

Tri-Point CUSD 6J Student Handbook



2025-2026

Tri-Point CUSD #6J Student Handbook Illinois State School Code and Board of Education Policy, from which policy is drawn, will be consulted for clarification as needed. This handbook is only a guide. There may be times when an administrator must make decisions concerning an issue that require an interpretation of handbook guidelines or to address an issue not specifically contained within the handbook.

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To Students, Parents, and School Community:

The Tri-Point Community Unit School District #6J administration, faculty and staff welcome you to the 2025-2026 school year. We at Tri-Point will make every effort to ensure your educational experience is positive, challenging and most of all rewarding. All things in life worth getting take effort and we hope that you will help us by giving your best effort. Good luck and have an enjoyable school year.

The Administrative Staff of Tri-Point CUSD #6J

This handbook is only a guide. There may be times when an administrator must make a decision concerning an issue that require an interpretation of handbook guidelines or to address an issue not specifically contained within the handbook. Illinois State Code and Board of Education Policy, from which policy is drawn, will be consulted for clarification as needed.

Tri-Point CUSD #6J Mission Statement

Tri-Point CUSD #6J mission is to provide all students with the highest standard of education in a positive, safe, and efficient learning environment. Our goal is to develop life-long learners who will be productive members of society.

Parental Involvement

The success of my child depends on the involvement of **everyone** in his/her education. I must put forth at least as much effort as my child and his/her school to guarantee he/she has the best opportunity to succeed. Because of this, I agree to the following:

I will make sure that my child attends school every day. I will make sure he/she gets the rest and food they need to help them stay healthy.

I will keep in contact with my child's instructor and report any occurrences which may affect my child's success or safety while at Tri-Point.

I will check my child's folder for school work and practice each night and help when needed.

I will read to/with my child, if needed, each night for at least 20 minutes; more is better when time allows.

I will ensure my child will follow all guidelines set forth by Tri-Point Schools.

I will attend as many Family Activities as possible with my child to show him/her how special he/she is and that I believe in the importance of school.

My positive attitude towards school will help my student have a positive attitude and will increase learning.

Pandemic Procedures

- Tri-Point will follow guidance of IDPH and the CDC under a pandemic declaration

Academic Achievement

Grading and Reporting to Parents

The purpose of student assessment and a reporting system to parents is to provide systematic and formal means for transmitting professional judgments regarding the student and student learning. Student assessment should be viewed as a way to improve the student's performance and achievement. Quality assessment will enhance growth and development.

Each student enrolled in Tri-Point CUSD #6J shall be issued a report card regularly.

The aim of the progress reports /report card shall be as follows:

- *To inform parents of the student's progress
- *To help the student appraise himself/herself
- *To enable home and school to cooperate in assisting the student

	K-5	6-8	9-12
Mid-term	Sent to parents of students with significant change/deficits	Sent to parents of students with significant change/deficits	*Sent to Parents/available on TeacherEase.
Quarterly	Sent to parents of all students	Sent to parents of all students	*Sent to Parents/available on TeacherEase
Semester	Sent to parents of all students	*Sent to Parents/available on TeacherEase	*Sent to Parents/available on TeacherEase.
At any time, students' grades are available on TeacherEase (www.teacherease.com) *Sent to parents = postal delivery by request or available via TeacherEase			

The assessment of achievement and the subsequent teacher assignment of assessment symbols should be based on a variety of measures such as: oral and written daily work, quizzes, projects, notebooks, test results, and teacher observations of the student over the time span of each quarter. Forms for such notification are available from the principal's office. Teachers shall maintain accurate records, which reveal how they have determined each student's grade. Grades shall not be used to impose personal bias nor shall they be influenced by pressure.

School Work and Practice

School work and practice is purposeful when it provides needed practice in newly presented skills, helping the student to work independently while enriching the school experience. Parents are requested to talk about school with their children each day, check on school work and practice assignments, discuss the assignments, and see that assignments have been completed. Every student should have his/her own study area at home and a regular time should be established for reading and studying. Students who have an excused absence will be given one day per day missed to make up work. This grace period does not cover pre-arranged absences or final exams. School work and practice and assignment completion are a required part of the Tri-Point educational experience

Grading

Standards Based Grading (SBG): Kindergarten through Eighth Grades:

Tri-Point utilizes a standards-based report card format for grades Kindergarten through Eighth. Information on SBG practices and SBG Reports Cards are available at the school offices.

SBG Grade Codes:	
4	Mastery
3	Meets
2	Developing
1	Beginning

Traditional Grading for Grades 9-12

		High School GPA Scale Weighted /Non-Weighted	
A+	100 & ↑	5.3	4.3
A	99-93	5.0	4.0
A-	92	4.7	3.7
B+	91	4.3	3.3
B	90-84	4.0	3.0
B-	83	3.7	2.7
C+	82	3.3	2.3
C	81-75	3.0	2.0
C-	74	2.7	1.7
D+	73	2.3	1.3
D	72-66	2.0	1.0
D-	65	1.7	0.7
F	64 & ↓	0.0	0.0

Promotion/Retention Policy

As per school code 105ILCS5/10-20.9a: "School districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to their academic performance. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, Illinois performance tests, standardized testing and local school criteria."

1st through 8th-grade Promotion/Retention

Students must obtain Required Criteria 1 and 2, and *two of three additional Criteria 3, 4, and 5:

- **Required Criteria 1:** Attain Proficiency rating in 70% of total Anchor Standards for all 5 **Core Courses. (E.g. 6th-7th grade has 39 Anchor Standards combined for the 5 Core Courses; student would be rated Proficient (≥ 1.5) in 27 of 39 total Anchor Standards);
- **Required Criteria 2:** **Successful Completion of Remediation Plan. For any Core Course in which students remains overall "Beginning" Rating < 1.5 for the Quarter, student are required to complete a Remediation Plan;
- **Additional Criteria 3:** 90% or > Attendance – The State of Illinois defines a student as a chronic, truant if he/she is absent without valid cause from school attendance for 10% or more of the previous 180 regular attendance days;
- **Additional Criteria 4:** Composite score on local standardized tests (AW, Star, IAR, etc.) in the average range of 25th to 75th percentile;
- **Additional Criteria 5:** Teacher Recommendation.

***Core Courses** are defined as ELA, Math Science, Social Science, PE/Health

****Successful Completion of Remediation Plan.** A Remediation Plan will be used for students who are NOT progressing in their required skill area. A student will have completed grade level work before beginning/completing a Remediation Plan for course standards in which the student has not shown progress beyond the Beginning Level. This Remediation Plan may include receiving Rtl Tier

Interventions during the school year. Students who do not complete the required interventions may be enrolled in Summer School programs. School personnel will work with parents to implement a remediation plan to bring students up to grade level to avoid retaining the student. After the completion of the Remediation Plan, the school administration will determine if sufficient progress has been made to warrant promotion to the next grade level.

"Beginning" is defined as a rating of <1.5 or Developing average or higher as the "Final" score average of all anchor standards for a core course for the Quarter or Final Rating. Average will be figured after dropping the highest and lowest rating for the all anchor standards for that core course.

Rtl Tier Interventions are used with all students who may need support for specific skills. Rtl Tier Interventions are not limited to a Promotion / Remediation Plan, but are one way for students to grow their skills in a specific area. Remediation Plans are for recovering classes credit when students have not successfully completed the required work.

Promotion to the next grade level will be based on multiple factors including academic proficiency levels in the 5 core classes (ELA, Science, Math, Social Studies, & PE/Health), attendance, performance on nationally normed assessments, and teacher recommendations.

Junior High Promotion Policy

Students must meet at least 7 of 10 benchmarks listed below to be fully promoted. Failure to reach 7 points will result in academic remediation in the form of summer school/extended school year, Tier 3 interventions, and/or possible retention. A mid-year evaluation will be performed after winter benchmarking to determine if students are on track for promotion. Parents of students who may be in-danger will be notified at this point.

Students must earn 7 of the following:

- Anchor Standards in Core Classes (5 possible points)
 - Students must achieve a minimum of an average of a 2 in the anchor standards in each of the core classes: ELA, Math, Science, SS, and PE)
- Attendance (2 possible points)
 - 1 point for 90%, 2 points for 95% and above
- Nationally Normed Assessments, i.e. AimsWeb, Star, etc. (2 possible points)
 - Students must be in the average range, 25th-75th, percentile on the MOST RECENT assessment in ELA and Math, 1 point each
- Teacher Recommendation (1 possible point)
- Possible Bonus Points
 - Completed a remediation plan agreed upon by teachers/admin/parents after mid-year promotion evaluation
 - Fewer than 5 sub-standards below a 1.5
 - Fewer than 5 times in HCC (4th-8th only)

Retention

Parents will be notified in writing by mid-January if their student is at risk of retention. A conference with the teacher is encouraged at this time; there will be a second notice at the end of the 3rd grading period with final notice at the mid-term progress report of the 4th grading period. There may be instances where official notification would not come until the final report card day.

High School Promotion/Classification:

Student's grade status is determined based on number of credits earned. Grade level status determines student eligibility for certain classes (see curriculum guide) Any student who is credit deficit in English will be required to make up that credit prior to moving on to the next course.

<u>Credits</u>	<u>Status</u>
0→6	Freshman
6.5→11.5	Sophomore
12.0→17.5	Junior
18.0→	Senior

Late or Missing Assignments

All assigned classroom work is expected to be completed and turned in on the date which was determined by the teacher. Assignments given to students are NOT CONSIDERED OPTIONAL. Thus, student work is expected to reflect the best effort of the student academically. Each building has an established policy for student make-up work. Additionally, classroom teachers have, at their discretion, different ways in which they deal with late or missing assignments based on building policy as appropriate for that grade level. It is up to the student to strive to get all assignments completed by the due date. Teachers and students will arrange together, and when necessary with parents, to outline necessary time and deadlines for work needing to be made up. **Failure to comply with agreed upon terms, may result in a disciplinary consequence.**

Junior High Homework Completion Center (HCC)

Students who are missing work, have incomplete work, and/or are behind in catching up from absences, will be assigned to a Work Completion Center (HCC) during their respective lunch and recess period until all missing assignments are complete. Lunch will be served in the designated room as well. Please note that parents will be notified either through ClassDojo, or email as to when their students have been assigned study table. Upon receipt of a 3rd HCC in a quarter, for any class, a student will be required to attend the next available Study Table, our after-school study program, which is held Tuesdays, Wednesdays, and Thursdays from 3:15-5 PM. A shuttle bus will be provided to transport students back to Cullom, Kempton, Cabery, and Stelle. Failure to attend Study Table will carry additional consequences including, but not limited to, social restriction (no sports, attending home games, clubs, dances, etc.) until missing work has been completed and the assigned study table has been attended. Continued refusal will be treated as direct disobedience with additional consequences.

High School Work Completion—students will be assigned Study Table for missing work or for reassessment. For any assessment scored less than 73.5%, students may retake the assessment for full credit within two-weeks of the original assessment AND following full remediation per arrangements with the course instructors. Students would expect this will take place outside the regular school day. Adherence to the deadlines and requirements are the student's responsibility.

Junior High Honor Roll

Per the implementation of Standards Based Grading System, Academic Honors will be recognized quarterly and at the end of the year for 6th, 7th, and 8th graders based on earning established skill levels designated as Bronze, Silver, and Gold.

High School Honor Roll

An honor roll will be constructed at the end 1st quarter, 1sts semester, 3rd quarter, and 2nd semester. To be on the honor roll, a student must have a minimum of a 3.0 grade average in his/her academic and non-academic subjects. A 3.5 or higher is required for High Honors.

Point values are assigned to letter grades as follows with weighted grades being given to AP Physics, AP US History, AP Government, Chemistry II, Pre-AP English I, Pre-AP English II, AP English Language & Composition, AP Literature & Composition, Biology II, Pre-Calculus, LACC Cisco I & II, Publications III & IV, Spanish III & IV, and optional for Vet Tech & Biological Science Applications in Agriculture (BSAA):

<u>Grade</u>	<u>GPA</u>	<u>Weighted</u>
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

"4.0" Club Honors are awarded to those students who have achieved an average of 4.0 or higher. High honors are awarded to students achieving an average of 3.5 - 3.99. Honors are awarded to students achieving a grade point average of 3.0 - 3.499. No student will be placed on the honor roll or receive an Academic Award Letter that has a grade less than a C in any academic, non-academic or non-weighted classes. Semester honor roll will be based on 40% per quarter and 20 % semester exam; or when no final exam is given, each quarter grade will

account for 50% of the semester grade. The computer automatically computes the GPA for each student. Academic award letters will be given to students who maintain a cumulative GPA of 3.0 or higher for three (3) out of the four (4) quarters in a school year.

Valedictorian and Salutatorian Policy

In order to determine academic awards at graduation, the cumulative grade point average for all high school courses will be used following the procedure outlined above to determine each award winner, including the class valedictorian and salutatorian. Transfer credits will be included in the determination, but will first be adjusted by the guidance counselor and principal to best equate to the Tri-Point equivalent course including the appropriate weighted grade.

- As has always been the policy, all students for whom Tri-Point is the home-school designation will be eligible for consideration of Valedictorian and Salutatorian honors. This includes students attending alternative programs—e.g. LACC, KCC Early College Program, or other programs approved by the Tri-Point Board of Education.
- Transfer students will only be eligible for consideration of Valedictorian or Salutatorian honors if he/she has been a student at Tri-Point High School for at least 3 semesters prior to graduation.
- GPA will be calculated to the .01's, rounded up on the .001's place to determine Valedictorian and Salutatorian—after which students will be considered tied and awarded the title(s) as such.
- In the event of a tie, each year both a Valedictorian(s) and Salutatorian(s) will be named.

Semester Examination Policy

Unless Final Exams have been suspended for all courses, all high school students are required to take semester exams unless they qualify for Semester Examination Exemptions. Final Exams will be scored at 20% of the total semester grade. Exam period lengths and schedules will be announced prior to the exam day.

Final Exam Exemptions Attendance Incentive Waiver Policy

Students may earn exemptions from Final Exams based on a combination of work habits including timeliness, attendance, advocacy, and proficiency as defined by Tri-Point High School on the TAAP Rubric. This includes: Students may earn exemptions from Final Exams based on a demonstrated proficiency in both work habits and academic proficiency.

Works Habits criteria includes:

- No more than 3 absences of any kind for the semester, including virtual learning sessions, and none of these absences are unexcused or unexcused late
- No in-school or out of school suspensions, detentions for tardies, or other major infractions
- No instances of cheating or plagiarism, including the abuse of AI beyond parameters set by instructor
- Academic Proficiency includes:
 - Achieve 73.5% minimal on ALL major assessments—students may remediate and reassess to meet these criteria within the two-week deadline;
 - Achieve minimal grade average of 83.5% for the semester when combining the two quarter grades;
 - No F in any course.
 - Semester average of “B” in the course—average of both quarters.

Graduation Requirement

Twenty-four units of credit are required for graduation from Tri-Point High School. The twenty-four units must include:

4 credits	English ¹
3 credits	Mathematics ²
3 credits	Science ³
1 credit	World Geography (World Social Studies)
1 credit	U.S. History
.5 credit	Government & Civics ⁴
.5 credit	Health
.5 credit	Consumer Education ⁵
.5 credit	Speech
.5 credit	Work Keys to Success ⁶
1 credit	Music ⁷ , Art, Foreign Language or Vocational Education ⁸
3.5 credits	Physical Education ⁹
	Electives to equal 24 or more credits ¹⁰

A minimum of thirty (30) hours of community service must be documented by the administration at the start of the final quarter before graduation.

¹ Beginning with the class of 2018, students will not be allowed to take two courses in English simultaneously that are intended to be in sequential order unless these are taken in grade 12 to meet graduation requirements.

² One year must be an Algebra I level class and one year must be a course that includes geometry content. Students are encouraged to be enrolled in a mathematics course every semester if they are planning on furthering their education in college.

³ Beginning with the class of 2019, 1 credit must be an earth science and 1 credit must be a life science.

⁴ All constitution tests must be passed as administered by the Social Studies Department

⁵ The Consumer Education state mandate is waived for students who pass the Consumer Education Proficiency Examination. However, credit is not awarded by passing the proficiency examination. Successful Completion of Agricultural Business Management also meets the Consumer Education Requirement

⁶ Freshmen requirement.

⁷ Band or chorus earns one (1.0) credit (each) per year and count toward a student's grade point average.

⁸ One (1.0) credit or some combination equaling one credit.

⁹ Students are required to be enrolled in physical education every semester they are enrolled in school unless exempted by the Board of Education policy and school policy. Beginning with the class of 2018, students are required to pass 3.5 credits (2 credits for previous graduating classes), 2 of which count as P.E. required credits and the other 1.5 count as elective credits. P.E. classes count for credits toward graduation and for GPA. Seven classes plus Physical Education is the required class load for a student at Tri-Point High School.

¹⁰ These graduation requirements DO NOT apply to students whose program of study is determined by an Individualized Education Program (IEP).

Student Graduation Service Requirement

Students are required to complete Graduation Service Hours. A minimum of thirty (30) hours of service must be documented by the administration at the start of the final quarter before graduation. For more information please contact the principal or guidance counselor.

Graduation while attending RAS or equivalent alternative school

Senior s attending RAS, Regional Alternative School, that meet all other graduation requirements will participate in graduation ceremonies offered at the Regional Alternative School campus unless prior approval through district superintendent.

Independent Study

Independent study is a self-directed learning activity under the supervision of a certified staff member. Students at Tri-Point High School with junior-senior standing will be allowed to earn a maximum of two credits of independent study at the direction and supervision of the guidance counselor and instructor. The following requirements must be met before a student will be allowed to take independent study classes:

*** Junior-senior standing and approval of the administration**

* Course of study must be approved in advance by supervising teacher, counselor, and principal.

* Students must report weekly to supervising instructor to determine if proper progress is being made toward completion of the program.

* Students taking independent study must complete the class with a minimum grade of C. Failure to do so will result in student's being denied permission to take other independent study classes.

Special Education Programs

Special education services are offered for qualified individuals in accordance with the Individuals with Disabilities Education Act (IDEA). Please contact the building administrator for information regarding qualifications for these services. In addition to Tri-Point Special Education staff, social work services, school psychologist services, a special education coordinator and other support services are contracted by the district with Livingston County Student Services Unit (LCSSU), Pontiac Illinois.

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students

For questions related to this program or to express input in the school's English Learners program, contact Superintendent Jay Bennett at 815-253-6299.

Early Release

A student wishing to leave Tri-Point High School before the end of the school day due to attend college classes should be prepared to present to the Board of Education written documentation from post-secondary institution stating class schedule and letter of admittance. The student must also be making adequate progress towards graduation. See TPHS Curriculum Guide for eligibility. Additionally, for students interested in working during some portion of the school day, student have the option of enrolling in School-to-Work, a year-long one (1) credit course for eligible high school seniors.

Early Graduation

Tri- Point C.U.S.D. #6J does not promote the concept of early graduation; however, requests may be made on an individual basis to the Board of Education. Early graduation will only be considered for students that have completed their seventh semester of classes. Each request will be reviewed and judged based upon the following criteria:

- Conference with the principal to review criteria for the request prior to the Board of Education hearing
- Counselor or Administrator written confirmation that full graduation credits will be met
- Letter to the Board of Education from the parents giving their consent for early graduation
- Letter to the Board of Education from the student justifying the reason for the request

All paper work must be completed and submitted at least five days prior to the scheduled November school board meeting of the fall semester in which the student looks to graduate. If approved, the student must show legal proof of enrollment in a legitimate post-high school education institution, gainful employment, or induction into military service. Any student who gains approval for early graduation will waive the right of participation in all extra-curricular events and all senior activities (e.g. prom, senior trip, class/organizational offices).

5th Year Seniors

Program of study will be determined by the principal and guidance counselor based on credits needed, previous attendance, and behavior/discipline history. Individual discipline / attendance contract may be required by the principal for students with a record of behavioral / attendance infractions.

High School Graduation Credit

Illinois School Code 5/27-22.1 states: Each course offered for high school graduation credit during summer school or any period of the calendar year...shall provide no fewer than 60 hours of classroom instruction for the equivalent of one semester of high school credit. Therefore, attending a school such as Silva Learning will be 60 hours of instruction for one semester of TPHS credit. The policies listed below for Dual Credit, Non-Traditional Course Work, and the Required Course Substitute programs are intended to ensure that the student continues to meet the requirements to be a full-time student. Unique circumstances may be brought to the principal in writing for consideration, who will then make the final determination to ensure that the proper requirements and policies are followed.

Credit for Alternative Courses and Programs, and Course Substitutions

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

NOTE: Online Courses offered by Tri-Point High School will be considered the same as any traditional course offered in the high school course catalog.

Summer School and Independent Study

A student will receive high school credit for successfully completing:

1. Any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools,
2. Independent study in a curriculum area not offered by the District provided the student obtains the consent of a supervising teacher as well as the Building Principal.
3. A Pass/Fail grade will be awarded for Summer School or any Independent Study class not facilitated by a Tri-Point teacher.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

- The student is a senior in good academic standing; The course is not offered in the high school curriculum;
- The course is approved in advance by the guidance counselor and the High School Principal; and
- The student assumes responsibility for all fees.
- Credits may be counted toward the requirements for a student's high school graduation.

Early College Program

Tri-Point partners with Kankakee Community College to offer an early college program for Tri-Point seniors. The ECP allows selected students to earn their high school diploma while also working towards a college degree by attending KCC full-time during their senior year at Tri-Point. Please note the following:

- No more than 2 students will be selected per year
- Application period and selection process will take place during the 3rd quarter of a student's junior year
- Selection will be based on a set of criteria, including but not limited to,
 - College readiness as per qualified assessments
 - Attendance
 - GPA
 - Behavior
- Those attending may still participate in extracurricular activities at Tri-Point

Non-Traditional Course Work

Tri-Point students have a range of "non-traditional" coursework available to them so that they can individualize their academic program to meet their specific college and career goals. Many of these non-traditional courses are offered off-campus, and all of these non-traditional course offerings require additional forms and/or steps to follow in order to participate. Students must be enrolled in a minimum of two traditional periods per day and can only be enrolled in one non-traditional course per semester.

Required Course Substitute

Online/distance learning, or summer school courses may be taken for remedial purposes at a pre-approved institution. Approval must be obtained through the guidance office and the administration.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) is a framework that uses problem-solving and data to identify student needs and guide decision making. MTSS, which was formally known as RtI, strives to accelerate the performance of all students. MTSS integrates academic and behavioral instruction, as well as interventions to help provide support for struggling students. MTSS is not special education, but a way to intervene early so that all students can be successful, providing interventions and support that can be adjusted depending on a student's progress. The MTSS process at Tri-Point uses three levels of instruction that build on one another. Each level provides a more intensive "tier" of support than the previous level. MTSS is implemented at all grade levels with the goal of preparing all of our students to be college and career ready.

The student's progress toward meeting grade-level academic and/or behavioral goals will be monitored throughout the school year and an individual student's tier level can be adjusted as needed.

All students will be administered a Social Emotional screener, Reading Benchmark and Math Benchmark assessments, State-Required Testing including IAR, Illinois Science Assessment, and ACT-College Readiness as appropriate by grade and academic level.

Tier 1 – Core Instruction - The instruction that students receive in the general education classroom with their classroom teacher is called Tier 1 Core Instruction. It is expected that whole-group instruction, supplemented with differentiation within the classroom, should meet the needs of all students. Student mastery of the core curriculum will be monitored using universal screenings, which are held 3 times per year. These screenings also include state and district-wide assessments.

Tier 2 – Core Instruction & Targeted Interventions - Students not making adequate progress in Tier 1 are provided with more intensive services and interventions. These students continue to receive the core curriculum in addition to targeted interventions, generally delivered in small groups during the student's regular school day. Tier 2 instructions include careful monitoring and charting of the progress each student is making.

Tier 3 – Core Instruction & Intensive Interventions - Students receive individualized, intensive interventions that target the student's skill deficits. Progress is monitored and charted frequently to make sure the student is doing well and to help the teacher decide whether he or she needs to make changes in instruction. Students who do not respond to these targeted interventions may be considered for special education eligibility under the Individuals with Disabilities Education Act (IDEA)

Positive Behavior Intervention and Supports

At Tri-Point CUSD#6J, our mission is to provide a safe, nurturing environment in which all students will be able to develop and grow into life-long learners and productive members of society. To achieve this mission, Tri-Point implements Positive Behavior Intervention and Supports, or PBIS as it is commonly called.

PBIS- Positive Behavioral Interventions and Supports- is a district wide behavior program. Its purpose is to reduce problem behaviors and encourage positive behavior.

At Tri-Point, our three core expectations are be respectful, be responsible, and be safe.

Students are taught the core expectations and practice them daily. Students receive incentives for positive behaviors and for making good choices. Weekly, monthly, and quarterly celebrations are held.

Attendance

Attendance Policy

Compulsory Attendance is defined by State Law for those between the ages of 6 and 17 unless already graduated from high school. During unprecedented times, Attendance is defined as either traditional face-to-face or via Remote Learning in synchronous online sessions if warranted and with prior approval from the building administrator. Please note that approval of Remote Learning must be accompanied by documentation for the student's doctor and with clear dates for return-to-learn. Please contact your child's home school if you have any questions.

When a student is absent, his or her parent(s)/guardian(s) are requested to notify the school's office by 10:00 a.m. to verify the student's absence. This call is the parent's responsibility. Calls made by students are not acceptable. At approximately 10:30 a.m., parents/guardians will be contacted. If a parent cannot be reached at home, an attempt will be made to contact the parent at work. This absence will be unexcused until a parent is reached. Upon returning to school, the student *must* report to the office with a written note signed by the parent(s) indicating the reason for the absence and turn-in any work due while they were absent for full credit. Students will have one school day per day of *excused* absence to complete make-up work, and must visit the office (high school) or the teacher at the start of the day to pick up missing assignments/notes.

For excused absences in excess of five (5) days, the school principal will determine the number of school days the student will have to complete make-up work, balancing time needed to complete work, days remaining in the semester, other assessments completed that include the educational material taught during the absences, and how the absent work impacts the current material being covered.

The responsibility for make-up work rests with the student. When a student arrives after the start of the school day they must report to the office, sign-in and get a pass to go to class or they will be considered absent. If a student does not report to the office for an admit slip, they will be marked tardy for class.

Regular attendance is closely associated with good scholarship and good attendance habits on the job following school years. Attendance is part of the permanent record and is a consideration of prospective employers. Attendance is the responsibility of the parent. Those students who attend school on a regular basis receive a much greater benefit from their educational experience.

Doctor and Dentist Appointments

Every effort should be made by the student to schedule these appointments on Saturday, after 3:15 p.m. on school days or if possible on non-attendance days. When medical appointments must be made during the school day, all absences are to be PREARRANGED and assignments picked up prior to leaving. When returning to school, students will submit a signed appointment card verifying the time of the appointment and the time the student left the office. A reasonable amount of drive time will be added to the appointment to return to school.

DOCUMENTATION MUST BE RECEIVED WITHIN 48-HRS to be considered a documented absence.

Illness

If your child becomes ill at school, the parents or designees will be contacted and arrangements must be made for transportation home. Parents are encouraged to make contingency plans for transportation in case of illness. The parent or designee must sign out students in the office before leaving school for illness or other reasons.

Homebound Instruction

Students may be eligible for homebound instruction if they are out of school for more than two weeks because of injury, illness, or other medical conditions supported by a specific request from a medical doctor in written form including a specific intended return date on the note. Information about homebound instruction can be obtained from the principal's office. Homebound tutoring may be provided face-to-face or via online learning based on the health condition of the student and availability of the teacher.

Absences Excused with Documentation

- Unlimited when documentation is provided from a doctor or dentist office, required court appearance, death in the family with documentation such as an obituary, Visitation/Mass card—w/ **DOCUMENTATION received within 48-hours**.
- Parents must also call-in students prior to absences if at all possible.
- School-sponsored Field Trips are not counted as an absence.
- Up to 1 full school day may utilized for a student, grades 7-12, to participate in an organized civic event
- Documentation **MUST** be submitted within 48-hours of return to school to be counted as Absence Excused with Notification

Absence Excused with-out Documentation

- 5-days per semester
 - Note: up to 5 Mental Health days per YEAR as allowed by school code are included in these 5 days pers semester (10 per year). After 2 Mental Health Days, student is referred for Mental Health services.
- These absences must be accompanied by parental notification to the office by 10:00 a.m. in the form of a note or phone call.
- All pre-arranged absences for anything other than the above noted Absences with Documentation will count toward these 5-days per semester.

Unexcused Absence

Examples of an unexcused absence include but are not limited to:

Personal Illness beyond the 5 parental notification days per semester from the above list are consider unexcused.

While these days may be with parent permission, if the **absence exceeds the 5-days** given per semester and are not accompanied by documentation, these days **are unexcused**.

- Other unexcused absences (not including illness) include but are not limited to:
 - Hair Cut/Beauty Shop Appointments
 - Shopping
 - Needed at home
 - Trips not approved in advance and granted a pre-arranged excuse
 - Oversleeping
 - Car trouble
 - Non-Family Vacations
 - Work at businesses
 - Skipping a class
 - Arrival to school after 8:30am, unless excused, will result in an unexcused absence for any classes affected.

The principal has the discretion to interpret any other absences on the basis of the Illinois School Code and the policies of District 6J. Consequences for unexcused absences are based on the increasing frequency of the absences and are as follows:

See “Maintain Enrollment” for 17-year old that drop below the 20% attendance threshold.

Tri-Point Lower Elementary consequences:

- Contact made to Parents/Guardians beginning with the third absence without a Dr. note and continuing with additional absences
- Student will miss Specials to complete missing instruction/work
- Student will have to stay after school to make up missing instruction/work
- Student might not earn privilege to attend PBIS celebrations
- Student might not earn privilege to attend additional celebration days
- Student might not earn privilege to attend class field trips
- Student may be retained in the same grade

Upper Elementary/Junior High & High School consequences:

First Offense

- Warning from the principal
- 50% in all classes missed for daily work (HS)
- Pre-arranged tests and quizzes missed will be scored out of 50% (HS)
- Unannounced tests and/or quizzes will be allowed to be made up
- Unexcused absence disqualifies students for Final Exam Attendance Waiver Policy
- Unexcused absence during Final Exams will result in a zero (0) on the exam that is worth 20% of the semester grade
- Warning will be given in writing, signed by the student, and placed in student discipline file

Second Offense

- Repeat of consequences from first unexcused absence
- Mandatory Study Table will be issued equivalent to the time missed.
- Parent/Student/Administration conference

Third Offense

- Repeat of one and two consequences
 - Social Suspension: Social suspension includes but is not limited to being ineligible for attendance/participation in in-school events, Field Trips, dances, athletics, competitions including FFA, Scholastic Bowl, Drama, etc. until attendance rate reaches the 90% mark.
- Notification to Regional Superintendent's Attendance Officer (Truancy Officer)

Student Attendance & Participation or Attendance at Extra-Curricular

In order for a student to attend or participate in a scheduled extra-curricular practice or activity on a school afternoon or evening, he or she ***MUST BE IN ATTENDANCE AT SCHOOL from the beginning of his/her first hour class until the end of the school day.*** Exceptions will only be made for Pre-Arranged Absences or with administrative approval for exceptional circumstances—see “Pre-Arranged Absences.”

Students falling below the 85% attendance threshold may be subject to Administrative review including board action for consideration of appropriate placement.

Leaving School

Students shall remain on the school grounds once their bus has arrived for the entire school day unless they are leaving with parental and principal permission. All students leaving early must sign out at the office before leaving school. If the student does not have a note, school personnel must reach the parent or guardian by phone prior to the student's dismissal. If the parent or guardian can't be reached the emergency person listed on the card file will be contacted. Failure to reach an adult will result in the student staying at school until regular dismissal time. All students must notify the office before leaving school grounds. Failure to follow the above procedures will result in an unexcused absence and detention for truancy.

School-to-Work or STEP Student Attendance Policy

School-to-Work and STEP are programs of vocational education for those students who choose on-the-job training rather than classroom training. Tri-Point's School-to-Work program is a cooperative arrangement between the high school and area business and tradesmen following the parameters listed below:

- Student is placed in a training center chosen by the coordinator based on the student's stated occupational choice in which the school and employer plan the training cooperatively.
- Working for immediate family is not recommended and must be cleared with administration.
- Student may only work 1 period per day
- Student must be a senior
- Student will receive up-to two (2) credits per year for satisfactory performance in this program. Some classroom time will be required in addition to on-site work.
- Deadline to apply and/or receive authorization by administration
 - Fall Semester: May 1st of previous school year
 - Spring Semester: November 1st of current school year

The STEP program is a work-study program coordinated through the Special Education department.

A School-to-Work or STEP student must attend school if he/she intends to work that day. The only exceptions will be pre-arranged absence, illness, or family emergency.

Students participating in a work-training program must notify their employer and the school on days of absence. Students and parents must sign a driver's permit. The student should also dress appropriately for the job.

Senior standing is required for the School-to-Work and STEP program. From time to time, it will be necessary to meet with the School-to-Work and STEP coordinator and employer to discuss the program.

If a School-to-Work or STEP student is suspended or expelled from school, the student will not be permitted to work at his/her School-to-Work or STEP station during the period of suspension or expulsion.

Students who violate the above policy are subject to disciplinary action and possible removal from the position, which would result in a loss of credit.

College Days

College days are defined as visitation of post-secondary school sites, tech, career, and armed services.

- Senior students are allotted three (3) college days, exceptions for additional days may be granted by school administration. Juniors are allotted 2 days for college visits, exceptions for additional days may be granted by school administration.
- All visits must be pre-arranged with the administration/guidance counselor with a note 3 days in advance of the date of the visit.
- A post-visitation form MUST be submitted to the office upon return to the high school.
- These days will not count towards the days of absence for purposes of State Reporting if a visitation form is returned
- **WE RECOMMEND THAT STUDENTS USE HOLIDAYS OR NON-ATTENDANCE DAYS AS OPPORTUNITIES TO VISIT COLLEGES. THE ADMINISTRATION RESERVES THE RIGHT TO LIMIT THE NUMBER OF DAYS A STUDENT MAY USE FOR THIS PURPOSE.**

Pre-Arranged Absence

At times students will need to miss school due to special circumstances or events such as medical appointments, court dates, or family illness or funerals. Parents and students must prearrange these absences prior to the day the student will be absent. Students should obtain schoolwork for missed days prior to taking the prearranged absence. Upon returning to school, students will be given any additional work covered in their absence. They are responsible for completing all school work and practice, tests, and quizzes in a timely fashion, according to the excused absence policy outlined in the Attendance Policy. Planned absences that are not reported to the office in advance will be considered unexcused. It is expected that when completing a Pre-Arranged Absence form and in attendance for a partial day before leaving that all school work and practice due that day is due before leaving for the day. E.g. Student pre-arranges an absence for Wednesday afternoon; all work for Wednesday afternoon is due before leaving for the day to be counted as on-time work.

NOTE: A Pre-Arranged personal absence for an entire school day will preclude a student from participating in extra-curricular activities—practice or contest—for that day. For a Pre-Arranged personal absence for a partial day (1/2 day or less), students will be allowed to participate in his/her extra-curricular activities with proper documentation.

The following are examples of prearranged absences:

- Pre-Arranged Personal:
 - Doctor, dentist, orthodontist or physical therapy or other required appointments;
 - Family vacations or outings, which cannot be scheduled at any other time;
 - College Visits;
 - Organized civic event- 1 day per year (NOTE: Only applies to 7th-12th grades)
 - Any other preplanned circumstance which requires a student to miss school.
- Pre-Arranged School:
 - School Trips (will be handled by the teacher involved) NOTE: these do not preclude students from participating in extra-curricular activities.

NOTE: Pre-Arranged Personal Absences COUNT toward student 5-day total ABSENCES for the semester when NOT accompanied by documentation

NOTE: All Pre-Arranged Personal Absences COUNT toward Final Exam Attendance Waivers

For routine doctor and dental appointments **notification must be given to the school prior to the appointment.** A note from the doctor's office is to be given to the secretary upon returning to school documentation must be received in the office within 2-school days upon return. For family vacations a prearranged slip is to be filled out 5 days prior to absence.

Upon returning to school, students will be given the work that they missed. They are responsible for completing all school work and practice, tests, and quizzes in a timely fashion, according to the excused absence policy.

Excessive Absence/Truancy

After 3 absences without valid excuse the district will report the student to the Regional Office of Education for further action. Tri-Point students who have excessive absences will be referred to the Attendance Assistance Program. Counselors working through the Regional Office of Education will assist students and their families to resolve problems in the home that directly affect the student's ability to attend school on a regular basis.

Truancy

Any days in which a parent does not notify school are considered unexcused. When the number of unexcused absences reaches 9-days per school year (minus any documented days) the student will have reached truancy status. All students that reach truancy status will be referred to Truancy Officer with possible legal action as a result of continued absence. Truancy and unexcused absence carry academic and behavioral consequences

1. Upon receipt of the fifth (5th) **excused** absence in a semester, a letter will be sent by the school to the parents. This letter will contain detailed information stating the days absent and outlining the district attendance policy. ***Following the fifth (5th) excused absence in a semester, documentation will be required to verify the absence as excused.***
2. Upon receipt of the third (3rd) **unexcused** absence in a semester or eighth (8th) total absence in a year, a second letter will be issued including details on importance of regular attendance, and a parent/administrative meeting will be scheduled. This meeting will reinforce the options set forth in the letter and clarify the attendance policy of the district and the State Board of Education.
3. Upon receipt of the ninth (9th) absence in a school year, a formal referral will be made to the Regional Truancy Officer for action regarding excessive truancy.
4. Students falling below the 85% attendance threshold may be subject to Administrative review including board action for consideration of appropriate placement.

Arrival at School

At the High School, the doors will be locked until 7:15 a.m. each day. Bus riders must immediately go to the designated location before being dismissed to the bus. Students are discouraged from arriving at school before 7:15 a.m. unless they are involved in scheduled activities.

At the Kempton and Piper City Campuses, doors will be locked until 7:20 on regular days and until 8:20 on late start days.

See Bell Schedule for Junior High and High School on the district website at www.tripointschools.org . Kempton building begins school at 8:10. After school, students are not to loiter inside the building or on school grounds without instructor or sponsor supervision. The office secretary is not a supervisor.

Tardiness

Anyone not in the assigned room when the bell ENDS will be reported as tardy. Any student who is tardy will be reported by the teacher. Any tardiness in excess of 10 minutes is considered an unexcused absence. The administration will maintain a record of student tardiness and discipline. The following tardy policy will be implemented by the administration regarding tardies per semester:

- 1st tardy: Verbal warning and reported to office
- 2nd tardy: Verbal warning by office
- **3rd tardy: Written report to parents and detention to be served within 48 hours of notification.**
- *Subsequent tardiness will be handled according to the discipline policy.*

Compulsory Attendance

Any persons having custody or control of a child between the ages of 6 and 17 are required to see that the child attends a public school in the district wherein the child resides. (105ILCS 5/26-1)

Any persons having custody or control of an enrolled child below the age of 7 or above the age of 17 and who is enrolled in grades 1-12 in the District are required to see that the child attends the public school in the district wherein the child resides. (105ILCS 5/26-2)

Drop Policy

If a student over the age of seventeen (17) is absent for 5 straight days, parent(s) will be notified in writing that if the student fails to attend school for ten (10) consecutive days without cause, the student will be deemed to have voluntarily withdrawn. When a student who is above the age of seventeen (17) misses ten (10) consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn, and the student's name will be withdrawn from the school enrollment roster.

Maintain Enrollment:

Per (105 ILCS 5/26-2) (from Ch. 122, par. 26-2-C), students 17 years and older who fail to meet minimum academic or attendance standards according to the provisions in State law will be temporarily excluded from school. Parent/guardian has the right to appeal a decision to exclude a student. Provisions provide that 17-year-old students or older must meet a minimum "D" grade point average and 80% attendance rate to maintain enrollment in the school.

NOTE: Students 17 years and older who are absent without notification will be dropped from the enrollment when absent from school for 10 consecutive days.

Withdrawal from School

If a student wishes to withdraw from school, he/she must bring a note from home signed by a parent explaining the reason for withdrawing. A telephone conversation between the family and the school will be the next step of verification. A withdrawal form will then be issued to the student to take to each of his/her teachers, librarians, and office staff. The card will be signed indicating that outstanding books, materials and fees have been returned and/or paid. This completed card is to be brought back to the office. Refunds will be mailed to the parents after the withdrawal procedure has been completed. This procedure must be followed before a student is officially dropped from school.

Re-Enrollment Policy

Pursuant to Illinois School Code, the District shall deny enrollment to any student nineteen (19) years of age or older who has dropped out and who could not, because of his or her age and lack of credits, attend classes during the normal school year and graduate before his or her twenty-first (21) birthday.

Re-enrollment for high school students who have voluntarily withdrawn from school and are above 17 shall be allowed to re-enroll. The placement of such students will be determined by administration based on past student performance including attendance, behavior, and academic need. Such placements may include placement in the home school, in alternative school, home-bound, or through online/virtual school with tutoring support provided during Study Table.

Resident Students

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. 1 A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Rights of Homeless Children

The Tri-Point School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian applies to all services, programs and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

Bus Transportation

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

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®,

iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Transportation: Questions, Concerns, and Lines of Communication

Parents/Guardians: If you have any questions or concerns regarding transportation, please use the following guidelines:

- For pick-up/drop-off times and locations, please contact the Transportation Coordinator at 815-689-2105
- For concerns/questions regarding student conduct, safety, and/or club and sport related trips, please contact your student's respective building principal
- Please contact the Transportation Coordinator prior to your AM pick-up if your student will not be riding that day

Riding to and from Extra-Curricular Activities

All participating students are required to ride approved school transportation to and from extra-curricular activities. Only an administrator may grant an exception to the requirement to ride the approved school transportation to the activity, and only for very specific, special circumstances: overlapping school activities at different locations or life-altering family event (funeral/wedding of immediate family). The request must be

submitted in writing at least 24 hours prior to the departure time/date. For after the event, the coach or sponsor of the activity may grant exceptions only if the parent or legal guardian signs the extra-curricular activity signature sheet prior to the end of the game/event.

The Board of Education feels it is very important to ride to and from extra-curricular activities on approved school transportation, and encourages all students to do so. This provides quality time with the group under direct supervision of the coach/sponsor that reinforces the ideals of teamwork and togetherness, which will enhance the overall development of Tri-Point students. After all away games, busses will only guarantee drop off students at Cullom for High School activities and Piper City for Junior High activities.

Area Vocational Center Student Bus Policy

All Area Vocational students must ride the bus to and from the center unless the administration grants special permission for other arrangements

Area Vocational Center students leave from the east entrance of the high school at approximately 7:25 a.m. **A student who misses the -LACC bus is not allowed to drive to LACC. However, with administrative approval, the student's parent or immediate guardian is allowed to transport the student to LACC. A student who misses the bus to the LACC must report to the principal's office to arrange a morning schedule for Blocks 1 of each day. If a student accumulates 6 or more days of absence from LACC, the administration may recommend the student no longer attend LACC at the semester.** Student driving requests will only be considered after written permission is obtained from the instructor, parent/guardian, director of the vocational center and the high school principal

Cancellation of School and Use of E-Learning Days

Cancellation of school may occur due to weather and other possible unforeseen circumstances. In many of these instances, E-Learning will be utilized when possible, up to 5 times as explained below. When these occur, the district will attempt to make the decision as soon as possible. Information will be shared through multiple media sources including the Tri-Point App, the Tri-Point website, Tri-Point Social media accounts, the local radio stations, and possibly the use of an all-call phone call.

E-Learning

eLearning Days are unplanned days as allowed per School Code in place of traditional Emergency Days. Up to five days may be used for eLearning. Each building/grade level will develop lessons appropriate for students' age and ability.

Synchronous is defined as "at the same time learning" online; Tri-Point uses Google Meets and Zoom to hold synchronous learning with students.

Asynchronous is defined as "on your own time learning" online; Tri-Point posts all lessons either via Google Classroom, SeeSaw, or Canvas. Students are expected to complete their daily work by the deadline given by the teacher to be considered "Present".

Guiding Principles:

- New concepts maybe introduced and practiced but teachers will incorporate previously learned skills and content;
- Lessons will use tech tools that students are familiar with;
- eLearning will utilize an online classroom via SeeSaw, Google Classroom or Canvas depending on grade level and course
- eLearning will be practiced in school so students know how to use their online classrooms;
- For Emergency Weather Days, only two days in a row of eLearning will occur at one time. A 3rd day will be used as a non-instructional day off. Should additional days be needed, eLearning will be implemented two-days at a time with a third day off. E.g. Monday, Tuesday eLearning; Wednesday non-instructional day off; Thursday, Friday eLearning.
- For extended Remote Learning shutdowns, school will continue on the previously established calendar;
- Synchronous sessions (Google Meets, Zoom, etc.) will be held with students and recording of the session will be provided for Asynchronous learning for those unable to attend.
- Attendance will be taken for each eLearning Day or Remote Learning Day via TeacherEase. Absences must be called in or students will be marked "Unexcused Absent".

Building administration will determine due dates in extraordinary circumstances.

Lower Elementary Specific Information on eLearning Attendance

- Students will be given a variety of assignments from online programs that review concepts taught previously in the classrooms;
- Traditional activities that can be done at home can include activities such as books in a bag, flashcards, and sight words.

Junior High Specific Information on eLearning Attendance

- Students will be allowed to use Extension and Study Hall times to complete work;
- Study Table will be held upon return;

High School Specific Information on eLearning Attendance

- e.g. Monday, an A-Day, becomes an emergency eLearning Day. School is back in session on Tuesday, a B-Day, and work is due by the beginning of the next A-Day or per the teachers' directions.
- If work is completed and turned in--via the Google Classroom--the student will be counted present.
- Attendance will be counted toward Semester totals--if work is not completed and thus the student is Absent, this counts against semester totals; if work is completed according to the rubric and turned in on time, the student is counted as Present.

Chain of Command

The procedure for students/parents to register complaints and/or discussion of pertinent school issues shall follow the chain of command in the following order:

1. In the event a student or parent has a concern or complaint about an employee, the student or parent will first be directed to the employee to discuss and resolve the situation.
2. Should resolution not be reached at this level, then the principal, employee, and student or parent will meet to resolve the situation. The parent or student must put the concern or complaint in writing prior to meeting with the principal. In any sports related issue, the athletic director will be included.
3. Barring resolution at the principal's level, the matter will be referred to the superintendent for a conference with the employee, superintendent and student or parent. If the issue is not resolved at the Superintendent's level, the parent or student may proceed to the Board of Education.
4. To be placed on the Board of Education agenda, the parent or student must present their concern or complaint in writing to the superintendent at least five days prior to the scheduled board meeting. The

- superintendent will submit the complaint to the board.
5. The employee will be given a copy of the written complaint. It is understood that the employee shall be entitled to association representation at all levels of the procedure after level
 6. If a student or parent fails to utilize any level of this procedure, the complaint shall no longer be pursued.
 7. If the initial concern or complaint is in regard to the superintendent the concern or complaint must first be directed to the superintendent.
 8. If not resolved at this level the parent or student may proceed to the Board of Education.

Conferences

If parents desire a conference with teachers other than those regularly scheduled, they are encouraged to make arrangements through the office by calling between the hours of 8:00 a.m. and 4:00 p.m. Conferences with the principal can also be arranged by calling during these hours.

High School (815)689-2110

Jr. High (815)686-2247

Elementary (815)253-6299

Student Behavior

Student behavior is expected to be respectful, and age appropriate at all times. When students engage in prohibited conduct such as is named below, disciplinary consequences will be issued to change behavior as a means of fostering the growth of students toward maturity and responsibility. The educational environment of the district shall be such that the administration and teachers shall demonstrate fair, just, and flexible attitudes in their disciplinary efforts toward all district students. The school administration and staff will diligently manage and supervise student conduct in all programs, maintaining the confidence of students, parents, and the community. Discipline of special education students will be conducted in compliance with the procedure safeguards of the Individuals with Disabilities Act.

Rule Jurisdiction: When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct as described below whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Authority of Staff

The administrators, teachers, and non-certified staff of this school are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct and dealt with according to the appropriate discipline procedure. Students are reminded that according to Illinois state law, assaults on school personnel are classified as felonies and are punishable by law enforcement authorities. The school administration will diligently manage and supervise student conduct in all programs, maintaining the confidence of students, parents and the community.

Disciplinary Measures

The School Board's disciplinary policies may include (but not be limited to) the following disciplinary measures:

1. Notifying Parent(s)/guardian(s)
2. Disciplinary Conference

3. Withholding privileges (e.g. technology access, social suspension, loss of activity)
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school Suspension
7. After-school Study/Detention or Saturday School provided the parent/guardian has been notified.
8. Community Service with local public and nonprofit agency that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall offer this in lieu of other disciplinary action and with parental agreement.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities. See Board Policy 7:210, Expulsion Procedures.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer.
14. Notifying juvenile authorities of other law enforcement whenever the conduct involves criminal activities, including but not limited to illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Procedure for Removal from Class

In the event a teacher feels it is necessary to remove a student from class or study hall, the student must be directed to the principal's office. A form should be completed by the teacher indicating the reason for the dismissal and carried by the student when he/she reports to the office. A teacher may also phone the office and follow-up with a written report after class.

The office views student removal from class as a serious offense indicating that the teacher is seeking administrative assistance. If a student is removed from class, consequences will range from 2-hour detention to potential ISS.

Detention Policy

Detentions will be issued by certified faculty and administration and will be served within 48 hours of notification (excluding weekends).

1. Lunch Detentions—ISSUED ONLY AT Kempton and Piper City Campuses—will be served during the students' lunch hour.
2. After School Detentions start promptly at 3:20 p.m. and end 40 minutes later on Monday through Thursday
3. Two-hour after-school detentions will run from 3:20-5:20 and the Activity Bus may be available for transport.
4. If a student is late for detention, the student will be admitted and the student will make up the missed time
5. While in detention, students are to study, read a book, or work will be assigned. No one is allowed to just sit or sleep.
6. If a student is removed from the detention center for disciplinary reasons, the student will serve one 4-hour Saturday School Detention.
7. Failure to serve a scheduled detention will result in a Saturday School Detention
8. Upon the 3rd detention being issued during a 9-week period, the student will receive one day of Saturday School Detention, and subsequent detentions will result in assignment to Saturday School.
9. Three Saturday School Detentions in a nine-week may result in an In-School Suspension.
10. Three days of In-School Suspension may result in additional ISS or OSS. (HS)
11. Any outstanding detention to be served will nullify participation by the student for field trips, school events, social activities or athletic participation.

*Failure to serve detentions constitutes a Type III Act of Misconduct

Saturday (or Friday Night) School Detention

Saturday School Detentions are held at the high school on Saturdays, as determined by the building principal. The date and time of the detention will be made clear on the referral form. Saturday School Detention will run for up to four (4) consecutive hours. Students must bring school related work and are expected to study for the entire period. Magazines, newspapers, and any recreational type reading are not acceptable material, and will result in the detention being reassigned for another Saturday. Failure to serve is considered Gross Insubordination and will be consequence as such.

Social Suspension

Social Suspension means that students are not allowed to attend any extra-curricular, athletic, or non-required activities for the duration of this suspension, including dances, assemblies, contests, etc. No one on social suspension may attend dances, assemblies, or games as a fan.

In-School Suspension (ISS)

In-School Suspensions are served within the hours of the assigned school day. The date of the suspension will be made clear on the referral form. Students must bring school related work and are expected to study for the entire day. Work for that day must be completed within that school day or grade reduction may take place. Magazines, newspapers, and any recreational type reading are not acceptable material. All assignments for that day will be brought to the student as well as all school work and practice will be delivered to the classroom teacher. After three In-School Suspensions have been served in a school year, any further offenses of the discipline policy will result in the student being suspended from school. Any work successfully completed by the student will be graded.

****Students that are in ISS at ANY grade level may not participate in and/or attend any extracurricular activities that day/evening at any of the 3 campuses.

Out of School Suspension (OSS)

The principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. A third incident of out-of-school suspensions during a school year constitutes a Type IV Act of Misconduct, for which the student may be expelled. The student and/or parents are due procedural protections. Prior to suspension, the student shall be provided oral and/or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.

While serving any Out-of-School Suspension time, attendance at home or away school related activities will not be permitted.

Student will be given the opportunity to complete classroom work during the ISS for equivalent academic credit as long as the work is turned in on-time—e.g. the next day after issuance of work.

Short-Term Out-of-School Suspensions (1-3 days)

OSS 1-3 will be issued when the child's presence at school poses a threat to school safety—either emotionally or physically—to another student or staff. This may include among other conduct physical harm, violence, and threats, or based on past history of conduct, likelihood to engage in similar conduct in the future.

Long Term Out-of-School Suspensions (4-10 days)

OSS 4-10 will be issued when the child's presence at school poses a threat to school safety of other students, staff, or members of the community. Conduct such as physical harm, violence, and threats, or based on past history of conduct, likelihood to engage in similar conduct in the future.

Reversal of Suspension

Parent/Guardian has the right to appeal the decision to the Superintendent, and if not satisfied, the Board of Education. If the Board of Education finds in a hearing that the suspension of a student was unjustified or unreasonable, the student's record will be expunged of all notations or remarks in regard to the suspension or expulsion. The student's absence will be recorded as "excused."

Expulsion

The Board of Education may expel students for up to 2 calendar years for gross disobedience or misconduct. In expulsion cases, the following procedures shall be used:

1. An expulsion shall occur only after the student and the student's parents have been afforded the right to a hearing before the Board of Education or a board appointed hearing officer. The student and the student's parents shall be notified by certified mail of the reasons for the expulsion and the date, time, and place of the board hearing.
2. At the hearing, the student has the right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses and the right to make a statement in his/her own behalf.
3. If requested by the student, the parent, or the representative the proceedings shall be tape recorded to preserve the record.

Alternative Measures

The School Board may also institute policies whereby students, parents, teachers, administrators, board members, and community members work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience. Such programs may include:

1. The involvement of parent/guardians in instances where the student has repeatedly exhibited unacceptable conduct.
2. The involvement of social agencies when the services may benefit a student's behavioral pattern;
3. Individual student counseling by classroom teachers and trained counselors;
4. Psychological testing and services for students.

Prohibited Student Conduct

Type I Acts of Misconduct

Type I acts of misconduct are minor misbehaviors which impede the orderly operation of the classroom, school, and/or school activities. Such misbehavior can usually be handled by an individual staff member, but sometimes require the intervention of school personnel.

Type I Misbehavior includes (but is not limited to):

Classroom and hallway disturbances

Failure to follow classroom rules

Consuming beverages, gum, candy or food in classrooms or buildings during regular school hours unless under direct supervision of staff.

Littering

Tardiness

Inappropriate apparel

Failure to come to class prepared

Minor Harassment or horseplay—single incident (i.e. Name calling or writing notes about other students in a negative manner) that does not cause physical harm

Type I Disciplinary Response

Classroom teachers are to handle Type I offenses as stipulated in the approved classroom discipline plan. The administration will assist when necessary.

Type II Acts of Misconduct

Type II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions which result from the continuation of Type I misbehavior require the intervention of personnel at the administrative level.

These misbehaviors include (but are not limited to):

Failure to abide by corrective measures for Type I offenses

Cheating / Plagiarism

Profanity

Truancy

Destruction of property during school sponsored activities.

Cruelty to animals during school sponsored activities.

Forgery or the use of forged notes or excuses (includes misrepresentation on telephone)

Disrespect/insubordination (failure to follow school/teacher rules or guidelines)

Refusal to identify self to those in authority

Misrepresentation

Bus misconduct

Electronic Device Misuse (This includes, but not limited to cell phones, iPods or MP3 players, etc.)

Public display of affection

Leaving campus without permission

Cutting (skipping) class and/or study halls (result may be an unexcused absence)

Bullying or Harassment (more serious than Type 1 incident or a repeat of Type 1 behavior)

Setting objects in motion that may/may not create a safety hazard to or for others, (i.e. snowballs, rocks, etc.)

Possession of objects that may/may not create a safety hazard to or for others or use of safe objects in an unsafe manner

Hazing - Physical contact or aggression (i.e. unnecessary pushing or shoving, tripping or touching another student)

Pattern Behavior – Students repeating Type I behaviors. Students not having Student ID / Lunch Card or Handbook for passes (the 3rd offense in a Quarter is considered Pattern Behavior).

Type II Disciplinary Response

The administrator meets with the student and/or teacher and selects the most appropriate disciplinary action. The teacher making the referral will make a proper and accurate record of the offense to the administrator. The administrator will keep a record of the disciplinary action.

Responses include (but are not limited to):

One or Two Hour After-School Detention

Two- or Four-Hour Assignment to Saturday School Detention

In-School Suspension

Suspension of bus privileges

Financial restitution

Temporary removal from class

Type III Acts of Misconduct

Type III involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. Type III acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

These acts include (but are not limited to):

Continuation of unmodified Types I and II acts of misconduct

Harassment/Sexual Harassment

Fighting (first offense)

Possession and/or use of tobacco products on school property, and/or during school-sponsored activities

Vandalism/Pranks

Gross disobedience, misconduct, disrespect, and/or insubordination (severe/excessive occurrence of Type II act)

Trespassing

Theft and/or possession of stolen property (Theft is defined as the wrongful taking and/or use of personal goods or property for anything other than its' intended purpose).

Gang activity

Skipping school

Type III Disciplinary Responses

Responses include (but are not limited to):

In-School Suspension

Short Term Out of school suspension

Temporary Removal from class

Financial restitution

Suspension of bus privileges

Suspension of extra-curricular activity participation at home and away functions

Suspension of Social Activities--attendance at home extra-curricular activities, dances, school-wide assemblies, etc.

Type IV Acts of Misconduct

Type IV acts involve actions, which are so serious that they always require administrative actions which result in at least temporary removal of the student from the school. Type IV acts of misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. *These acts include (but are not limited to):*

1. Continuation of unmodified Type III acts of misconduct

2. Possession, use, sale of, or being under the influence of alcohol, drugs including look a likes, inhalants and controlled substances, including drug paraphernalia while on school property or at a school sponsored event.

3. Threats to staff or other students

4. Taking property of others with or without force

5. Possession and/or sale of stolen property

6. Other acts of gross disobedience or misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property

7. Gang activity

8. Purposely inflicting bodily harm to staff or students

9. Possession of a weapon or a look-alike weapon on school property or at a school sponsored activity. The term weapon includes, but is not limited to, knives, guns, firearms, ammunition, rifles, shotguns, brass knuckles, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

10. False fire alarms, bomb threats or other acts designed to disrupt school

Type IV Disciplinary Responses

The administrator verifies the offense, confers with the staff member(s) involved and meets with the student. The student is immediately removed from the school environment and parents are notified. If indicated, the administrator shall contact law enforcement officials.

The administrator maintains a complete and accurate report.

Consequences include (but are not limited to):

Long-Term Out of school suspension

Expulsion by the Board of Education

Alternative programs such as homebound instruction or other appropriate district alternatives

Missed Work during Out of School Suspension

All work missed during Out of School Suspension will be given to students and will be awarded full credit should assuming the work is turned in on time. Any tests or quizzes taken over material that was covered prior to the OSS will be allowed to be made up upon the return of the student to regular classes. These tests or quizzes must be made up within 2 school days upon the student's return.

OSS--Return to Learn / Re-Engagement of Returning Students Policy

Per Board Policy 7:190, students will be given the opportunity to make-up all work for full-credit from his/her suspension. Every attempt will be made to make work available during the suspension time. Students are allowed 1-day to make-up/turn-in the work for each day of suspension. eg. if work is given to the student at the time of suspension, the deadline is the same as that for student in attendance at class. If the work is given to the student upon return to school, the deadline is equal to the number of days the student was suspended. It is the student's responsibility to talk with teachers about any missed work, notes, assessments, etc. upon return from suspension.

The building administrator or designee will meet with the student and a parent/guardian to review the missed work, deadlines, and expected behaviors upon return to school

General School Rules and Policies

Academic Dishonesty

Using, submitting and/or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher is cheating and/or plagiarism. Academic Dishonesty including cheating or plagiarism is a Type II Act of Misconduct. Academic Dishonesty in any form is not tolerated or accepted at Tri-Point Schools. Anyone guilty of cheating and/or plagiarism may receive a zero for the assignment, quiz, or test as well as appropriate disciplinary consequences.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

ALCOHOL, DRUGS, AND TOBACCO

The illicit use, possession, or distribution of non-medical drugs, alcohol, and tobacco products, as well as the illicit use, possession or distribution of "look alikes" are not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during or after school hours. Students will not be permitted to attend school under the influence of alcohol or illicit drugs. Disciplinary action will be taken if the student fails to abide by the outlined policy.

Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Failure to abide by the following expectations can/will be considered gross insubordination and will be subject to appropriate discipline

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hoods of jackets, sweatshirts, hoodies, etc. will NOT be worn over head while inside of the building
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Class/Study Hall/Resource Rules

Each student in the class/study hall must have something with which to occupy him or herself for study purposes. Books and other materials needed for study are to be brought at the beginning of the period. Each student will be assigned a seat.

- a) The office will issue a pass to students only if there is a justifiable reason.
- b) Students must come to the study hall prepared with pencil, paper, and notebook, and must come ready to study the entire period.
- c) Students must work during the entire class/study hall period. Visiting or otherwise wasting time will not be permitted.
- d) Permission to talk or work together must be obtained from the teacher.
- e) No one will be allowed to leave until after roll has been taken, and then only with the permission of the study hall teacher.
- f) If a student has a pass to work in another teacher's class, the pass must be presented to the study hall teacher at the beginning of the period.

Closed Campus

Students are not allowed to leave school grounds during the regular school day.

Clubs and Organizations

Clubs and organizations will be determined based on student interest and need. Clubs and Organizations are as follows:

Eligibility for enrollment and maintaining membership are set by the club/organization by-laws. A student's membership must not interfere with school behavior expectation and academic standing.

High School	Jr. High
National Honor Society	Art Club
Student Council	Music Auxiliary Groups
FFA	Scholastic Bowl
Publications/Yearbook Staff	Math Team
Music Auxiliary Groups	Speech Team
Scholastic Bowl	Student Advisory Council
Math Team	Take Charge Club
Speech Team	
Spanish Club	

Damage To School Property

Students and their parents are responsible for replacing or paying for lost or damaged equipment or books. Any student who by accident or intent destroys or damages school property or the property of a school employee will, under normal circumstances, be required to pay for the damages in full. This fee will include all labor costs incurred in the repair and/or replacement.

Drill Procedures

Fire Drills

Fire drills are held in accordance with regulations of the State Fire Marshall and the local fire chief. Detailed instructions have been issued and posted in each classroom and are explained to students on the opening day of school. In the event of a fire drill, students are to form a single line quickly and pass immediately by way of the designated exit posted in each room. Students must move quickly without running, pushing, or shouting.

Storm Drill Procedures

Listen for a continuous bell or PA announcement and then proceed in an orderly fashion from your classroom area to the designated area posted in each room.

Additional Safety Information

There should be absolutely NO TALKING when evacuating a classroom area so that additional emergency directions may be given.

Upon entering the designated safety area, students should quietly file along the walls and listen for additional directions.

Assume a safe position—knees and arms on floor with face and head cradled on your arms.

Stay away from windows and outside doorways.

Stay close to inside walls.

Face the walls.

Avoid outside walls.

Remain quiet and orderly.

Be attentive and listen for directions at all times. They could save your life.

IF A TORNADO STRIKES WITH NO ADVANCE WARNING

Students should get under anything that will give them some protection.

Students should move away from open doorways and windows and take a position of safety.

Students on buses should follow the instructions of the bus driver.

Students outside and in open areas should seek the lowest possible level and assume a position of safety.

(Full crisis plans are available at each school office)

Backpacks/bags:

High School Students may carry FULLY clear or mesh bags/backpacks in the hallways to and between classes. Bags that are not clear—including sports bags, purses, backpacks, computer bags not school issued, must be stored in the locker.

Driving to and from School

Driving to school is considered a privilege, and violations of any student car policy can result in the withdrawal of the privilege. All students who request permission to drive to school must secure a driver's permission form from the office. Vehicles driven to school by students must be parked on school property and are subject to search if school authorities have a reasonable basis for believing the vehicle contains material which is prohibited by federal, state or local law or the provisions of the Illinois School Code or the Tri-Point CUSD #6J student handbook.

Faculty parking spaces are designated and reserved for staff members only. Students shall park in designated student areas only. Those students who are guilty of improper parking or driving will receive the following actions:

1st offense: verbal warning

2nd offense: written warning to student and/or parent(s)/guardian(s) (keys placed in office up to 3 school days)

3rd offense: loss of parking privilege on school property for 5 school days

4th offense: loss of parking privilege on school property for the remainder of the school year

Pupils who use cars for transportation to and from school are expected to comply with the regulations below. These regulations are reasonable and are for the protection of the entire student body. Pupils should realize that their parent(s) or guardian(s) are responsible for damages which may result from their carelessness. Any infraction of the following rules will, in most cases, involve school officials contacting the violator's parents or guardians.

*Van Alstyne Street in front of the high school is closed to student traffic from 7:30 a.m. to 8:00 a.m. and from 3:15 p.m. to 3:45 p.m. due to loading and unloading buses in that area.

*Students are to vacate cars immediately upon arrival and are not to sit in them during lunch or school hours.

*Students are to leave ample room near all intersections and driveways. They are to observe the traffic laws and ordinances of state and city, such as not carrying passengers on the exteriors of cars, not over-crowding cars, not indulging in speeding or reckless driving, etc.

*Students are not to be in a car during school hours without the consent of the principal.

*Those students who work and drive a car are the only students who may leave during school hours. They must go directly to work. All other students must leave their cars in the parking lot.

*Students found to be driving in an unsafe manner shall be subject to the following consequences:

1st offense: NO driving privileges for two (2) weeks;

2nd offense: NO driving privileges for four (4) weeks;

3rd offense: NO driving privileges for the remainder of the school year.

Due Process

The Board will extend to students their full rights as provided by law. It is the Board's desire that the exercise of authority necessary in a school setting be fair and the students' rights fully protected.

Electronic Devices

Students may not use any electronic device on school property at any time without approval of the building administrator. The possession and use of cell phones and other electronic devices are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker.
2. They must be turned off during the regular school day unless a supervising adult grants permission.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Consequences for violation of the Electronic Device policy are listed in the discipline matrix.
5. Electronic study devices (iPads, tablets, laptops, etc.) may be used during the school day if they are provided in a student IEP or permission is granted from the teacher. The district is not responsible for the theft of any device.

NOTE: The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Use of any educational technology is governed by the Internet Acceptable Use Policy as included in the student handbook

Fees

Fees lists will be given to students at the end of the previous school year and published on the school website prior to registration. See www.tripointschools.org. These will be collected at the time of registration.

School Fees

School fees are monetary charges collected by a public school or public-school district which supplement the costs of curricular and/or extra-curricular programs of the school or school district. A school or school district does not impose a fee when it requires that a student provide his or her own ordinary supplies or materials (pencils, paper, notebooks), which are necessary to participate in any curricular or extra-curricular program.

School fees include (but are not limited to) the following:

- All charges for required textbooks and instructional materials.
- All charges for deposits collected by a school for use of school property (locks, lab equipment, etc.).
- Charges for field trips made during school hours if the trip is a required or customary part of a class or extracurricular activity.
- Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- Charges to participate in extracurricular activities.
- Charges for supplies required for a particular class (FACS, Art, etc.).
- Graduation fees, school record fees, or school health services fees.

School fees do not include:

- Library fines and other charges made for the loss, misuse or destruction of school property.
- Charges for the purchase of class ring, yearbooks, pictures, diploma covers, or similar items.
- Charges for optional travel undertaken by a school club or group of students outside school hours.
- Charges for admission to school dances, athletic events, or other social events.
- Optional community service programs for which fees are charged (preschool, before and after school child care, and recreation programs.)

Waiver of School Fees

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free lunch program. (Tri-Point School Board Policy 4:140)

Field Trip, Class Trip or Extra-Curricular Trip

Written permission of parents for a student to attend shall be on file at school prior to the trip. Students are reminded that field trips are classified as prearranged absences.

Participation in a school sponsored field maybe be limited to any student, who has the following:

- accumulated 6 or more detentions or
- any outstanding detentions or
- 3 days of Saturday School,
- More than 1 incident of In-School-Suspension
- failing in two or more core classes or,
- Attendance Rate of less than 90% or more than 1 unexcused absence
- more than 1 incident of out-of-school suspension will not be allowed to participate in any non-educational school sponsored field trip for the remainder of the school year,
- may attend an educational field trip as long as he or she has no office referrals for five consecutive weeks prior to the event with building principal approval

We feel that field trips are a privilege that must be earned and that any behavioral problems that arise during the school year impact on all field trips. Consequences for any serious misbehavior on the field trip may include 1 or more of the following:

- *Loss of participation in the graduation ceremony
- *Loss of attending any other field trips
- *Loss of attending/participating in the Jr/Sr Prom, school sponsored dances, or any other extra-curricular activities (this includes all sports, FFA, FHA, Drama, Music, Art, etc.)
- *Up to ten (10) days out-of-school suspension
- *Expulsion

Gangs and Gang-Related Activity

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. The first offense will be considered a Type III Act of Misconduct. The 2nd offense will be considered a Type IV Act of Misconduct. As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name; symbols, special dress, colors, or turf concerns. The activities of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community. As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group, which has identified itself as a gang or part of a gang. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities, have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature. As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to affect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, gestures, recruitment, harassment, intimidation, threatening, or retaliation. Students involved with any behavior as related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal action as deemed appropriate.

- Prior notice and explanation of the evidence as stated above may not be required, and the student may be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice shall follow as soon as feasible.
- Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of the right to review.
- Upon request of the parents or guardian, the School Board or a board appointed hearing officer shall conduct a meeting to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the board or its hearing officer.

Gambling

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Gambling constitutes a Type II Act of Misconduct. Teachers will confiscate any money or materials and refer students involved to the office. Disciplinary action will follow.

Guest/ Substitute Teachers

Tri- Point School District is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A guest/substitute teacher is considered a faculty member whose impressions of our school will be carried into the community. Classroom conduct shall be no different than if the regular classroom teacher

was present. Passes out of the class can be limited by a guest/substitute teacher. Failure to cooperate with a substitute teacher is a minimum of a Type II offense.

Guidance Services

Guidance services are available to all TPHS students and their parents. The guidance counselor is available to help students plan their course of study, aid in choosing a vocational goal and assist with home or school problems.

Students can obtain a pass to see the guidance counselor during their study hall.

Please contact Breann Fisher at 815/689.2100 ext. 318 fisherb@tripointschools.org

Harassment /Abusive Language/Discrimination/Bullying

Tri- Point School District #6J strives to maintain an environment in which students can attend school, ride school buses, and participate in activities free from any form of harassment. According to Board Policy #7:190, The school administrator is authorized to discipline students for gross disobedience or misconduct if a student engages in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. This also includes creating and/or distributing written or electronic material, including Internet material, blogs, or social networking posts that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Harassment of any type is not tolerated and will result in no less than a detention.

Students must realize that any form of harassment, whether verbal (name calling, racial slurs, bullying, or derogatory statements addressed towards others) physical, sexual, or general in nature is against the law and school policy.

Bullying is defined as a student's repeated exposure to "negative, persistent, psychological or physical acts on the part of one or more students in which there is an imbalance in strength between the person bullying and the victim."

Examples of such may include but are not limited to:

1. name calling
2. saying or writing nasty or demeaning things about others
3. hitting, pinching, biting, kicking, pushing or shoving
4. making others feel uncomfortable
5. taking or damaging others belongings

Logical consequences will follow depending upon the severity and repetition of offenses.

Any student who is harassed or bullied is encouraged to report the incident immediately.

Students found guilty of harassment face disciplinary action here at school and could face legal action, include monetary action, from courts. For additional information see Board Policy 7:20 and/or ask for a copy from the Complaint Managers:

Superintendent Jay Bennett – PO Box 128, Kempton, IL 60946 – 815-253-6299

High School Principal Alison Buckley – 100 Van Alstyne St. Cullom, IL 60929 - 815-689-

2110 Jr. High Principal Sam Schmale– 519 S Margaret, Piper City, IL 60959- 815 686-

2247 Elementary Principal Care Eckersley- 101 E Main, Kempton, IL 60946 815-253-6299

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one

and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Emergency Medical Attention:

If your child requires medical attention, an attempt will be made to notify parents for further instruction. Emergency cards will be provided at registration detailing where the parents can be reached, the name of the family physician, and whom to contact should the parents be unavailable.

It is imperative that parents have a complete and detailed emergency card on file. Parents should make contingency plans for transportation in advance; in the event their child is injured.

Health Department: The county health departments may provide a variety of services to the Elementary Program. These may include immunizations, vision and hearing tests, screening, head lice screening, and other health related screenings. Children suspected of having any communicable disease will be excluded from school pending confirmation from a physician that the child may be admitted.

Physician's Note

Students may be required to have a note from their physician if there is a health reason why they cannot participate with the other students. We allow students to occasionally stay in for recess or lunch with a note from home, but this should not be abused.

Health: Concussion Protocol

When a parent, school official, or coach/sponsor, suspects a student has suffered a Concussion, and when a diagnosis by a licensed medical professional is received, school personnel will implement the "Return to Learn" protocol. Detailed guidance maybe found at this link: https://www.iesa.org/documents/general/IESA-Lurie_RTL_Guide.pdf

However, key points of emphasis include:

- To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation must be provided to the school.
- The protocol emphasizes allowing the student to participate in school in a modified fashion so as not to worsen symptoms. Determining "how much is too much" may be a trial and error process.
- The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery.
- The student should report to the case manager daily in order to monitor symptoms and assess how the student is tolerating the accommodations as well as assess how staff are implementing the modified learning plan.

Health: Head Lice

Tri-Point will follow CDC/IDPH guidance. If a student is suspected of having lice, parents/guardians will be notified and highly encouraged to begin treatment as recommended by the CDC and IDPH.

Health: Fever:

In accordance to the CDC recommendations a child will be sent home from school for a fever of greater than 100° F. That child must remain at home until at least 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications. (Fever reducing medications include, but are not limited to, acetaminophen and ibuprofen.) If the child returns to school prior to that 24-hour period of time the parents will be contacted by staff or administration to come collect their child.

Health: Vomiting and Diarrhea

A child will be sent home from school if they have vomited/diarrhea during the school day and show any one of the additional signs or symptoms of illness including but not limited to fever, diarrhea, pale, clammy skin, abdominal cramping, or at the discretion of the assessing staff member. That child may not return to school until they have gone 24 hours without vomiting or loose stools. In the case of re-occurring diarrhea student may return 24 hours after starting doctor prescribed medication (with an appropriate doctor's note).

INTERVIEWING STUDENTS

Juvenile officer may interview a student in school providing the officer presents proper identification to the principal prior to the interview. If the parents object, the interview will not be conducted. The interview shall be conducted in the presence of a teacher, counselor, or principal, and the parents or guardian if the parents or guardian desire to be present for the interview. A representative from the Department of Children and Family Services may interview a student without parent permission. A representative from a state or county agency may, with a court order, interview a student without parent permission

Items Not Allowed in Buildings

The items that will not be allowed in the building may include (but are not limited to) the following:

Sunglasses (May be worn to school, but must not be worn in the building unless by doctor's order).

Hats and caps (Must be removed and put in a locker when entering the building; may be put on after exiting the building).

Lighters and matches

Tobacco/vape products

Laser pointers

Water guns, play guns, and/or real guns

Ornamental chains in excess of 20" must be worn inside the shirt or garment

Any items that may cause a disruption or personal injury will not be allowed on school grounds

There will be no book bags, backpacks or purses allowed in the classrooms except if the backpack is clear or mesh—these bags must be FULLY see through. Otherwise students will be asked to store their bags in their lockers. . If an item is too large for your school locker, this item does not belong at the school (exemptions would be class projects or extra-curricular items needed as instructed by the instructor/coach).

There will be no coats or jackets allowed in class without instructor's permission.

No animals will be allowed in the building without prior approval from the administration.

Items may be confiscated and turned over to the office.

Lockers

School lockers for student use are school property and controlled by the Board of Education. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. Anything found in a locker will be presumed to belong to the person assigned to the locker. Lockers may be opened, inspected, or searched by school authorities with or without the students' knowledge or consent if there is reason to believe a violation of Board policy exists. Locks will be assigned at the beginning of the year. They are required to be locked at all times. Upon the third violation, junior high students will be issued a detention. Students must use school issued locks, if they are not returned at the end of the year, it will be a \$5.00 charge.

Locker should be kept clean and neat. No decals, etc. are to be placed on or in lockers unless they are easily removable. Students are responsible for all valuables placed in the student's locker.

All PE students will be assigned a locker and lock. Students are to keep all lockers locked while taking PE class or when others are using the locker room. Expensive items and substantial amounts of money should not be brought to school. If absolutely necessary to do so, please turn them in to the office. **YOU ARE TOTALLY RESPONSIBLE FOR ALL ITEMS STORED IN YOUR LOCKER.**

Lost and Found

All lost items should be turned into the lost and found box. Students missing items should check the box. Substantial amounts of money or other valuable items should not be brought to school.

Book Rental

Each student pays a textbook rental fee for the year. Parents are required to pay fees at registration. Students are responsible for maintaining assigned textbooks. If a book is lost a replacement purchase for another book is required. Students will be assessed for damaged/lost books at the close of the school year.

Breakfast and Lunch Program

Please note that all 3 campuses are currently in the Community Eligibility Provisions (CEP) program. All students are provided with breakfast and lunch at no charge to the family(NOTE: This does not include A La Carte items). The State authorities carefully supervise the lunch program. Its purpose is to provide a well-balanced meal for the student. The cafeteria should be an orderly, well-mannered place where students and faculty may enjoy their meals.

Students may purchase Lunch "credit" in any amount or they may pay daily. Lunch 'credit' must be treated as actual money. If a student loses his lunch ticket, the first lost ticket only will be replaced without charge. If a student should forget a lunch ticket or money, a lunch charge may be issued to the student from the office. Charges will be accepted on the account up to -\$10. After that, students will be asked to call for lunch money. No lunch charges will be permitted during the last two (2) weeks of the school year.

All students are to eat in the cafeteria. This includes students who bring their lunch from home. Students are expected to remain in the cafeteria area or designated area following their lunch. Restrooms are open and available, but students should not be wandering the hallways because classes are meeting during lunch hours.

No students are permitted in any classroom during noon hour unless given permission by that teacher. The noon hour supervisor will determine if noon hour activities will take place outside or in the gym. All students will congregate only in the designated area. No students will be allowed to loiter or sit in the halls or on the steps near the office.

The cafeteria should be an orderly, well-mannered place where students and faculty may enjoy their meals.

If you owe any lunch charges you cannot eat a-la-carte.

If you don't have your lunch card at lunchtime, you can only purchase a lunch after you purchase a new card for \$5.00 at the office.

You cannot use another students' lunch card unless it is a member of your family.

Medications

The office will not supply medication of any form for students.

All prescription drugs, medications, or stimulants must be brought to school by the student's parent or guardian in a container appropriately labeled by the pharmacy or physician, and turned in to the office for dispensing. All drugs must be labeled with the name of the drug, the instructions for dispensing, the student's name, and the physician's name.

The student's parent and doctor must complete the School Medication Request Form for prescription medications to be dispensed. These forms may be picked up in the school office and should be completed during the visit to the doctor. The form will include the following:

Child's Name

Name of Medication

Purpose of Medication

Time to be administered

Dosage

Possible side effects

Termination date for administering the medication

The parent must complete the parent portion of the form when asking the school to dispense nonprescription medication.

1. School personnel will not administer aspirin under any circumstances.
2. A record will be maintained for each student of the administration of all medications by staff.
3. The school retains the discretion to reject requests for administering medication. Parents will be notified immediately of the rejection.

One-to-One Policy (see Appendix B page 69)

Beginning SY2019-20, Tri-Point High School will become a One-to-One school, issuing all students a school-purchased laptop as a critical component of your education. Full policy and procedures are in Appendix B for all students and parents. Following key items will help you be successful:

- Students will be issued a laptop, carry case, charging cable, and headphones. Each item has a serial number registered to the student of issuance. ALL serial numbers must match when turned in at the end of the year. Lost or items with other serial numbers will result in a charge to the student for replacement.
- Students are expected to bring his/her laptop every day—NO LAPTOP will be ISSUED/checked-out at school if forgotten.
- Students are responsible for charging his/her own laptop nightly. Failure to do so may result in late/missing assignments or failure to participate in-class.
- Students may only use their own laptop—not classmates/friends.
- Students must keep laptops in the school-issued carry class. No exceptions. Behavioral consequences for insubordination will be issued if laptops are taken out, carried, etc. outside the carry case.
- This device is school property and must be treated as such. Any abuse, misuse, damage is the student's responsibility and consequences will be issued accordingly.
- See TP Student Handbook One-to-One Laptop policy for additional details.

Outdoor Activity Policy

If the outside temperature drops to 30 degrees or below; or the wind chill temperature is 30 degrees or below, students will not have to go outside for any activities unless the immediate supervisor(s) deems it suitable to do so.

Passes

No student shall be in the hall during class time unless he has a properly signed pass. Passes will be issued only in advance of the time desired for a pass. Classes should never be interrupted to acquire a pass. Students are expected to use their Planner Book passes.

Possession and Distribution of Literature

No literature may be distributed by any student unless a copy is submitted to the administration for review at least one day prior to its distribution.

Public Displays of Affection

Handholding, romantic involvement, and all outward expressions or displays of affection will not be permitted. Parents may be notified of such activity. Public Display of Affection constitutes a Type II Act of Misconduct.

Respect for Staff

We expect all staff members to be treated with respect. We likewise expect the same from the staff members to the students. A show of disrespect towards a teacher or insubordination on the part of a student will not be tolerated.

Disrespect and/or insubordination constitute a Type II Act of Misconduct. Students are reminded that assault on a staff member may be considered criminal behavior.

School Dances and Prom

A date request form must be completed and approved through the Principal's office for out of school guests. High school guests must be enrolled in the ninth grade and under the age of 21 for approval. Date request sheets are found in the office. Request sheets are due at least three school days prior to the event. This form requires the signature of the student, administrator of the guest's school and parent(s) guardian(s) approval.

The junior- senior prom will be held each spring and is open to juniors and seniors and their dates. The junior class

provides the money and labor for the music and the decorations. NO MEMBERS OF THE SENIOR CLASS ARE ADMITTED FREE. Students who have dates with non-members of the senior class are expected to pay for their date's ticket. The prom is closed to the public.

***Eligibility for school dances are subject to social suspensions and attendance policy when reaching truancy status. See Attendance Policy.**

***Tri-Point Students attending RAS(Regional Alternative School) for disciplinary reasons are not permitted to attend school dances without direct approval from school administration**

Searches of Students

Searches of a student's person, personal possessions, or locker shall be conducted by school authorities if he/ she has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provisions of the Illinois School Code, or the Tri-Point CUSD #6 Parent/Student Handbook.

A student's school locker is the property of the school and must be used for the purposes intended. School officials may search lockers at any time, with or without the students' knowledge or consent. Students have no reasonable expectation of privacy in these areas or in their personal effects left in these areas. Anything found in a locker will be presumed to belong to the person assigned to the locker.

Sexual Harassment

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such is made, either explicitly, a term or condition of a student's education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading comments about an individual or his/her appearance; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another's body.

Sexual Harassment constitutes a Type II Act of Misconduct.

Student Activity Fund

All receipts of monies from student activity organizations shall promptly be turned in to the principal. The funds will then be sent to the Central Office with a deposit ticket denoting which account is to be credited.

Organization officers and sponsors must keep an accounting of all receipts. Each month, after Board approval, each organization will receive an up-to-date record of its finances.

Expenditures are to be made in the following manner:

The approval of the sponsor must be secured before encumbering funds or before purchases are made; purchase orders will most times be necessary – Contact Central Office

The sponsor, on receipt of a bill, will issue a pay order to be signed by the organization treasurer, sponsor, and principal – this is then forwarded to the Central Office.

Student Movement in the Building

Student movement within the building at times other than passing periods will be restricted to those students who have written hall passes. Hall passes are issued with selectivity and only when absolutely necessary. Students who are in the halls without an authorized pass will be subject to disciplinary consequences.

Teacher Workroom

The only students allowed in the workroom are office aides or students given permission by the principal. No students are allowed to use the copy machine without office or instructor supervision.

Telephones

Students are not allowed to use school telephones without permission from a faculty member, secretary, or the Administration.

Title IX – Section 504/ Discrimination Policy

In compliance with the Federal Education Amendment of 1973 (Title IX), The Americans with Disabilities Act, the office of Civil Rights Guidelines, and Section 504 of the Rehabilitation Act; Tri-Point School District 6J affirms that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity. In further effort to comply with Title IX and Section 504, District 6J has appointed the TPHS Principal as coordinator of the programs. The principal can be reached at TPHS, PO Box 316, Cullom, IL 60929 or by phone at (815) 689-2110.

Type/Access/Release of Records

Permanent, temporary records and directory information are kept at school. Records can be released by parents and/or students (over 18 years of age) to other agencies. Releasing of records must be in writing and the location they are to be sent. Parents can review records before release. A cost for copies may apply. Records are kept for a period of 60 years. Temporary records are destroyed after five years. No other parties shall have access to permanent or temporary records without written consent of the parents or student (over 18 year of age) except for the following: federal or state officials for a specified purpose, judicial order or subpoena (family will be notified) and/or certified employees who are working with the student on a “need to know” basis only; non- certified employees have access only as necessary for maintenance of records.

Visitors

All visitors to the school must report to the office and sign in. Parents wishing to speak with a teacher and or principal should arrange for an appointment with the office secretary. Students from another school may not visit without prior approval of the Principal.

Weapons

Possession of weapons or items purported to be weapons, including but not limited to firearms, knives, chains and clubs, is prohibited in the school building, on school grounds, on school buses, or off-campus school activities. Violators will be subject to suspension or expulsion from school. Possession of a weapon constitutes a Type IV Act of Misconduct.

The term “weapon” means possession, use, control or transfer of any object which may cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearms Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look alike” thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm...105 ILCS 5/10-22.6(d).

Work Permits

Work permits may be secured through the principal's office or central office during regular office hours. The law requires work permits for all minors less than 16 years of age employed in any gainful occupation except agricultural pursuits, distribution of magazines and newspapers, or domestic service. Any certificates may be issued to anyone between the ages of one and twenty when an employer demands one.

Extra-Curricular and Athletic Code

Participation in interscholastic athletics is an honor and a privilege, and as such, more will be required of our athletes than sometimes from our student body. Rules and procedures have been developed to help instill the personal qualities of self-discipline, teamwork, respect for our bodies (as well as for others), and character – all which are needed ingredients to be successful in the field of athletics. Athletic participation in all sporting events will be closed to all enrolled athletes one week after the start of the sport season by the IHSA/IESA calendar(s). After that time, no one will be allowed to join the team unless absence is due to medical conditions with a doctor's note, a pre-arranged absence with coach's knowledge, or a new student. Athletes are personal representatives of our school, families, and communities. As a result, the image they portray is the image others have of us. It is therefore necessary for the athletes to always put their "best foot forward" whether it is in the areas of personal appearance, sportsmanship, or hustle. Our motto is "Pride, Commitment, and Honor In All That We Do!"

Training Rules

As an interscholastic participant of Tri-Point CUSD #6-J, I will not:

- Consume, possess, smoke or use tobacco in any form (i.e., chewing tobacco, smokeless tobacco).
- Consume, possess, or distribute alcoholic beverages.
- Consume, possess, or distribute non-medical drugs.
- Violate any criminal codes as specified in Division I, Title III, and Illinois Criminal Code.

Alcohol, Drugs, Tobacco

The Board of Education of Tri-Point Community Unit School District No. 6J adopted its current athletic policy and training rules in August 1994. The administration has defined "Possession" of alcoholic beverages or non- medical drugs as including attendance at a party or gathering where alcoholic beverages or non- medical drugs are served to and consumed by minors and has enforced this policy. The coaches and sponsors of athletic and extracurricular activities have notified all participants of this policy.

As an interscholastic participant of Tri-Point Unit 6-J, I will not:

- Consume, smoke or use tobacco in any form (i.e., chewing tobacco, smokeless tobacco).
- Consume, possess, or distribute alcoholic beverages.
- Consume, possess, or distribute non- medical drugs.

Alcohol

In addition to being illegal, the use of alcohol is hazardous to the health of the student and may present a safety hazard. The consumption, possession, or distribution of alcoholic beverages is not permitted on school buses, in school buildings, or on any school property at any time. This includes all school-sponsored and related activities, whether held during school hours or after and includes events held both at home and away. Students will not be permitted to attend school under the influence of alcohol.

Illicit Drugs

The illicit use, possession, or distribution of non- medical drugs and the use, possession, or distribution of "look alike" drugs, are not permitted on school buses, in school buildings, or on school property at any time. This includes all school-sponsored and related activities, whether held during school hours or after and includes events held both at home and away. Students will not be permitted to attend school under the influence of illicit drugs. Information concerning the illicit use of drugs shall be included in the curriculum in compliance with the law.

If there is reason to believe that any student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents.

Consequences for Alcohol and Illicit Drugs

Given reasonable grounds for suspicion, school officials may search for and seize alcohol or illicit drugs brought onto school buses or school property and submit such items to the proper authorities for analysis. Organizations sponsoring events on the school premises shall be expected to follow this policy. Failure to do so could result in cancellation of the privilege to use district facilities.

Prescription Drugs

All prescription drugs, medicines, or stimulants must be turned in to the office for dispensing.

Smoking/Tobacco Products/Vapes/E-Cigarettes

Smoking is hazardous to the health of students and may present a safety hazard in the school. Smoking tobacco, vaping devices/e-cigarettes, and/or possession of tobacco products (chewing tobacco and snuff) or look-alikes by students is not permitted on school buses, in school buildings, on school grounds at any time, or on school-sponsored activities.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information about the hazards of smoking shall be included in the curriculum.

When a staff member finds a student in possession of smoking/tobacco materials in violation of this policy, the student shall be disciplined. Possession of smoking/tobacco materials is a Type III Act of Misconduct.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto buses or school property.

Leaving the school grounds at any time during the day for the purpose of smoking is considered leaving campus without permission and starts as a Type II act of misconduct.

Organizations sponsoring activities in the schools outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use district facilities.

Recommended Maximum Penalties

For the Above Violations are as Follows:

Specific guidelines for the following penalties will be determined by the coach or sponsor during which the violation occurs (or the coach or sponsor of the participant's next activity if out of season) and become effective immediately:

First offense: Ten percent (10%) of eligible season with carryover to next season.

Second offense: Fifty percent (50%) of eligible season with carryover to the next season as needed

Third Offense: Suspension for one calendar year from all interscholastic activities.

(If the student, following the third offense, completes one calendar year without an additional violation, he or she will be eligible for reinstatement pending the fourth and final violation.)

NOTE: Out-of-season violations will apply to the next activity in which the student participates.

Social Media Harassment and Conduct—see appendix A (page 62)

VIOLATION REPORTING

Consequences will be administered immediately by the supervising coach or sponsor.

The Athletic Director will complete the Interscholastic Training Rule Violation Form and file it with the administration. A copy of the violation form will be mailed to the parents.

Procedure for Dealing with Major Training Violations

The head coach or sponsor will meet with the Athletic Director and report the violation. The Athletic Director and the coach or sponsor will then discuss the penalties concerning the individual.

After receiving preliminary information relative to the case, the Athletic Director will select a date and time to meet with the student and the coach or sponsor to discuss the penalty. This will be done as soon as possible.

The student, parents, and coach or sponsor will be informed of the decision concerning the penalty and its administration.

Rights of review: The student and parent may request a hearing with the Athletic Director and Principal within seven (7) school days of exclusion.

Disciplinary Consequences

If a student participating in an extra-curricular program receives a disciplinary consequence more serious than a detention (Saturday School, In-School Suspension or Out-of-School Suspension), the student is not permitted, as a minimum, to participate in the next scheduled event for that program (within 7 student attendance days). Any repeated discipline cases or a more serious first offense may result in the exclusion from more than one event. In such cases, the decision process will follow the Procedure for Dealing with Major Training Violations.

STUDENT ATTENDANCE AT SCHOOL FOR PARTICIPATION IN OR ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

In order for a student to attend or participate in a scheduled extra-curricular practice or activity on a school afternoon or evening, he or she **MUST BE IN ATTENDANCE AT SCHOOL from the beginning of his/her first hour class until the end of the school day.** Exceptions will only be made for Pre-Arranged Absences. The Coach may include in the Team Rules additional rules for attendance above and beyond the school's rules.

Practices: Students-Athletes are expected to attend all practices unless otherwise cleared with the head coach. Coaches will outline practice policies and notification policy in his/her team rules.

NOTE: All practices are considered "CLOSED" to observers unless otherwise specifically addressed by the head coach. Parents/guardians and other guests are asked to be respectful of the team practice time by adhering to this guideline.

UNEXCUSED ABSENCE FROM PRACTICE OR CONTEST

The following guidelines will be in effect for all unexcused absences from a practice or contest per sport. An unexcused absence will be defined as "Any absence by an athlete or student from practice or an event that has not been pre-arranged or that has not been communicated to the coach or sponsor prior to the event." If the student is ill, he or she should not be at school and therefore cannot participate anyway. See above as well the Attendance Policy Section of the Handbook. The following guidelines for punishment will be followed by all coaches or sponsors in the event of an unexcused absence:

1st Offense – Handled by the coach and reported to the athletic director

2nd Offense – One game or contest suspension

3rd Offense – Two games or contests suspension and not being allowed to start in an athletic event for the remainder of the season

4th Offense – Removal from team or organization for the remainder of the season/year

Eligibility for Extra-Curricular Activities

ACADEMICS ELIGIBILITY-JR. HIGH

Tri-Point is a member of the Illinois Elementary School Association (IESA). Per the IESA eligibility code, section 2.040, eligibility will be taken weekly and will be applied on a Monday through Saturday basis of the following week. Section 2.042 states that a student shall be doing passing work as determined by the local district in all subjects. Junior High students will be deemed ineligible if they have been assigned 2 or more days in HCC during a week's span for any classes including both core classes, rotation classes, and band/choir. HCC may be assigned for missing class work as well as 'no-dress' for PE and missed band practice sheets.

Extra-Curricular events would include such activities as sports, cheerleading, band/chorus contests, math/literary contest, scholastic bowl, and spelling bees. Eligibility will be taken only for those participating in extracurricular activities. It is the coach/sponsor's duty to give their team roster to the principal/AD. Teachers only need to indicate missing grades per HCC assignment (see page 4).

Ineligibility checks begin on the first day of practice. If students are ineligible, they are not permitted to participate in the event and may be assigned to Study Table per coach's policy. Any ineligible student

who attends a home contest must sit on the bench in street clothes during the contest. Under no circumstances will ineligible students be transported on team transportation to any away contest. If a student should become ineligible for a third time during a single extra-curricular season, he/she will no longer be allowed to participate in the activity and must turn in any school issued equipment. It is the Athletic Director's responsibility to inform participants of their ineligibility. For fall sports, the first eligibility check shall be made the first full week of attendance at the beginning of the school year and will be on-going for the rest of the year. In short, if the student is assigned to HCC twice in a week, the student is ineligible the following week.

ACADEMIC ELIGIBILITY- HIGH SCHOOL

Students in high school must meet IHSA scholastic standing requirements to participate in interscholastic events. A student must be doing passing work in at least 6 of 8 credited classes per week and must have passed twenty (25) credit hours the previous semester to be eligible for the current (next) semester High School Academic Eligibility "5 of 8" credited. (IHSA rules attached- TPHS exceeds IHSA scholastic standing) Students in high school must exceed IHSA scholastic standing requirements to participate in interscholastic events. Students must be passing a minimum of 5 course areas or a minimum of 25 hours per week to be eligible. A student must not be failing more than 2 weeks during the extra-curricular season (*consecutive or non-consecutive weeks). Upon the *third week of failing in the extra-curricular season the student will be removed from the activity (and if exempt from physical education class will be placed back into class). Also, if a student is ineligible for *three weeks during one semester the student will be ineligible for the following semester. If students are ineligible, they are not permitted to participate in practice. They must go home immediately following the school day unless the coach requests they attend supervised after school tutoring. Any ineligible student who attends a home contest must sit on the bench in street clothes during the contest. Under no circumstances will ineligible students be transported on team transportation to any away contest. These IHSA requirements affect the following TPHS organizations:

- All interscholastic athletic teams
- Speech/ Drama
- Band
- Chorus
- Scholastic Bowl
- Mathematics Team
- Cheerleading

*TO PARTICIPATE IN ANY TRI-POINT HIGH SCHOOL CLUB OR ORGANIZATION ACTIVITY STUDENTS SHALL MEET OR EXCEED THE IHSA REQUIREMENT FOR ELIGIBILITY.

***Office Aides must maintain a passing grade in all classes to continue serving in that capacity. They must also be eligible according to the Field Trip/Class Trip Policy (see page 22).

JUNIOR HIGH SCHOOL SONG

EVERYBODY UP LET'S GO

Oh, when those Tri-Point Raiders fall in line, we're gonna win a game another time,
We're gonna roll those fellows off their feet,
Cause Tri-Point Raiders they just can't be beat!
Oh, no, we're gonna fight to win this game tonight!
We're gonna fight, fight with all our might, cause Tri-Point they're the best!
Oh, yes they're the best

HIGH SCHOOL SONG

To Tri-Point High School we are forever true.
We give our honor and loyalty.
Forever we pledge our allegiance--
to our own Red, White, and Blue.
All right!
Here come those Tri-Point Chargers down the field
(floor)
to lead us onward to victory.
We'll ever show to all our loyalty
and cheer those Chargers from Tri-Point High.
C-H-A-R-G-E-R-S. Chargers, Chargers, Fight, Fight,
Fight!

Internet Acceptable Use Policy

Tri-Point High School, Tri-Point Upper Elementary and Junior High, and Tri-Point Lower Elementary / District #6J
Student Authorization for Electronic Network Access and Acceptable Use Policy #6:235

Introduction

Tri-Point HS, UE/JH, LE, as District #6J (herein referred to as District) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization & Acceptable Use Policy (AUP) does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Technologies Covered

The District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available school technologies, not just those specifically listed, and shall also cover the use of personally-owned devices on the school campus.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise, follow this Authorization.

Staff members shall supervise students while students are using School Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization. The School District shall endeavor to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District’s Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the District. (Note: the filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent.)

Terms and Conditions

1. **Acceptable Use** - Access to the District’s electronic networks must be for the purpose of education, research or communication, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator School or District administrators will make all decisions regarding whether or not a user has this *Authorization* and may deny, revoke, or suspend access at any time.
3. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.
4. **Unacceptable Use** - The user (i.e., student) is responsible for his or her actions and activities involving the network. Some examples of **MAJOR** unacceptable uses are:
- a. Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
 - b. Using the network for commercial or private advertising;
 - c. Using the network for private financial or commercial gain;
 - d. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using the Internet and District resources in any way that would disrupt its use by others;
 - i. Using another user's account or password;
 - j. Intentionally posting of material authored or created by another;
 - k. Intentionally posting anonymous messages and/or misrepresenting one's own identity to others;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. (See Board Policy 7.180 Preventing Bullying, Intimidation, and Harassment)
 - m. Capture, record or transmit the words and or images of any student, staff member, or another person in the school without express prior notice and explicit consent.
 - n. Using the network while access privileges are suspended or revoked and
 - o. Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.

Some examples of **MINOR** unacceptable uses are:

- a. Searching the internet off topic/task;
 - b. Using technology for non-educational purposes.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service, it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the District of any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*, school policy, or rules and procedures.
7. **Unauthorized Access** – Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.
8. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify Tech Services or a School administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
9. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network component. This includes, but is not limited to, the uploading or creation of computer viruses.
10. **Telephone/Cell Phone charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

11. **Copyright & Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on School Websites or file servers, without explicit written permission.
- a. Student work may only be published if there is written permission from both the parent/guardian and student.
 - b. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
12. **Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. Users of the student e-mail system are responsible for their use of the e-mail. Use of the District's electronic mail system constitutes consent to the following guidelines. Failure to do so will result in the termination of e-mail privileges for the user.
- a. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the District.
 - b. The e-mail user will use language that is considered appropriate and polite. The user will not send information that other users would find offensive.
 - c. The purpose of the email should be restricted for educational purposes and not to "chat" or send "random" messages to other students or friends outside the school.
 - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to computer services. Downloading any file attached or contained within to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 - e. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the District's electronic mail system. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - f. Students will not be allowed to use any other personal e-mail accounts such as Hotmail, Yahoo, Gmail, Live, etc.

Consequences for Violation of Policies

The failure of any user to follow the terms of the agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The following consequences will be administered based on the severity of the violation:

Consequences for Minor Violations

A single consequence or any combination of the following may be administered per discretion of the teacher:

- Warning by the teacher
- Loss of technology privilege in the class for a timeframe designated by the teacher.
- General discipline steps for misconduct in class (refer to Student Handbook).

Consequences for Major Violations

1. First Offense
 - The student is revoked of all computer privileges for two weeks.
 - Technology Specialist and Tech Director are notified and the student's account is suspended for those two weeks.
 - Teachers, counselors and parents are notified of violation and consequences.
 - Student holds responsibility for completion of all assigned classwork or assignments that

- require digital access (e.g., student may need to complete work using home or public library networks).
- 2. Second Offense
 - The student is revoked of all computer privileges for nine weeks.
 - Computer Services is notified and the student's account is suspended for those nine weeks.
 - Teachers, counselors and parents are notified of violation and consequences.
 - Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).
- 3. Third Offense
 - The student is revoked of all computer privileges for the remainder of the school year and possibly longer, dependent upon consequences and time remaining in the school year.
 - Computer Services is notified and the student's account is suspended for determined time period of revocation.
 - Teachers, counselors and parents are notified of violation and consequences Parents are notified of violation and consequences.
 - Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

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

purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Library Policy

TRI-POINT GRADES K-3

Books are checked out in the library. Books are checked out for a one-week period and may be renewed for another week. A replacement charge will be assessed for damaged or lost books.

EQUIPMENT LOAN

Students are not to borrow or use equipment after school hours except with permission of the principal and/or supervising teacher.

School Records Policy

The principal or his designee is the official records custodian of each school. Student records are maintained at the school of last attendance until 5 years after the student's has transferred, graduated or otherwise withdrawn from school. At that time temporary records are destroyed.

The following information pertains to the rights and obligations of parents, students and the school under the *Illinois School Student Records Act (ISSRA)* and the rules promulgated by the Illinois State Board of Education.

- The student permanent record consists of basic identifying information, academic transcript, attendance record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.
- A student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student's permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and certain student disciplinary records. Record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of- date, inaccurate, or unnecessary information every 4 years or upon a student's change in attendance whichever occurs first. The temporary record will be retained for no less than 5 years after graduation or permanent withdrawal.
- Parent/Legal Guardian has the right to:
 - Inspect and copy all permanent and temporary records of that parent's child within a reasonable time and in no case later than 15 school days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his/her school student permanent record. The school charges for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.
 - Have present at the option of either the parent of the school, a qualified professional, who may be a psychologist, counselor, or advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record.
 - Challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of grades, and references to out of school suspensions and expulsions, by requesting a hearing with the school.
- The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- An informal conference will be held within fifteen (15) school days of receipt of the request for a hearing.
- If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

- No school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
 - To a parent, student, or person specifically designated as a representative by a parent;
 - To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
 - To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such services shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school;
 - To any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released and person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records;
 - Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature, and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect, copy, and challenge the contents of the school students records;
 - To any person as specifically required by State or Federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents;
 - Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release;
 - To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released.
 - To any other person or entity as permitted by the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act.
- In accordance with the *Family Educational Rights and Privacy Act (FERPA)* directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Record Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation on officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended.

Limitation of Liability

Tri-Point makes no guarantee that the services or functions provided through or by the district will be error-free and without defects. Tri-Point will not be responsible for any damage that may be suffered, including but not limited to, loss of data or interruptions of service. Tri-Point is not responsible for the accuracy or quality of information obtained through or stored on the system, nor are they responsible for financial obligations arising through the unauthorized use of the system.

Appendix A

Student-Athlete Internet and Social Media Policy

As a condition of being a student-athlete and a parent/guardian of a student-athlete at Tri-Point, both parties must abide by the following rules related to the use of the internet and social media:

- (1) Any postings or communications via social networking websites, which disrupt the educational or athletic environments or which advocates the violation of any school or team policy, would be unacceptable. (2) Similar to comments made in person, the school will not tolerate disrespectful comments and behavior, such as:
 - (a) Derogatory language, remarks, and/or gestures that may harm teammates, coaches, teachers, administration, fellow parents/guardians, and the school itself.
 - (b) Derogatory language, remarks, and/or gestures that may disrespect the opponents (being unsportsmanlike) and the people that represent the opposing school. Such as: players, coaches, administration, etc.
- (3) Posting online any pictures, information, or other content that might cause embarrassment to players, fellow student-athletes, coaches, teachers, administration, fellow parents/guardians, and the school itself will be addressed.
- (4) Posting anything that creates a serious danger to the safety of another person or making credible threat of serious physical or emotional injury to another person will be addressed.
 - (5) Posting any information that is sensitive or personal in nature or indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional will be addressed.

Student-athletes and parents/guardians are required to abide by rules set forth in these guidelines.

FAILURE to do so will be considered a violation of the student-athlete and parent/guardian code of conduct. The violation may result in disciplinary action by the athletic director and the administration of the school.

1st Offense: May be a warning and student-athlete and/or parent/guardian meeting with the coach, athletic director, and/or administration. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team for student-athlete and possible removal from attending home and/or away contests for the parent/guardian.

2nd Offense: Meeting with student-athlete and/or parent/guardian and athletic director and administration. Consequences will be dismissal from the team for the student-athlete and/or removal of parent/guardian from attending home and away contests for the remainder of that specific activity.

Student-Athlete Social Media Agreement

Social media can be a useful tool to communicate with teammates, fans, friends, coaches and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during the recruiting process, a new job, or other important areas of your life.

1. ___ I recognize the above statement.

2. ___ I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.

3. ___ I will not degrade my opponents before, during, or after games.

4. ___ I will post only positive things about my teammates, coaches, opponents and officials. 5. ___ I will use social media to purposefully promote abilities, team, community, and social values. 6. I will consider "Is this the me I want you to see?" before I post anything online. 7. ___ I will ignore any negative comments about me and will not retaliate.

8. ___ If I see a teammate post something potentially negative online, I will have a conversation with that teammate. If I do not feel comfortable doing so, I will talk to the team captain, or a coach.

9. ___ I will post outside of the classroom, practice time and competition time, using only my personal device.

10. ___ I am aware that I represent my sport(s), school, team, family and community at all times, and will do so in a positive manner

As a student-athlete and as the parents/guardians of the student-athlete, we have carefully read and reviewed the Social Media Policy and agree to abide to all provisions contained within. Furthermore, we understand that a violation of said rules may result in loss of privileges to participate or attend events.

Printed Student Name

Student Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

Appendix B

Tri-Point High School, District #6J

Student and Parent/Guardian Technology & Laptop Agreement

Student Agreement:

In order to receive and utilize a TP network account and a Laptop and its accessories on the District network, the student must agree to the following:

- I will bring my issued Laptop to school EVERY day that I am in attendance.
- I will not use the issued Laptop for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours (i.e., 8:05 am - 3:15 pm).
- I will charge the issued Laptop's battery daily and will NOT loan out the Laptop or any of its accessories to other individuals, and know that I will be issued the same Laptop each year.
- I will transport the Laptop in its issued protective bag/sleeve. The Laptop bag/sleeve should be securely closed before transporting the Device to another location. I will not add books and supplies to the bag/sleeve, since undo pressure on the Laptop may cause damage.
- I will keep the issued Laptop off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the Laptop since they may cause damage to the Laptop.
- I will not disassemble any part of my issued Laptop or attempt any repairs.
- I will not deface the issued Laptop or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Laptop.
- I understand that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited.
- I understand that my Laptop is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the ***Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook***. As such, the student is subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Laptop and its accessories on the District network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories or bag if damage or loss is negligent or deliberate.
 - I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
 - I acknowledge that fraudulent reporting of theft will be turned over to the police prosecute.
 - I agree to immediately return the Laptop and accessories in good working condition upon request.
 - I acknowledge that my student and I are to follow the expectations in the ***Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook*** and that my student is subject to discipline for violation of the expectations outlined in these documents.
-

Technology & Laptop Agreement-Signature Sheet

By signing the Student and Parent Technology & Laptop Agreement, the student and parent agrees to the conditions outlined in the Student/Parent Technology Handbook and the Student Authorization for Electronic Network Access and Acceptable Use Policy.

Print Student Name: _____

Student Signature: _____ Date: ____ / ____ / ____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Appendix C

Laptop / Device Technology Handbook

Overview

The Tri-Point High School (TPHS, TPUE/JH, AND TPLE), Tri-Pont Upper Elementary and Junior High (TPUE/JH), Tri-Point Lower Elementary (TPLE) comprise District #6J which recognizes that access to technology resources in the school, home, and community settings provide students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21st century. TPCUSD6J is committed to revitalizing the curriculum into a technological format that builds and sustains an engaged and collaborative learning environment for all students. A structured digital environment that is safe yet demanding will enable and support students and teachers as they explore transformative uses of technology.

Use of Technology

All TPHS, TPUE/JH, AND TPLE students will be issued a Laptop/device for educational use to take home. All TPUE/JH students will have a Laptop/device to use within the building which may be checked out. TPLE students will be issued a device/tablet as needed for check out and for use at school. With this privilege and the extraordinary opportunity to explore digital resources comes responsibilities for each student and his/her parents/guardians.

This handbook provides students and their parents/guardians with information about the general use of technology, “ownership,” rights and responsibilities for possession of the Laptop/device/device, care of the

Laptop/device/device, and expectations as a digital citizen. Along with the efforts of parents/guardians, TPHS, TPUE/JH, AND TPLE, TPUE/JH, and TPLE will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

During the registration process, each school year, all students and their respective parents/guardians must agree to all policies listed in this handbook to receive and utilize a Laptop/device, the TPHS, TPUE/JH, AND TPLE, TPUE/JH, AND TPLE network, and all other District-owned technology-related items.

Failure to follow the terms of the policies will result in disciplinary action, including but not limited to confiscation of any Laptop/device and accessories lent to the student and revocation of student access to TPHS, TPUE/JH, AND TPLE technology, as well as any other disciplinary action deemed appropriate by TPHS, TPUE/JH, AND TPLE administration.

Ownership

TPHS, TPUE/JH, AND TPLE retains sole right of possession and ownership of the Laptop/device (Device) and grants permission to the student to use the device according to the rules and guidelines outlined in this document and the **Student Authorization for Electronic Network Access & Acceptable Use Policy**. The Laptop/device is not the property of the student. TPHS, TPUE/JH, AND TPLE loans the Laptop/device to the student only for educational purposes during the academic year. The student will be held responsible for the proper care of the Laptop/device and accessories. TPHS, TPUE/JH, AND TPLE reserves the right to monitor and log students’ use of the District’s technology and network and to examine user (student) files and materials as necessary. Moreover, PHS, TPUE/JH, AND TPLE administrative staff retains the right to collect and inspect the Device at any time, including via electronic remote access; and to

alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using TPHS, TPUE/JH, AND TPLE computers, networks, or technology.

Annual Technology Fee

The annual, non-refundable technology fee that is part of annual registration fees must be paid for each student who is issued a Laptop/device. The proceeds from this Fee shall be used to offset expenditures associated with maintenance & repairs and related costs for the support of the One-to-One program.

Laptop/device Distribution

High School students will be issued a Laptop/device, a protective carrying case, power adapter, earbuds, and any other peripherals* issued at the Back-to-School Night. Students not attending will pick up a Laptop/device from the High School Technology Help Desk in the Cybray upon completing the registration process with the school registrar (district office secretary). Both the student and their parent/guardian **MUST** sign & agree to the terms and conditions outlined in this Technology Handbook at the time of registration. Laptop/devices will be collected at the end of each school year, and students will retain their original Laptop/device each year while enrolled at TPHS. At this time, ***Students are not allowed to bring a personal Laptop/device to use during classroom instruction and learning.***

Students at TPUE/JH and TPLE will have a device—laptop or tablet designated to them for use at school. Check out of a device will be at the discretion of the teacher and approval of the building administration under specific circumstances.

Laptop/device and Accessories & Related Fees

End of Year- The student's Laptop/device, protective carrying case, power adapter, earbuds, and any other peripherals* will be collected at the end of each school year for maintenance, inspection, cleaning and software updates. The District will set a Laptop/device Collection Day. If a Laptop/device and accessories are not returned, damaged or defaced, the student will be charged a replacement fee. If the fee is not paid at the time the Laptop/device and accessories are collected, it will be applied to the student's following school years registration fee.

Transfer out of District- Any student who transfers out of District during the school year will be required to return their Laptop/device, protective carrying case, power adapter, earbuds, and any other peripherals*. If a Laptop/device and accessories are not returned, damaged or defaced, the student will be charged a replacement fee respectively. The parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency. No official records or transcripts will be released without payment in full.

***All Laptop/devices, case, power cords, earbuds, and other peripherals issued are tracked by serial number, the matching serial number is attached to the students' name. Per TP's agreement with the leasing company, Students MUST turn in the exact device/peripheral issued to the student--determined by serial number. Failure to turn in the device/peripheral with the matching serial number WILL RESULT in CHARGES to the ACCOUNT.**

Laptop/device, Accessories and Repair Costs

The Laptop/device has a limited warranty covering normal use, mechanical breakdown or faulty construction. The limited warranty only covers the Laptop/device; **it does not include coverage for the accessories, which include the work-in carrying case, power adapter & cord, and earbuds.**

- If the Laptop/device is accidentally damaged, the first incident will be repaired by the District at no cost to the student or family. Subsequent damage to the Laptop/device after the first documented incident will result in the student being charged 100% of the repair cost.
- The warranty does NOT cover intentional misuse, abuse, or neglect of the Laptop/device and accessories. If the student does not exercise proper care, and this negligence results in damage to or loss of the Laptop/device and or accessories, he/she may be subject to discipline, and 100% of the cost of the repair or replacement will be the responsibility of the student.
- The parent/student must pay the repair or replacement cost for the first required payment before the Laptop/device is repaired and returned to the student. The parent/student may set up a payment plan with the school to clear bills if needed.
- It will be the right of the building principal, technology director or his/her designee to determine if damages were due to negligence or accidental.
- The administration will review all damages determined to be from negligence and will assess whether or not the student has continued privilege of taking the Laptop/device to and from School.
- The District will not be obligated to replace a student Laptop/device in the case of intentional damage, negligence or repeat incidents.

Lost or Stolen Equipment

If any equipment is **lost**, the student or parent/guardian must report the loss to the school immediately. Reports should be filed with the Technology Specialist. The circumstances of each situation involving lost equipment will be investigated individually. Students may be billed for lost equipment.

If the equipment is **stolen**, a police report must be filed, and a copy of the report must be provided to the school by the student or parent/guardian promptly. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

The District may use its discretion to replace a student Laptop/device if and only if it is determined by the District that the student acted in a reasonable manner when storing and taking care of the Laptop/device. And that the student acted in good faith to find the Laptop/device, such as filing a police report and reporting the loss or theft to the District. The District will not be obligated to replace a student Laptop/device in the case of negligence and failure to use diligence with District property.

Asset Tags

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes.

- All Laptop/devices have an inventory tag and asset tag.
- Tags may not be modified or tampered with in any way.
- A student may be charged up to the full replacement cost of a Laptop/device for tampering with a school asset tag logo or turning in a Laptop/device without a school asset tag.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with the classroom rules set by the teacher; this Handbook which includes Board Policy 6:235 Student Authorization for Electronic Network Access and Acceptable Use Policy; and, any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action, subject to the

consequences outlined in Board Policy 6:235 and repossession of the Laptop/device and its accessories.

Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Classroom Intervention - For low-level violations, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, loss of privilege to use the device during the class period, teacher contact with home, and any other intervention deemed appropriate for the violation(s). Documentation of these infractions along with intervention attempts will be recorded by the classroom teacher.

Progressive Discipline - Discipline will be imposed on an escalating scale ranging from a verbal warning to a possible expulsion based on the number of previous violations and the nature of or circumstances surrounding a particular violation. If multiple offenses occur, a student may lose his/her privilege for a designated length of time or on a permanent basis. Progressive discipline will be handled by the administration after referral from classroom teachers, School Resource Officer, computer services, or administration.

High School Student Responsibilities for One-to-One Laptop

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibility students accept when they use a district-owned Device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. ***Violations of these rules and guidelines will result in disciplinary action.***

The student will assume responsibility for...

Bringing the Laptop/device to School

- Students must bring their Laptop/device to school every day that classes are in session.
- Students hold and maintain responsibility for ensuring their Device is charged before school each day. Students who leave their Laptop/device at home will not be issued another device for that day, and they are responsible for all missed activities and assignments due to lack of a Device.
- Students may bring a wireless mouse if preferred and earbuds/headphones as needed. The District assumes no responsibility for the provision or maintenance of these personal items.

Carrying Laptop/devices in a Safe and Secure Manner

- Transporting the Laptop/device in the carrying case provided by TPHS, TPUE/JH, AND TPLE at all times. The Laptop/device should not be put in another bag for transportation, i.e. backpack, athletic bag, etc.
- Transporting Laptop/devices with care and with the screen closed.

- Never lifting Laptop/devices by the screen.

Laptop/device Security

- When not in the student's possession, the Laptop/device and its accessories are required to be locked in the student's school-issued locker with a school-issued lock.
- Under no circumstances should Laptop/devices or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, cafeteria, computer labs, hallways, Cybrary Charger Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any Laptop/device left in these areas is in danger of being stolen or tampered with by unauthorized individuals. If a Laptop/device is found in an unsupervised area, it should be taken immediately to the Tech Specialist located in the Cybrary Charger Center.
- The Laptop/device is not allowed in the cafeterias when food or drink is being served.

General Care

The student is responsible for ensuring the following precautions:

- Never leaving the Laptop/device unattended
- Never loaning the Laptop/device or its accessories to another student.
- Keeping the Laptop/device on a flat, solid surface so air can circulate. (Using a device directly on a bed or carpet can cause damage due to overheating.)
- Never setting books or stack heavy objects on top of the Laptop/device.
- Never setting food or drink next to Laptop/devices.
- Never leaving the Device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.

- Always carefully inserting cords, cables, and removable storage devices into the Laptop/device.
- Never defacing the Laptop/device and its accessories through use of writing, drawing, stickers, labels, or by any other means.
- Never using the Laptop/device to charge a cell phone.

Screen Care

The Laptop/device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never putting pressure on the top of a Laptop/device when it is closed.
- Never storing a Laptop/device with the screen open.
- Always making sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Hotspot Care and Return

- Hotspots should be returned at the beginning of the day before the 1st bell.
- Hotspots should NOT be carried in your Laptop/device bag, but in your backpack or other bag to protect the device.
- Hotspot should be placed near a window for best reception.
- Hotspot should be kept clear of food, drink, small children, pets, water, etc.

Laptop/device, Accessory, Hotspot Problems/Repair

If the device is not working properly, the student needs to take the device to the Tech Specialist in the Cybrary Charger Center located in the Library. If the device cannot be fixed within a reasonable time, the student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period.

The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take school-owned Laptop/devices, accessories, and hotspots to an outside computer service for any repairs or maintenance.

Appropriate Classroom, Cybrary, and Study Hall Routines

When at school the student will use the Laptop/device and/or any of the school's technology equipment strictly for educational purposes. Using the Laptop/device for recreational use during class time, while in the Library, or during study hall periods is prohibited. Students are expected to participate fully in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

- Logging into a Laptop/device
 - The student will log into their Laptop/devices using their school issued *Google Apps for Education* account.
 - The student will never share account passwords with other students.
- Managing and Saving Digital Work with a Laptop/device
 - The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 - MS Office 2016/2019 is installed on all Laptop/devices for working offline.
 - The student may elect to store a small number of files on the Laptop/device's hard drive.
 - The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
 - The school will not be responsible for the loss of any student work.
 - The District strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
 - When using G Suite for Education or MS Office the student will use language that is considered appropriate and polite. The student will not submit, post, publish, or share any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. Violation of this responsibility will result in disciplinary action.

- Listening to Music
 - The sound must be muted at all times unless permission is obtained from a teacher.
 - Headphones/earbuds may be used at the discretion of the teachers.
 - Students should have their personal set of headphones for sanitary reasons.
- Watching Movies
 - Watching movies on a Laptop/device is not allowed during school hours unless permission from the teacher has been provided to complete a school assignment.
- Webcams
 - Webcams are to be used for educational purposes only, as determined under the direction of a teacher.
- Gaming
 - Online gaming is not allowed during school hours unless the student has been given permission by a teacher to complete a school assignment.
- Backgrounds and Themes
 - Inappropriate media may not be used as backgrounds or themes. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or any other content deemed inappropriate by the administration will result in disciplinary actions.
- Printing
 - Students will be encouraged to publish digitally and share their work with their teachers and peers when appropriate.
 - Printing is available to the student printer with some availability in classroom locations. Printing is only available for printing school work.
 - Abuse of printing privileges can result in revocation of the ability to print.
- Programs and Chrome Extensions
 - Students are allowed to install programs and change settings on their own machine; however, any inappropriate materials/programs will result in behavior consequences per violation of the EULA.
 - Making changes to other student's machines is strictly prohibited and will result in a loss of privileges.
 - Students are allowed to install District approved Chrome extensions from the Chrome Web Store.
 - Students are responsible for the web apps and extensions they install on their Laptop/devices. The downloading of inappropriate material will result in disciplinary action.
- Hotspot Accessibility
 - Only for school use
 - Do not connect to other networks or devices in your home
 - Do not share or loan to other students
 - Hotspots are plug-n-play with the password provided with the device.
- Using Your Laptop/device, Accessories & Account or Hotspot Outside of School
 - Students are encouraged to use their Laptop/devices, accessories, and hotspot at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Laptop/device use at home. However, some applications can be used while not connected to the internet. Students are bound by the TPHS, TPUE/JH, AND TPLE **Student Authorization for Electronic Network Access & Acceptable Use Policy # 6:235** and all other guidelines in this document whenever they use their Laptop/device outside of school. Hotspots allow the same WIFI access the same as the school internet connection.
- Internet Safety & Content Filter
 - The District utilizes two forms of web and content filtering to maintain a safe and appropriate digital space for our students. The District's Internet access has a filtering device called iBoss that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act, HIPAA regulations and as determined by the district personnel. A second program used is Securly://, which ensures the safety of students when utilizing internet services and Google's G Suite. Securly:// will notify the proper personnel when there is questionable and suspicious content in

the online file storage, inbound and outbound email attachments, and links to websites.

Parent/Guardian Responsibilities

Tri-Point High School, District #6J makes every effort to equip parents/guardians with the necessary tools and information to ensure the safe use of the Laptop/devices in the home and community. There are several responsibilities assumed by the parent/guardian, which are outlined below:

- Sign the Student/Parent Technology Agreement and/or Attend a Student/Parent Laptop/Device Orientation
 - In order for students to be issued a Laptop/device, a student, and his/her respective parent/guardian must sign the *Student/Parent Technology Agreement*.
 - In order for students to be issued a Laptop/device, a parent/guardian must attend a Student and Parent/Guardian Training or sign acknowledgement of having viewed the informational video available online.
- Accept Liability
 - The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:
 - Not returned
 - Intentionally damaged
 - Lost because of negligence
 - Stolen, but not reported to school and police in a timely manner
- Monitor Student Use: The parent/guardian must agree to monitor student use at home and in any setting that is not the school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:
 - Investigate and apply parental controls available through the home's Internet service provider and wireless router.
 - Develop a set of rules/expectations for Laptop/device use at home and in the community. Some websites provide parent/child agreements for you to sign.
 - Only allow Laptop/device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
 - Demonstrate a genuine interest in what the student is doing on the Laptop/device. Ask questions and request that they show you his/her work often.
 - Support Internet Safety & Etiquette
 - Internet safety is about helping your child use the Internet productively and practice safe responsible online behavior. The following are a few basic guidelines to share with your child:
 - Follow your family's rules about when and where to use the Internet.
 - Be polite, kind, and respectful in all digital forums and whenever accessing technology.
 - Understand a website's rules, and know how to flag other users for misbehavior.
 - Recognize "red flags," including someone asking personal questions such as your name and address. Encourage your child never to share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
 - Never send pictures to strangers.
 - Keep passwords private (except from parents, school technology staff, and school administrators).
 - Never open a message from a stranger; it may contain a virus that can harm a computer.
 - Immediately tell an adult if something makes you feel uncomfortable or suspicious happens.
 - Visit Common Sense Education Connecting Families a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

Tri-Point CUSD #6J

Student and Parent/Guardian Technology & Laptop/device Yearly Agreement

Updated 2022-23

Student Agreement:

In order to receive and utilize a TP network account and a Laptop/device, accessories, and hotspot on the District network, the student must agree to the following:

- I will bring my issued Laptop/device and accessories to school EVERY day that I am in attendance.
- I will not use the issued Laptop/device or hotspot for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours (i.e., 8:05 am - 3:15 pm).
- I will charge the issued Laptop/device's battery daily and will NOT loan out the Laptop/device, accessories, or hotspot to other individuals, and know that I will be issued the same devices each year when possible.
- I will transport the Laptop/device in its issued protective bag/sleeve. The Laptop/device bag/sleeve should be securely closed before transporting the Device to another location. I will not add books and supplies to the bag/sleeve, since undo pressure on the Laptop/device may cause damage.
- I will keep the issued Laptop/device off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the Laptop/device since they may cause damage to the Laptop/device.
- I will not disassemble any part of my issued Laptop/device, accessories, or hotspot or attempt any repairs.
- I will not deface the issued Laptop/device or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Laptop/device, accessories or hotspot.
- I understand that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited.
- I understand that my Laptop/device is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the ***Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook.*** As such, the student is subject to all discipline measures for violation.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Laptop/device and its accessories on the District network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the Laptop/device, accessories or hotspot if damage or loss is negligent or deliberate.
- I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police for prosecution.
- I agree to immediately return the Laptop/device, accessories, and hotspot in good working condition upon request.
- I acknowledge that my student and I are to follow the expectations in the ***Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook*** and that my student is subject to discipline for violation of the expectations outlined in these documents.

Tri-Point CUSD #6J

Student and Parent/Guardian Technology & Laptop/device Yearly Agreement

Updated 2022-23

Technology & Laptop/device Agreement-Signature Sheet

By signing the Student and Parent Technology & Laptop/device Agreement, the student and parent agrees to the conditions outlined in the Student/Parent Technology Handbook and the Student Authorization for Electronic Network Access and Acceptable Use Policy.

Building student attends:

- Tri-Point High School
- Tri-Point UE/JH
- Tri-Point Elementary

Device:

- Lenovo Laptop/device High School One-to-One model
- HP Laptop/device (\$650 replacement cost / \$70 charger replacement)
- Apple Tablet
- Kindle Fire
- Other _____
- Verizon HotSpot with charger (replacement cost \$75)

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____

Official Use Only:

Signature of person handing device to family: _____ / date _____

CC:

- Tech Department File a Building of Issuance
- Student Temporary File at TPHS / TPUE-JH / TPLE
- Device File at TPHS, TPUE/JH, AND TPLE

Faith's Law Notification

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

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic

contact with the student. Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is

the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or

Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Erin's Law

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of:

(1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program.

The Program will:

1. Educate students with:
 - a. An age-appropriate curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities.
 - b. Information in policy 7:250, Student Support Services, about:
 - (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse
 - (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, Employee Ethics; Conduct; and Conflict of Interest;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 5:90, Abused and Neglected Child Reporting; 5:100, Staff Development Program; and 5:120, Employee Ethics; Conduct; and Conflict of Interest

- c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
- 3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, Employee Ethics; Conduct; and Conflict of Interest, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, Student Support Services.
- 4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity in writing