computer Plan

Tri-Valley CUSD #3 will provide all students, 9-12 grade, with a laptop computer which students will be able to fully possess for the entire school year, including nights, weekends, and summer months. Students will be required to return the computer when (1) the school issues new computers every 2 years, or (2) the student graduates or transfers from Tri-Valley High School.

Students, and their parents/guardians, are reminded that use of district technology is a privilege and not a right. Everything done on any district-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of district technology can result in limited or banned computer use, disciplinary consequences, receiving a failing grade, and/or legal action.

### B. Ownership of the Laptop

Tri-Valley CUSD #3 retains sole right of possession of the laptop. The laptops are lent to the students for educational purposes only for the academic year. Moreover, Tri-Valley CUSD #3 administrative staff and faculty retain the right to collect and/or inspect laptops at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Tri-Valley will continue to filter the laptops while away from the district.

### C. Student Responsibilities for the Laptop

Students are solely responsible for the laptops issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy and corresponding Use of Technology Laptop Agreement (this document) when using their laptops.
- Students must bring their laptop to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged laptop should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must promptly report any problems with their laptop to a teacher or IT staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the laptop, including the keys or plastic casing.
- Students may not attempt to install or run any operating system on the laptop other operating system supported by the district.
- Students must keep their device clean.
- Students are not allowed to put any personal stickers on the district owned devices.
- Teachers will have the ability to monitor their students activity during class time.

#### **D. Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their laptops that are not installed by a member of the Tri-Valley CUSD #3 staff. Students are responsible for backing up their data to protect from loss. Users of district laptops have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the laptop, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

#### **E. Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not visit sites that are degrading, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the Acceptable Use Policy.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

#### **F. Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

#### **G. Spare Equipment and Lending**

If a student's laptop is inoperable, the school has a limited number of spare devices for use while the student's laptop is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable laptop to avoid doing class work due to loss or damage. If a student does not bring his/her laptop to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged laptop to school.

#### **H. Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use. Damages that are due to manufacturer defect or normal use will not be charged to a student's account. However, a student's account will be charged for rates listed below due to negligent damage. Loss or theft of the device is also the student's responsibility. The student should report the loss or theft of the device immediately to district staff.

**Screen Repair \$10.00**

**Power Adapter replacement \$25.00**

## **I. Laptop Resources for Families**

Laptop Setup Support: If you cannot connect the laptop to your home internet, call and leave a voicemail at this number. Please include your name and phone number. 309-378-2911 EXT.1311

Laptop Email Support: If you cannot connect the laptop to your home internet, you may email 1to1@tri-valley3.org

## **J. Internet Acceptable Use**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

**Terms and Conditions**: The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

## **K. Unacceptable Uses of Internet**

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;

14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

#### ***L.. Network Etiquette***

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

#### ***M. No warranties***

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

#### ***N. Indemnification***

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

#### ***O. Security***

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

#### ***P. Vandalism***

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

#### ***Q. Copyright Web Publishing Rules***

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

a. For each re-publication (on a Web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

- b. Students engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

### ***R. Use of Email***

The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s email system constitutes consent to these regulations.

### ***S. Internet Safety***

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

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## **XXI. Permanent Records**

The school maintains a permanent record for each student enrolled at Tri-Valley High School. The information found in this record includes: standardized test results, grades and credits earned in courses taken by the student, the number of days absent and tardy, limited family information including parents’ names, address, student’s date of



birth, telephone number, and other schools attended, extra-curricular activities. Parents of students under 18 years of age may request to see the student's permanent record while in the presence of a school official. A separate health record for each student is maintained in the office.

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## **XXII. Transportation**

### ***A. Transportation Services***

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1.5 miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. Bus schedules and routes shall be determined by the Transportation Director and shall be altered only with the Transportation Director's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

### ***B. Instructions to School Bus Riders***

A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
13. Assist in keeping the bus safe and sanitary at all times.
14. Do not eat or drink on the bus.
15. Carry no animals on the bus without the permission of the school Transportation Director and the Superintendent or Principal.
16. Keep books, packages, coats, and all other objects out of the aisles.
17. Leave no books, lunches, or other articles on the bus.
18. Be courteous to fellow pupils and the bus driver.
19. Help look after the safety and comfort of smaller children.
20. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
21. Observe safety precautions at discharge points. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.

22. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
23. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
24. Parents will be liable for any defacing or damage students do to the bus.

For questions regarding school transportation issues, please contact Cade Hasselbring, Transportation Director, at (309) 378-2351.

***C. "Can I ride home with my friend?"***

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

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## **XXIII. Canceling Activities for Emergency Reasons**

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

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## **XXIV. Scheduling of Extra-Curricular Events**

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

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## **XXV. Suicide and Depression Awareness and Prevention**

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

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

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## XXVI. Parental Rights

### **A. Teacher Qualifications**

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

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

### **B. Standardized Testing**

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

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

### **C. Homeless Child's Right to Education**

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

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

### **D. Sex Education Instruction**

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

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

### ***E. English Language Learners***

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

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

For questions related to this program or to express input in the school's English Learners program, contact the building principal at (309) 378-2911.

### ***F. School Visitation Rights***

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

### ***G. Mandated Reporters***

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### ***H. Sexual Predator Notification Law***

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### ***I. Sex Offender & Violent Offender Community Notification Laws***

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry - [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry - [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

### ***J. Testing Transparency***

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 2 A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### ***K. Annual Report Card***

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

### ***L. Unsafe School Choice Option***

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. For further information on any of the above matters, please contact the building principal.

### ***M. Title I Programs***

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### ***N. Environmental Quality of Buildings and Grounds***

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

### ***O. Establishment of Local Scholarships***

Community members, staff, and families may establish financial scholarships to benefit Tri-Valley students for memorial, student achievement, or other acknowledgement purposes. In order to establish a new scholarship the benefactors must (1) meet with the school counselor and the principal to discuss the creation of the scholarship, then (2) formally present the scholarship to the Board of Education for final approval (if the school counselor and principal deems such consideration appropriate). Should the Board of Education approve the scholarship, the scholarship application and forms will be distributed to students at Tri-Valley High School. The presentation for all local scholarships will be made at the annual Academic Awards ceremony by the principal or a district staff member agreed upon by the benefactor and principal.

### ***P. Equal Educational Opportunities and Sex Equity***

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

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## **XXVII. Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

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## XXVIII. Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following. Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades



- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization

- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)