2026-2027
Student Handbook



North & Memorial Elementary Schools

Board of Education

The T.C.U.S.D. #3 School Board governs the school district, and is elected by the community. Current School Board members are:

President: Mrs. Ann Chandler

Vice President: Mrs. Tonya Bowsher

Board Treasurer: Mrs. Courtney Sharp

Board Members:

- Dr. Ronald Mizer
- Ms. Carla Mickey
- Mrs. Lori Wemple
- Mr. Tom Finks
- Mrs. Autumn Belsher

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The TCUSD #3 Board's comprehensive policy manual is available for public inspection through the District's website tcusd3.org or at the Board office, located at: 1100 North Sportsmans Drive, Taylorville IL 62568.

Elementary Schools

Vision

Our vision is to promote a high quality educational environment that fosters social, emotional, cognitive, and physical growth at each child's developmental level to support them to reach their full potential.

Mission

Our mission is to provide research based curriculum and instruction to facilitate growth across all areas of development. To provide an inclusive safe, and nurturing environment in which all children and families can grow. Foster collaboration with all stakeholders in creating lifelong learners by building lasting relationships between home, school, and community.

Artificial Intelligence: Student Use

1. **Privacy and Security:** Protect your own and others' personal information when using AI. Do not share or use personally identifiable information, such as names, ID numbers, email addresses, or home addresses. Many AI platforms use the information you provide to learn and may share it with others.
2. **Purpose and Intent:** Use AI with a clear educational objective in mind. AI can help enhance understanding of subjects, explore creative approaches to assignments, generate diverse perspectives, and assist with personalized learning and research. Having a well-defined purpose will make your use of AI more efficient and effective.
3. **Information and Media Literacy:** When interacting with AI, apply critical thinking and information literacy skills. This includes evaluating the credibility of AI-generated information, validating sources, and distinguishing between authentic and fabricated content. Be aware of the potential biases in AI-generated text or products.
4. **Ethical Boundaries:** Understand the ethical implications and copyright issues involved in using AI. Respect intellectual property rights, adhere to academic integrity, and be mindful of the boundaries for using AI-generated content.
5. **Appropriate Use:** AI should be used in accordance with district policies and the expectations outlined in the student handbook. It is prohibited to use AI or AI-generated products to threaten, bully, harass, or discriminate against others. Students are also prohibited from downloading material verbatim from online sources and presenting it as their own work.
6. **Learning with AI:** AI is a supplementary tool that enhances learning but should not replace personal effort, critical thinking, or direct interaction with educators. Always critically assess AI-generated content for accuracy and relevance to the educational objectives.

AI is rapidly evolving. This will be a part of our lives from this point forward and we aim to ensure you are prepared for your future with these tools.

These guidelines aim to foster a responsible, informed, and productive approach to AI use among students, ensuring that they benefit from AI technologies while maintaining academic integrity and respecting privacy and ethical standards.

Attendance and Illness

The progress of a student in school, depends on the punctuality and regularity of his or her attendance. It is our aim at the elementary school level to stimulate and direct the growth of each student physically, mentally, and socially. Additionally, it is our goal to assist parents in building character, developing positive attitudes and establishing good study habits and good work ethic. Only by working together can we create the right conditions essential to the proper growth and development of each individual student.

Parents hold the key to good attendance. The student who is permitted to leisurely miss school is usually one who is rapidly losing interest in school and, in many instances, one who is on the verge of becoming delinquent.

Regular attendance is necessary to ensure maximum educational success.

Understanding Absence Limits

- We encourage you to review the Student Discipline Code for a complete picture of our attendance policy.
- Students are allowed up to four (4) excused absences per semester with a valid parent/guardian excuse.
- Students may utilize five (5) mental health absences per year, which are used in conjunction with the regular excused absences.
    - Using all five mental health absences in one semester will result in the fifth absence being excused.
- If a student uses two mental health days consecutively, a meeting with the school's Social Emotional Counselor is required upon their return.

Excused absences include:

- Medical absences verified by a doctor's note (submitted within 3 days)
    - **It should be noted that to count as a medical absence a medical excuse must be received in writing from the medical office within three (3) school days of the absence.**
    - **The school reserves the right to review the doctor’s note and determine if the absence is excused.**
- School-approved activities
- Court appearances with documentation
- Religious holidays

Remember: Consistent attendance is crucial for academic success. If you have concerns or anticipate absences, please communicate with your teachers beforehand.
Students who have been referred to the Regional Office of Education for the Regular Attendance Program or other truancy services will not be allowed the 4 parent verifiable absences per semester. These students will be required to have a doctor's statement to validate any absence for the remainder of the school year or until the student is no longer receiving truancy services.

PARENTS SHOULD MAKE EVERY EFFORT TO REPORT THEIR CHILD'S ABSENCE TO THE SCHOOL ATTENDANCE SECRETARY BY 9:00 A.M.

Late Arrival to School

Procedures

- **8:20 AM - 8:30 AM:** Students arriving during this window report directly to class.
- **After 8:30 AM:** Students arriving after 8:30 AM must report to the office to sign in and obtain a late slip to class.

Tardy vs. Absence

- Arriving late before 9:00 AM of the school day start is considered tardy.
- Arriving later than 9:00 AM is considered a half-day absence.

Excused vs. Unexcused Tardies

- Excused reasons for tardiness include:
    - Very serious family emergency
    - Illness resulting in a medical appointment
    - Verified court date
    - Inclement weather
    - Attendance at a religious function (pre-approval recommended)
- Motor vehicle trouble and oversleeping are not acceptable excuses.
- Unexcused tardies accumulate per semester.

Leaving Early from School

Students who need to leave campus for any reason during school hours must be signed out in the office by a parent/guardian. Failure to sign out will result in an unexcused absence. If a student leaves after 2:30 and has a doctor verified note the class time missed, the attendance will not count against perfect attendance.

Bringing in Food & Drinks

Only sealable water bottles made from non-breakable materials should be brought into the school. Soda, coffee, and energy drinks are not permitted in the school. Fast food meals are not permitted in the cafeteria. If your child has a lunch brought in for a special occasion, they will be allowed to eat and/or drink the items in the office.

Building Use and Care

Students are expected to care for school property. Students owe it to the people of this community and, more importantly, to themselves to take care of the school and its equipment.

We are judged individually by the appearance of our school; therefore, each student should refrain from littering the halls or marking on the walls or desks. Each student is also responsible for keeping an orderly locker.

Markings on desks or walls or discarded candy and gum wrappers on the floor are common indications of the absence of consideration for others and for our school building, in general. Students who deliberately damage, break, or deface the building or any of its contents may face immediate suspension or financial restitution.

The building will be open to students during school hours (7:45-3:30) during the school year.

Bullying Prevention

What is Bullying? Bullying is a combination of all three of the following acts:

1. aggressive behavior that involves unwanted, negative actions.
2. a pattern of behavior repeated over time.
3. an imbalance of power or strength.

Bullying can take place in the form of verbal, physical, psychological, electronic and/or social. Bullying is different from a single incident of teasing. It is also distinct from the normal conflicts of childhood. It is not bullying when two children of approximately equal strength or power have a disagreement, argument, or fight.

Bullying, Intimidation, Harassment Prevention Policy

Bullying, intimidation, and harassment of any kind are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, physical appearance, socioeconomic status, academic status, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service or association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical 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. Students who experience or have knowledge of bullying should report this to an administrator or to a certified staff member.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Parents or guardians of all students involved in the alleged incident of bullying shall be notified within 24 hours after the school's administration is made aware of the students' involvement in the incident and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Bullying Reporting and Prevention

Understanding Bullying

- **Who Reports Bullying?** Any student, parent, or staff member who witnesses or experiences bullying can report it.
- **What to Report:** Report any incidents of bullying, including verbal, physical, emotional, or cyberbullying.
- **When to Report:** Report bullying incidents as soon as possible. Timely reporting allows for prompt intervention and support.
- **Where to Report:** Inform a school administrator or submit a Bullying Reporting Form.

Reporting Bullying

To report a bullying incident, please:

- **Contact a school administrator:** Inform the principal, assistant principal, counselor, or another trusted staff member.
- **Submit a Bullying Reporting Form:** Complete and submit the form available here or in the school office.

Bullying Continued

Resources and Support:

- Who, What, When, Where, and Whys of Bullying: Review this guide (7:180-AP1, E2) for detailed information on bullying prevention and reporting.
- Resource Guide for Bullying Prevention: Access to a list of general resources (7:180-AP1, E1).
- Bullying Letter to Parents: Access the letter sent to parents (7:180-AP1, E4) about bullying prevention and reporting procedures.
- Bullying Letter to Staff: Review the letter sent to staff (7:180-AP1, E3) outlining their role in addressing bullying incidents.

Let's work together to create a safe and supportive learning environment for all students.

Additional Information:

- Confidential Reporting: All bullying reports will be treated with confidentiality.
- Support Services: Students who have experienced bullying can access support services from our guidance counselor department as well as from our SEL counselor.

Remember, you are not alone. If you or someone you know is experiencing bullying, please don't hesitate to report it. Together, we can make a difference.

Buses:

Student safety is a major concern of all persons responsible for student transportation. Because improper behavior on a school bus can contribute to accidents, state and local regulations relative to student conduct must be obeyed. Recent state law specifically authorizes denial of riding to those students guilty of safety violations.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a student boards the bus – and only at that time – does he become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

Students who ride the bus to and from school must remain on school property at ALL times. Any student who chooses to leave school property may be denied the right to ride the bus home and/or disciplinary action, including bus suspension. Students who ride the school bus from school and transfer buses at another must transfer immediately upon arrival at destination. There is to be no loitering at the school. Students are not allowed to enter the building without permission from the administration.

In cases when a student does not conduct himself properly on a bus, such instances are to be brought to the attention of the school administration by the driver. The administration may inform the parents of the misconduct and request their cooperation in correcting the student's behavior. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the student involved become responsible for seeing that their student gets to and from school safely. In severe cases or cases of repeated misconduct, students may be expelled from the bus for the remainder of the school year or up to two years. Students should consult the Student Discipline Code for specific rules and regulations pertaining to bus ridership.

Cancellation of School

In the event it is necessary to implement an e-learning day or call off school due to bad weather, it is not necessary to call the school for information. All students, as well as teachers, will be notified by listening to WTIM-FM radio, WMKR-FM radio, or by watching WCIA TV (Channel 3) from Champaign, WAND TV from Decatur (Channel 17) or WICS from Springfield (Channel 20). This information will be given to the stations as close to 7:00 a.m. as possible. School will be kept open if at all possible.

T.C.U.S.D. #3 will also notify parents/Guardians of school changes or closings through School Messenger. This notification system will notify parents/guardians of school closings by phone call, email or text message. School closing information will also be posted via social media on Facebook at Taylorville CUSD #3.

Dress Code

Taylorville CUSD #3 encourages a standard of dress, grooming, and appearance that reflects pride in self, home and school.

Inappropriate Dress

1. Students are expected to wear clothing that is not revealing. Examples include bare feet, bare midriffs, halter tops, tank tops, strapless tops, backless tops, clothing that reveals undergarments, tops that expose the chest and/or waist areas, shorts/pants that expose the buttocks while standing, sitting, or bending, shorts and tight skirts, and pants that are tight and/or frayed to the point of being revealing. Shorts, Skirts and Skorts should be worn at an appropriate length. **(Appropriate length shall be determined as longer than one's fingertips when arms rest naturally to one's side).** Pants/Jeans/shorts with holes, rips, tears or frayed areas above the thigh are inappropriate for school.
2. Baggy pants or shorts are not appropriate if the waistband hangs lower than the individual's waist.
3. **Tops and shirts must have shoulders and sleeves. Cold "open" shoulder tops are an exception to this policy.**
4. No wearing apparel shall contain any reference to drugs, alcohol or tobacco. No wearing apparel shall make any reference to sexual conduct or misconduct, including double entendres. No wearing apparel shall make reference to hate, violence, racial/ethnic slurs, suicide, homicide, death or negative messages. This includes, but not limited to pictures, graphics, symbols, numbers, or other written or implied messages.
5. Garments with suggestive or obscene statements or symbols of endorsement of unlawful products are also inappropriate.
6. Underwear worn as outerwear is inappropriate.
7. No wallet chains, chains, or accessories of any kind that may be used as weapons may be worn.
8. Other inappropriate apparel includes: hats, bandanas, hoods, any other head coverings, coats, pajamas, sunglasses, blankets, or items of apparel deemed inappropriate by building administration.

Note: The discretion of the administrator shall determine the appropriateness/inappropriateness of other items on an individual basis. If clothing is deemed inappropriate and the student does not have an acceptable alternative, an administrator will loan the student a THS shirt for the day. Furthermore, if a student refuses to wear the shirt and is sent home to change, it will be an unexcused absence.

Electronic Devices

Expectations

- All personal electronic devices, including cell phones, smart watches, and any other electronic recording device, must be turned off or set to silent mode upon entering the school building.
- Device use is prohibited during school hours. This includes:
  - Making or receiving calls
  - Texting
  - Using apps or browsing the internet
  - Having headphones or earbuds in use, in ear, or visible without teacher permission
  - Taking pictures or videos
- All personal electronic devices should be be kept in students' backpacks (and in your locker at Memorial) throughout the day.
- Respecting Others: When leaving school grounds or on school transportation, students are not allowed to take pictures or videos of other students without their permission. This is to protect the privacy and safety of all students.

Consequences for Violations

- Students who violate the electronic device/cell phone policy are subject to disciplinary action, as determined by the administration. This may include:
  - Confiscation of the phone for the remainder of the school day
  - Lunch detention
  - Parental contact

Disclaimer

- The Taylorville Community Unit School District #3 is not responsible for the loss, theft, damage, or vandalism of student electronic devices/cell phones.
- Students and parents are strongly encouraged to ensure that cell phones are not left unsecured.

Medical Concerns

Care of Students with Diabetes

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

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

Care of Students 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.

Child Sexual Abuse Awareness and Prevention

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

Child Sexual Abuse Awareness and Prevention Contd.

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

Library

The elementary school library is committed to providing a welcoming space where students can explore a wide range of ideas and information. In accordance with Illinois Public Act 103-0100, our library upholds the principles of intellectual freedom and protects your right to access diverse materials.

What this means for you:

- You have the freedom to choose books and resources that interest you.
- The library collection reflects a variety of viewpoints and perspectives.
- Librarians are here to help you find materials that meet your needs and interests.

Looking for something specific?

Librarians can help you navigate the library's collection and discover new resources. We encourage you to explore different topics and challenge your thinking.

Please Note:

The library follows established procedures for selecting and maintaining its collection. If you have any questions or concerns, please don't hesitate to speak with a librarian.

Lockers (Memorial Only)

Students may be assigned a locker to store coats, backpacks and other personal items throughout the school day. The Board of Education or its employees cannot be liable for losses that may occur. Lockers do not lock. Students' lockers are provided for the use and convenience of students, but remain under the jurisdiction and control of school authorities. Each student is assigned an individual locker and expected to use ONLY the locker assigned by the office! Lockers are not to be shared.

Each student is responsible for the security, contents and conditions of his/her locker at ALL times. Graffiti and/or stickers are not appropriate in or on lockers at any time. Each student is responsible to have his/her locker cleaned out and all books/materials returned to the appropriate teacher/location by the end of the school day on the last day of school. Students who choose to deface or vandalize their lockers, or knowingly allow these acts to occur may receive discipline and/or be charged a maintenance fee to clean or repair the locker.

If a student has a problem with a locker, it should be reported to the administration immediately.

Your locker may be inspected if there is suspicion that it contains any prohibited items and such material will be confiscated and used as evidence during suspension or expulsion hearings.

McKinney-Vento Homeless Act

Taylorville Community Unit School District follows the guidelines set forth by the McKinney-Vento Homeless Act. Homelessness is defined as children who do not have fixed, regular or adequate nighttime residences. For assistance, contact the main office for enrollment.

Parent-Teacher Conferences

Parent-Teacher conferences are held every school year for parents and teachers to discuss the progress of students. These conferences are generally held at the end of the 1st grading period (End of October). In addition to the scheduled Parent-Teacher conferences, parents may make appointments for conferences with teachers, a counselor, or the administration by calling your school's office. The school may request parent conferences if determined to be in the best interest of the students.

PBIS/MTSS

The Positive Behavior Interventions and Supports (PBIS) and Multi-Tiered Systems of Support (MTSS) frameworks offer a tiered system of rewards and support based on student achievements in academics, attendance, and behavior. Our goal is to:

- **Improve your academic performance:** We'll provide support and incentives to help students excel in classes and reach their full potential.
- **Reduce discipline issues:** We believe in creating a positive school environment where everyone feels safe and respected.
- **Boost your attendance:** We recognize how important it is to be present in class to learn and achieve your goals.

PE and Recess Attendance

Physical Education is an essential part of the academic curriculum and plays a crucial role in the development of our students' physical health, coordination, and overall well-being. Students are expected to participate in PE and recess as part of their daily routine. If a student misses more than three consecutive days of Physical Education or recess, a doctor's note is required to excuse them from further participation. This ensures that the student's absence is medically necessary and provides clarity for our staff in supporting the student's health and recovery.

We understand that illness or injury may occasionally require time away from physical activity, but we emphasize that physical activity is vital to the student's development and cannot be skipped without proper medical documentation. This policy is in place to promote the health and safety of all students and to ensure that everyone has equal access to the benefits of physical activity.

PE, Sports, and Recess Participation

If a student provides a doctor's note indicating they are unable to participate in Physical Education (PE) or sports, this restriction also extends to recess, unless the note specifies otherwise. With the increased risk of further injury due to the number of students at recess and the physical activities involved in PE, it is essential to take all precautions in protecting the students. With specific medical restrictions, it may even be dangerous for the student to walk around or be near other students who are playing, as there is a risk of accidental injury. The health and safety of our students while they are healing is our top priority. We ask that parents/guardians communicate clearly with us regarding any medical limitations, and that any restrictions outlined by the physician are adhered to in order to ensure the well-being of the student. If there are any updates or changes to the student's condition or participation restrictions, we ask that updated documentation be provided to us promptly.

School Nurse

The school nurse's office is located in the main office. The nurse is available to those needing first aid or other immediate attention. We are here to provide a health program and services for you which will be contributing to the best interests of all students. If a student needs to take medication during school hours, it is the parent's/guardian's responsibility to personally bring the medication to the school nurse. The medication should be in the original container with specific directions for dosage and when to administer. A medication administration form must be filled out and signed by both the physician and the parent/guardian of the student. This form can be obtained from the school nurse, on the school's website, or at the physician's office. The nurse will keep the medication secure and administer it as per doctor's orders. ALL medication administered at school must follow the guidelines for administration of medication at school policy.

Student Records

Pursuant to Chapter 122, Article 50, of the Illinois State School Code, all student records must include the following information:

Permanent Records

1. Student permanent records shall consist of:
   a. Basic identifying information, including student and parent names and addresses; student birth date and place; gender; and social security number.
   b. Academic transcript, including grades, grade level achieved, scores on college entrance examinations, and after graduation their class rank and graduation date.
   c. Attendance record.
   d. Accident reports and health records.
   e. Record of release of permanent records information, and
2. May also consist of:
   a. Temporary Records.
   b. Honors and awards received.
   c. Information concerning participation in school sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary Records

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Disciplinary information.
10. Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Reports or information from non-educational persons, agencies, or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of temporary record information.

Student Residency

It shall be the policy of the Taylorville Community Unit School District #3 to limit attendance in the district's schools to those students whose permanent residence is within district boundaries. In the event a question concerning residency of a child arises, the district shall:

1. Require the child's parent or guardian to complete a questionnaire in order that the district may determine legal residence. Such questionnaires shall be routine at the time of original enrollment and may be required at such other times as the administration deems necessary.
2. Conduct an informal investigation to acquire information that may aid the district in determining legal residence.
3. Provide the child and/or the parents or guardians of the child with an opportunity to present pertinent information to the building principal that would aid in determining residency.
4. Permit the child and/or the parents or guardians to appeal legal residence determinations by the building principal to the superintendent of schools
5. Allow the child to attend Taylorville schools until the district makes a final determination of the child's legal residence, provided, however, that the child's parents or guardians shall be responsible for payment of the costs (tuition equivalent) incurred by the Taylorville schools for this interim period of time the child was permitted to attend Taylorville schools if the child is ultimately determined to be a legal resident in a school district other than Taylorville.

If a child has been placed in a home other than his parents' by operation of law or order of court, the district may require a written copy of such placement order before allowing the child to attend Taylorville schools. If such placement was made primarily so that the child could attend school in Taylorville on a tuition-free basis, the child shall not be permitted to attend Taylorville schools tuition-free.

Transfer/Withdraw from School

If a student moves from this school district and plans to transfer to another school, he must do the following:

1. Notify the school office as to where and when he/she is moving; and if possible, leave a forwarding address.
2. Obtain any forms required for transferring to another school.
3. Turn in all textbooks, chromebook, library books, and any other school property issued.

When the student registers at a new school, a request for records will be sent to our school. We will mail those records to his/her new school.

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

DISCIPLINE CODE OF CONDUCT

LEVEL I ACTS OF MISCONDUCT

LEVEL I ACTS OF MISCONDUCT are minor misbehaviors which impede the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Level I misbehaviors include the following:

A. classroom disturbance
B. littering
C. hallway misconduct
D. disrespect and/or insubordination
E. dishonesty

DISCIPLINE FOR LEVEL I ACTS OF MISCONDUCT

Disciplinary Procedures:
There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
If the violation occurs in the classroom setting, the teacher may invoke the Classroom Management Plan as approved by the building principal.
Repeated misbehavior may require a parent/teacher conference or a parent conference with a counselor, and/or administrator, and/or support personnel.
An appropriate record of the offense and disciplinary action is maintained by the staff member prior to movement to Level II.

Disciplinary Options:

- Verbal reprimand
- Conference with student
- Conference with parents or guardian (by phone or in person)
- Consequences as stipulated in the approved classroom management plan
- Behavioral contract
- Counseling
- Withdrawal of privileges
- Detention

LEVEL II ACTS OF MISCONDUCT

Level II involves misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

These include such misbehaviors as:

A. Continuation of unmodified Level I Acts of Misconduct
B. Bus misconduct
C. Lunchroom disturbance
D. Inappropriate dress (see glossary definition)
E. Public Display of affection
F. Theft ($5.00 or less)
G. Verbal Aggression
H. Gross disrespect and/or Insubordination
I. Cheating
J. Displaying gang membership or affiliation
K. Minor vandalism

DISCIPLINE FOR LEVEL II ACTS OF MISCONDUCT

Disciplinary Procedures:
The student is referred to the principal or dean for appropriate disciplinary action.
The principal meets with the student and determines the most appropriate consequence for the misconduct.
A copy of the Discipline Referral and Report Form which indicates actions taken will be given to the staff member making the office referral.
An appropriate record of the offense and disciplinary action is maintained by the principal or dean.

Disciplinary Options:

- Conference with the student
- Conference with parents/guardian (by phone or in person)
- Counseling by administrator or counselor
- Detention
- Temporary removal from class and or playground
- Withdrawal of privileges
- Referral to outside agency or school district support services
- Suspension of bus privileges (maximum 10 days)

LEVEL III ACTS OF MISCONDUCT

Level III involves acts which seriously disrupt the learning climate of the school. These acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

These acts include the following:

A. Continuation of unmodified Level II Acts of Misconduct
B. Possession of tobacco and/or related products including E-cigarettes
C. Use of tobacco and/or related products including E-cigarettes
D. Vandalism, except minor vandalism
E. Throwing objects
F. Inflicting injury
G. Theft (more than $5.00, but less than $100.00)
H. Physical Aggression
I. Possession/distribution of pornography materials
J. Gross defiance and/or verbal abuse of school personnel
K. Sexual harassment
L. Participating in gang activities
M. Soliciting others for membership in any gang
N. Computer misuse/Internet misuse/Misuse of electronic devices
O. Intimidation/harassment
P. Bullying/hazing
Q. Profanity, obscene remarks, gestures
R. Conduct (either verbal or written) which substantially threatens to or disrupts the educational process
S. Bus misconduct–involving physical aggression and/or vandalism
T. Possession of stolen property
U. Leaving building without permission

DISCIPLINE FOR LEVEL III ACTS OF MISCONDUCT

Disciplinary Procedures:

The principal initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken.
A copy of the Discipline Referral and Report Form which indicates action taken will be given to the staff member making the office referral.
School officials will contact law enforcement officials if and when appropriate.
An appropriate record of the offense and disciplinary action is maintained by the principal.
Disciplinary Options:

- Temporary removal from class and or playground
- Alternative programs
- Financial restitution (in cases where damage or loss is incurred)
- In-school suspension "aer" (where available, maximum 5 days each offense)
- Out-of-school suspension (maximum 10 days)
- Detention
- Suspension of bus privileges (maximum 10 days)
- Expulsion from the school bus
- Loss of computer privileges
- Referral to law enforcement

LEVEL IV ACTS OF MISCONDUCT

Level IV acts involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the school. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education.

These include:

A. Continuation of unmodified Level III Acts of Misconduct
B. Physical Aggression causing injury
C. Possession, use, under the influence, delivery or sale of alcohol, cannabis (including marijuana, medical marijuana and hashish), any controlled substance, illegal drugs, inhalants, or look-alike or counterfeit drugs. Additionally: any anabolic steroid or any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
D. Possession of drug paraphernalia, including devices that are, or can be used, or have been modified to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and/or (b) grow, process, store, or conceal cannabis or controlled substances. (Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession).
E. Arson and or setting fires
F. Possession or use of weapon(s) or look alike
G. False fire alarm
H. Bomb threat
I. Theft (equal to or greater than $100.00)
J. Assault and battery of school personnel
K. Gang violence
L. Threats of violence against the student population or personnel, or threats to inflict damage to school property, through the use of any type of weapon, incendiary (fire related) or explosive device
M. Possession and/or use of items or materials depicting and/or advocating violence, hate or destruction

NOTE**:** An accumulation of four referrals during one school year of Levels II, III and/or IV Acts of Misconduct may be sufficient cause for a referral to the Superintendent and or Board of Education.

DISCIPLINE FOR LEVEL IV ACTS OF MISCONDUCT

Disciplinary Procedures:

The principal verifies the offense, confers with the staff member(s) involved, and meets with the student.

The student is immediately removed from his/her school routine. In drug related cases and/or other serious cases when appropriate, law enforcement officials may be called and the student(s) may be arrested. When it has been determined that a level IV act of misconduct has occurred, every reasonable effort will be made to contact the parent(s) or guardian as soon as possible.

Representatives of the school district will advise the family in securing adequate counseling for the offenders who are to be retained in school following the serving of discipline.

A complete and accurate report is submitted to the superintendent.

Disciplinary Options:

1. In-school suspension
2. Out-of-school suspension (maximum 10 days)
3. Alternative programs
4. Expulsion
5. Expulsion from the school bus
6. Referral to law enforcement

PROHIBITED ITEMS

The possession, use, and/or distribution of the following items of property is prohibited at all times on all school property and for all school events, including without limitation, in school buildings, on school property, on school buses, for all school sponsored or school sanctioned activities (such as field trips, athletic trips, and music trips), and at all times during the day, evenings, or on weekends (including before, during , and after school hours):

- Pornographic materials or images (including but not limited to magazines, photographs, movies, cell phone pictures, electronic images, etc.)
- Alcohol, drugs, inhalants, drug paraphernalia, or look-alike drugs
- Fireworks or explosives
- Firearms, knives, brass knuckles & other objects used or attempted to be used to cause harm
- Tobacco, vapes and related products
- Property obtained by theft
- Unauthorized items or materials depicting and/or advocating violence, hate, or destruction

SEARCHES

To maintain order and security in the school, the building principal, his/her designee, and other appropriate school authorities may inspect and search lockers and other places and areas such as desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with this paragraph produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

SEARCHES OF THE PERSON

The building principal and his/her designee may search the pockets of outerwear clothing and any object in the possession of the student such as a purse, satchel, backpack, or briefcase, if circumstances exist which cause a reasonable person to believe that such a search will lead to the discovery of one or more of the prohibited items named above. The building principal or his/her designee shall not require a student to remove any article of clothing and shall not "pat down" the body of any student, except under circumstances which create a probable cause that the student has hidden or concealed in student's clothing, on the student's body, or in any object possessed by the student, any of the prohibited items named above

NOTICE OF SEARCH

The student's parent shall be notified if any search leads to the discovery of any prohibited items. The notice to the parent shall be made by letter through the U.S. mail or by personal delivery.

COOPERATION WITH POLICE AND PROSECUTORS

Representatives of the school district will in good faith and with due diligence report to and cooperate with the police or other persons responsible for investigating and prosecuting persons suspected of violating criminal law.

CUSTODY OF PROHIBITED ITEMS WHEN DISCOVERED

Representatives of the School District will turn over to appropriate law enforcement officials any of the above named prohibited items when discovered on or in the possession of the student, when such turnover is requested by the law enforcement officials. Except when turned over to appropriate law enforcement officials, any prohibited item named above, when discovered, shall remain in the possession of the School District in sealed envelopes or similar sealed packages until such items are no longer needed for any disciplinary or legal proceedings.

PROCEDURES IN DISCIPLINARY ACTIONS

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, the procedures in disciplinary actions are as follows:

I. OUT-OF-SCHOOL SUSPENSION/BUS SUSPENSION

A. The student must be told what he/she is accused of and what the basis of the accusation is. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The student may be suspended effective immediately after the opportunity given to the student to present information.

B. The suspension shall be reported immediately to the parents or guardians of each suspended student, the Board of Education through the Superintendent of Schools and the building principal. The notice of suspension to the parents shall be made by letter served by the U.S. Mail or by personal delivery. A copy of the notice will be sufficient notification to all others.

C. The out-of-school suspension or bus suspension shall not exceed a period of 10 consecutive school days. Students who are suspended from school are Required to complete any assignments or tests administered while the student is serving an out-of-school suspension. Students will receive applicable credit for work that is completed. Homework must be turned in on the day of reinstatement. Students are required to take missed tests on the day of reinstatement. (It is the responsibility of the student to make arrangements with his/her instructors to get make-up work to earn credit.) The out-of-school suspension shall also suspend the student from all school sponsored extracurricular activities, including athletics, commencing immediately and ending at midnight on the last school day of the out-of-school suspension, except a suspended student may be present on school property with advance permission of the building principal and if accompanied by his/her parent or guardian.

D. TCUSD #3 may utilize an Alternative To Suspension or ATS instead of out-of-school suspension to continue the delivery of educational services to students who would otherwise receive none during the period of OSS.

Students assigned ATS will be transported from door to door to the MENTA 612 safe school in Taylorville for the duration of the alternative to suspension. Students serving an ATS will have a reasonable opportunity to complete their coursework, receive equivalent credit for assignments, tests/quizzes, and receive additional support upon returning to school.

1. Additional Support consists of students receiving counseling services and support through a reintegration process prior to returning to regularly scheduled classes. Students are afforded a 1:1 time allotment to turn in work based on the day they received the assignment. Reintegration meetings may include an administrator, school counselor, and when appropriate, the teacher of record at the time the behavior occurred.

E. The suspension notice to parents or guardians shall give a full statement of the reasons for the suspension, including the acts of the student which constitute gross disobedience or misconduct, and notice to the parents or guardians of their right to review. The procedure for review, if requested, will be as follows:

1. A review of the suspension will be made by the following persons in the order named:

    a. The principal of the building in which the student is enrolled

    b. The superintendent of schools for the school district

    c. The Board of Education

2. After the parent has reviewed the suspension with the building principal and the superintendent, the parent or guardian is entitled to request a hearing on the suspension before the Board of Education. A request for hearing before the Board of Education shall be made by the parent or guardian within 15 days after the receipt of the written notice of suspension. The hearing before the Board of Education shall be within 45 days from the date the suspension was ordered. The parent or guardian, the student, and any representative of the parent or guardian or student, may appear before the Board of Education and may present evidence to the Board of Education. At the conclusion of the hearing, the Board of Education may take such action as it finds appropriate. Any hearings before the Board of Education shall be held in executive session for the protection of the student involved.

3. The action taken as found appropriate by the Board of Education shall be final and subject to judicial review only as permitted by law.

F. The Dean of students, assistant principals, principals, and the superintendent of the school district are authorized to order suspension of students. After suspension, a student may be reinstated by their building principal, superintendent, or the Board of Education.

Reinstatement after suspension may be ordered at any level of review. If a suspension is set aside and the student reinstated, the student will be entitled to make up all school work and otherwise placed in good standing as if the suspension had never been ordered.

I. EXPULSION

A. Expulsion is an out-of-school suspension of a student for a period of time in excess of 10 consecutive school days, not to exceed two school years. A student can be expelled only upon a finding by the Board of Education that a student is guilty of gross disobedience or misconduct.

B. Expulsion will take place only after the parents or guardians have been notified by personal service or by registered or certified mail to appear at a meeting of the Board of Education or with a hearing officer appointed by it, to discuss their child's behavior. The notice shall state the time, date, place, and purpose of the meeting, and generally describe the acts of the student allegedly constituting gross disobedience or misconduct.

C. At the meeting of the Board of Education or with the hearing officer appointed by it, the student and the parents or guardian shall be entitled as follows:

1. To personally appear.
2. To have a legal representative present.
3. To have a reasonable opportunity to confront or cross-examine persons making statements alleging that any acts of the student constitute gross disobedience or misconduct.
4. To present evidence or statements for and on behalf of the student in defense or mitigation of any allegations that acts of the student constitute gross disobedience or misconduct.
5. To have a fair and reasonable hearing.

D. If a hearing officer is appointed by the Board, the hearing officer shall report to the Board of Education a written summary of the evidence heard. At the conclusion of the meeting or hearing, the Board of Education or the hearing officer appointed by it shall state the reasons for dismissal and the date on which the expulsion is to become effective. The Board of Education may take such actions as it finds appropriate.

E. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement should occur only after a parental conference involving appropriate school personnel.

F. The action of the Board of Education to expel a student, if found appropriate by the Board, shall be final, and subject to judicial review only as permitted by law.

I. PROCEDURES IN OTHER DISCIPLINARY OPTIONS

A. Except as set forth with respect to out-of-school suspensions, bus suspensions, and expulsion, the parent or guardian shall be entitled to the following rights of review (in order named) for all other disciplinary options, including those relating to Attendance Policies:

1. Examination of the school records for the student.
2. Copy of any written report related to the disciplinary matter in question.
3. Conference with the person who ordered the disciplinary action.
4. Preparation and placement in the temporary records of the student, a written response of the parent or guardian, not to exceed one typewritten page.
5. Conference with the principal of the building in which the student is enrolled.
6. Conference with Superintendent of Schools

B. After the parent or guardian has exhausted the remedies set forth above, the parent or guardian may pursue any other remedy provided by law.