

Taylorville Junior High School



Student Handbook

**Taylorville Community Unit School District #3
Taylorville, Illinois**

Revised 2026

Taylorville Community Unit School District #3

MISSION STATEMENT

The MISSION of Taylorville Community Unit School District #3 is to have each student acquire knowledge, skills, and values for life-long learning in a changing world through the cooperative efforts of a caring staff, an involved family, and a supportive community.

Taylorville Junior High School Student Handbook Disclaimer

This Student Handbook is a **summary** of Taylorville Junior High School's rules and expectations, and is **not** a comprehensive statement of school procedures. Taylorville Community School District #3 subscribes to the PRESS and IPA updates to maintain the most up-to-date and current guidelines for school policy and student behavior. The TCUSD #3 School Board's comprehensive policy manual is available for public inspection through the district website at www.tcusd3.org. Copies of the TCUSD #3 Board Policies are also available at the Administrative office located at 1100 N. Sportsman Dr, Taylorville, IL 62568. The handbook cannot possibly cover all potential scenarios that may evolve during the course of the school year and is not intended to limit administrators' authority to address matters that may not be specifically identified in the handbook. While this guide is comprehensive, you may have questions which it has not addressed; feel free to contact the principal of the building which your student attends for clarification. Supportive community members, hard-working students and a dedicated staff and Board of Education can take pride in knowing they have contributed to quality education for students in the Taylorville Community Unit School District #3.

The TCUSD #3 School Board governs the school district and is elected by the community. Current School Board members include:

President: Mrs. Ann Chandler

Vice President: Mrs. Tonya Bowsher

Secretary: Mrs. Carla Mickey

Board Treasurer: Courtney Sharp

Board Members: Dr. Ronald Mizer, Mrs. Lori Wemple, Mr. Tom Finks, Ms. Autumn Belsher

The TCUSD #3 School Board has hired the following administrative staff to operate the school:

Brandi Bruley, Superintendent

Stile Smith, Principal

Molly Richardson, Assistant Principal

Matt Peabody, Dean of Students

Taylorville Junior High School is located at and can be contacted at:

120 E. Bidwell St.

Taylorville, IL 62568

Phone: (217) 824-4924

Taylorville Junior High School Office Fax: (217) 824-7180

Website: www.tcusd3.org

Upon request, this document can be provided in your native language.

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Philosophy of Education, Taylorville Unit Schools

We believe it is the responsibility of the Community Unit School District No. 3 to provide an educational program which will aid the children of this community to grow physically, intellectually, morally, socially and emotionally, that they become adult citizens of our democracy, realizing the most complete life possible within the limits of their individual needs, interests, and abilities.

As a basis for building this educational program:

- We believe education is a growth process by which people learn to think and act more effectively.
- We believe in the individual's worth and dignity as a person.
- We believe the individual's welfare is dependent upon the welfare of others and all must have an understanding of the mutual rights and problems of all people.
- We believe that a respect for and an understanding of the policies of democratic government must be held by all.
- We believe that the privilege of the democratic way of life enjoyed by the individual implies a responsibility to help maintain this democracy.
- We believe that ours is a dynamic society, a society where change is the rule and not the exception, one in which we must not only advance but help to guide the progress.
- We believe that complete citizenship can be realized only through the development of a personality characterized by intellectual, emotional, and social maturity.
- We believe that in our democratic society an opportunity for the development and mastery of fundamental attitudes, habits and skills must be offered to all the people according to their abilities.
- We believe each person should acquire an understanding of and a respect for the traditions, customs, and heritage of this country which has contributed to its development and which will affect its future progress.
- We believe the home, the church, the community, and the school must cooperate to assist young people in developing spiritually and morally.
- We believe in providing for a wise use of leisure time that there may be increased pleasure in living, as well as increased efficiency.

Open Door Policy

The junior high school administration and faculty invite and encourage parents and/or students to be actively involved in the educational process. Parents are encouraged to contact a teacher, counselor, dean or administrator regarding any question or concern they may have. Open communication is the key to success in any organization. Education is a people business and a collaborative effort from everyone enhances the success of our students.

Alcohol & Drug Policy

Any student exhibiting signs of possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, THC, marijuana (including medically prescribed unless the student is authorized to be administered a medical cannabis infused product under Ashley's law), nicotine, barbiturate, amphetamine, intoxicant, inhalant, drug paraphernalia, and/or any other controlled substance including any look-alike drug and/or look-alike non-alcoholic beverage, while on the campus, at a school activity, or in a vehicle used for transportation to school jurisdiction, shall be subject to discipline, including possible suspension/expulsion. The sale, distribution, intent to sell or deliver drugs including look-alike drugs, THC, nicotine and alcohol in the school building, on campus, school activity, or in a vehicle used for transportation to school and parked on or in the vicinity of the campus or at any time under school jurisdiction is prohibited. Police or juvenile authorities and the Superintendent of Schools shall be notified.

Alternative Education Room

The Alternative Education Room (AER) is a disciplinary option whereby an adult provides supervision and students are allowed an opportunity to do their work and receive credit in a restricted environment. The Alternative Education Room will be held from 7:45 A.M. to 3:10 P.M. (or end of school day). Students may also be assigned an after school detention until 4:00 P.M. or a before school detention starting at 7:45 A.M. In preparation for AER, it is the responsibility of each student to get any or all homework and all needed materials before or after school (not during regular school hours). Furthermore, it is imperative that each student makes arrangements with his/her teacher to make up work in physical education, computer classes, labs or any other projects normally completed in the classroom setting at a mutually agreeable time.

Students may be assigned from one hour to a full day to multiple days in AER for inappropriate behavior. AER is designed to keep students in an instructional setting as an alternative to out-of-school suspension and yet impose a negative consequence for a violation(s) of school policy.

Students who are in AER are not permitted to attend the following: assemblies, regular class or participate in extracurricular activities. Students in AER will eat a sack lunch from the cafeteria provided by the school. Students are not permitted to bring lunch from home or have lunch delivered, unless there is a medical or religious need.

Alternative School (Safe School Placement)

Taylorville Community Unit School District #3 has contracted with MENTA 612 Academy in Taylorville, Illinois to serve as the Christian County Safe School. Students who require alternative programming from Taylorville Community Unit School District #3 may be transferred to MENTA in Taylorville per the direction of the Superintendent of Schools.

Students who attend MENTA are eligible for disciplinary placements ranging from one semester to two school years. For a student to be eligible to return to a general TJHS placement, an administrative review must take place at the end of his/her assigned time with the MENTA Academy.

Students whose educational placement is at MENTA due to disciplinary reasons will not be allowed to attend or participate in any function or activity associated with Taylorville Community Unit School District #3. This includes, but it is not limited to, athletic activities, club activities, dances and/or other school related activities.

Students with Individual Education Plans on file will receive individual consideration. Students are also not allowed to be on school property for any reason without administrative approval.

Transportation to and from MENTA Academy in Taylorville is provided by MENTA Academy. Students will not be allowed to drive or be taken to MENTA Academy in a private vehicle.

Artificial Intelligence Guidelines

Student Use of Artificial Intelligence (AI)

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. Attempting to take credit for work that is not one's own is considered cheating/plagiarism. Please see the Discipline Code for the definition of cheating.

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.

Assemblies/Field Trips

School assembly programs and field trips are scheduled periodically throughout the school year. The success of every assembly program will depend upon the audience. Attendance at assemblies and field trips are a privilege. Students with recent discipline, multiple failing grades, or course work completion issues may not be allowed to attend per admin discretion.

Assignment Notebook Expectations

1. Students are expected to record assignments in their assignment notebooks daily.
2. Students must have their assignment notebook on them at all times as it is also their hall pass.
 - a. Passes at the back of the book are used when a student needs to go to the media center, office, or nurse.
 - b. Passes at the front of the book are used when students need to leave class for something that should have been done during a passing period.
 - This would include reasons such as going to the bathroom, getting a drink, going to their locker.
 - One of these passes is also taken if they arrive late to class unexcused. Regular on-time attendance is crucial to student success. Lateness disrupts the learning environment and can negatively impact a student's ability to perform well in class.
 - **Students get 15 a quarter. Each additional pass used will result in a lunch detention.**
 - c. If a student has a bathroom pass for medical purposes, it needs to be stapled in the assignment notebook.
3. If a student needs a new assignment notebook, they can be purchased in the office for \$3. (*price subject to change).

Attendance Policy

The progress of a student in school, in which all parents are sincerely interested, depends to a large degree on the punctuality and regularity of his or her attendance. It is the aim of TJHS faculty and administration to stimulate and direct the growth of each pupil 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 miss school for anything less than the most excellent reason 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 benefits.

The financial assistance each school district receives from the state is based upon the average daily attendance of students; thus, it is possible for a district to lose several thousand dollars in a single year due to excessive absenteeism. The resulting inefficiency of operation is obvious.

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.
- If a student uses two mental health days consecutively, a meeting with the school's Social Emotional Counselor or Dean of Students may be warranted.

Consequences for Excessive Absences

- Missing more than four (4) class periods per course, per semester may result in a reduced grade for missed work per teacher discretion.
- 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.**
 - **Medical absences approved by a doctor are not counted in the four excused absences per semester.**
 - 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 truancy services will not be allowed the 4 parent verifiable absences per semester at T.H.S. or T.J.H.S. 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 BY 9:45 A.M.

For more on attendance policies, see the Student Discipline Code.

Making Up Missed Work

General Guidelines

- Students are expected to attend class regularly to avoid missing important coursework.
- We encourage you to communicate with your teachers regarding upcoming absences, if possible.

Making Up Assignments

- Students who miss class due to an excused absence (e.g., illness, doctor's appointment) will have **one day for each day absent** to complete missed assignments.
- **Teachers will provide opportunities to make up missed work**, including offering explanations or alternative assignments if needed. Students are encouraged to reach out to their teachers for clarification or assistance.

Tests and Exams

- We encourage students to be present for all tests and exams.
- In the event of an excused absence, teachers **may offer an alternative form of the assessment** at their discretion.
- Students are responsible for contacting their teachers to discuss options for making up missed tests or exams.
- Students who are truant during semester examination days will receive a zero on their semester examinations missed.

Credit for Make-Up Work

- **Excused Absence:** Students with excused absences can earn full credit for completed make-up work submitted within the designated timeframe.
- **Unexcused Absence:** Students with unexcused absences may receive **reduced credit (at minimum 50%)** for completed make-up work submitted within the designated timeframe.

Additional Considerations

- Teachers may establish specific deadlines for make-up work for their courses. These deadlines should be clearly communicated to students.
- Students absent prior to a project deadline that has been clearly established will not be given a day for a day, rather they will be determined on a case-by-case basis.
- The specific process for making up missed tests or exams will be determined by the teacher on a case-by-case basis.

Attendance & School Citizenship

One of the factors that help any school to become an excellent school is the active cooperation of its students. It is our goal to help students develop self-discipline and a strong sense of responsibility.

In any large group, some regulations are necessary. Specifically, you will be expected to meet these minimum requirements:

1. Regular punctual attendance.
2. Observance of the rules of good order at all times.
3. Assistance in maintaining all school property by exercising proper care.
4. Respect for the authority of teachers and other staff personnel in maintaining good order in such places outside the classroom as the cafeteria, the corridors, the entry ways, the gym, and the immediate neighborhood adjacent to the school.

Arriving to School

Drop-off

- The circle drive is closed to traffic from 7:45 to 8:05 a.m.
- Parents may drop students off in the north parking lot or at the intersection south of the circle drive.

Procedures and Expectations

- Doors open at 7:45 a.m.
- Students who arrive between 7:45 and 8:05 a.m. will enter through the gym doors in the circle drive. Students who arrive after 8:05 a.m. will enter through the main doors.
- Before 8:05 a.m., students may either sit in the gym and eat food from the breakfast cart OR go to the cafeteria and eat a hot breakfast. Students may not go back and forth between the two or wander the halls.
- After 8:05 a.m., students are expected to go to their lockers and go to their first hour class. If a student has not had breakfast, they are allowed to get food from the breakfast cart and take it to class.
- Students are not allowed to walk the halls in the morning. Students who violate this could be subject to discipline.
- **Beverage Policy:** Outside beverages cannot be brought into the building in the morning. Sodas, energy drinks, and coffee are not permitted at lunch. Sports drinks and any drink that is not water must remain in the cafeteria and cannot be taken elsewhere in the building. **Water bottles must be transparent.**

Late Arrival to School

Procedures

- **After 8:10 AM:** Students arriving after 8:10 AM must report to the Dean of Students or Main Office Staff to sign in and obtain an admission slip to class. This may result in loss of a pass or disciplinary action per administration discretion.

Tardy vs. Absence

- Arriving late within first period of the school day start is considered tardy.
- Arriving later than first period is considered absent for every full period missed and tardy for the period they arrived in.

Excused vs. Unexcused Tardies

- Students must present a note from a parent/guardian or have a parent/guardian call the TJHS Office within one school day to explain the tardiness. A school administrator will determine if the tardiness is excused.
- 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)

Leaving the Building/Campus During School Hours

Closed Campus Policy

Taylorville Junior High School operates under a closed campus policy. This means students are not permitted to leave school grounds during the school day without authorized permission.

Procedures for Leaving Campus

- Students who need to leave campus for any reason during school hours must obtain prior permission from a parent/guardian (written or verbal) communicated to a dean, nurse, assistant principal, or principal.
- Students must sign out in the office before leaving campus.
- Failure to sign out will result in an unexcused absence and possible disciplinary consequences.
- Students returning late must also sign in upon arrival in the office.

Consequences

- Leaving campus without permission will result in:
 - Unexcused absence
 - Truancy for the time missed
 - Disciplinary Action

Reporting Illness

- Students must have a pass to see the nurse. Students are not allowed to go to the nurse during passing periods unless it is an emergency.
- Students who become ill should:
 - Inform their teacher directly.
 - Obtain a pass from the teacher to visit the school nurse.

Alternative Care

- In the event the nurse is unavailable, students can report to:
 - Secretary
 - Dean of Students
 - Assistant Principal
 - Principal

Absence Clarification

- Students who miss class(es) claiming to be in the restroom, waiting for a staff member who is unavailable, or in similar situations will be marked unexcused and subject to disciplinary action.
- A secretary is always available in the main office to assist students in non-emergency situations.

Attendance & Participation in Activities

Students, who are absent due to sickness the school day when there is an extracurricular activity, will not be allowed to participate in that activity. If students are gone part of the school day, students must be present in at least three class periods or more in order to participate. Saturday events are not covered under this policy.

Students, who have exceeded their 4 verified absences, will not be allowed to participate in any extra-curricular activity during the school day that causes them to miss additional days from that class. Examples include but are not limited to sports, musical, field trips, etc.

Students, who miss a class more than 4 times per semester unexcused, will receive up to 60%, at teacher discretion, reduction from the graded assignments or tests. See Attendance Policy.

If students know they are going to be absent ahead of time for a school function, students are expected to complete a Pre-Planned Absence Form **three (3) days in advance of the absence**.

Backpacks & Book Bags

Students are only permitted to carry their school-issued Chromebook bag from class to class. All other bags must be stored in the student's hallway locker and may not be carried throughout the school day.

Restricted bags include, but are not limited to: athletic bags, drawstring bags, equipment bags, personal laptop bags, purses, satchels, backpacks, book bags, and zipped binders (Trapper Keeper). Students are allowed to carry an expandable or folders in lieu of a zipped binder.

Building Use & Care

Students and visitors are expected to care for school property as it is provided for their use by the taxpayers of this district. Students who deliberately damage, break or deface the building, lockers, Chromebooks or any other school property may face disciplinary action and be required to pay restitution or other fees (See Chromebook fees.) Students should also respect the property and rights of others including; other students, school personnel, visitors and property owners in the vicinity of the school.

The building will be open during the school year from 7:45am to 3:30pm. Students are expected to leave the building after dismissal unless they have an approved reason to stay later. Students are not to be in the building outside of those hours without being under the supervision of school personnel.

Bullying Prevention

What is Bullying?

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves 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 fight.

For consequences, see Level II Acts of Misconduct in the Discipline Code.

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, 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, written, 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 at Taylorville Junior High School

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, submit a [Bullying Reporting Form](#), or contact us at speakup@tcusd3.org or call/text 217-707-6650.

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](#).

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 Taylorville High School and transfer buses at Taylorville Jr. High School must transfer immediately upon arrival at Taylorville Jr. High School. There is to be no loitering at the TJHS. Taylorville High School students are not allowed to enter the Taylorville Jr. High 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 junior high 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.

[IPA 4:10 Bus Transportation](#)

Cafeteria Information

The POS (Point of Sale) system is used in the Taylorville Junior High School Cafeteria. The POS system is very beneficial to students, parents/guardians and cafeteria employees by keeping an accurate account of hot lunches and a la carte items purchased.

The system works like a debit card. Students must make a deposit and each time food is purchased that amount is subtracted from their account. It is recommended that students pay by the week, month or the year to expedite the record keeping. In order to make a deposit, a student or the parent/guardian may place a check or cash in an envelope, write both first and last name on the envelope and PIN and deliver it to the main office. Deposits can also be made through Skyward. Each student will be issued a 5 digit pin number, and must enter that pin number to purchase food from the cafeteria.

Students who have a negative balance will not be allowed to purchase a la carte items. Those students will be able to purchase a Type-A lunch only which consists of a main entrée, fruit, vegetable, and milk. Students who have a negative balance of \$10.00 or greater will have a letter sent to their parents/guardians requesting immediate payment.

Taylorville Junior High School utilizes School Messenger. This notification system will inform parents/guardians by phone call, email, or text message (Tuesdays and Thursdays) when lunch accounts have reached a negative balance.

When students are dismissed for lunch, they are expected to proceed directly to the cafeteria and enter through the west doors. Once inside, students should choose either the Type-A lunch line or the a la carte line, pick up their drink and pay one of the cashiers before progressing into the dining area. Anyone who passes the cashiers without paying for part or all of the food taken is guilty of theft and will be disciplined according to the Discipline Code book.

Students are expected to use good table manners and conduct themselves in a polite and respectful manner. Each student is responsible for cleaning up the trash and debris from the immediate area and returning his/her tray to the appropriate location. Students are to remain seated after returning their tray and will be dismissed by a cafeteria supervisor or a staff member. Once dismissed, students are to exit through the west set of double doors of the cafeteria and proceed quietly to their class.

Taylorville Junior High School has a **closed campus for lunch**. Students must eat in the cafeteria or bring a sack lunch from home. Outside food from restaurants (e.g., Subway, Sonic, etc.) is not allowed unless approved by administration.

Beverage Policy: Outside beverages cannot be brought into the building in the morning. Sodas, energy drinks, and coffee are not permitted at lunch. Sports drinks and any drink that is not water must remain in the cafeteria and cannot be taken elsewhere in the building. **Water bottles must be transparent.**

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.

TCUSD #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.

E-Learning / Remote Learning Day

In the event of an e-learning or remote learning day, students are expected to complete school work during the work day. This may require assignments, quizzes, tests, etc. to be completed by the end of the day, even though we are not physically in the building. Teachers are available via email during school hours.

Cell Phones / Cell Phone Usage

Expectations

- Cell phones must be turned off or set to silent mode upon entering the school building.
- Cell phones must be turned off and in your locker between the first and last bell of the day
- Cell phone use between classes can only be done with permission from administration or teacher.
- Smart watches cannot be connected to a phone or phone plan during the school day. Teachers may require students to remove watches at their discretion during class time.
- Respecting Others
 - In addition to the above expectations, 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.
 - Taking pictures and/or video taping may result in disciplinary action.

Consequences for Violations

- Students who violate the cell phone policy are subject to disciplinary action, as determined by the administration. This may include:
 - Confiscation of the phone for a designated period (usually one school day)
 - After-school detention
 - Parental contact

Disclaimer

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

Changes of Address and/or Phone Number

It is most important that files contain the correct address and telephone number of each student. It is the responsibility of the student's parent/guardian to report any changes to the Junior High School office IMMEDIATELY.

Chromebook Information

General Chromebook Use

- **Personal devices:** Students may not use personal devices in place of a Chromebook.
- **Required Documents:** A signed District Acceptable Use Policy and Chromebook Agreement from each parent are required before a student receives a Chromebook.
- **Educational Use:** Chromebooks are for educational purposes only.
- **Privacy:** Students should expect no privacy when using Chromebooks. All activity may be monitored, accessed, viewed, or recorded at any time, including outside of school.

Monitoring and Management

- **Teacher Monitoring:** Teachers will monitor Chromebook use in class and may restrict access during instructional time.
- **Bypassing Monitoring:** Attempts to bypass monitoring software will result in disciplinary action.
- Chromebooks are provided for use and convenience of students, but remain under the jurisdiction and control of school authorities.

Care and Transportation

- **Carrying Case:** Chromebooks must be stored and transported in the provided carrying case at all times.
- **Charging:** Students are expected to charge their Chromebooks nightly and bring them fully charged to school daily.

Bringing Chromebooks to Class

- **Required:** Students must bring their Chromebooks to all classes unless instructed otherwise by a teacher.
- **Loaner Chromebooks:** If a student forgets or fails to bring a charged Chromebook, they may check out a loaner from the Library Lab (availability permitting) and return it by 2:45 PM.
- **Free Loaner Passes:** Students receive 2 free loaner passes per semester for forgetting or having an uncharged Chromebook.
- **Consequences:** The third and subsequent instances of not bringing a Chromebook will result in office referrals and potential disciplinary action for failing to bring assigned materials.
 - Administration will use the following as a guideline for disciplinary action for exceeding the number of free loaner passes:
 - The 3rd loan will result in a lunch detention.
 - The 4th loan will result in a 15 minute after school detention.
 - Each subsequent loan will result in an after school detention 5 minutes longer than the previous infraction, not to exceed 45 minutes.

Chromebook Damage and Repair Fees

- Students are financially responsible for any damage to their assigned Chromebook beyond normal wear and tear. Chromebook fees are posted in the media center and are available on request. This may also include a discipline given by administration.
- The cost of repairs will be assessed by the district's technology department and charged to the student's Skyward account.
- Students are encouraged to handle their Chromebooks with care and to report any damage to a teacher or administrator immediately.

Classroom Procedures

By the time students enter junior high school, teachers and administrators assume that students are mature enough to accept responsibility and to conduct themselves properly. Teachers expect the mature student to do the following:

1. Be in his/her assigned seat when the bell rings. (See tardy policy.)
2. Bring pen, pencil, paper, textbooks, and other required materials, every day to every class.
3. Listen attentively.
4. Avoid sarcasm and criticism.
5. Respect the rights of others to express their opinions.
6. Return all classroom equipment to the proper place.
7. Leave desks and classrooms neat and tidy.
8. Make worthwhile contributions to group problems and projects.
9. Be dismissed by the instructor, not the bell-tone.

Clubs & Organizations

Taylorville Junior High School and the Board of Education sponsor various clubs and organizations. All club meetings must be scheduled on the master calendar in the high school office, whenever possible. No club or organization may have meeting privileges on the high school grounds or in the junior high school building without permission from the junior high school principal. All revenues collected and generated by each school-sponsored club or organization shall be made part of the junior high school activity funds. No deviation is allowed without permission from the high school principal. All group/organization fundraisers must be pre-approved by the principal.

Club officers must maintain a "C" average to be eligible for election to, and must maintain a "C" average to retain their elected position. Participation by students in any group/club activity is subject to all weekly/semester eligibility criteria.

Computer/Internet Usage

Use of Computer/Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. All students will abide by the Authorization of Internet Access contract that the student and parent/guardian sign at the beginning of the school year. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Daily Announcements

Teachers and/or sponsors of any club or activity may write announcements. All announcements for the day MUST be received by **8:00 a.m.** All announcements must be approved by the principal or his designee for inclusion in the bulletin. The announcements are available for viewing on the TJHS website. Announcements will be read to students over the intercom after the 8:20 bell.

Dances

A number of school dances are held during the school year. These dances are sponsored by the Student Council. Attendance at dances is a privilege. Students with recent discipline, multiple failing grades, or course work completion issues may not be allowed to attend per admin discretion. Only students who attend Taylorville Junior High School are allowed to attend. All rules contained in the handbook and discipline code of Taylorville Junior High School are in effect during all dances and extracurricular programs. 8th grade prom is not affiliated with TCUSD #3.

Dangerous Conduct

Throwing snowballs, initiating a false fire alarm, using or possessing firecrackers or any type of explosive or smoke bomb, using water pistols or airsoft guns, or being part of any act which might cause injury to persons, damage to property, or disruption of the educational program is strictly forbidden in the school building, or on the school grounds, or at any school activity on or off the school campus. Possession/use of any weapon will result in severe disciplinary action and expulsion from school for a minimum of one calendar year as required by State statute. A weapon is defined as; all items described as weapons in the Illinois State School Code, including, but not limited to guns, firearms, rifles, shotguns, explosive devices or look-alikes thereof. Such items as knives, box cutters, brass knuckles, billy clubs, baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used, or attempted to be used, to cause bodily harm.

Disaster/Emergency Plans

Drills are held at intervals to provide practice for all types of emergencies. Fire and tornado drills will be practiced at various times during the year (as per state requirement and will be announced as such).

1. FIRE:

- Signaled by one continuous blast of on-site alarms and/or intercom announcement with administrator verification. Students should proceed to the nearest exit after administrator verification, and at the teacher's direction with the rest of the class or study hall. Once the alarm has been silenced, you will be signaled to return to the building. WALK AT ALL TIMES! Running increases the risk of injury by falling or colliding with another student.

2. CRISIS MANAGEMENT PLAN:

- In the event of a crisis that would require an evacuation, Shelter in Place or total lock-down, the following procedures should be followed:

Instructions for Evacuation

- After administrative verification, use the designated fire drill exit plan or safe alternate route to the predetermined site.
- Take your grade book or class roster. Immediately after evacuation, students should line up in alphabetical order and the teacher should take attendance.
- Notify the office of exact attendance: present, absent, unaccounted for, extras.
- Listen for further instructions.

Instructions for Shelter-in-Place

- Lock doors, close shades
- Report Attendance: unaccounted for or extra students..
- Keep Students in the classroom.
- Teacher continues teaching.
- Listen for further instructions.

Instructions for Hard Lock-Down

- Lock doors, close shades, move away from windows and doors, and turn off lights.
- Take protection under the desk, behind the desk, or along a blind wall out of sight.
- Take/record attendance immediately.
- Notify the office of exact attendance: present, absent, unaccounted for, extras.
- Listen for further instructions.

3. TORNADO:

- T.J.H.S. has a weather monitoring system that alerts the administration when severe weather is in the area. A tornado warning is signaled by a continuous tone over the loudspeaker and will be announced via the intercom. Stay with the teacher and the members of your class at all times during the alarm. Pay close attention to the directions given by your teacher and follow those instructions. WALK AT ALL TIMES! The teachers will be signaled to return to class when the danger has passed. The (All Clear) may be announced over the intercom system and/or by the sounding of another (different) continuous tone over the speaker system.

4. EARTHQUAKE:

What To Do If Indoors

- Library or rooms with tables – students and staff should get under the table.
- Rooms without tables – if time permits, go to the hallway next to a wall. If time does not permit, go to the interior wall of the room.
- Stay away from windows, shelves and heavy objects that may fall. Turn away from the window or glass. Kneel alongside a wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.

What To Do If Outdoors

- Move to an open space, away from buildings and overhead power lines.
- Lie down or crouch to the ground. Keep looking around to be aware of dangers that may demand movement.

Indoors or Outdoors

- When an earthquake occurs, take action at the first indication of ground shaking – there may not be time for an alarm.

Discipline Code

Students and their parents/guardians are expected to read and familiarize themselves with the Taylorville Community Unit #3 Student Discipline Code book located online. This code and its associated policies are in effect for all students at all times on all school properties, school buses, at all school-sponsored activities and events including, but not limited to, those events that are scheduled in the school building. Field trips, athletic team trips, fan bus trips, overnight excursions and educational trips are extensions of the school day even though they may occur over weekends or holidays. Students should remember that the tenants of the Discipline Code are applicable in all circumstances where the school is either directly or indirectly the sponsor of an activity where students are participants or spectators.

When a student cannot follow the district's discipline standards due to his/her disability, a behavior management plan will be developed. Students with a behavioral management plan will receive a copy and their parent/guardian will receive a copy of the policy and procedures related to the behavioral interventions when the plan is developed. Anyone interested in receiving a copy of the policy and procedures may receive one upon the request in the administrative office of the high school or the school district.

Dress Code

Taylorville Junior High School encourages a standard of dress, grooming, and appearance that reflects pride in self, home and school. Appropriate standards of dress and grooming are reflections of good judgment by students and their parents. Students are to wear apparel that is appropriate for the educational environment. Extreme dress is inappropriate. Inappropriate dress is defined in the discipline codebook as follows:

Inappropriate Dress

Student apparel and grooming detrimental to health and safety, or which are obscene, or which create classroom or school disorder. Examples of unacceptable attire include, but are not limited to:

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. 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, weapons, 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.
9. If a student receives 3 office referrals for wearing their hood up, they will not be allowed to wear a hooded shirt the remainder of the school year.

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 TJHS 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.

Eligibility for Extracurricular Activities

Taylorville Junior High School is a member in good standing of the IESA (Illinois Elementary School Association). Members of the organization subscribe to certain constitutional and by-law provisions that all member schools and students must obey. (A copy of those eligibility rules is included in the back of this handbook. Rev. 4/13) Students and parents should be aware of these rules, and comply with these standards.

Additional copies of the IESA rules and regulations are available from the school office or the athletic director's office by request.

Taylorville Jr. High School No Pass/No Play Policy

In addition to the I.E.S.A. eligibility requirements, Taylorville Community Unit School District No. 3 has implemented an academic-based No Pass/No Play Policy for all students enrolled in grades fifth through eighth who participate in any school sponsored activity, including school supported athletic or extra-curricular activities. In accordance with Section 10-20.30 of the School Code, and in conjunction with Section 3.000 of the Illinois Elementary School Association Handbook, the board has determined eligibility requirements to be as follows:

I. Weekly Eligibility

- a. Students shall maintain a passing grade in all courses per week as determined by the eligibility reports submitted by classroom teachers on Friday morning.
- b. Any student who fails to meet the minimum requirements established in Paragraph a, Section I of this policy, shall be suspended from further participation in any school sponsored, school supported, or extra-curricular activity for one calendar week.

List of extracurricular activities:

The following is a list of extra-curricular activities that the Taylorville Jr. High School No Pass/No Play Policy applies:

Athletics:

Track & Field	Basketball	Cross-Country	Wrestling
Volleyball	Baseball	Softball	Golf
Bowling			

Other Extra-Curricular Activities:

Cheerleading	Dance	Band*	Choir*
Builders Club	Student Council	Scholastic Bowl	Drama Club
Art Club	Speech Club	* Non-Graded Activities & I.E.S.A. competitions only	

- Any other Taylorville Junior High School sponsored organization.
- Students taking art, choir, and band must maintain passing grades. Students with failing classes may be removed from these classes and put into a study hall per administration discretion.

Extended School Day

Students with multiple failing subjects can be kept until 3:45 to work on missing assignments and get help. This will be arranged with parents in advance.

Extra-Curricular Conduct Code

It is our belief that participation in extracurricular activities involved with interscholastic competition is a privilege and not an absolute right of Taylorville Junior and Senior High School students. Students, who elect to represent Taylorville Junior and Senior High Schools, and take part in extracurricular activities, must also accept the responsibility to conduct themselves in a manner that exemplifies the behavior of good citizenship. Therefore, the Extracurricular Conduct Code must be adhered to for the duration of a student's attendance at Taylorville Junior and Senior High Schools. These rules have been approved by the Board of Education and have been set forth to guide students toward a better understanding of their responsibilities as representatives of the Taylorville Junior and Senior High Schools.

The Extracurricular Conduct Code went into effect upon the approval of the Taylorville Board of Education and will remain in effect 365 days a year through the conclusion of the student athlete's participation in extracurricular activities at Taylorville Junior or Senior High School. A copy of the Code is to be reviewed by each student and their parent/guardian at the beginning of each year. A signed acknowledgement of receipt and understanding of the code is to be on file EVERY YEAR a student is involved in an extracurricular activity.

Family & Student Access

Taylorville Junior High School uses the Skyward Family and Student Access online software program to assist parents in staying informed about their child. Family Access allows parents to view up-to-date grades, attendance, discipline and food service information. Passwords can be obtained by contacting the junior high main office at 217-824-4924.

*It is imperative that parents/guardians keep up to date information on Skyward. This includes home phone number, cell phone, email, home address and emergency contact information. Please contact TJHS with any changes that may arise at 217-824-4924.

Gambling

No form of gambling is permitted in the building, on the school grounds, or in the immediate vicinity of the school. Gambling is a Level III disciplinary offense.

Grading Systems

100 - 90	A	The student is more than meeting the demands of the teacher. The work is on time and is of superior quality. The student is a positive influence on the rest of the class
89 - 80	B	The work is above normal and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

79 - 70	C	The student is not doing all the assigned work. Work is below normal but shows some evidence of growth.
69 - 60	D	The student is not doing all the assigned work. Work is below normal but shows some evidence of growth.
59 - 0	F	Unsatisfactory, with little growth taking place.

Progress reports will be reported halfway through each grading period, quarter & semester. These progress notices will be posted to skyward family access. Parents are urged to arrange for a conference with the teacher sending failing progress notice. It is hoped that this will prevent failure at the end of the grading period.

Hazing

The initiation or hazing of students is strictly forbidden by an act of the State Legislature and is punishable in the courts of the State of Illinois. This law was put into effect after several high school students lost their lives as a result of hazing. THE LAW WILL BE STRICTLY ENFORCED. Refer to Chapter 3, Section 356, and 357, Illinois Revised Statutes, 1955). Hazing in any form is not only illegal, but totally unacceptable conduct and students will be disciplined as per the discipline code regardless of where or when the events occur.

Health Records

Illinois law regarding health records mandates a much closer review of our physical forms for proof of routine immunizations. Immunization records must list the month and year of each immunization the child has received since birth. The school MUST EXCLUDE students whose records are not up to date. These records can be audited by the State Board of Health, and schools which have students not in compliance with these laws face loss of state financial aid.

Homework

Importance of Home Study

Home study is an essential element of a student's academic success. Students are expected to dedicate time beyond scheduled classes to solidify their understanding of the material and complete assignments effectively. Effective planning helps students avoid last-minute cramming and unnecessary stress.

Teacher-Recommended Study Habits

To promote successful home study habits, teachers recommend the following strategies:

- **Dedicated Study Environment:** Establish a quiet and organized workspace with minimal distractions to optimize focus.
- **Time Management:** Create a daily schedule allocating specific times for studying each subject and incorporating breaks to avoid burnout.

Essential Study Materials:

- **Assignment Notebook (Provided by Taylorville Junior High School):** Utilize the school-issued assignment notebook daily to record assignments, due dates, and important notes. This will serve as a valuable reference throughout the semester and during exam preparation.
- **Chromebook and Textbooks:** Ensure access to the Chromebook and relevant textbooks for completing assignments and referencing course materials.
- **Classroom Notes and Supplies:** Have all necessary class notes, pens, pencils, paper, and a calculator readily available during study sessions.
- **Supplemental Resources:** Consider using reference materials like dictionaries, encyclopedias, thesauruses, atlases, and other approved resources to enhance understanding.

Active Learning Strategies:

- **Maintain Focus:** Minimize distractions and stay engaged during study sessions. This means:
 - **Silence phone notifications:** Mute your phone or put it away to avoid disruptions from texts, calls, or social media alerts.
 - **Turn off electronics:** Power down the TV, video games, or any other electronic devices that could be tempting distractions.
 - **Find a quiet space:** Choose a study environment free from background noise or interruptions where you can concentrate fully.
- **Review for Accuracy:** Revisit completed assignments to identify and correct errors, solidifying knowledge retention.
- **Vocabulary Development:** Look up unfamiliar words to ensure comprehension of the material.
- **Visual Aids:** Consult maps, charts, or tables mentioned in class to gain a deeper understanding of concepts.
- **Self-Testing:** Practice by answering questions or reviewing material from memory to assess knowledge retention.
- **Time Management During Study Sessions:** Set realistic time limits for each study session, prioritizing accuracy over speed.
- **Scheduled Breaks:** Take short breaks (3-5 minutes) every 30 minutes of studying to prevent fatigue and maintain focus.

Effective Planning and Organization

By implementing these study habits and incorporating effective planning and organization skills, students can maximize their learning potential and achieve academic success.

Honor Roll

Taylorville Junior High School has two different honor rolls each quarter:

1. a Straight A Honor Roll
2. an Honor Roll.

Both are determined by the grades earned in ACADEMIC classes. A student must have carried a full academic load and earned all A's in all academic classes to be placed on the Straight A Honor Roll. A student must have carried a full academic load and earned at least all B's in all academic classes to be placed on the Honor Roll. Restrictions for both honor rolls are limited to the following:

1. no student may have more than one C in non-academic courses
2. no grades of D or F are allowed.

Library/Media Center

Your Freedom to Read at Taylorville Junior High School Library/Media Center!

The Taylorville Junior High 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.
- Staff are here to help you find materials that meet your needs and interests.

Looking for something specific?

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

Working with Parents/Guardians:

Parents and guardians play a vital role in their children's education. We encourage open communication about library materials and reading choices. Librarians are happy to assist parents/guardians in finding resources appropriate for their children's age and interests.

Together, we can create a vibrant learning environment that fosters intellectual growth and exploration!

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

When a student is assigned a locker anywhere in the building (hallway or locker room), it is understood that he/she assumes all responsibility for its security, contents, and conditions. The Board of Education or its employees cannot be liable for losses that may occur. Lockers must be secured at all times. 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. (To share a locker is to share responsibility for its contents and possibly the consequences for those contents.) Students who choose to share lockers will be considered in gross defiance, a Level III offense, and discipline will be issued.

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. It will be repaired promptly or the student will be assigned with a new locker.

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

Gym Lockers

Due to a limited number of lockers available in the physical education locker rooms, locker assignment will be at the discretion of the physical education instructor. Students will be notified by their instructor if they are assigned a locker.

For students assigned a locker, locks and/or their combinations will be distributed by the physical education instructor. Students are responsible for the security of their belongings and are required to pay for repairs to any damaged or defaced lockers assigned to them. Lockers that are jammed or otherwise in need of repair should be reported to the high school office immediately.

Security of Valuables

Since items left in the locker room are popular targets for theft, students are encouraged to visit their hallway lockers before physical education class to store any valuables such as jewelry, electronics, or large amounts of cash.

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 principal, assistant principal, or counselors for enrollment. Contact the Unit Office to talk with the McKinney-Vento Officer.

No Retaliation Allowed

The school district **does not allow** anyone to be punished, threatened, or treated unfairly for:

- Reporting a concern or complaint.
- Helping with an investigation.
- Being part of a school-related hearing or refusing to participate in one.

If you believe someone is retaliating against you for speaking up, report it using **Board Policy 2:260 (Uniform Grievance Procedure)**. The school is committed to keeping everyone safe when they do the right thing.

Parent 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. The school may request parent conferences if determined to be in the best interest of the students.

PBIS Framework

The PBIS Framework offers a tiered system of rewards and support based on your achievements in academics, attendance, and IAR testing. Let's explore the different levels and see how you can benefit! Our goal is to:

- **Improve your academic performance:** We'll provide support and incentives to help you excel in your classes and reach your 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.

Personal Electronic Devices

Personal electronic devices include but are not limited to iPods, iPads, MP3 players, Personal Digital Assistants, Nooks, Kindles, and Electronic readers. Personal electronic devices follow the same policy as cell phones and must be turned off and in lockers from first bell to last bell unless a teacher allows the device for

educational purposes. Cell phones do not fall under these guidelines though and cannot be used in the classroom for educational purposes.

Physical Examinations

All Sixth grade and new students are required to turn in a physical by October 15 of that school year. This is a state law requirement. Physical forms may be obtained from the school nurse or from your physician's office. These forms should be completed by the student's physician and returned to the school nurse. Physical examinations are required of all students each year for participation in all athletics. All participants in athletics will be required to submit to an examination and turn the proper paperwork into the school nurse before participating in any tryouts or practice sessions. Physical examinations become a part of a student's permanent health record. (See School Nurse.)

Posters/Announcements

All posters/announcements to be displayed anywhere in the building must first be approved by an administrator. Attachment can only be to surfaces that will not be marred or damaged. All signs and/or posters will be taken down after a reasonable length of time.

Progress of Academic Coursework

Skyward Family Access provides parents/guardians and students with the most current progress of a student's academic coursework. Parents/guardians are encouraged to monitor this frequently to have a knowledge of their child's academic progress in classes at any given time.

Parents should feel free to contact the teacher involved for a conference. Parents may call the junior high school office at 217-824-4924 and leave a message for the teacher to return his/her call to request a meeting time. Parents may also email teachers, whose email addresses are found on the school website www.tcusd3.org.

We strongly encourage parents to monitor their child's daily progress by utilizing our Skyward Family Access Program. Please see page [Family and Student Access](#).

Public Display of Affection

Public display of affection is not approved or permitted in the school building or on the campus at any time. Proper conduct and behavior by all students is a necessity if the correct atmosphere for learning is to be maintained. Parents may be notified if necessary and may be requested to come to school for a conference. Inappropriate display of affection is a Level II offense, see Student Discipline Code book.

PUNS: Prioritization of Urgency of Need for Services

PUNS is a waiting list for service, and the state of Illinois uses the information to select people for services when funding becomes available. Public Act 103-0504 requires IEP teams to determine if a student has registered for the PUNS list and requires schools to provide various information to the family if the student is

not registered. The legislation required the Illinois Department of Human Services and Illinois State Board of Education to develop an online training program that includes information about the PUNS database, how to register for the database, and about organizations that offer assistance to families in understanding PUNS and the registration process.

Kelly Suey of NPT is Taylorville School District's designated employee and has received this training.

Records: Student

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.

Student temporary records may consist of:

3. Family background information.
4. Intelligence test scores, group and individual.
5. Aptitude test scores.
6. Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
7. Elementary and secondary achievement level test results.

8. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
9. Honors and awards received.
10. Teacher anecdotal records.
11. Disciplinary information.
12. 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.
13. Reports or information from non-educational persons, agencies, or organizations.
14. Other verified information of clear relevance to the education of the student.
15. Record of release of temporary record information.

You will want to make the information in these records available to prospective employers and colleges during the senior year and later. You will want to do your best to present an acceptable record.

REMEMBER: YOU MAKE YOUR OWN RECORD; THE SCHOOL ONLY KEEPS IT FOR YOU AND YOUR FUTURE.

Restrooms

Clean restrooms contribute to a good first impression by visitors. It is everyone's duty and obligation to do his/her part to keep the restrooms in good order. Feminine hygiene products are available in various restrooms and in the nurse's office at no cost to our female students. Students are not to loiter nor eat in the restrooms at any time. Students who are ill should report promptly to the nurse after securing a pass from a teacher, a dean or an administrator.

Retention/Promotion Policy

Placement, promotion, or retention shall be made in the best interest of the student after careful evaluation for the advantages and disadvantages of alternatives.

When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, ability, and level of academic achievement shall be supplemented by a qualitative assessment for the student's motivation, self-image, and social adjustment. Students shall not be promoted purely for social reasons. School administration shall make the final recommendation on grade placement of each pupil.

To be promoted to the next grade:

- TJHS students must pass 2 out of 4 quarters to pass the class.
- TJHS students must pass 3 out of 4 core classes. Core subjects include: ELA, math, science, and social studies.

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.

Students who must leave school because of illness or injury are required to obtain permission from the nurse or an administrator before leaving the school grounds.

In cases where a student may appear to have a communicable disease, each student will be sent home from school with a notification to the parents as to the reason for his exclusion. Exclusion will be for the State Board of Health specified isolation period and/or until return is approved by the family physician.

See Physical Examinations.

School Spirit

School spirit may be divided into three categories:

1. **Courtesy** - toward teachers, fellow students, and the officials of school athletic activities.
2. **Pride** - in everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** - the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports the school and does his/her best to keep scholastic and activity standards at the highest possible level

Social Emotional Services

Students are encouraged and expected to use the services of the guidance counselor, SEL interventionist, or other student services available. These individuals are the people to whom a student may turn for help and suggestions not necessarily related to the classroom, or even to school at all.

Student Social Media Accounts & Privacy

Notification Regarding Student Accounts on Social Networking Websites

In accordance with the **Right to Privacy in the School Setting Act (105 ILCS 75)**:

1. **School officials cannot** request or require a student or their parent/guardian to provide a password or other login information to access the student's social media account.
2. **However**, if there is specific information indicating a violation of school rules or policies on a student's social media account, school officials **may** conduct an investigation. In such cases, the student may be required to share relevant content to assist in determining the facts.

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 domiciled within district boundaries. In the event a question concerning the domicile 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 domicile. 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 domicile.
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 of the child to appeal unfavorable domicile determinations by the building principal to the superintendent of schools, save that the superintendent's domicile determination after hearing shall be final and binding.
5. Allow the child to attend Taylorville schools until the district makes a final determination of the child's domicile, 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 domiciled in some 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.

Surveillance/Security Cameras

Surveillance/Security cameras are in various locations at Taylorville Junior High School. These cameras are in high traffic areas inside and outside of the building to maintain safety and security of students and staff. It is our goal that the placement of these cameras will deter vandalism, theft, fighting and other negative acts of behavior.

Telephone

Telephones in the main office are to conduct school business. Use of the telephone by students will be limited to emergencies or other necessary calls. Permission to use the telephone must be obtained from an

administrator, office staff, or teacher. Students will not be called from class to the telephone unless an emergency exists. Messages to students must be kept to a minimum.

Textbooks

Students must assume full responsibility for books issued to them. Any item belonging to the school district that is maliciously destroyed or broken by any student or groups of students must be paid for by the student or students involved. Any student who loses, destroys, or fails to return a textbook (regardless of the age of the textbook) must pay the replacement cost of a new textbook. Textbook fines are assessed at the end of the semester/year depending on the length of the class.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the TJHS and TCUSD3. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, TJHS, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal. Cross Reference: PRESS 4:190, Targeted School Violence Prevention Program

Tobacco, Marijuana & Related Products

Students are not permitted to possess or use any tobacco/nicotine/THC and/or tobacco/nicotine/THC related products (including vapes, carts, dab pens, etc. as well as chewing tobacco, pouches, nicotine pouches, etc. and look a likes such as caffeine pouches) in the building or on any school premises either during the school day or at any school-sponsored activity held at night.

The same prohibition is in effect for tobacco products when riding school buses going to and from school, school- sponsored field trips, or other activities. Use of tobacco at other schools during an event sponsored by TJHS is considered part of the field trip. See Student Discipline Code for violation explanations.

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

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

Visitors

It will not be a general practice to allow students from other schools to visit Taylorville Junior High School during the regular school day. Special exceptions may be made to this rule as the situation warrants, but all such visits may only be approved by an administrator and must be arranged a minimum of one day in advance. All approved visitors must first check in at the junior high school office to obtain permission from an administrator to remain and be issued a visitor's ID. All teachers should request to see visitors' passes from anyone who is in the building, but who are not Taylorville Junior High School students or staff. Anyone not having such an ID should be identified and directed to leave the building or to report immediately to the junior high school office.

Taylorville Junior and Senior High School



Extra-Curricular Conduct Code

It is our belief that participation in extracurricular activities is a *privilege and not an absolute right of Taylorville Junior and Senior High School students*. Extracurricular activities are privileges extended by the district to students who wish to participate, and who agree to comply with this Code and the rules and regulations established for the respective activity. Compliance allows for an ongoing participation in the particular activity. Failure to comply with the rules and regulations shall result in appropriate sanctions as listed in this code.

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

Students, who elect to represent Taylorville Junior and Senior High Schools, by taking part in extracurricular activities, must accept the responsibility to conduct themselves in a manner that exemplifies good citizenship. This responsibility extends beyond the typical school day and/or the school sponsored activity times. Therefore, the following Extracurricular Conduct Code must be adhered to at all times for the duration of this code. These rules have been approved by the Board of Education and have been set forth to guide students towards a better understanding of their responsibilities as representatives of the Taylorville Junior and Senior High Schools.

----- STATEMENT OF AFFILIATION -----

Taylorville Junior High School is a member of the Illinois High School Association and the Apollo Conference. Taylorville Junior High School is a member of the Illinois Elementary School Association. Both schools must adhere to the constitutions and by-laws of these organizations concerning student conduct, eligibility and participation in extracurricular activities.

----- ENFORCEMENT PERIOD -----

The Taylorville Junior and Senior High Schools' Extracurricular Conduct Code shall be in effect 365 days a year. During the enforcement period the Extracurricular Conduct Code and all the rules and regulations pertaining to it are in effect 24 hours a day, 7 days a week.

----- CODE VIOLATIONS -----

1. Use or possession of tobacco or marijuana/THC.
2. Use or possession of alcoholic beverages.
3. Use or possession of illegal drugs or drug paraphernalia.
4. Theft or possession of stolen property.
5. Vandalism or destruction of property.
6. Other criminal acts.
7. Other serious or disruptive acts (including severe unsportsmanlike conduct, Level III or IV acts of misconduct as listed in the Student Discipline Code, etc.) which are detrimental to the individual, to the sponsor or coach, to the activity-group of which he or she is a member, or to the school.

----- REVIEW HEARING -----

Any participant committing one or more of the above infractions shall be entitled to a review hearing and be subject to consequences as listed in this document. The coach or sponsor and the administrator shall hear all charges and shall provide the participant with his or her minimal due-process rights, beginning with an informal hearing of the charges against him or her. All further due-process rights shall be granted in accordance with Section 5/10-22.6 of the Illinois School Code.

The head coach or sponsor and the administrator shall notify the participant's parent(s)/legal guardian by either telephone, a personal conference, or in writing, of the code violation(s) and any consequences that are to be imposed as a result of the violations.

Each violation and the consequences imposed for it shall be documented, with a record kept in the student's temporary file.

The Athletic Director may be included in the review process if and when his participation is deemed appropriate by the school administrator.

----- CONSEQUENCES -----

SELF REPORTING: A first time offender may notify the Athletic Director, Assistant Principal or Principal within 48 hours of the violation of the extracurricular conduct code and have his/her consequences reduced to 25% of activities or contests. This self-reporting honesty provision will only apply one time in a student's high school career.

FIRST VIOLATION: (Athletic Participants)

The student shall be declared ineligible for one-half the regularly scheduled Athletic Contests for which he/she is eligible. Should less than one-half of the athletic contests remain, the student will be declared ineligible for all remaining scheduled contests. In addition, the portion of the penalty not served will be served in the next athletic activity in which the student participates (including any tournament series).

FIRST VIOLATION: (Non-Athletic Participants)

The participant shall be declared ineligible for one-half of the regularly scheduled contests/performances in which he/she is eligible. In addition, the portion of the penalty not served will be served in the next activity in which the student participates (including any tournament series).

FIRST VIOLATION: (Students involved in both Athletics and Non-Athletic Activities)

The student shall be declared ineligible for one-half the regularly scheduled Athletic Contests for which he/she is eligible. Should less than one-half of the athletic contests remain, the student will be declared ineligible for all remaining scheduled contests. In addition, the portion of the penalty not served will be served in the next athletic activity in which the student participates (including any tournament series). The student who violates the Extracurricular Conduct Code will not be permitted to participate in any TJHS Extracurricular Activity during their time of ineligibility. If a non-graded, Non-Athletic event falls during the time of ineligibility, the student who violated the Extracurricular Conduct Code will not

be permitted to participate. It should be noted that first offenders remain eligible to practice, but cannot participate in contests, performances, nor be in uniform during their period of ineligibility. Also, only first offenders are still eligible to receive an award in the activity in which he/she participates, provided they have met all criteria for the award. First offenders who commit a second offense or any subsequent offenses are

not eligible for any activity awards (letters, bars, numbers, pins, etc.) for the activities in which they participated.

ADDITIONAL VIOLATIONS: Should additional violations be committed during the enforcement period of the Extracurricular Conduct Code, the student shall be removed from any current participation and declared ineligible for all extracurricular activities for one full calendar year from the date of the subsequent violation(s). The Extracurricular Conduct Code will be in force during all periods of ineligibility. Any violations committed during the period of ineligibility will be enforced at the conclusion of the period of ineligibility.

----- NUMBER OF ACTIVITIES FOR VIOLATION(S) -----

This Code will be in effect for the following activities at Taylorville Junior and Senior High Schools. It is understood that at any time an additional interscholastic competitive sport or activity not listed below is made available to students, that sport or activity automatically is governed by the same terms and conditions as those listed below.

Athletic Activities * ½ of the Scheduled games. Approximate number of games is as follows:

Sport	Approximate Number of Games Suspended	Self Reporting Suspension
Baseball	15 games	7 games
Basketball	15 games	7 games
Bowling	8 matches	4 matches
Cheerleading (fall)	4 games	2 games
Cross-Country	TBD	TBD
Dance Squad (fall)	4 games	2 games
e-Sports	TBD	TBD
Football	4 games	2 games
Golf	9 meets	4 meets
Soccer	15 games	7 games
Softball	15 games	7 games
Tennis	6 matches	3 matches
Track & Field	9 meets	4 meets
Volleyball	15 matches	7 matches
Wrestling	10 dates	5 dates

The number of games each season for each sport fluctuates from year-to-year. Therefore the number of games missed will fluctuate.