

# Tri-Valley Middle School Student Handbook 2023-24



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

Statement of Philosophy and Purpose	5
School Operations During a Pandemic or Other Health Emergency	5
Introduction	6
Visitors	7
Volunteers	7
Video Monitoring Systems	7
Animals on School Property	7
Accelerated Placement	7
Fines, Fees and Charges; Waiver of Student Fees	7
I. Attendance Procedures	8
A. Compulsory School Attendance	8
B. Attendance and Punctuality	8
C. School Arrival/Start/Dismissal Times	9
D. Snow Days/Early Dismissal	9
E. Student Absences	9
F. Types of Absences	10
G. Excused Absences	11
H. Unexcused Absences	11
I. Planned Absences	12
J. Absenteeism and Truancy Program	12
K. Middle School 10-Day Rule	13
L. Tardiness	14
M. Leaving School Grounds	14
N. Pass Slips	14
O. Entering and Leaving School	14
II. Curricular Offerings	14
A. Required and Elective Courses	14
B. Student Recognition	15
D. Student Study Halls/Viking Power	15
E. Regional Alternative School (RAS)	15
III. Promotion and Retention of Students	15
IV. Grade Reporting	15
A. Grades	15
B. Cheating/Academic Dishonesty	16
C. Homework	16
V. Conferences and Progress Reports	16
VI. Students with Disabilities	16
A. Accommodating Individuals with Disabilities	16
B. Education of Children with Disabilities	16
C. Discipline of Students with Disabilities	17
VII. Equal Opportunity/Harassment/Teen Dating Violence Policy	17
VIII. Prevention of and Response to Bullying, Intimidation & Harassment	18
IX. Discipline Policy	20
A. Teacher/Administrator Responsibility	20
B. Due Process	20
C. Purpose of Discipline Policy	20
D. When and Where Conduct Rules Apply	20

E. Student's Personal Responsibility for Control and Conduct	20
F. Discipline Violations	21
G. Disciplinary Actions	21
H. Definitions	22
I. Disciplinary Measures	24
J. Prohibited Use of Electronic Devices	25
K. Corporal Punishment	25
L. Weapons Prohibition	25
M. Gang & Gang Activity Prohibited	25
N. Re-Engagement of Returning Students	25
O. Access to Student Social Networking Passwords & Websites	26
P. Internet Threats	26
X. Student Rules & Regulations	26
A. School Dress Code and Appearance	26
B. Care of Personal Property	26
C. Study Hall Guidelines	26
XI. General Information	27
Sales and Collection of Money	27
Announcements	27
Field Trips and Co-Curricular Trips	27
School Dances	27
Fire Drills and Emergency Drills	27
School Lockers	28
Search and Seizure	28
Lost and Found	28
Physical Education Participation/Dress	28
Physical Education Exemption	29
Administering Student Medicine	29
Prevention of Anaphylaxis	29
Self-Administration of Medication	30
Communicable Diseases	30
Head Lice	30
Common Medical Concerns	30
Telephone	30
Hall and Locker Decorations	30
Hall Passes	31
Canceling Activities for Emergency Reasons	31
XIII. Student Privacy Protections	31
A. Student Privacy	31
B. Student Records	32
C. Student Biometric Information	34
XII. Extra-Curriculars	35
A. Tri-Valley Middle School Extra-Curricular Philosophy and Code of Conduct	35
B. Interscholastic Offerings	36
C. Requirements for Participation in Extracurricular Activities:	37
D. General Penalties for Violations:	38
E. Penalties for Serious or Disruptive Offenses:	39
F. Procedure for Dealing with Major Violations	39
G. Minor Violations	39

<a href="#">H. General Rules and Regulations for School Activities</a>	<a href="#">39</a>
<a href="#">I. Training Rules and Policies</a>	<a href="#">40</a>
<a href="#">J. Transportation</a>	<a href="#">40</a>
<a href="#">K. Student Athlete Concussions and Head Injuries</a>	<a href="#">40</a>
<a href="#">XIV. School Services</a>	<a href="#">40</a>
<a href="#">A. Book Rental/Lost Textbooks/Lost Library Books</a>	<a href="#">40</a>
<a href="#">B. Cafeteria - Lunch Period</a>	<a href="#">40</a>
<a href="#">C. Guidance Services</a>	<a href="#">40</a>
<a href="#">D. Insurance Program</a>	<a href="#">41</a>
<a href="#">E. Library Services</a>	<a href="#">41</a>
<a href="#">XV. Acceptable Use of the District’s Electronic Networks</a>	<a href="#">41</a>
<a href="#">Guidelines for Student Distribution of Non-School-Sponsored Publications</a>	<a href="#">44</a>
<a href="#">XVI. Permanent Records</a>	<a href="#">44</a>
<a href="#">XVII. Transportation</a>	<a href="#">45</a>
<a href="#">A. Instructions to School Bus Riders</a>	<a href="#">45</a>
<a href="#">B. “Can I ride home with my friend?”</a>	<a href="#">46</a>
<a href="#">XVIII. Suicide and Depression Awareness and Prevention</a>	<a href="#">46</a>
<a href="#">XIX. Parental Rights</a>	<a href="#">46</a>
<a href="#">Accommodating Individuals with Disabilities</a>	<a href="#">46</a>
<a href="#">Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations</a>	<a href="#">46</a>
<a href="#">Warning Signs of Child Sexual Abuse</a>	<a href="#">46</a>
<a href="#">Warning Signs of Grooming Behaviors</a>	<a href="#">47</a>
<a href="#">Warning Signs of Boundary Violations</a>	<a href="#">48</a>
<a href="#">Discipline of Students with Disabilities</a>	<a href="#">49</a>
<a href="#">Education of Children with Disabilities</a>	<a href="#">49</a>
<a href="#">English Learners</a>	<a href="#">49</a>
<a href="#">Faith’s Law Notifications</a>	<a href="#">49</a>
<a href="#">Instructional Material</a>	<a href="#">50</a>
<a href="#">Homeless Child’s Right to Education</a>	<a href="#">50</a>
<a href="#">Mandated Reporters</a>	<a href="#">50</a>
<a href="#">School Visitation Rights</a>	<a href="#">50</a>
<a href="#">Sex Offender &amp; Violent Offender Community Notification Laws</a>	<a href="#">50</a>
<a href="#">Sexual Predator Notification Law</a>	<a href="#">50</a>
<a href="#">Standardized Testing</a>	<a href="#">51</a>
<a href="#">Student Privacy Protections</a>	<a href="#">51</a>
<a href="#">Parent Notices Required by the Every Student Succeeds Act</a>	<a href="#">54</a>

## Statement of Philosophy and Purpose

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

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

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

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

## School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their children. 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 the school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

## Introduction

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the District office located at 410 E. Washington in Downs, IL. 61736.

The School Board governs the school district and is elected by the community.

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

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

### **Visitors**

- A. All visitors including parents and siblings must enter through the front door of the building and proceed immediately to the main office and identify themselves and inform the office personnel of their reason for being at the school.
- B. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a guest ID tag and place the tag to their outer clothing in a clearly visible location.
- C. All visitors must return to the main office and sign out before leaving the school.
- D. The only lunch visitors allowed for students are immediate family members. The parent of the student must contact the main office in advance to approve this lunch visit.
- E. No visitors (including parents and former students) may meet with teachers during the school day unless they have scheduled that meeting in advance with the specific teacher(s).
- F. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **Volunteers**

All school volunteers must be approved by the building principal prior to assisting in the school. Some teachers utilize volunteers in the classroom and will notify parents when needed. All visitors must return to the main office and sign out. For school-wide volunteer opportunities, please contact the building principal.

### **Video Monitoring Systems**

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

### **Animals on School Property**

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

### **Accelerated Placement**

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

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

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver 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 a student is eligible for a fee waiver if at least one of the following prerequisites is met:

- 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;

- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
- 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:

- 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.

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

## I. Attendance Procedures

### A. Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

### B. Attendance and Punctuality

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

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time



school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

**Tri-Valley Middle School starts at 8:15 a.m. and dismisses at 3:15 p.m.**, on regular school days. Tri-Valley Middle School students can be dropped off starting at 7:50 a.m. On days that the temperature is below 20 degrees, we will be inside, all other days 4-6th grade will go to the back playground and 7-8th grade will stay out front. Tri-Valley High School starts at 8:15 a.m. and dismisses at 3:10 p.m., on regular school days. Students arriving late will need to sign in at the school office, before entering class.

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

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

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

- **Social Media:** Facebook page ("Tri-Valley CUSD #3"), Twitter Account (@TVDIST3), and Tri-Valley CUSD #3 App for smartphones
- **Radio:** WJBC (1230 AM), WBNQ (101.5 FM), WBWN (B104.1 FM) - Bloomington
- **Television:** WEEK-TV (NBC Channel 25) – Peoria
- **Messaging system:** In addition, the school offers a feature that will automatically notify parents via e-mail and telephone voice messaging system in case of cancellations due to inclement weather. The link to this service can be found under the Community portion of the website. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If school is dismissed early for an emergency or weather, all after-school functions are 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 is 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) is to call the school by 9:00 AM each day of a student's absence, and indicate the reason for the absence. State law requires the school to call parent(s)/guardian(s) at home or work if the school has not been notified about a student's absence. *Tri-Valley Middle School shall make a reasonable effort to telephone parent(s)/guardian(s) within two hours, after the first class, to notify a student's absence, if such student is absent without valid cause.*
2. **Changing attendance to excused:** In situations where a parent/guardian does not notify the school by phone when a student is absent, a written note is required from the parent/guardian, and the absence will be considered unexcused. To change the absence to excused, a written note is required from the parent/guardian, within one school day. *The note should contain Dates of Absence; Specific Reason for the absence/tardiness; Parent/Guardian signature.*
3. **Doctor's Notes:** If a student has seen a doctor during the absence, a note from the doctor stating the date and time of the office visit, when the student may return to school, and any restrictions required, should be sent to school with the student to be turned into the office. In addition for multiple days of absence, the doctor's note must include each day absent for all days absent to be considered as a doctor's excuse.
4. **Make-up Work:** If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. It shall be the responsibility of the student to present make-up work to his/her teacher within a reasonable period of time, usually within a period of time equal to the number of days absent. *With today's technology, students are encouraged to contact teachers during their absence to obtain the work missed on those days.*

- a. Parent(s)/guardian(s) should check to make sure their child has completed all make-up work and that the work has been turned in.
- b. An example: A student has known for weeks a test is on Wednesday, but the student has an excused absence that day. In this scenario, the student would be required to take the test on Thursday.
- c. Another example: A student has an excused absence on Monday, then an assignment is given that is due Tuesday. In this scenario, the student would be required to turn in the work on or before Wednesday.
- d. If the work has not been turned in after the given number of days, zeros will be recorded for the work no matter what the reason for the absence.

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

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, 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, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

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

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

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

#### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of

daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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

#### ***G. Excused Absences***

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

#### ***H. Unexcused Absences***

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

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

Any absence from class without permission is rated as an unexcused absence. It is important that students study and make up efforts for material missed during unexcused absences even though credit may not be given for the work.

Studying does prepare the student for chapter or unit tests later. The following are examples of unexcused absences, but not an all-inclusive list:

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

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

Students who have exceeded five (5) parental call-ins for the semester will be marked unexcused for each additional absence. If the student has a doctor's excuse, it must be turned in to 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 missed work.

### ***I. Planned Absences***

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

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

### ***J. Absenteeism and Truancy Program***

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.

3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board Policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, School Admissions and Student Transfers To and From Non-District Schools.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

***K. Middle School 10-Day Rule***

Students are expected to be in attendance daily at Tri-Valley Middle School. In the unlikely event, a student accumulates more than ten (10) Unexcused Absences in a class per semester and still has a passing grade, no academic credit will be granted for that semester. The only exceptions to this rule will be when there is a death in the immediate family, a

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.

**L. Tardiness**

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

Continued and regular instances of being tardy to class will bring negative consequences. A regular pattern of tardiness will be dealt with according to the student handbook. Students will be required to meet with the principal on the 5th tardy.

**M. 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 the 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.

**N. Pass Slips**

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

**O. Entering and Leaving School**

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

**II. Curricular Offerings**

**A. Required and Elective Courses**

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

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

### **B. Student Recognition**

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

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

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

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

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

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

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

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

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

In grades 4th-8th pupil promotion or retention will be based on the academic progress of the child. To be considered for promotion, a student is only permitted to fail one core academic subject. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based on age or any other social reason not related to academic performance.

## **IV. Grade Reporting**

### **A. Grades**

Grades, which are cumulative throughout the quarter, are updated frequently and are available on Family and Student Access on Tri-Valley's web page. The letter grades shown below are intended only as a guide.

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

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

### ***B. 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.

### ***C. 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.

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

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

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

### ***E. 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.

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

## **V. Conferences and Progress Reports**

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

Any time parents have questions regarding the progress of a student, a conference is recommended. Student grades are available through Skyward access. Formal progress reports are no longer mailed out. Parents seeking a hard copy of a report card should contact the school office and make this request. Parents who receive an unsatisfactory report should contact the school for a conference. Poor attendance is one of the major causes of unsatisfactory progress.



## **VI. Students with Disabilities**

### ***A. 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.

### ***B. 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 the ages of 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 at 378-3414

Sara Burnett at 378-3414

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

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### **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, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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. The use of prone restraint is prohibited.

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

It is the policy of Tri-Valley Community Unit District #3 that its educational and co-curricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage, or opportunity.

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

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

### **Harassment Prohibited**

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

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

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

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

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, the 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 student's person or property;
2. Causing a substantially detrimental effect on the student's or student's physical or mental health;
3. Substantially interfering with the student's or student's academic performance; or
4. Substantially interfering with the student's or student's 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 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 have information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

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

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

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

## **IX. Discipline Policy**

### **A. Teacher/Administrator Responsibility**

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

### **B. Due Process**

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

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

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

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

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

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

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

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

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

Among the forms of punishment used to counteract misconduct are:

1. Detention - a defined period of confinement assigned by a teacher or administrator (before school, after school, or lunch)
2. Saturday Detention - same as above except the time is for a specified amount of time (1, 2, or 3 hours) on Saturday (8:00 a.m. – 11:00 a.m.) at the high school building
3. Directed Study - isolation from classroom activities with study and/or work assigned by the teachers or administrator, the work completed during this time will receive full credit if all work is turned in on time.
4. Restitution - Payment for damages
5. Suspension - temporary removal from the school facility by an administrator with the opportunity to make up for school work missed. All work must be turned in on the day the student returns from suspension.
6. Expulsion - permanent removal from the school facility by the Board of Education.

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

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

***F. Discipline Violations***

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

***G. Disciplinary Actions***

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

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

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

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

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

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

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

<b>Tier 1 (Levels 1-2)</b>	<b>Tier 2 (Levels 2-3)</b>	<b>Tier 3 (Levels 3-5)</b>
<ul style="list-style-type: none"> <li>● Cell Phone Violation</li> <li>● Disrespect to staff member, minor</li> <li>● Dress code violation</li> <li>● Horseplay (e.g. rough-housing, antics)</li> <li>● Misconduct/disruptive behavior, minor</li> <li>● No hall pass</li> <li>● Public display of affection</li> <li>● Swearing, minor</li> <li>● Tardy to school</li> <li>● Tardy to class</li> <li>● Technology Violation, minor</li> </ul>	<ul style="list-style-type: none"> <li>● Cheating, minor*</li> <li>● Cyber bullying</li> <li>● Disrespect to staff member, major</li> <li>● Diversity intolerance, minor</li> <li>● Harassment/Intimidation/Bullying*</li> <li>● Electronic tampering, minor*</li> <li>● Misconduct/disruptive behavior, major</li> <li>● Missing teacher detention</li> <li>● Skipping class*</li> <li>● Spontaneous threat to a student</li> <li>● Swearing, major (e.g. vulgarity towards a staff member)</li> <li>● Technology Violation, major</li> <li>● Trespass to a teacher's room or desk</li> <li>● Truancy*</li> <li>● Unauthorized use of building/grounds*</li> </ul>	<ul style="list-style-type: none"> <li>● Assault to a school employee or student</li> <li>● Cheating, major</li> <li>● Diversity intolerance, major</li> <li>● Electronic tampering, major (e.g. unauthorized use of staff network)</li> <li>● Fighting, battery to a student</li> <li>● Gross disrespect/disobedience or Misconduct*</li> <li>● Premeditated threat to a student or staff member*</li> <li>● Sexual harassment</li> <li>● Stealing*</li> <li>● Suspension violation</li> <li>● Tobacco/E-cigarette/Vaping: use, possession, distribution, purchase, or sales</li> <li>● Unauthorized possession/use of school keys</li> <li>● Ongoing disrespect &amp; disruptive behavior</li> <li>● Vandalism/Destruction of School Property (to school property or property owned by student/staff on school grounds)</li> </ul>
<b>Tier 4 (Levels 5-6)</b>		
<ul style="list-style-type: none"> <li>● Battery of a school employee/volunteer</li> <li>● Being under the influence of any of the substances listed below, other than those prescribed by a licensed practitioner for medical purposes</li> <li>● Gangs/gang activities</li> <li>● Possession, sale and/or use of a firearm/weapon*</li> <li>● 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)</li> <li>● Using, possessing, distributing, purchasing, or selling alcoholic beverages.</li> </ul> <p>Using, possessing, distributing, purchasing, or selling:</p> <ol style="list-style-type: none"> <li>1. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).</li> <li>2. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.</li> <li>3. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.</li> <li>4. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.</li> <li>5. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.</li> <li>6. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.</li> </ol>		

7. Any substance recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for the use by the student in the manner provided.

\* = Definition provided below.

#### H. Definitions

- **Bus Suspension**: exclusion from riding a school bus for any length of time not exceeding ten (10) school days.
- **Bus Expulsion**: an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.
- **Certified Person**: any person who is duly certified under the provisions of the Illinois School Code and who is employed by the School District in a position requiring a certificate.
- **Detention**: assigned time at lunch, after school, or at the high school on Saturday morning for 1-3 hours, if a detention is missed you will be assigned a punishment from Tier 2 and make up for the detention that was missed.
- **Directed Study (formerly In-School Suspension)**: 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 or carried forward to a succeeding school term when appropriate.
- **Emergency**: a situation where the student's presence poses an immediate or continuing danger to himself, other persons, or property, or constitutes an ongoing threat of disrupting the educational process.
- **Exclusion**: any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
- **Expulsion**: exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when deemed appropriate.
- **Fighting**: Students who are involved in fighting will have their parents contacted and will be sent home for the rest of the school day or from the event in which the fighting occurred.
- **Gross Disobedience or Misconduct**: specifically includes but is not limited to:
  - Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
  - Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, bus drivers, or any other district employee.
  - Behavior that interrupts the orderly process of school affairs.
  - Conduct that is or may be physically injurious to persons or property.
  - Truancy - subject to the provisions of Section 26-12 of the Illinois School Code.
  - Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
  - Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule, or regulation.
  - Excessive unexcused absences.
  - Behavior that constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or school bus drivers.
  - Use or aid in the use of tobacco products.
  - Destruction or damage to school property shall require restitution and/or suspension.
- **Harassment/Intimidation/Bullying**: repeated instances of threatening or detrimental behavior directed toward another student. Examples of prohibited conduct include but are not limited to, name-calling, using derogatory slurs, pinching, tripping, wearing or possessing items depicting or implying hatred or prejudice of a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or another protected group status. If a teacher witnesses any of the above-mentioned actions he/she should:
  - Acknowledge unacceptable behavior to student
  - Issue appropriate classroom or office discipline
- **Major Electronic Tampering (Tier 3)** includes but is not limited to: malicious attempts to undermine the local network or local website, malicious attempts to undermine any external network system or website, unauthorized use of a teacher account, logging in or attempting to log in as a network administrator,

unauthorized use of the district student management system, using an email account for illegal, inappropriate, or threatening purposes.

- Minor Electronic Violation or Tampering (Tier 2) includes but is not limited to: logging in to a district system as another student, accessing an email account without teacher permission, unauthorized installation of third-party software to any district system, removal of district software from any system, attempting to bypass the district's internet filter. Students should not be on websites that are not educational and/or approved by the teacher. The second attempt by a student will be considered major electronic tampering.
- Premeditated threats are defined as being written down, sent electronically, or occurring more than once over a period of time.
- Skipping is defined as intentionally missing one or more class periods but remaining on school grounds.
- Stealing: Items must be returned in the original state if possible or restitution for the value of the item must be made.
- Suspension: an exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate.
- Technology Use Violation: Students are on games or other sites that are not approved by the teacher or for academic use during class periods or study hall.
- Tuancy is defined as intentionally missing one or more classes and leaving school grounds or never coming to school at all.
- Unauthorized use of Buildings or Grounds: During the school day, no student is to be outside of the building without supervision. At lunchtime, students may go outside for recess but are restricted to the playground area. Students may not be in the IMC, academic areas, or a teacher's room without permission and/or supervision. Students at the middle school are not permitted to enter the building or playground prior to being directed by a teacher.
- Vandalism/Damage to Property: The regulations of our Board of Education are very specific with regard to school property. These regulations state that students are required to pay for all damages which they have done to school property. They may even be suspended from school for willful damage. All report cards, certificates of credit, or graduation diplomas may be withheld until all obligations are met. The District is not responsible for securing restitution for damages done to personal property.
- Unauthorized Use of Buildings or Grounds: During the school day, no student is to be in the parking lot without a parking lot pass from the office or outside of the building without a pass or supervision. At lunchtime, students may go outside but are restricted to an area extending from the southeast corner of the gym south to the track and from the track to the southeast corner of the greenhouse. Students may not go outside this area without the permission and supervision of a staff member. Students may not be in the IMC, academic area, or a teacher's room without permission and/or supervision.
- Weapon: Any instrument or object capable of inflicting bodily harm which has no other useful school purpose, including but not limited to: knives, razor blades, guns, metal knuckles, broken pieces of glass or metal, self-defense apparatus, clubs, chains, etc. All weapons will be taken away from a student. Refusal to give up a weapon to a staff member will result in an additional suspension from school.

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

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension (Directed Study).



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

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

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

Cell phones and smartwatches are prohibited in the academic environment, upon entering the school all personal cell phones and smartwatches should be stored in a backpack, student locker, or placed on the teacher's desk. Students are prohibited from using laptops, tablet computing devices, iPods, smartwatches, and other devices of technology for **any non-academically related purpose** during class. This includes but is not limited to, having conversations, texting, playing games, and accessing the Internet, if not directly instructed to by the teacher. In addition, any device may only be used if it is connected to the "Authorized Tri-Valley Wireless Network." Outside and unfiltered networks may not be accessed during the school day. Any student using any electronic device is subject to the guidelines outlined in Tri-Valley CUSD #3 acceptable use policy and the Electronic Violation/Tampering section of the discipline policy.

In addition, cell phones are to be in the "off" position or silenced during the school day, so as to negate the possibility of interruption from received calls, texts, messages, notifications, alarm sounds, etc. Finally, students are **prohibited from using electronic camera devices to take any pictures or videos during the course of the day unless directly instructed to do so by the teacher or administration**. Violation of these policies will be dealt with at a minimum as a Group 1 discipline violation for a first offense. In addition, any device that may be confiscated by the administration in violation of this policy is suspected. Finally, Tri-Valley CUSD #3 and its employees are not responsible for any electronic device that is misused, lost, damaged, or stolen.

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

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

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

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles, or other knuckle weapons regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including a "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 and/or parent returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.

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

The Superintendent and/or Principal(s) may require a student or his/her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

#### ***P. Internet Threats***

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

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

### ***A. School Dress Code and Appearance***

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dresses, 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.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

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

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

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

### **C. Study Hall Guidelines**

1. Firm control of students and a study atmosphere should be maintained at all times.
2. No games or card playing unless given permission by the teacher.
3. No student should be out of study hall unless they have a pass. The study hall teacher should know exactly where the students are going and when they will return. Students should move directly to the intended location written on the pass and present the pass to the staff member at that location.
4. No electronic devices will be allowed unless direct teacher approval. Electronic devices should not disrupt others and be used for academic purposes, games are not permitted.
5. All students are required to work in the classrooms, students should not be dismissed to the hall.

## **XI. General Information**

### **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 being signed. The organization or class must indicate why the money is needed, how it will be raised, and how it will be spent.

### **Announcements**

All-school announcements will be made over the PA once a day at the beginning of the day if necessary. Announcements are also available via the Middle School Documents Section on the TV3 App.

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

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

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

### **School Dances**

1. There will be a limited number of school dances during the year. School dances are a privilege, not a right. Therefore all dances must be planned in advance and must be chaperoned by teachers. All dances and other activities must be approved and placed on the calendar at least two (2) weeks prior to the event.

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

### **Fire Drills and Emergency Drills**

Drills are held to acquaint all students and personnel with the necessary emergency procedures. Each teacher will instruct their students on the procedures to be followed in case of an emergency; such directions are posted in each classroom.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **School Lockers**

All 6th to 8th-grade students are assigned a locker equipped with a built-in combination lock. Padlocks are not to be used. The locker is provided for the safeguarding of personal property and such school property as has been issued to the student. It must be kept locked at all times when not in use. Each student shall be responsible for the locker assigned and its condition. Doubling or sharing of lockers will not be permitted, and the combination should not be shared with friends. If at any time the lock does not function properly or other problems arise, the facts should be reported to the office at once. The school cannot be held responsible for lost or stolen items. Lockers are and shall remain, the sole property of Tri-Valley and students should have no expectation of privacy therein. The school reserves the right to open the locker assigned to a student, with or without the student's knowledge, for inspection with or without a reasonable suspicion that the student has in the locker an illegal, harmful, or prohibited substance, or an object which could be considered to be used as a weapon. To maintain order and security in the school, school authorities are also authorized to conduct reasonable searches of students and their personal effects, including purses, book/gym bags, and similar paraphernalia. Any locker left unopened with books and materials hanging out could result in confiscation of the locker contents and Tier 1 discipline.

### **Search and Seizure**

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

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

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

2. **Students:** School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground

for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

### **Lost and Found**

Lost articles should be reported to the office immediately. Found articles must be turned in to the office. All items left in the lost and found will be donated to a charity on the last day of each quarter.

### **Physical Education Participation/Dress**

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

Students in 7<sup>th</sup> and 8<sup>th</sup> grade PE classes will be required to wear a standard uniform consisting of a standard uniform purchased from the school, shorts, socks, and gym shoes (No sandals or slip-on shoes). If you choose to have a sweatshirt or sweatpants, you may bring your own. Sweat clothes must be carried rather than worn to class. Instructors will indicate appropriate times to wear sweat clothes. All articles of clothing should be marked for identification. We strongly recommend against expensive, name-brand sweat suits, shirts, shorts, or shoes for PE.

Success in PE requires active involvement in each class. Failure to dress in the proper uniform precludes healthy and safe participation, and as such, "dress cuts" interfere with success. Department procedures will be implemented each semester to encourage all students to be properly dressed for participation each day. A loaner PE uniform may be available on the first dress cut or for circumstances such as theft or temporary financial hardship. Students failing to dress properly for PE class will be subject to lower grades and/or detentions.

Students must have a padlock available in order to lock street clothes in a PE locker while in class. Clothing and other property should never be left unattended in the locker room or instructional areas. Tri-Valley is not responsible for lost or stolen property.

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

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

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

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

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

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

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

### **Administering Student Medicine**

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

### **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 provides 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 District Nurse.

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

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **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.

### **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 a parent or guardian regarding appropriate treatment for an 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 active head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Common Medical Concerns**

If students experience vomiting or diarrhea they should remain out of school for 24 hours to prevent transmitting those afflictions to other students.

Fever: If the student has been ill with a fever they need to remain at home until they have been fever-free for 24 hours (without fever-reducing medications).

Students must be excluded from school when afflicted with any contagious infections or transmittable diseases according to the laws of the State Health Department only by presenting the proper certification (doctor's note) to the building principal, or secretaries.

### **Telephone**

Students will use the office phone with the teacher's permission during class hours. Students will be called to the phone only for an emergency call, otherwise, a message will be sent to the student.

### **Hall and Locker Decorations**

The decorations of lockers for birthdays, sporting events, or otherwise are not permitted without prior approval of the principal. Hallway decorations are not permitted without prior principal approval. Any hall decorations or advertisements not approved by the Principal will be removed immediately. A small name tag can be placed on lockers using only magnetic fasteners. Tape is not permitted due to the damage it causes in removal.

### ***Hall Passes***

A student must have a pass to be in the halls during class time.

### ***Canceling Activities for Emergency Reasons***

When 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, practices, and adult education programs. Coaches will use their best judgment on whether it is safe to practice or not. All practices held when school has been canceled will be optional.

## **XIII. Student Privacy Protections**

### ***A. Student Privacy***

#### **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 the disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

#### **Surveys Requesting Personal Information**

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

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

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- 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.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- 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.



The school expects to administer the following surveys that request personal student information on the following approximate dates:[1]

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

### ***B. Student Records***

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

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

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

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

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use

its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

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

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

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

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

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

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

## **XII. Extra-Curriculars**

### ***A. Tri-Valley Middle School Extra-Curricular Philosophy and Code of Conduct***

Extra-curricular activities are privileges extended by the District to students who wish to participate and who agree to comply with the code as well as the rules and regulations established for the respective activity. Students who participate do so on a voluntary basis, and they are constantly in the eye of the public and represent the entire school as well as themselves. Since the participant represents the entire school, his or her conduct at school, in the activity, and out of school must be such that it will reflect favorably upon the entire school district. Compliance allows for ongoing participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions such as removal from extra-curricular activities and additional sanctions as listed in the following pages.

Because these activities are regarded as privileges and not property interests of the students, only those procedural and substantive considerations as provided for in this handbook shall be afforded the student when a disciplinary sanction must be considered.

The Extracurricular program at Tri-Valley Middle School is a part of the total school program and thus comes under the control and supervision of the Board of Education, Superintendent, and Principal to the same degree as any other part of the program. *Extra-curricular activities include but are not limited to all athletics, theater productions, music contests not related to a student's grade, and any other co-curricular group (for example Student Council).* The Board is committed to supporting a diversified and balanced program of co-curricular activities. It seems the goal of such activities is the life enrichment of each participant through the 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 a 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 continual improvement in his/her physical skills will be given playing time as deemed suitable by the coach. The rules and regulations created by the IESA and the local school district are established for the benefit of the participants and the school. Those who volunteer to participate are expected to follow all regulations as outlined by the IESA and the local school district. The philosophy at Tri-Valley Middle School is to provide an interscholastic atmosphere for the 6th-8th grade students in the interscholastic sports and activities at the Middle School.

## **Code of Conduct:**

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

1. Consume, possess, or distribute cigarettes, tobacco, or a tobacco substitute in any form (i.e. smokeless tobacco, vaping).
2. Consume, possess, or distribute alcoholic beverages.
3. Consume, possess, or distribute illegal drugs or substances, including any substances that I believe or tell others are illegal drugs or substances or possess or distribute drug paraphernalia.
4. Violate any criminal code or any law or ordinance of any jurisdiction, or violate school rules.
5. Consume or offer to any other person any substance which I say or believe will improve or alter my performance (this does not apply to any medication prescribed by a physician, or any other substance, such as aspirin, approved by the coach or sponsor in advance).
6. Engage in any conduct which is intended to cause damage to school property or to the property of school personnel, or be disruptive to school activities.
7. Participate or observe in the hazing and/or initiation of any person including electronically.
8. Engage in other acts of gross misconduct.

**Middle School Athletic Participation Policy Preface**—All students, grades 5<sup>th</sup> – 8<sup>th</sup>, who try out for an athletic team must meet the minimum requirements set by the district, coaches, and the IESA. The Tri-Valley School District cannot guarantee that every student who tries out for a team will be accepted as part of the team, nor can we guarantee to play time for each member of a team.

### ***B. Interscholastic Offerings***

**Baseball**—Seventh and eighth-grade boys are eligible to compete on the Middle School teams. There will be two teams with a maximum of 36 players in the program as chosen by the coach and submitted to the Athletic Director. Seventh and eighth graders can be placed on the “A” or “B” team depending upon their skill level. For the state tournament series, the team may consist of a roster of 18 players, as allowed by the IESA, from the seventh and eighth grades only as chosen by the coaches. Only the “A” team will compete in the IESA state tournament series.

**Softball**—Seventh and eighth-grade girls are eligible to compete on the Middle School teams. There will be two teams with a maximum of 36 players in the program as chosen by the coach and submitted to the Athletic Director. Seventh and eighth graders can be placed on the “A” or “B” team depending upon their skill level. For the state tournament series, the team may consist of a roster of 18 players, as allowed by the IESA, from the Seventh and eighth grades only as chosen by the coaches. Only the “A” team will compete in the IESA state tournament series.

**Cross-Country (boys/girls)**—All sixth, seventh, and eighth-grade students who go out and remain in good standing will be part of the team. All athletes will participate in regular season meets and invitational meets, but only the top seven runners will be scoring. For the state tournament series, our team will consist of our top seven runners based on season-best times.

**Track (boys/girls)**—All seventh and eighth-grade students who go out and remain in good standing will be part of the team. Players will participate in meets based on their skill level, although all athletes may participate in at least one event at all home meets. For invitational meets and the state tournament series, participation is limited to the top two athletes in each event based on their season performance. In the event of low participation numbers, 6<sup>th</sup> graders may be invited to participate. 6<sup>th</sup> graders will be permitted to perform at home meets only.

**Basketball (8th grade)**—Eighth grade girls and boys are eligible to compete on the eighth-grade team. The eighth-grade girls and boys' basketball teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Basketball (7th grade)—Seventh-grade girls and boys are eligible to compete on the seventh-grade team. The seventh-grade girls and boys' basketball teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Volleyball (8th grade)— Eighth-grade girls are eligible to compete on the eighth-grade team. The eighth-grade girls and boys' teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Volleyball (7th grade)—Seventh-grade girls are eligible to compete on the seventh-grade team. The seventh-grade girls and boys' teams will consist of a roster with a maximum of 15 players, as allowed by the IESA, as chosen by the coach. The coach will secure the approval of the Athletic Director before the final roster is determined.

Cheerleading—Seventh and eighth-grade students will be eligible to try out for cheerleading. The 7th and 8th-grade cheerleading squad will consist of a maximum of 12 students chosen by a selection committee consisting of former cheerleaders and/or cheerleading coaches and will cheer at all seventh and eighth-grade home games, and designated tournaments. The coach(es) will secure the approval of the Athletic Director before the final number of students on the squads is determined.

Wrestling—Fifth, sixth, seventh, and eighth-grade girls and boys are eligible to compete.

**Addenda—The procedures described below will be followed for moving athletes to the next level of competition:**

An exception to the above guideline will be allowed if the number of players on the eighth-grade roster is less than optimum. In this case, the coach may move seventh graders to the eighth-grade team, with administrative approval, so as to have an optimum number of players available for competition. Seventh graders moved to the eighth-grade team under these circumstances will be allowed to play on both the seventh and eighth-grade teams at the coach's discretion, including during the state tournament series.

In the event the number of participants at any given level falls below an optimum number, it may be decided that sixth-grade students will have the opportunity to participate. The coaches shall secure the approval of the Athletic Director prior to making this decision. In order to fill in the participant numbers 6th-grade students will be invited to participate based on the following criteria:

If, upon the first day of practice, a team has a number of participants that falls below the minimum participation numbers (1.5 x the number of starters) listed below, sixth-grade students will be invited to participate. However, there will be no cuts. Any sixth-grade student expressing an interest to participate in an activity will be provided that opportunity on the 7th grade/B team. At no time should sixth-grade students participate on the 8th grade/A team without administrative approval.

<b><i>Activity</i></b>	<b><i>Minimum Participation Number</i></b>
<i>Softball</i>	<i>14</i>
<i>Baseball</i>	<i>14</i>
<i>Cross Country</i>	<i>No Minimum Number</i>
<i>Girls Basketball</i>	<i>8</i>
<i>Boys Basketball</i>	<i>8</i>
<i>Volleyball</i>	<i>9</i>
<i>Track &amp; Field</i>	<i>50</i>

**C. Requirements for Participation in Extracurricular Activities:**

**1. Athletic Registration:**

- a. Students must be registered on the district's athletic website (8to18) and acknowledge items including, but not limited to proof of insurance, residency, and performance-enhancing drugs.
- b. Students must have a physical on file with the school district from the current calendar year.
- c. Students must pay the athletic fee for the sport prior to the first contest.

2. **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. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. The eligibility check shall be Friday each week unless the school is not in session; then it will be taken on the last attendance day.
- 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 to begin 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 grades during the eligibility check will result in the student-athlete being ineligible Monday through Saturday. If a participant is ineligible 3 times during a season, the student will be dismissed from the activity/team. The grade average is to be based on the work for the 9-week period.
- e. In addition to the above, all IESA regulations concerning eligibility will be enforced.

3. **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.
- b. A student who consistently misses school on a day following an event will be subject to loss of the privileges to participate, health and academic work are far more important than extracurricular activities.
- c. Student-athletes that do not participate in PE class during the school day are not permitted to participate in athletic contests on that day.

4. **Registration & Fees:** Must be done before practice begins.

- 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 (physical) 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 athletic participation form.

4. **Rules for participation:**

- a. Participants must attend all practice sessions as scheduled by the sponsors/coaches.
- b. Participants must comply with the sponsor's/coach's rules as explained during the pre-season meeting.
- c. Participants must comply with the IESA Interscholastic Training Rules as well as the school Athletic & Code of Conduct.

**D. General Penalties for Violations:**

1. **First offense** - suspension from 50% of regular season contests (fractions will be rounded up; for tournaments, each day equals one contest). If the entire suspension is not served in a single interscholastic activity, the remainder of the suspension will be served in the next interscholastic activity.
2. **Returning to No Offense Status** - Following the first offense, if a student completes one calendar year with no additional violations, the student may return to a no-offense status. The opportunity to return to a no-offense status will only be granted to a student one time during their middle school or high school career.

3. Second offense - suspension for one calendar year from all interscholastic activities. The calendar year will begin with the first day of the suspension.
4. Third offense - suspension from all interscholastic activities for the remainder of the student's middle school or high school career.
5. Reinstatement - Following the third offense, if the student completes one calendar year without any additional violations, they may apply in writing at the discretion of the principal and athletic director, the consideration regarding the seriousness of the prior offenses shall determine whether or not to reinstate the participant to a second offense status. If any prior violation was dangerous to other persons or property, including but not limited to hazing and/or initiation, or seriously disruptive to any school activity, then the student shall not be reinstated. If a fourth offense occurs prior to reinstatement, then reinstatement is not available.
6. Fourth offense - If a fourth offense occurs prior to reinstatement, termination of privileges to participate in any activity covered by this policy occurs without opportunity for reinstatement.
7. Out-of-Season Violations - Out-of-season violations will apply to the next activity in which the student participates for up to one calendar year. If a student is participating in numerous activities during a season, the penalties will be assessed for all the activities.
8. Any student that is in violation of the athletic code out of season and facing an extra-curricular suspension may not join a team that has already held official practices and begin serving the suspension. He or she must wait until the official beginning of the next athletic season to begin serving the suspension.

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

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

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

1. Upon evidence or information that a major training rule violation has occurred, the athletic director and coach will meet to discuss the alleged violation.
2. The athletic director shall conduct an investigation concerning the alleged violation.
3. The athletic director and coach shall select a date and time to meet the student to discuss the alleged violation. This shall be done as soon as possible.
4. The athletic director and coach shall meet to discuss the penalty as enumerated in the Interscholastic Training Rules. The student and parent(s)/guardian(s) will be informed of the decision concerning the penalty and its administration within five (5) working days.
5. Rights of Review -
  - A. The student and parent(s)/guardian(s) may request in writing a hearing with the athletic director and principal within seven (7) days of the administration of the penalty. A meeting will be held within five (5) days of the notification, and an oral response must be made within five (5) days.
  - B. If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within ten (10) days from the receipt of the response in step A. A meeting between the parties will be held within ten (10) days and a written response made within (5) five days. A record of this meeting shall be made.
  - C. If the issue is still not satisfactorily resolved in step B, the grievant(s) may appeal the issue in writing to the Board of Education within five (5) days from the receipt of the written response. The Board shall consider the appeal within thirty (30) days and a written response shall be given within five (5) days.

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

Any minor violation concerning practice, school conduct, diet, rest, care of equipment, grooming, travel, etc will be decided by the staff of the activity with prior approval from the administration. The guidelines for each team or activity will be shared with the parent/guardian of the participant prior to the beginning of the season at the pre-season meeting. It is the responsibility of the parent/guardian to attend this meeting and receive the guidelines. Procedures for dealing with minor violations will be:

- Discipline will be administered by the supervising coach or administration.
- The athletic director will complete the Interscholastic Training Rule Violation Form and file it. Parents will be contacted and a copy will be mailed to parents.

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

1. All rules which apply during school hours apply at school activities also.
2. Students who are required to pay admission to an activity must do so. Students failing to pay when required will be removed and barred from all future school activities for the remainder of the semester.
3. Students attending an activity must remain in the building.
4. Some middle school activities are appropriate for younger students and not for older students. Other activities are appropriate for older students and not younger ones. The principal, with faculty input, will decide the age-appropriateness of all school-sponsored activities including, but not limited to assemblies and field trips. Only those grade levels for which the activity is deemed appropriate will be permitted to participate in the activity.

#### **I. Training Rules and Policies**

The following training rules apply to all I.E.S.A.-sanctioned interscholastic participants during their enrollment in the Tri-Valley Schools, including summer vacation periods. An I.E.S.A.-sanctioned interscholastic participant is defined as an individual who takes part in an athletic or non-athletic interscholastic activity or event that is governed by the Illinois Elementary School Association. The Tri-Valley and I.E.S.A. sanctioned events include volleyball, cross country, basketball, track, baseball, band, chorus, scholastic bowl, and cheerleading. Those students competing in co-op sports such as cross-country and wrestling will fall under the home school's rules for academic eligibility and the host school's rules for athletic training rules.

#### **J. Transportation**

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

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

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

## **XIV. School Services**

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

Tri-Valley Community Unit #3, under the authority of the Board of Education, operates a rental system for books and supplies in all grades. In requesting rental privileges, parents agree to accept responsibility to the extent of the value of the books or other items which may be damaged or carelessly used by their children. If a student loses a rental book or a library book that 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 plus 10%. Students will be held accountable for lost textbooks or library books. Before a student is permitted to receive credit for semester and/or final exams, all responsibilities for lost books must be met.

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

All students, whether purchasing school lunches or bringing lunch from home, must eat in the cafeteria. All students will remain in the designated areas (cafeteria and back playground/gym) during the scheduled lunch period.

Students are not permitted to loiter in the hallways, classrooms, or bathrooms during the scheduled lunch period. All students must dispose of all waste materials in the trash receptacles as they leave their tables. If a student spills a drink,



they must clean it up immediately. The cafeteria supervisors may require students to pick up waste material at any time. All students have the responsibility to cooperate with cleanup and proper disposal of all waste materials if we are to have a safe and sanitary school.

### **C. Guidance Services**

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

1. Personal counseling - sometimes students find it desirable to discuss a problem with another person. Possible solutions can be examined in a confidential manner.
2. Educational planning - the counselor is responsible for each student's schedule. It is often beneficial for students to plan their high school program for the entire four years. The counselor is available to assist each student in this task.
7. Parent conferences - the school and the home have a mutual interest in the total development of the student. Only through working together can the student best be served. The counselor welcomes calls or visits from parents on any matter of concern.
8. Scheduling student conferences - it is preferred that the students visit the counselor during their study hall period, before or after school, or during lunch period. If a student comes to the guidance office during a scheduled class period, they must have a pass from the teacher.

### **D. Insurance Program**

A low-cost insurance policy is offered to all Tri-Valley students. This is a limited policy with definite indemnities set for each type of injury. Please understand that neither the school nor anyone connected with the school will profit in any way from the insurance. For a small fee, a student can be insured during the school year for accidents that 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.

The IMC 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 lost by their child. 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.

Please refer to the IMC Handbook for additional information.

## **XV. Acceptable Use of the District's Electronic Networks**

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

### **Terms and Conditions**

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

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.
4. Taking home the Chromebooks at the 4th-grade level is only permitted in the anticipation of an E-learning day or snow day. Otherwise, they will stay at the school at all times.

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

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

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using electronic networks while access privileges are suspended or revoked.

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

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

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

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the network as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

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

The system administrator and Building Principals shall monitor student Internet access.

### **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:

- 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.
- The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or end of classes at a central location inside the building.
- The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.
- Students must not distribute material that:
  - Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - 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 copyright;
  - Is socially inappropriate or inappropriate due to the student's 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;
  - Is reasonably viewed as promoting illegal drug use;
  - Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;
  - Incites students to violate any Board policy.
- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

- 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.

## **XVI. Permanent Records**

The school maintains a permanent record for each student enrolled at Tri-Valley Middle School. The information found in this record includes: standardized test results, grades, and credits earned in courses taken by the student, number of days absent and tardy, limited family information including parents' names, address, student's date of birth, telephone number, and other schools attended extra-curricular activities. Parents of students under 18 years of age may request to see the student's permanent record while in the presence of a school official. A separate health record for each student is maintained in the office.

## **XVII. Transportation**

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

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

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
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's 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 with 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 is not allowed on the bus.
24. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend a student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

#### ***B. "Can I ride home with my friend?"***

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

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

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

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

## **XIX. Parental Rights**

### **Accommodating Individuals with Disabilities**

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

### ***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)*

### ***Discipline of Students with Disabilities***

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### ***Education of Children with Disabilities***

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact: Gail McCane, Special Services Director ([gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org))

### ***English Learners***

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

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

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

### ***Faith's Law Notifications***

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### ***Instructional Material***

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

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

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

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

### ***Mandated Reporters***

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

### ***School Visitation Rights***

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

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

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

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

### ***Sexual Predator Notification Law***

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

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

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

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

A violation of this law is a Class 4 felony.

### ***Standardized Testing***

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

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

## **Student Privacy Protections**

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

- Political affiliations or beliefs of the student or the student's parent/guardian.

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

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

### **Student Records**

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

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

- 1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**
  - a. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
  - b. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- 2. The right to request removal from the student’s academic transcript of one or more scores received on college entrance examinations.**
  - a. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student’s academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student’s high school. Schools must include each of these scores on the student’s transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
- 3. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
  - a. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants to be changed and the specific reason a change is being sought.
  - b. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

- a. Name
- b. Address
- c. Gender
- d. Grade level
- e. Birth date and place
- f. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- g. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- h. Academic awards, degrees, and honors
- i. Information in relation to school-sponsored activities, organizations, and athletics
- j. Major field of study
- k. Period of attendance in school

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

8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**
  - a. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
9. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
10. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## Parent Notices Required by the Every Student Succeeds Act

### I. Teacher Qualifications

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

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

### II. Testing Transparency

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

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

### III. Annual Report Card

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

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

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

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

#### **VI. Student Privacy**

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

#### **VII. English Learners**

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

#### **VIII. Homeless Students**

For information on supports and services available to homeless students, for further information, please contact Gail McCane a [gmccane@tri-valley3.org](mailto:gmccane@tri-valley3.org).