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District

Chapter 1 Introductory Information and General Notices

1.10 Introduction

It is the belief of the Board of Education of the Tuscola Community Unit School District No. 301 that good discipline and the observance of basic school regulations are necessary to ensure maximum efficiency in carrying out the educational processes. Students are expected to conduct themselves in a manner that reflects respect for each other, their teachers, other staff members, and school facilities.

Although every area of regulation and conduct cannot be covered in this publication; it contains several of the basic regulations and guidelines for acceptable student conduct and consequent penalties for violation of those regulations.

1.20 General Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection on the district webpage <http://www.tuscola.k12.il.us/> or at the Board office, located at:

1.30 Equal Opportunity and Gender Equality

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, gender, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy or any other status as protected by applicable law..

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

Any student or parent/guardian with a gender equality or equal opportunity concern should contact:

Mr. Gary Alexander, Superintendent
409 S. Prairie
Tuscola, IL 61953
Phone: (217) 253-4241
Fax: (217) 253-4522

409 S. Prairie
Tuscola, IL 61953
Phone: (217) 253-4241
Fax: (217) 253-4522

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mr. Brad Ingram	President	Mr. Bob Devlin	Vice-President
Mr. Darold Spillman	Secretary	Mr. Levi Miller	Member
Mrs. Jessi Young	Member	TBA	Member
Mr. Wade Wilcox	Member		

1.40 Affiliations and Honors

North Ward Elementary School is accredited by the Illinois State Board of Education. The students and staff have received the Academic Excellence award from ISBE and the National Blue Ribbon School of Excellence award.

East Prairie Middle School is accredited by the Illinois State Board of Education. East Prairie Middle School is a member of the Illinois Elementary School Association (IESA). East Prairie Middle School is a recognized member of the Illinois PBIS Network and has been awarded an Academic Excellence Spotlight School by the Illinois State Board of Education.

Tuscola Community High School is accredited by the Illinois State Board of Education. Tuscola Community High School is a member of the Illinois High School Association (IHSA).

1.50 General School Information

The School Board has hired the following administrative staff to operate the three schools in the District:

Mr. Gary Alexander	Superintendent
Mr. R. Jason Wallace	Principal, North Ward Elementary
Mr. Jared Vanusdoll	Principal, East Prairie Middle School
Mr. Steve Fiscus	Principal, Tuscola CUSD High School

North Ward school is located and may be contacted at:

1201 N. Prairie
Tuscola, Illinois 61953
Phone: (217) 253-2712
Fax: (217) 253-4851

East Prairie school is located and may be contacted at:

409 S. Prairie St.
Tuscola, Illinois 61953
Phone: (217) 253-2828
Fax: (217) 253-3236

Tuscola High school is located and may be contacted at:

500 South Prairie
Tuscola, Illinois 61953
Phone: (217) 253-2377
Fax: (217) 253-4861

1.60 Mission Statement

The mission of Tuscola Community Unit School District is to provide a safe environment in which to help students acquire the knowledge, attitudes, and skills necessary to develop healthy lifestyles and use leisure time constructively; to become responsible citizens with an understanding of the global interdependence of all people and societies in an ever-changing environment; to stimulate interest in the creative arts; to develop basic problem solving skills; and to promote an understanding of the use of technology as a tool of human endeavor.

North Ward Mission Statement:

North Ward Elementary School is a partnership of students, parents, educators, and the community committed to providing quality education for all students in order to challenge them to achieve their maximum potential. North Ward educates the whole child today to be the responsible citizen of tomorrow.

East Prairie Mission Statement:

East Prairie School is committed to the development of the child by fostering a love of learning and providing learning experiences which will enable students to become responsible citizens. The school expands and encourages the development of the potential of the individual child by maintaining high academic expectations. In addition to the daily instructional activities, the school provides an environment which includes a variety of extracurricular activities designed to strengthen the well-being of its students, stimulate intellectual growth, and develop an enthusiasm for learning in all students. The school and wider community cooperate to enhance the educational program by using the resources of the community to benefit all students.

Tuscola High School Mission Statement:

The mission of Tuscola Community High School is to provide a safe environment in which to help students acquire knowledge, attitudes, and skill necessary to develop healthy lifestyles; to become responsible citizens in a global society; to develop basic problem solving skills; and to stimulate interest in the creative arts and technology.

1.70 Animals on School Property

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

1.80 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the district office. A mandatory background check is required by all volunteers for classroom teachers who utilize volunteers. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

1.90 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television stations and/or check the district website and social media pages to be advised of school closings or early dismissals. Please update your email and cell phone contact information in order to allow notifications via our notification system. These updates may be completed at registration or in the building office. School closings for any reason will be announced by 7:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

1.100 Video and Audio Monitoring Systems

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

1.110 Accommodating Individuals with Disabilities

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

1.120 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Medical Management Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Medical Management Plan on file
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers
- Sign the Diabetes Medical Management Plan
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Medical Management Plan

For further information, please contact the building principal.

1.140 Communication

When you have a concern or question about any aspect of school, please take it to the teacher who is most directly involved. If the situation cannot be resolved to your satisfaction, take the problem to the building principal. Past this point, the superintendent and then the School Board may be contacted.

Our district website (<http://www.tuscola.k12.il.us>) has a wealth of information about the events that are taking place in our schools. The school pages feature weekly school announcements and link to the teacher-created websites that contain a variety of helpful resources. Please visit the website often!

Communication is an essential part of the educational program. We think it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established.

When classes are in session, staff members are not called to the telephone except in an emergency. If parents wish to confer with the teacher, they should leave their telephone number so the staff member can return their call when class is not in session. The telephone in the office is for business purposes and students are not expected to make calls except in an emergency. Students using the telephone must have permission from their classroom teachers or office personnel.

Chapter 2 Attendance and Promotion

2.10 Attendance

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

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

2.20 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence. After a student is absent for three consecutive days, a doctor's note of excusal is needed for any additional consecutive absences to be considered excused.

In the event of any absence, the student's parent or guardian is required to call the school at (217) 253-2712 (North Ward), (217) 253-2828 (East Prairie) before 8:30 a.m. or (217) 253-2377 (Tuscola High School) before 8:00 am to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence immediately upon return. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The phrase "Personal reasons" are not acceptable. Failure to follow these guidelines will result in an unexcused absence. Any student who leaves before 3:10 pm unless he/she is involved in a field trip or athletic contest must be signed out of school in the office by their parent or guardian. This includes the lunch period for grade and middle school students. The student should obtain an admission slip before proceeding to class.

Students who accrue 5 days of absence in a semester will be sent written notification (warning).

Absences in excess of 8 (excused and/or unexcused) will result in a Doctor's note status. Students will be required to have a confirmation signed by a Medical Doctor, Physician's Assistant or Nurse Practitioner within 48 hours of the appointment in order for future absences to be considered excused.

Students will be automatically dropped from the student roster upon receiving 10 unexcused absences.

A meeting will be scheduled to discuss placement.

2.30 Tardiness

Tardiness is being late to school or late to a class without a pass. If a student is late arriving to school, they must sign-in and receive a pass from the office. Students tardy to school are not to be admitted to class without an admit slip or pass. When a student is tardy to class, the teacher will record the tardy in the gradebook and report it to the office. Lateness to school because of a verified reason such as a medical appointment or late school buses will not be counted as a tardy. If a staff member detains a student, the student should request a pass for the next teacher. If students loiter in the halls during class time, they are subject to disciplinary action.

Excessive tardiness may result in a suspension. The principal will determine the length of the suspension.

2.40 Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.50 Release for Appointments

The district strongly encourages parents to make appointments for their students during times that do not conflict with school and instructional time. In order to be excused for an appointment, the following procedure must be followed:

Prior to the appointment, the student's parent/guardian should call the school or provide written notification to the office and give the following information:

- Name and grade of the student
- Time of the appointment
- Type of appointment
- Time to be released from school

The parents/guardians of grade and middle school students must sign the student out in the office. When the student returns, they must sign back in and provide a written statement from the doctor verifying the appointment.

No more than ½ day will be deemed excused for routine appointments. Extenuating circumstances may be granted permission by the building principal in advance.

2.60 Trips/Vacations/Planned Absences

Research indicates that it is not educationally sound to remove a child from school for a trip/vacation. While paperwork can be made up from being absent, your student will miss valuable interaction with teachers and students. Please be aware that in many cases, your child will earn a lower grade because of missed information that contributes to overall success in the classroom.

In the event that you do choose to remove your child from school for a trip/vacation, following policies should be followed:

1. You must notify the office by phone or written communication at least 1 week in advance of the student's dates of absence.
2. Students must obtain a Planned Absence form from the office. The student will then get a signature from each of his/her teachers and return it to the office for final approval. The teachers will write in assignments or instructions for the student regarding make-up work on the form.
3. Assignments will be due on the day the student returns to school.

2.70 Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. For example, a student who has been absent for three days will have up to three days to submit the last of his/her makeup work. The student is responsible for obtaining assignments from his/her teachers.

2.80 Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

2.90 Grading and Promotion

Tuscola CUSD No. 301 uses a nine-week grading period.

North Ward

In grades K – 4 the following are used: Exceeds (4), meets expectations (3), emerging (2), and area of concern (1) are the grades used in Kindergarten, 1st grade, and special area classes. Satisfactory (S), needs improvement (N), and unsatisfactory (U) are the grades used in first grade. In grades 2, 3, and 4, letter grades with a numerical value attached to each are utilized along with S, N, and U.

Grade values are as follows:

A+	100	C+	77-79		
A	93-99	C	73-76	S:	Satisfactory Work
A-	90-92	C-	70-72	N:	Needs Improvement
B+	87-89	D+	67-69	U:	Unsatisfactory Work
B	83-86	D	63-66		
B-	80-82	D-	60-62		
		F	Below 60		

East Prairie and TCHS

The grade values are as follows:

A	100 – 90	D	69 – 60
B	89 – 80	F	Below 60
C	79 – 70		

Midterms will be sent via TeacherEase to parents/guardians.

For the purpose of figuring Honor Roll and High Honors, the following criteria is used:

Honor Roll – 3.5 to 3.99 grade point average (No grades below a B-)

High Honors – 4.0 grade point average (All As)

School report cards are available for viewing on TeacherEase on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

At the end of each school term, each student is to be promoted or retained. Promotion means advancement to the next higher grade level, and retention means repeating the grade level just completed to the extent deemed necessary by the building principal. The final authority for decisions on the promotion or retention of a student rests with the building principal. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social

reason not related to academic performance. The building principal shall consider input from staff and parents in regards to the promotion or retention of a student.

To qualify for promotion at North Ward Elementary it is based upon successful completion of the curriculum students must:

- in grade 1 - receive a satisfactory grade (S) for the yearly average in reading.
- in grade 2 - receive a passing grade for the yearly average in reading and mathematics.
- in grades 3 and 4 - must not receive a yearly average of "F" in three or more academic subjects.

To qualify for promotion at East Prairie Middle School it is based upon successful completion of the curriculum students must:

- in grade 5 – pass four of six core classes (English, Math, Reading, Science, Social Studies, and Writing). A student who receives three or more F's in a subject is determined to have failed that subject for the school year.
- in grades 6 through 8–pass three of five classes core classes(Composition, Literature, Math, Science, Social Science).
- in grade 8 pass examinations on the Constitution of the United States, the Declaration of Independence, the United States Flag Code, and the Constitution of the State of Illinois.

To qualify for promotion at Tuscola High School it is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing.

If a student does not qualify for promotion based upon the successful completion of the curriculum (above), the building principal may consider that the student's academic performance in the following areas as a basis for promotion:

- performance on the standardized testing done at that building.
- successful completion of a summer tutorial program or summer school program.
- successful completion of additional instruction during the current school year.
- other criteria in the opinion of the principal that is consistent with the intent of this policy.

If additional instruction or summer work is done outside the Tuscola Schools, it should be approved in advance by the building principal.

2.100 Homework

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

If parents or guardians wish to pick up homework for a child during an absence, please request the homework when you report the child's absence in the morning. This will allow the teacher time to prepare the homework assignments. Homework may be picked up as early as 3:00 p.m. or sent home with a sibling or friend as requested. If a child will be absent for two or more days, please request assignments.

2.110 Student/Teacher Assignments and Requests

Student/teacher classroom assignments are made by the principal with teacher input. At North Ward, the classes are grouped with the following factors in mind:

1. Equal ratio of boys to girls in all classes.
2. A broad range of student abilities represented in each class.
3. Separation of students who do not work well together and who may impede each other's chances to learn.
4. Equal numbers of students in each class who are still learning to control their behavior.
5. Equal ratio of students from each previous grade level teacher.
6. When possible, two students will not be in the same class with the same first name.

At East Prairie, the classes are grouped with the following factors in mind:

1. Equal ratio of boys to girls in all classes.
2. A broad range of student abilities represented in each class.
3. Separation of students who do not work well together and who may impede each other's chances to learn.
4. Equal numbers of students in each class with behavior concerns.

Because of the importance of maintaining a balance between the classrooms, there can be no guarantee that all special requests for student/teacher classroom assignments will be honored. If there is a special circumstance that necessitates a request for placement, please complete the request sheet that will be available in the office or on the district website by the last day of student attendance prior to the upcoming school year.

2.120 Transfer between Schools

When students change their residence during the school year, they may be allowed to complete the school year in the school they have been initially attending. Other transfers between schools not involving a change of residence shall require the approval of the receiving district's superintendent. Student's records are forwarded when the receiving district sends the appropriate request forms which have been signed by the parent.

2.130 Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building principal.

Chapter 3 Student Fees and Meal Costs

3.10 Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or other charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free/or reduced meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

3.20 School Meal Program

Breakfast is served every school day from 7:30 a.m. to 8:10 a.m. at North Ward, 7:30 a.m. to 8:00 a.m. at East Prairie, and 7:45 a.m. to 8:00 a.m. at Tuscola High School. Lunch is served every school day from 11:00 a.m. to 1:05 p.m. at North Ward, 11:00 a.m. to 12:45 p.m. at East Prairie, and 11:46 a.m. to 12:29 p.m. at Tuscola High School, except when there is an 11:00 a.m. or earlier dismissal.

The following information explains the breakfast and lunch program:

1. Students may pay for meals on a daily, weekly, or monthly basis.
2. The School Board sets the prices and you will be notified of the amount at registration.
3. Meal and milk money are collected by the classroom teacher at North Ward and by the cafeteria staff at East Prairie and Tuscola High School. A collection box is placed inside the front doors outside of the office at East Prairie. Meals can also be paid via TeachEase with process payment fee.
4. Breakfast and lunch menus are sent home with the children once a month (North Ward and East Prairie) and are also available on the school website.
5. Students, at all schools, are allowed \$10 in past charges. Once a student has accumulated a \$10 past due balance the student will be served a sunflower butter sandwich and milk if they have not brought a sack lunch from home or another arrangement for lunch.
6. If a child is bringing his/her lunch from home and wishes to purchase milk, there is a nominal fee.

7. At North Ward, all students enjoy a milk break during their school day. The fee for this milk may be paid for by semester or year. If you are paying by the semester, second semester payment is due the middle of January. If paying by the year, it is due at the beginning of the school year. Children are allowed one week's grace. After this time, they will not be allowed milk until payment is received. There are no refunds.

Parents are welcome to join their child for lunch. We do ask that parents notify the office by 9:00 a.m. if they are planning on eating a school lunch so an appropriate lunch count can be acquired. Parents may pay for their lunch in the school office.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Chapter 4 Transportation; Arrival and Dismissal

4.10 Bus Transportation

The district provides bus transportation to and from school for all students living within an area predetermined by the Illinois State Board of Education (students who reside 1.5 miles or more from the school that they attend or south of Route 36). A list of bus stops will be published at the beginning of the school year before student registration. 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 transportation company. Families who would not normally receive bus transportation may purchase such from Gould Bus Company for a reasonable fee.

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 may be handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus.
2. Do not stand in the entrance or in the aisle.
3. Do not move from one seat to another while on the bus.
4. Keep all parts of the body and all objects inside the bus.
5. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
6. Enter and exit the bus only when the bus is fully stopped.
7. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
8. Use the emergency door only in an emergency.
9. In the event of an emergency, stay on the bus and await instructions from the bus driver.
10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.
19. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend 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.

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

For questions regarding school transportation issues, contact: Gould's Transportation (217) 253-2232.

Chapter 5 Health and Safety

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination by an Illinois health care professional (NP, PA, DO, MD) 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.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection; Illinois requires a Certificate of Religious Exemption form to be completed and signed by a physician.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;

3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.20 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." Parents will need to bring in their child's medication into the school to be counted in the presence of a school employee. We will no longer accept medication sent to school with a child.

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

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

All students must have an Over-the-Counter medication Form on file for school personnel to dispense any over-the-counter medications to them during the school day. This has to be signed by a parent and healthcare provider.

5.30 Illness

If a child has any of the following signs or symptoms, please do not send him/her to school. It is always best to call a doctor early when your child is sick.

1. Red or mattering eyes
2. Sore throat
3. Excessive coughing
4. Earache or drainage from ears
5. Rash
6. Nausea, vomiting, or diarrhea
7. Fever
8. Swelling around the neck

9. Head lice or nits

Your child may be sent home for the following health-related reasons.

1. Elevated temperature of one degree or more – the student must be fever-free for 24-hours before returning to school
2. An undiagnosed rash
3. Nausea, vomiting, diarrhea or any change in the child's general well condition
4. Head lice, nits, pink-eye, or other transmittable infection or infestation

Any child who becomes ill at school must be picked up in the school office by a parent, guardian, or other adult designated by the parent to do so. Children who are ill are not allowed to walk home by themselves.

Upon returning to school following an illness, the student should present a written excuse to his/her teacher if contact was not made between parents and the office on the day of the absence.

5.40 Safety Drill Procedures and Conduct

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

5.50 Communicable Diseases

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

5.60 Head Lice

The school will observe recommendations of the Illinois Department of Public Health and Board Policy regarding head lice.

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

5.70 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Chapter 6 Discipline and Conduct

6.10 Prohibited Student Conduct

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing or backpack; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

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

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

6.10.1 Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Multi-Tiered Systems of Support (MTSS) referral.
3. Withholding of privileges.
4. Seizure of contraband.
5. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. Students will be afforded the opportunity to complete work for a grade.
6. Suspension of bus riding privileges.
7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
9. Notifying parents/guardians.
10. Temporary removal from the classroom.
11. In-school detention for a period not to exceed 5 school days. This affords the student the opportunity to receive full credit on all daily work, quizzes and major projects.

12. After-school study provided the student's parent/guardian has been notified.

6.10.2 Corporal Punishment

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

6.20 Preventing Bullying, Intimidation, and Harassment

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

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, gender, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. Sexual Harassment specifically is the creation of a hostile or offensive environment due to unwelcome sexual advances or inappropriate sexual conduct or references. Sexual harassment is unacceptable and will result in discipline.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator, or a complaint manager (Superintendent, Principal, Guidance Counselor, Social Worker, and School Psychologist). Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. The parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

6.30 General Building Conduct

Students shall not arrive at school before 7:30 a.m. at North Ward, East Prairie, and Tuscola High School. Classes begin at 8:20 a.m. at North Ward, 8:15 a.m. at East Prairie, and 8:05 a.m. at Tuscola High School and students are dismissed at 3:20 p.m. at North Ward and 3:15 p.m. at East Prairie and Tuscola High School each day. The exception to this rule is arrival times for designated zero hour students. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and hoods shall not be worn in the building. Any hat brought to school shall be removed before entering school.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- No food or drinks, of any kind, is allowed in classrooms or lockers. Only water in clear containers is allowed in school.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school. Any potentially hazardous object is not permitted at school and will be confiscated. Parents/guardians may pick up the object from the office.
- No radios, tape players, CD players, Cellphones (except at Tuscola High School where Cell phones are allowed in the hallways during passing periods. They must be off and put away prior to entering the classroom.), cameras, iPads, iPods, variations of headphones or variations of e-books are permitted during class periods or between passing periods without permission from the principal.
- No earbuds, "Airpods", or other bluetooth listening devices are allowed in class.
- Game cards are not allowed at North Ward.
- Book bags are prohibited in the classrooms unless approved by the administrator with a doctor verified need. This includes large purses and computer cases. Laptop computers and iPads need to be protected with a padded/neoprene sleeve.
- All books should be school appropriate.

6.40 School Dress Code/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.

- 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 or anything that may reasonably be interpreted as such.
- Hats, hoods, coats, and sunglasses may not be worn in the building during the school day.

- Pants/shorts will be worn at the waist with no undergarments exposed above pants.
- No pajamas or slippers (unless approved by the building principal).
- Hair styles, dress, and accessories that pose a safety hazard are not permitted at recess or during physical education.
- Clothing with holes, frays, rips, tears, and clothing that is otherwise poorly fitting, showing skin anywhere above the knee and/or undergarments may not be worn at school. No t-shirts with any portion removed will be permitted.
- The length of shorts or skirts must be appropriate for the school environment. They must not be shorter than mid-thigh.
- Spaghetti strap tops or tanks should have a minimum of 1" straps.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Clothing at extracurricular events: It is our intent to represent Tuscola at all times in a first class manner. We will respect all participants, officials and opponents. We will behave and dress in such a way as to promote Tuscola extra-curricular activities.
 - Shirts will be worn at all times during sporting events and while in the school zone. It shall cover the torso and mid-section from the neck to the waist. Arm openings shall not reveal any part of the midsection.

When a student's dress violates the rules or becomes inappropriate for the school setting, then it becomes the responsibility of the school to intervene. Faculty and administration reserve the right of determining whether student dress is appropriate or disruptive to the education process. Students who violate the student dress code shall be immediately required to change their attire.

6.50 Discipline

Definitions of Administrative Discipline Consequences

Warning: Students are told that repeated offenses will result in more severe disciplinary action.

Parent Contact: Parent is notified of the discipline concern by phone, email, mail or in person.

Detention: Time assigned the student by a staff member or administrator to be served outside of the academic portion of the school day.

Saturday Detention: Time assigned the student by an administrator to be served on Saturday morning from 8:00 a.m. to 11:00 a.m.

Social Probation: Exclusion from participation in and/or attendance at an extra-curricular school sanctioned activity.

In School Suspension (ISS): A temporary exclusion of a student from his/her regular class schedule. The student will spend the regular school day at school, but is isolated from the other students.

Out of School Suspension (OSS): A temporary exclusion of a student from school (including all school activities), from all district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days.

Expulsion: Board of Education approved exclusion of a student from school for a period of time greater than ten (10) days, which may extend into future school years.

Students may be disciplined for misconduct, including but not limited to the following:

6.50.1 Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, or any other vaping device.

6.50.2 Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

6.50.3 Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

6.50.4 Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy-club, or any other object if used or attempted to be used to cause bodily harm.

6.50.5 Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” ***Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and checked in at the beginning of each class period during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.***

The use of ear-buds, bluetooth listening devices (Airpods, etc), or headphones in the hallway is permitted as long as one ear remains free from use. No earbuds, “Airpods”, or other bluetooth listening devices are allowed in class.

6.50.6 Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

6.50.7 Disobeying rules of student conduct or directives from staff members or school officials.

6.50.8 Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

6.50.9 Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

6.50.10 Being absent without a recognized excuse:

An unexcused absence indicates the student is absent from school with or without the consent of parents but for a reason which is not acceptable to the school or the state. Being absent from school to take the new driver’s exam or to have senior pictures taken requires pre-arranging this absence with the school office. Failure to do so will be considered an unexcused absence. Appropriate disciplinary action will be applied to the student and no credit will be given for school work missed. Students with any unexcused absence within a semester will be required to take all final exams for that particular semester as directed by the administration. Unexcused absences are calculated based on class minutes. If a student is absent for more than half of a class period without valid cause it will be considered an unexcused absence.

6.50.10.1 Students who are absent from school for reasons of illness for more than eight (8) days may be required to produce a doctor’s note for each absence after the initial eight (8) days. If said doctor’s note is not produced the absences will be considered unexcused.

- 6.50.10.2** Chronic or habitual truant shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Chronic or habitual truants may be dropped from School attendance rosters.
- 6.50.10.3** Make-up Work - Students with an unexcused absence are expected to ask for missed assignments and to complete the work for no credit. By making up the work, the student will not miss any educational opportunity and will be ready for the next examination. Students with excused absences will be allowed as many school days to make up work upon their return as the number of school days they were excused absence.
- 6.50.10.4** Participation in school activities - Students: (a) must be in attendance by 11:30 a.m. for East Prairie, (b) must be in attendance for four complete class periods for Tuscola High School, to participate in any school activity (curricular or extracurricular) unless approval is given by the principal.
- 6.50.10.5** College Visitation - Tuscola Community High School has allowed students to visit a college of their choice and be excused from school to do so.

Procedure for arranging your visit.

- This is limited to two excused school days/ special arrangements may be made by your parents and the principal.
- You must have shown a previous interest in the school through exploring the school catalogue and other material in the guidance office with your counselor.
- You must have made an appointment with the admissions office by telephone or letter. The statement, "They told me to come at any time," is not an adequate arrangement.
- Notify your counselor at least three (3) days before your appointment.
- Ask your teachers for your assignments before leaving and have the teachers initial your Clearance for Absence Slip.
- Check with the main office and return the Clearance for Absence slip the day before leaving.
- College visits must be scheduled prior to May 1st. Visits after May 1st may be denied by the administration.

6.50.11 Being tardy without a recognized excuse.

Tardiness is being late to school or late to a class without a pass. If a student is late arriving to school, they must receive a pass from the office. Students tardy to school are not to be admitted to class without an admit slip or pass. Lateness to school because of a verified reason such as a medical appointment or late school buses will not be counted as a tardy. When a student is tardy to class, the teacher will record the tardy in the gradebook and report it to the office. If a staff member detains a student, the student should request a pass for the next teacher.

East Prairie:

- 1st offense: Verbal warning; behavior log
- 2nd offense: Verbal warning; behavior log
- 3rd offense: 1 detention; parent contact
- 4th offense: 2 detentions; parent contact
- 5th offense: 1-day In School Suspension; parent contact

Tuscola High School:

- 1st and 2nd offenses: verbal warning
- 3rd offense: 1 detention/ contact parents
- 4th offense: 2 detentions/ contact parents
- 5th offense: 5-day lunch suspension/ contact parents/ PBIS referral
- 6th offense: 1 Saturday School/ contact parents
- 7th offense: 2 Saturday Schools/ contact parents
- 8th offense: 10-day lunch suspension
- 9th offense: 1-day in school suspension
- 10th offense: 2-day in school suspension
- 11th offense: 1-day out of school suspension
- 12th offense: discretion of the administration

6.50.12 Being involved with any public school fraternity, sorority, or secret society.

6.50.13 Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

6.50.14 Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

6.50.15 Engaging 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.

Any school related discipline may be considered in addition to legal/ court related consequences.

6.50.16 Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

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

6.50.18 Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

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

6.50.18.2 A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

6.50.19 Profane and obscene language and gestures and possession of magazines/literature with an overt sexual focus

6.50.20 Detention, Failure to Serve

6.50.21 Displays of Affection - Public displays of affection will result in a conference with the teacher and/or administrator and parent notification. If continued, each student involved will face disciplinary action.

6.50.22 Disruptive Behavior/Horseplay

6.50.23 Extortion - The attempt to obtain the money or the possessions of another person by the use of threats or force is prohibited.

6.50.24 False Reports/Forgery

6.50.25 Alarms, False

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

6.50.27 Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.

See athletic code

6.50.28 When and Where Conduct Rules Apply

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

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

6.50.29 Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

6.60 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. **This is completed during registration.** Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Current grades place students on the eligibility list. Any D or F in an academic class.

6.70 Multi-Tier System of Supports (MTSS)

MTSS provides schools with a structured focus integrated for improved student learning. MTSS focuses on the social, emotional and behavioral growth of students and to the overall process that is utilized for student outcome improvement while taking both academic and behavioral learning into consideration.

Key components:

- Improving student outcomes for all students
- Multi-tiered system of supports
- Early intervention and prevention
 - Social Probation
- Examining student progress at regular intervals
- High quality, differentiated instruction

- Research-based, effective interventions
- Collaborative educational teams
- Parent involvement

Chapter 7 Athletic and Extracurricular Activities

7.10 Activity Fees

Each sport has a \$25.00 fee per student. Football cost is \$40.00. The family maximum for sport fees is \$150.00 per year. The fee must be paid prior to the start of practice for each given sport. No student shall be allowed to participate until the sport fee is paid.

7.20 Athletic/Extracurricular Rules & Code of Conduct for East Prairie

Extra-curricular activities are an integral part of the middle school experience. Participation in an extracurricular program greatly enhances a student's involvement and enjoyment of his/her school experience and contributes to the development of a well-rounded individual. Important goals of an extracurricular program include, but are not limited to giving student's direction, developing healthy living habits, self-discipline, leadership, teamwork, respect for rules and regulations. It is the intent of the coaches and sponsors of extracurricular activities to assist students in developing healthy habits facilitate support and access to services when needed.

Participation in student extracurricular activities is considered an extension of, although separate from, the regular school day. While the regular curriculum (classes) is a right offered to each student, participation in extracurricular activities is a privilege and not a right. Participation in extracurricular activities carries additional expectations beyond those found in the daily classroom. The Extracurricular Code is established for students taking part in any of the extracurricular programs offered.

Students who participate in extracurricular programs or events publicly represent Tuscola Community Unit Schools and are subject to the rules and regulations of Unit 301, East Prairie School and this Code. It is the responsibility of each student and his/her parent(s) or guardian(s) to be knowledgeable of the school rules and of this Extracurricular Code. Copies of the Code are available in the school office. In addition to other possible disciplinary consequences handed out by school administration, students who violate school rules and/or the provisions of this Code may be prohibited from representing Tuscola Community Unit Schools.

7.20.1 Minimal Expectations

Daily attendance at school, team/activity practices, and contests.

Adherence to all rules set forth by the coach or sponsor, East Prairie School and the Illinois Elementary School Association.

Conduct becoming an East Prairie student, including adherence to the School Discipline Code, and demonstration of respect for persons and property at all times. See Appendix B

Refraining from the use or possession of tobacco, alcohol, or other illegal substances.

7.20.2 Chain of Command

As with any organization, it is necessary to provide a means of decision making and resolution of disagreements. In all such instances, sponsors, students/athletes, and parents should follow this hierarchy. Students/Athletes should attempt to resolve all issues directly with the coach/sponsor. Parents should first address all questions and concerns to the coach/sponsor. If, after first attempting to resolve matters with the coach/sponsor a student or parent is not satisfied, the chain of command which is to be followed is as indicated:

- A. Coach/Sponsor
- B. Athletic Director
- C. Principal
- D. Superintendent
- E. Board of Education

7.20.3 Procedures for Breach of the Code

In cases where school attendance policies have been violated, the coach or sponsor, in conjunction with the administration, will determine the appropriate disciplinary action. In Athletics, IESA Rules of Conduct are the minimum standard that will apply.

1. School Attendance: Students/Athletes are required to be in attendance, as specified in the East Prairie attendance policy. Failure to comply with attendance policies will result in possible disciplinary action by the coach or sponsor and/or disciplinary action in accordance with school policy. Students must be at school by 11:30 AM to participate in extracurricular activities that evening.
2. Eligibility: Students/Athletes are required to be passing all academic classes in order to be eligible for participation in extracurricular programs. Weekly eligibility checks are done on the Thursday of each week with reports being submitted to the coach/sponsor the next business day. The period of ineligibility then begins the following Monday and runs through Sunday. For eligibility, consequences will only be enforced during a specific extracurricular activity; they will not carry over from activity to activity. Grades shall be cumulative for the school's grading period.

1st Offense: Ineligible for one week; no contests

Subsequent Offenses: Ineligible for one week; no contests and no practices

Absence from School on Day of Activity. A student athlete or extracurricular event must be in attendance at school by 11:30 AM on the day of an activity on that day unless the absence has been approved in advance by the principal. Exceptions may be made by the coach/sponsor: 1) for a medical absence pre-arranged with the coach or 2) for a death in the participant's family. A student athlete taking a P.E. no-dress shall be withheld from participating in that day's events. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Doctor's Excusal from P.E. A doctor's note excusing participation in PE will also withhold the student from all extracurricular sports for the same period.

At all practices and events, students of East Prairie School are expected to conduct themselves in a manner that reflects the highest standards. It is the responsibility of all coaches/sponsors to monitor their team/group at all times, in all places. Any complaint to the school administration will receive serious attention by the administration. The administration has sole discretion in determining consequences of all such actions.

Use, possession, or deliverance of Tobacco or Alcohol (in any form). When a Tuscola Community Unit Schools staff member, school official, or law enforcement officer reports a violation of the extracurricular code, the coach/sponsor and principal will meet to discuss the violation and any penalties that will be assessed. Violations must be based on proven knowledge and not hearsay evidence.

1st Offense: Suspension from twenty percent of contests/activity.

2nd Offense: Expulsion from current sport/activity for the remainder of the year.

3rd Offense: Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Use, possession, sale, or deliverance of any controlled substance, look-alike substance, or cannabis, as defined by the Illinois Statutes:

1st Offense: Suspension from twenty percent of contests/activity.

2nd Offense: Expulsion from current sport/activity for the remainder of the year. As a part of the expulsion, and in order to be reinstated the student must attend an approved counseling program when drugs or alcohol are involved (at his or her own expense), to address such problems.

3rd Offense: Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Commission of any other Criminal Offenses:

In the event a student commits any other criminal activity, any suspension and/or expulsion will be determined by the policies outlined in the East Prairie School Handbook/Athletic Handbook.

1st Offense: Suspension from twenty percent of contests/activity.

2nd Offense: Expulsion from current sports/activity for the remainder of the year.

3rd Offense: Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Students, whether spectators or participants, who ride a school bus to any school event must come home on the school bus. The only exception to this rule is that a student may ride home with his/her parents provided the coach or proper school authority is notified in writing and approves.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Players ejected for unsportsmanlike conduct: Any player ejected for unsportsmanlike conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the school may assess.

Coaches ejected for unsportsmanlike conduct: Any coach ejected from a contest for unsportsmanlike conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at that level in the interim, in addition to other penalties the school may assess.

7.20.4 Code for Good Sportsmanship

A school is judged by the conduct of its participants and spectators during any contest. We want our school to be held in high esteem. You are asked to study this code of good sportsmanship and abide by it.

1. I will at all times conduct myself in a respectful manner.
2. I will at all times show sportsmanship-like attitudes as a participant or spectator towards opponents and officials.
3. As a participant, I will always strive to do my best to win but to make my efforts fair according to the rules.
4. As a spectator, I will accept the officials' decisions and refrain from unwholesome comments and actions which reflect adversely on my school and myself.
5. I will demonstrate in practice and play a love of sports not for personal glory or gain but for enjoyment and satisfaction, whether winning or losing.

7.30 Athletic/Extra-Curricular Rules & Code of Conduct for Tuscola High School

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and dance. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

7.30.1 IHSA. Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA and this Athletic Code, the most stringent rule will be enforced.

7.30.2 Eligibility. To retain athletic eligibility, an athlete must have passed 4 academic classes for the semester preceding his or her athletic eligibility and must have passed 4 semester hours of academic course work in the week preceding his or her athletic eligibility.

7.30.3 Weekly D/F List. At the completion of a semester, students who appear on the last eligibility list ("D/F List") of the semester, shall regain eligibility on the start date of the new semester for pass, library, and field trip purposes only.

7.30.3 Requirements for Participation. An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
7. A doctor's note excusing participation in PE will also withhold the student from all extra-curricular sports for the same period.
8. A doctor's note (release) is required for a student who has been withheld due to injury, to re-enter a sport and PE.

7.30.4 Behavioral Conduct. Misconduct by student-athletes will not be tolerated. Misconduct shall include, but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

IHSA *6.011 – PLAYERS EJECTED FOR UNSPORTSMANLIKE CONDUCT. Any player ejected for Unsportsmanlike Conduct will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to the other penalties the IHSA or the school may assess.

IHSA *6.012 – COACHES EJECTED FOR UNSPORTSMANLIKE CONDUCT. Any coach ejected from a contest for unsportsmanlike conduct will be ineligible for the next interscholastic contest at that level of

competition, and all other interscholastic contests at that level in the interim, in addition to other penalties the IHSA or the school may assess.

7.30.5 Drugs, Alcohol and Tobacco. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

7.30.6 Rules in Effect. The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

1st offense: Suspension from twenty percent of contests/activity.

2nd offense: Expulsion from current sport/activity for the remainder of the year.

3rd offense: Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Honesty and integrity are promoted at Tuscola Community High School, as result consequences may be reduced for self-reporting.

7.30.7 Eligibility. Students/Athletes are required to be passing four academic classes. Weekly eligibility checks are done on the Thursday of each week with reports being submitted to the coach/sponsor the next business day. The check should not reflect only a given week's scholastic performance; rather, it should reflect the student's cumulative performance for the semester through the date of the check. The period of ineligibility then begins the following Monday and runs through Sunday. For eligibility, consequences will only be enforced during a specific extracurricular activity; they will not carry over from activity to activity.

1st Offense: Ineligible for one week; no contests

2nd Offense: Ineligible for one week; no contests no practices

3rd Offense: Removal from Extracurricular Activity

7.30.8 Absence from School on Day of Activity. An athlete who is absent from more than 4 class periods on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration. **A student-athlete taking a P.E. no-dress shall be withheld from participating in that day's events.** An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

7.30.9 Travel. All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Chapter 8 Internet, Technology, and Publications

8.10 Internet Acceptable Use

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

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

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

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

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

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

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

Telephone 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.

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

1. 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.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of E-mail - The District's e-mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students as an education tool.

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

8.20 Electronic Devices

Electronic devices including portable radios, iPods, iPads, cell phones, and video games are not to be used on school property by students unless an educator requests them for a specific purpose or the student is using the device during non-instructional times. If these objects are brought to school, these items may be confiscated if the items are being used inappropriately or appropriate permission was not granted. Parents/guardians may pick up these objects in the office. The school will not be held liable for damaged or stolen items.

8.30 Guidelines for Student Distribution of Non-School-Sponsored Publications

8.30.1 Compliance

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

- b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook; or
 - d. Is reasonably viewed as promoting illegal drug use;
- 7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 - 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

8.30.2 Distribution and Access

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
- 4. Is primarily intended for the immediate solicitation of funds;

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Chapter 9 Search and Seizure

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

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

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

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

9.20 Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

9.30 Seizure of Property

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

Chapter 10 Special Education and Screenings

10.10 Education of Children with Disabilities

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

The district provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

10.20 Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

10.30 Exemption from Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student’s individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student’s individualized education program.

10.40 Request to Access Classroom or Personnel for Special Education

10.40.1 Evaluation or Observation - The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

10.50 Screenings

Tuscola CUSD No. 301 participates in preschool and Kindergarten screenings, sponsored by the Eastern Illinois Area of Special Education (EIASE). The purpose of these screenings is to offer parents the opportunity to learn about their child's development. The screenings take place in the spring. Watch website announcements and the Tuscola Journal for upcoming dates.

Chapter 11 Student Records and Privacy

11.10 Student Privacy Protections

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

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

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

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

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

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

11.20 Student Privacy Protections

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

11.20.2 Requests from Military or Institutions of Higher Learning. Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

11.30 Maintenance and Destruction of School Student Records

The provisions within the Act and this Part requiring the official records custodian to separate school student records into permanent and temporary categories shall apply only to records of students who are enrolled in the school on or after the effective date of this Part. Records of students who have graduated or permanently withdrawn prior to the effective date of this Part are not subject to these classifications except: 1) In compliance with the request of a parent or eligible student that this categorization occur; and 2) The official records custodian shall ensure that information characterized by the Act and this Part as "temporary" shall not be disclosed except as provided by Section 5 or 6 of the Act or by court order [105 ILCS 10/4(f)]. For the purposes of this Part, a court order is a document signed by a judge. A subpoena signed by a court clerk, an attorney or an administrative agency official shall not be considered a court order unless signed by a judge. b) Pursuant to Section 4(g) of the Act [105 ILCS 10/4(g)], student temporary records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information pursuant to Section 375.10 of this Part. The records review is required in any given school year at the time a student first changes attendance centers within a district, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. c) Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of the student's records at any time prior to their destruction. Notification shall consist of the following: date of notification, name of parent, name of official records custodian, name of student, and the scheduled destruction date of temporary and permanent records. Biometric information collected pursuant to the district's policy, if any, shall not be subject to the retention requirements applicable to the remainder of students' temporary records under Section 4(f) of the Act, and its destruction shall not be subject to authorization by the appropriate Local Records Commission under Section 7 of the Local Records Act [50 ILCS 205/7]. Instead, the destruction of students' biometric information shall conform to the requirements of Section 10-20.40 or 34-34.18 of the School Code, as applicable.

Chapter 12 Parental Right Notifications

12.10 Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

12.20 Standardized Testing

Students and parents/guardians should be aware that students in grades 3-8 and 11 will take standardized tests in the spring semester. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

12.30 Homeless Child's Right to Education

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

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

For assistance and informational support for homeless families, please contact the school social worker.

12.40 English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

12.50 School Visitation Rights

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

12.60 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Mr. Gary Alexander
409 S. Prairie
Tuscola, IL 61953
Phone: (217) 253-4241
Fax: (217) 253-4522

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.70 Mandated Reporter

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

12.80 Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

12.90 Violent Offender Community Notification

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

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

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

North Ward Elementary

Chapter 1 Introductory Information and General Notices

1.10 Parents and Students

It is my honor to welcome you to North Ward Elementary School.

Preparing our students for their future through the use of developmentally appropriate and research-based practices is the mission of each and every staff member. With the partnership of the parents, students, and community members, we are able to achieve this goal.

North Ward Elementary School is the recipient of many awards, two of which are the National Blue Ribbon School Award (given by the U.S. Department of Education in 2006) and Academic Excellence Award (given by the Illinois State Board of Education in 2013).

North Ward Elementary is a Positive Behavioral Interventions & Supports (PBIS) school that recognizes three school-wide expectations: Be Respectful, Be Responsible, & Be Safe. These three expectations help each child, from Early Childhood to fourth grade, make appropriate choices to be successful in their school community.

I invite you to visit North Ward Elementary to see our positive, child-centered approach in action. With our community, parents, staff, and children working together we will continue to provide our students with an excellent foundation for their life-long adventure in learning.

Sincerely,
Mr. R. Jason Wallace
North Ward Elementary Principal

1.20 Daily Schedule

8:00 a.m.	North Ward staff begins supervision of students at morning recess or in the gym if inclement weather or special assembly - Students can enter for breakfast at 7:50am
8:00am-8:10 a.m.	Breakfast is served in the cafeteria and morning recess is on playground
8:10-8:15 a.m.	Meet & Greet occurs in gym but only during inclement weather or assembly
8:15 a.m.	School begins for grades K-4.
8:30 a.m.	School begins for a.m. early childhood classes.
11:00 a.m.	Dismissal for a.m. early childhood classes.
11:00a.m.-12:00 p.m.	K lunch (11:00-11:30 a.m.) & recess (11:30 a.m.-12:00 p.m.)
11:00a.m.-12:00 p.m.	Grade 1 & 2 recess (11:00-11:30 a.m.) & lunch (11:30 a.m.-12:00 p.m.)

12:05-1:05 p.m.	Grade 3 lunch (12:05-12:35 p.m.) & recess (12:35-1:05 p.m.)
12:05-1:05 p.m.	Grades 4 recess (12:05-12:35 p.m.) & lunch (12:35-1:05 p.m.)
12:30 p.m.	School begins for p.m. early childhood classes.
3:00 p.m.	Dismissal for p.m. early childhood classes.
3:20 p.m.	Dismissal for grades K-4.

1.30 Two-Hour Delay Schedule

10:00 a.m.	North Ward staff begins supervision of students at morning recess or in the gym if inclement weather or special assembly- NO BREAKFAST
10:15-10:20 a.m.	Meet & Greet occurs in gym but only during inclement weather or assembly
10:20 a.m.	School begins for grades K-4.
11:00 a.m.-12:00 p.m.	K lunch (11:00-11:30 a.m.) & recess (11:30 a.m.-12:00 p.m.)
11:00 a.m.-12:00 p.m.	Grade 1 & 2 recess (11:00-11:30 a.m.) & lunch (11:30 a.m.-12:00 p.m.)
12:05-1:05 p.m.	Grade 3 lunch (12:05-12:35 p.m.) & recess (12:35-1:05 p.m.)
12:05-1:05 p.m.	Grades 4 recess (12:05-12:35 p.m.) & lunch (12:35-1:05 p.m.)
12:30 p.m.	School begins for p.m. early childhood classes.
3:00 p.m.	Dismissal for p.m. early childhood classes.
3:15 p.m.	Dismissal for grades K-4.

- We will not have breakfast on two-hour delay school days.
- A.M. early childhood classes will not meet on two-hour delay school days.
- Art classes will begin at 11:25 a.m. due to the art teacher also teaching at East Prairie.
- All other special area classes will begin at 10:30 a.m.

1.40 Food Items for Classroom

If you are providing a treat or snack for your child's class, please send store bought items. This helps to ensure that the needs of students with food allergies are met.

1.50 Parent Teacher Organization (PTO)

Parent-Teacher Organizations help to build a bridge between home and school. All parents are encouraged to become members because good working relationships between parents and teachers are essential in helping a child to grow and learn. The North Ward PTO meets once a month in the North Ward conference room.

1.60 Party Invitations

North Ward staff respectfully requests that no party invitations be brought to school to hand out unless you have enough for the whole class. Thank you for your cooperation.

1.70 Visiting School

Parents and guardians are always welcome at school. Please check with office personnel before going to the classroom. Students may not bring preschool or school-age relatives and friends to school unless such visitors have been approved by the principal.

Visitors wishing to attend classes with a student enrolled at North Ward Elementary should make arrangements prior to arriving at school. Please call the school office and speak with the building principal. It will then be ascertained from the classroom teacher whether or not this would be a good time for a visit.

Chapter 2 Attendance and Recess Procedures

2.10 Student Absences

When a student accrues five (5) days of absences (excused/unexcused) in a semester, parents will be notified by letter of the student's absences. Additionally, parents will be notified by written communication if the student accrues eight (8) or more absences in a semester.

Determination as to whether a student absence is excused or unexcused will be made by the administration of North Ward Elementary School.

The Eight (8) Day Excused Absence Policy

Students who accumulate more than 8 days of absences per semester must provide proof of the nature of the excused absence, in the form of a note from a doctor within 48 hours of the appointment, in order for the absence to be considered excused. Failure to do so will result in the absence being considered unexcused, and the **student will receive no credit for the work that is missed.** Without providing proof, future absences will not allow make-up work credit and therefore will seriously jeopardize the student's grades.

The following are excused absences that are not counted in the **Eight Day Policy**:

- School field trips
- Religious leaves
- Medical appointments with written proof from doctor
- Funeral for family members
- Court appearances with written proof from court
- Extended serious/critical illness of student/family member
- Suspensions for disciplinary reasons
- Other absences as determined by the administration

2.20 Recess Procedures

Weather permitting, all recesses may be conducted outdoors. Exceptions are as follows: rain, heavy snowfall, and/or extreme temperature/wind chill factors (to be determined by the principal and the individual recess supervisors on a daily basis). In these cases, recess will be held in the child's classroom.

On colder days, outside recess time may be shortened. Parents are urged to dress their children warmly so they can participate in this activity. This includes mittens/gloves, hat, and a warm coat.

Time that children can spend outdoors, even if brief, has the following benefits:

- It allows students a time out of the confines of the classroom.
- It provides a healthy outlet for energy.
- Students who must remain inside to work on makeup lessons can work with fewer interruptions.

Students who return to school after an illness may, upon written parental request, be kept indoors for a period up to two days. Please contact the teacher or principal if longer than two days is needed. A doctor's statement may be required.

Chapter 4 Transportation; Arrival and Dismissal

3.10 Parking

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Also, please only stop on the right-hand side of the circle drive or park in the parking lot behind the circle drive. This helps us maintain a safe procedure during dismissal. Drivers who have parked in the left-hand lane of the circle drive will be asked to move to an appropriate location. Thank you for your cooperation.

During morning drop off, do not park a vehicle in the drop off lanes. If you need to be stopped for any amount of time longer than letting a child out of the vehicle, you need to pull into an available parking space to allow traffic to flow safely.

3.20 Arrival

The gym door (door 15) to the school opens daily at 8:00 a.m. All students need to report to the playground/gym or cafeteria upon arrival at school. Students should arrive no later than 8:20 a.m.

3.30 Dismissal

Starting at 3:15 p.m., students in grades K & 1 will be escorted by their teachers to their dismissal points. Grades 2 & 3 will follow at approximately 3:17 p.m. Finally, grade 4 will be escorted at approximately 3:20 p.m. This system will keep the hallways safe and less congested.

Car riders, walkers, and bike riders will exit the main door (door 1). Bus riders will meet in the hallway nearest the bus pickup area and will exit door 12. PASS students will meet their teachers in the gym. Parent must notify the office of any transportation changes by 2:30 pm.

When parents are picking up their student(s), we ask that they travel into the west parking lot circle drive in a single-file line, pulling up and parking to the right-hand side. No parking will be allowed on the left-hand side of the circle drive. Once their student is in the car safely, they are to travel slowly through the remainder of the circle drive. Since safety is our first concern at North Ward, students will only be allowed to enter cars from the right-hand side (passenger) side because this is the side that will be accessible from the sidewalk. If parents prefer to park and walk to the front of the school to pick up their child, we ask that they walk with their child hand-in-hand back to their car, using appropriate crosswalks.

East Prairie Middle School

Chapter 1 Introductory Information and General Notices

1.10 Parents and Students

It is my pleasure to extend a warm welcome to East Prairie Middle School! We serve approximately 300 students in grades five through eight.

East Prairie has an incredible academic tradition that is built on a student-centered curriculum of rigor and relevance. We are lucky to be staffed with outstanding professionals who are committed to the academic and personal success for each student.

The middle school years are an exciting time of growth and change in the lives of students. They are building the foundation for success in high school and discovering their own unique interests and talents. It is our responsibility to provide the curriculum and support required for each student to reach his/her highest potential academically and socially.

I am honored to serve East Prairie and the Tuscola community. I look forward to working with you and our students this coming year. Together great things can be achieved!

Your partner in education,

Mr. Jared Vanausdoll
East Prairie Middle School Principal

1.20 Two-Hour Delay Schedule

If a late start is in the best interest of our students and conditions are suitable, we will begin classes at 10:00 AM with the following schedule:

EAST PRAIRIE 10:00 AM Late Start Schedule

(Periods subject to change.)

1st		10:05-10:35
2nd		10:38-11:08
5thA	LUNCH	11:11-11:51
5thB	LUNCH	11:54-12:24
3rd		12:27-12:57
4th		1:00-1:40
6th		1:43-2:13
7th		2:16-2:46
8th		2:49-3:15

Changes pending to above schedule

Chapter 2 Attendance and Recess Procedures

2.10 Student Absences

When a student accrues five (5) days of absences (excused/unexcused) in a semester, parents will be notified by letter of the student's absences. Additionally, parents will be notified by written communication if the student accrues eight (8) or more absences in a semester.

Determination as to whether a student absence is excused or unexcused will be made by the administration of East Prairie Middle School.

The Eight (8) Day Excused Absence Policy

Students who accumulate more than 8 days of absences per semester must provide proof of the nature of the excused absence, in the form of a note from a doctor within 48 hours of the appointment, in order for the absence to be considered excused. Failure to do so will result in the absence being considered unexcused, and the **student will receive no credit for the work that is missed.** Without providing proof, future absences will not allow make-up work credit and therefore will seriously jeopardize the student's grades.

The following are excused absences that are not counted in the **Eight Day Policy**:

- School field trips
- Religious leaves
- Medical appointments with written proof from doctor
- Funeral for family members
- Court appearances with written proof from court
- Extended serious/critical illness of student/family member
- Suspensions for disciplinary reasons
- Other absences as determined by the administration

2.20 Recess Procedures

Weather permitting; all recesses may be conducted outdoors. Exceptions are as follows: rain, heavy snowfall, and/or extreme temperature/wind chill factors (to be determined by the principal and the individual recess supervisors on a daily basis). In these cases, recess will be held in the gymnasium.

Parents are urged to ensure that their child dresses warmly as they will participate in this activity. This includes mittens/gloves, hat, and a warm coat. Boots may be needed on snowy days.

Time that children can spend outdoors, even if brief, has the following benefits:

- It allows students a time out of the confines of the classroom.
- It provides a healthy outlet for energy.

Chapter 4 Transportation; Arrival and Dismissal

4.10 Parking

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

During morning drop off do not park a vehicle in the drop off lanes. If you need to be stopped for any amount of time longer than letting a child out of the vehicle you need to pull into an available parking space to allow traffic to flow safely.

4.20 Arrival

The main door to the school opens daily at 7:30 a.m. All students need to report to the gymnasium or cafeteria (if eating breakfast) upon arrival at school. Students should arrive no later than 8:05 a.m.

4.30 Dismissal

At 3:15 p.m. all students in grades 5 - 8 will be dismissed.

Car riders, walkers, and bike riders will exit the main door. Bus riders will exit the east rear door across from the gymnasium.

When parents are picking up their student(s), do not block the crosswalk.

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

Tuscola Community High School

Chapter 1 Introductory Information and General Notices

1.10 Parents and Students

Welcome to Tuscola Community High School. Tuscola High School is a four-year secondary school located approximately twenty-five miles south of Champaign-Urbana, home of the University of Illinois.

It is the goal of the faculty, staff and administrative team to provide our students with the opportunities conducive to having successful academic and extra-curricular experiences during their time at TCHS. In order for these goals to be reached, a consolidated effort of parents/ guardians, teachers and community stakeholders must be directed toward the educational progress of our students. At the foundation of this success, is a classroom environment that allows our educators to focus on directing the learning of our students. Our student handbook provides a framework of district expectations, incentives and consequences. The driving force of these expectations is providing all students with a safe and secure learning environment.

Please become familiar with the expectations of the district as outlined. We all expect great things from our school system and parent/guardian support is where it all begins.

Although every area of regulation and conduct cannot be covered in this high school handbook; it contains, in part, several of the basic regulations and guidelines for acceptable student conduct and consequent penalties for violation of those regulations as well as other useful information.

Please refer to the district handbook for district policies that impact all schools in the district - http://www.tuscolacusd301.org/index.php?option=com_docman&view=docman&Itemid=62

It is the responsibility of each student to know the content of this handbook and to see that your parents/guardians have been presented with the opportunity to read it.

With Warrior Pride,

Mr. Steve Fiscus

Principal

Chapter 2 Attendance, Promotion and Graduation

2.10 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety

or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

Students must be present at school to attend extracurricular activities and/or events.

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

*Absences in excess of 8 (excused and/or unexcused) will result in a Doctor's note status. Students will be required to have a confirmation signed by a Medical Doctor, Physician's Assistant or Nurse Practitioner **within 48 hours of the appointment** in order for future absences to be considered excused.*

In the event of any absence, the student's parent or guardian is required to call the school at 217-253-2377 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

"Personal reasons" are not acceptable. Failure to follow these guidelines will result in an unexcused absence. Any student who leaves before 3:10 p.m., unless he/she is involved in a field trip or athletic contest must be signed out of school in the office by their parent or guardian. Students with a valid driver's license who have driven to school, may sign themselves out for an excused absence (appt.). This includes an absence from school beginning during the lunch period. The student should obtain an admission slip before proceeding to class.

2.10.1 Exemption from Physical Education Requirement

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

1. Co-enrollment in both band and chorus;
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

2.20 Course Alternatives and 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.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

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, and (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.

College Courses

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

1. The student is a junior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit and Advanced Placement Courses

A student who successfully completes a dual credit and/or AP course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service

Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

2.30 Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the beginning of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to the beginning of the student's seventh semester. At the conference, the student should be prepared to justify his/her request to graduate early.

2.40 High School Graduation Requirements

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

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Taking the SAT

2.50 Curriculum

More complete information and course descriptions are available through the Guidance Office.

Students graduating must earn 20.5 **(21 credits -effective class of 2023)** credits total, and 18.5 **(19 credits-effective class of 2023)** must be academic credits. You must also earn credit in certain subjects as directed by State Law and the Tuscola School Board.

REQUIRED SUBJECTS:

English –4 Credits

*Consumer Education – ½ credit

Math – 3 credits

P.E. – ½ credit/year

Science – 2 Credits

Health – ½ credit

Civics/Social Studies – 2 credits

Speech Communications - ½ credit (effective class of 2023)

Vocational, Art, Music and Foreign Language Elective – 1 credit

P.E. – must be taken all four years at TCHS

A student must have passed 8 courses over the previous two semesters to be eligible to take Driver Education (classroom or behind the wheel).

***STATE TESTING: Students will be given the opportunity to complete State Mandated Standardized Tests.

NON-ACADEMIC COURSES:

Band – ½ credit/year

Driver Education – no credit

Chorus – ½ credit per year

Physical Education and Conditioning – ½ credit per year

NOTE: These non-academic courses are not included in your grade point average computation.

CLASS LOAD/AUDITS

All students are required to carry a REGULAR CLASS LOAD of subjects. A regular load is a minimum of five academic credits and a ½ non-academic credit. Any deviation from this must be administratively approved. Seniors who are lacking credits, or who have an abundance of credit for graduation may be granted leeway if the need is clearly shown at the time of the request.

Students taking six academic classes may drop a class within five days of a new semester to add a different course. Classes dropped after the fifth day will be recorded as a failed course.

AUDIT of classes is allowed under two circumstances and only with the permission of the instructor involved. No credit or grade is given for an audit.

- 1) Students may select to audit a class if there is space available and if they have a GPA of 3.50 or better. The audit status cannot change after the semester starts.
- 2) Students who fail a math class or foreign language class in the second semester, but have already passed the first semester, have the option of auditing the first semester or a portion of that semester. Additional requirements must be met. For more information, please pick up an AUDIT FORM in the guidance office.

2.60 Commencement Exercises

Commencement Exercises are held at the end of the second semester. Only seniors and mid-year graduates who have fulfilled all state and local requirements for graduation may participate. Misconduct by graduating seniors may result in the loss of the privilege to participate in graduation exercises.

It is the responsibility of each mid-year graduate to make the necessary contacts and arrangements with the school and principal, attend practice sessions and pay for cap and gown.

2.70 Valedictorian and Salutatorian

The honorary titles of Valedictorian and Salutatorian will be determined at the end of the eighth semester by class rank. To be eligible a student must have attended TCHS during the entire sixth and seventh semesters (entering no later than the tenth day of the sixth semester).

Mid-year graduates are not eligible for the designation nor are students who entered high school with another year's class. Also, students who transfer away from TCHS in their eighth semester, may not return for graduation and assume an honorary title. Final rank in class is determined at the completion of the term.

Of those eligible, the highest ranking senior shall be Valedictorian and second shall be Salutatorian.

Current Classes 2020-2022: If multiple students have a 4.0 grade point average, a plus minus formula will be applied to determine one Valedictorian and a Salutatorian. This formula will be based on a 16 point scale for an A+, 15 points for an A, 14 points for an A- and so on.

(Effective Class of 2023 and onward): The highest 40 academic grades per student will be used in calculating valedictorian (5 academic classes per semester, 10 for the school year). Calculation will be based on a point system (16 points for A+, 15 for an A, 14 for an A-, etc). All classes receiving points must be taken in the classroom. Online classes would not weigh into the scoring system.

Chapter 4 Transportation and Parking

4.10 Parking

Students may park their vehicles in the north and west lots located at 500 South Prairie. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Only students assigned a numbered space may park in the designated space. Students earning the personalized parking incentive may not allow other students to park in their space. Consequences may include detentions up to lost parking privileges of all students involved.

The lots east of the football field and in the east circle drive are for school staff, personnel, and others designated by administration. These lots **MAY NOT** be used by students **on any school attendance day**. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

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

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

Chapter 6 Discipline and Conduct

6.30 General Building Conduct

Students shall not arrive at school before 7:30 a.m. at North Ward, East Prairie, and Tuscola High School. Classes begin at 8:20 a.m. at North Ward, 8:15 a.m. at East Prairie, and 8:05 a.m. at Tuscola High School and students are dismissed at 3:20 p.m. at North Ward and 3:15 p.m. at East Prairie and 3:10pm from Tuscola High School each day. The exception to this rule is arrival times for designated zero hour students. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and hoods shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- No food or drinks, of any kind, is allowed in classrooms or lockers. Only water in clear containers is allowed in school.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school. Any potentially hazardous object is not permitted at school and will be confiscated. Parents/guardians may pick up the object from the office.
- No radios, tape players, CD players, Cellphones (except at Tuscola High School where Cell phones are allowed in the hallways during passing periods. They must be off and put away prior to entering the classroom.), cameras, iPads, iPods, variations of headphones or variations of e-books are permitted during class periods or between passing periods without permission from the principal.
- No earbuds, "Airpods", or other bluetooth listening devices are allowed in class.
- Game cards are not allowed at North Ward.
- Book bags are prohibited in the classrooms unless approved by the administrator with a doctor verified need. This includes large purses and computer cases. Laptop computers and iPads need to be protected with a padded/neoprene sleeve.
- All books should be school appropriate.

6.50 Lunch Rules/ Open Campus

Lunch Rules

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day. Food and beverage is allowed in the cafeteria.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- Dispose of all trash properly.

- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Electronic devices are permitted during the lunch period.
- Students shall return to the school building on-time.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
-
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.

6.60 School Dress Code/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.

- Bookbags are prohibited in the classroom. Any special needs require prior approval of the building principal. Purses should be no bigger than a 8.5" x 11" standard sheet of paper.
- Clothing and accessories must adhere to the following:
 - The Principal may permit certain clothing to accommodate "dress up days" or special days, provided they are school appropriate (including, but not limited to: theme weeks, homecoming, hats, etc)
 - No advertising, promotion, or pictures of alcoholic beverages, illegal drugs, drug paraphernalia, smoking, violent behavior, or other inappropriate images.
 - No displays of lewd, vulgar, obscene, or offensive language or symbols, including gang symbols or anything that may be reasonably interpreted as such.
 - Jeans with rips/holes must be below mid-thigh.
 - Shirts/Tops must cover the entire midsection both in school and at extracurricular events.
 - No pajamas, slippers or blankets
 - Hats or hoods may not be worn in the building during the school day.
 - Sunglasses or coats may not be worn in the building during the school day.

- See-through/mesh portions of leggings may not be above mid thigh.
- Lengths of shorts may not be shorter than mid-thigh
- Skirts and dresses must be worn at an appropriate length (mid-thigh).
- Clothing at extracurricular events: It is our intent to represent Tuscola High School at all times in a first class manner. We will respect all participants, officials and opponents. We will behave and dress in such a way as to promote Tuscola High School extracurricular activities.
 - Shirts must be worn at all times during sporting events and while in the school zone. It shall cover the torso and mid-section from the neck to the waist. Arm openings shall not reveal any part of the mid-section.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- All other inappropriate behavior and dress code violations will not be tolerated and may result in a student forfeiting their privilege to attend games and additional disciplinary action.

1st Offense:

The student will have the opportunity to wear office issued clothing or they may change into their P.E. clothes. Behavior log.

2nd Offense:

The student will be sent home and the absence will be counted as unexcused. This will result in a detention/Parent contact/MTSS referral.

3rd Offense:

The student will be sent home and the absence will be counted as unexcused. This will result in a Saturday School/Parent contact/MTSS referral.

4th Offense:

Three day In-School Suspension/Parent contact/MTSS referral.

Chapter 12 Parental Right Notifications

12.10 Incentives

12.10.1 Final Exams.

Final Exams are required for all students. Final exams will be given at the end of each semester.

The comprehensive final exam will be worth 15% in all academic classes. Content that is covered on the final is determined by the instructor.

12.10.2 No Finals.

Any senior with the SAT score of at least 1020 who has met the attendance incentive requirements will be exempt from finals.

Attendance Incentive Requirements:

- The student may not be absent from class more than four (4) times during a semester (“absent” here means for any reason – Doctor/Dental appointment, illnesses, etc.) Exceptions to this include: death in the family; immediate family shall include parents, brothers, sisters, children, grandparents, parents-in-law, sister/brother-in-law, legal guardian, and other extended family members (step sister/brother), religious observance, one (2) pre-arranged college visitation day, and school related absences.
- Seniors may not have received an unexcused absence for any period of the day during the semester. An unexcused absence will result in mandatory finals in all classes.

- Seniors may not have been suspended from school (in school or external suspension).
- Seniors that have been tardy to any class more than three times will take mandatory finals in every class.
- Seniors must not fail any class for the quarter.

12.10.3 Leave during Study Hall.

Any senior who scores a 1130 or higher on the SAT and has a study hall during 1st, 5th, 6th, or 8th is eligible to leave campus during that period. This incentive will take effect when scores are received from the state.

- Student schedules will NOT be adjusted purely to accommodate this policy, although there will be an effort made at the beginning of the year to place students in those study hall periods if possible.
- If a student receives a D or an F on the weekly eligibility list that student must return to study hall until his/her name is removed from the list.
- Students must leave school property during their study hall time and are responsible to return in time for their next class
- Students may choose to remain in study hall with teacher permission.
- This privilege may be revoked by administration for disciplinary purposes.

12.10.4 Priority Parking

Seniors with the top ten SAT scores will be issued a parking space with an honorary personalized sign. Parking spaces will be designated in the front row of the north parking lot.

Seniors with an SAT score of 1130 or higher will be assigned a numbered space in the north parking lot.

Designated spaces are non-transferrable.

12.40 Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

TUSCOLA COMMUNITY HIGH SCHOOL DAILY SCHEDULES

Monday/Wednesday/Friday		PERIOD :44		1:50 Dismissal		PERIOD :36
7:05	7:50	0		7:05	7:50	0
8:00	8:46	1		8:00	8:36	1
8:50	9:34	2		8:40	9:16	2
9:38	10:22	3		9:20	9:56	3
10:26	11:10	4		10:00	10:36	4
11:14	11:58	5		10:40	11:16	5
12:02	12:46	6A - A Lunch		11:20	11:56	6A & 6B
12:50	1:34	6B - B Lunch		11:56	12:36	LUNCH - ALL
1:38	2:22	7		12:36	1:12	7
2:26	3:10	8		1:14	1:50	8
Tuesday/Thursday		PERIOD :41		10:00 AM Delayed Start		PERIOD :30
7:05	7:50	0		9:10	9:50	0
8:00	8:41	1		10:00	10:30	1
8:45	9:26	2		10:34	11:04	2
9:30	10:11	3		11:08	11:38	3
10:15	10:56	4		11:42	12:12	4
11:00	11:41	5		12:12	12:58	LUNCH ALL
11:45	12:26	6A - A Lunch		12:58	1:28	5
12:30	1:11	6B - B Lunch		1:32	2:02	6
1:15	1:56	7		2:06	2:36	7
2:00	2:41	8		2:40	3:10	8
2:45	3:10	Advisory/ZRD/SH				

Appendix A – North Ward Elementary Behavior Expectations

Expectations	Bus	Arrival /Dismissal	Meet & Greet /Assemblies
<p>Be Respectful</p>	<p>Follow all directions from the bus driver.</p> <p>Use kind words and quiet voices.</p> <p>Keep hands and objects to yourself.</p> <p>Keep your feet off the seats.</p> <p>Keep all food in your lunchbox.</p> <p>Respect personal space.</p>	<p>Be polite to others as you are entering and leaving the building.</p> <p>Remove hats before entering the building.</p> <p>Walk quietly in the school at all times.</p> <p>Respect personal space.</p>	<p>Use kind words and actions.</p> <p>Sit quietly with your hands in your lap. Sit at the end of your class line.</p> <p>Respond appropriately when asked to respond.</p> <p>Pay attention to the speaker.</p> <p>Stand quietly and respectfully for the pledge.</p> <p>Once the music comes on, voices turn off.</p>
<p>Be Responsible</p>	<p>Report unsafe activities to the bus driver.</p> <p>Keep the bus clean. Pick up trash and leave no trace.</p> <p>Be responsible for you.</p>	<p>Be on time! Arrive no later than 8:20 a.m.</p> <p>Dress appropriately (based on weather and dress code).</p> <p>Keep the hallways clear by going directly to your designated areas.</p>	<p>Enter and leave quietly.</p> <p>At Meet & Greet, have something to work on independently.</p> <p>Keep all food in your lunchbox.</p> <p>Pick up all trash; leave no trace.</p>
<p>Be Safe</p>	<p>Wait for the bus to stop before entering and exiting.</p> <p>Use quiet voices for safety. Be silent at a railroad crossing.</p> <p>Face forward at all times.</p> <p>Stay in your seat.</p>	<p>Stay on the right-hand side of the sidewalk as you walk to where you need to be.</p> <p>Use the crosswalks.</p> <p>Walk quietly.</p>	<p>Ask permission to use the bathroom when necessary.</p> <p>Walk quietly.</p>

****The three school-wide expectations are used in all classroom areas***

Expectations	Hallways	Cafeteria	Bathroom	Recess/ Playground
Be Respectful	<p>Keep hands, feet, and body to yourself.</p> <p>Quietly walk or line-up. Be quiet when you pass other classrooms.</p> <p>Respect personal space.</p>	<p>Be polite and use good manners.</p> <p>Use kind words and quiet voices (especially when "Give Me Five" sign is made).</p> <p>Look at and listen to the cooks while in the food line.</p>	<p>Respect others' privacy.</p> <p>Quietly wait your turn.</p> <p>Take short drinks.</p> <p>Respect personal space.</p>	<p>Use nice language.</p> <p>Play politely, fairly, and safely. Take turns and share with others.</p> <p>Keep hands and feet to yourself.</p> <p>Follow recess teachers' directions.</p> <p>Respect the property of others.</p> <p>Walk quietly in the hallways.</p>
Be Responsible	<p>Keep hands off displays or projects.</p> <p>Keep hands, feet, and body off of the walls</p>	<p>Stay in order when in line.</p> <p>Eat your food only. Keep your hands on your own tray.</p> <p>Raise your hand if you need help or need to go to the bathroom.</p> <p>Clean up your space. Pick up all trash.</p> <p>After you return your tray, return back to your table and sit quietly.</p> <p>Keep all food in the cafeteria or in your lunchbox.</p> <p>Use only one squirt of hand sanitizer.</p>	<p>Keep voices off while waiting in line and using the bathroom.</p> <p>Wash and dry hands (1 squirt of soap & 2 paper towels).</p> <p>Use the bathroom at your designated time.</p> <p>Put trash in the trashcan.</p>	<p>Dress for the weather.</p> <p>Listen for the whistle. When you hear it, stop and listen.</p> <p>Line-up promptly by walking to your line.</p> <p>Get permission from a recess teacher before entering the building.</p> <p>Take care of the playground equipment and put it back when you are done.</p> <p>Take responsibility for your actions. Accept correction with a positive attitude.</p> <p>Be honest.</p>
Be Safe	<p>Follow your teacher. Stay with your class.</p> <p>Face forward.</p> <p>Stay in a single file line</p>	<p>Sanitize your hands before and after you eat.</p> <p>Carry your tray with two hands.</p> <p>Walk carefully.</p>	<p>Water stays in the sink. Shake off excess water in the sink, not on the floor.</p> <p>Use facilities appropriately.</p>	<p>If someone gets hurt, tell the recess teacher immediately.</p> <p>Play inside the area bordered by the small pine trees.</p> <p>Use equipment safely.</p> <p>Leave "nature" in its place (woodchips, grass, rocks, etc).</p> <p>Walk on the sidewalks.</p>

***The three school-wide expectations are used in all classroom areas**

**Appendix B –
East Prairie Middle School Behavior Expectations
BE A HORNET**

EXPECTATIONS	ARRIVAL AND DISMISSAL	HALLWAY	BATHROOM	RECESS	OFFICE	BUS
BE RESPECTFUL	<ul style="list-style-type: none"> - Obey the supervisor - Use appropriate volume and language - Wait to go to your locker until the 8:00 bell and you are dismissed by the supervisor - Be polite and courteous 	<ul style="list-style-type: none"> - Quiet - Respect property - Use appropriate volume and language - Be polite and courteous 	<ul style="list-style-type: none"> - Take care of facilities - Pick up after yourself - Always have a pass - Give privacy to others - Use appropriate volume and language - Be polite and courteous 	<ul style="list-style-type: none"> - Include everyone - Play fairly - Use appropriate volume and language - Follow directions of supervisors - Be polite and courteous 	<ul style="list-style-type: none"> - Enter quietly - Wait to be recognized by school staff - Wait patiently - Go directly to office and return directly to class - Use appropriate tone and language - Be polite and courteous 	<ul style="list-style-type: none"> - Use appropriate volume and language - Obey the driver - Keep seats and vehicle in good condition - Be polite and courteous
BE RESPONSIBLE	<ul style="list-style-type: none"> - Be on time - Be prepared - Wait in gym in designated grade area - Pick up belongings - All electronics off and put away from 8:00am to 4:00 pm - Keep all body parts and personal objects to yourself 	<ul style="list-style-type: none"> - Stay on the right side of hallways - Keep your ONE locker organized - Use your time wisely - Keep all body parts and personal objects to yourself 	<ul style="list-style-type: none"> - Keep the bathroom clean - Be quick - Report problems to teacher promptly - Use appropriate restroom - - Keep all body parts and personal objects to yourself 	<ul style="list-style-type: none"> - Ask permission to leave the designated area - Report injuries and concerns to supervisor - Keep all body parts and personal objects to yourself 	<ul style="list-style-type: none"> - Have a pass to enter office during the school day - Be quick - Phone use for emergency only - - Keep all body parts and personal objects to yourself 	<ul style="list-style-type: none"> - Report unsafe activity - Clean up seat before leaving - Take all belongings before exiting bus - Keep all body parts and personal objects to yourself
BE SAFE	<ul style="list-style-type: none"> - Leave gym by grade level - Use equipment and facilities appropriately 	<ul style="list-style-type: none"> - Keep moving to avoid traffic jams - Walk - Do not open outside doors 	<ul style="list-style-type: none"> - Wash your hands with soap and water - Keep water in sink 	<ul style="list-style-type: none"> - Use equipment appropriately - Dress for the weather - Stay within boundaries 	<ul style="list-style-type: none"> - Keep hands, feet, and all other objects to yourself 	<ul style="list-style-type: none"> - Keep aisle clear - Stay off the road while waiting for the bus - Remain seated - Face forward - Remain quiet at railroad crossings

BE A HORNET

EXPECTATIONS (Continued)	CAFETERIA	FIELD TRIPS	ASSEMBLIES	LIBRARY/ TECHNOLOGY	CLASSROOM
BE RESPECTFUL	<ul style="list-style-type: none"> - Keep your area clean - Eat your food only - Use appropriate volume and language - Obey lunch supervisors - Wait your turn - Be polite and courteous 	<ul style="list-style-type: none"> - Listen to bus driver/guides/cha perones - Have permission before touching items on display - Use appropriate volume and language - Be polite and courteous 	<ul style="list-style-type: none"> - Listen and watch - Allow speaker to be heard - Use appropriate volume and language - Be polite and courteous 	<ul style="list-style-type: none"> - Take care of school property - Use appropriate volume and language - Wait your turn - Be polite and courteous 	<ul style="list-style-type: none"> - Use appropriate volume and language - Listen and follow directions given by teacher - Only use your own materials - Ask for pass at appropriate times - Be polite and courteous
BE RESPONSIBLE	<ul style="list-style-type: none"> - Clean up your lunch area before leaving - Report accidents or concerns to lunch supervisors - Keep all body parts to yourself 	<ul style="list-style-type: none"> - Listen carefully to directions and presentations - Follow bus rules - Follow schedule set for all students - Keep all body parts to yourself 	<ul style="list-style-type: none"> - Sit in designated area - Follow directions - Participate when asked - Ignore rude or inappropriate behavior - Keep all body parts to yourself 	<ul style="list-style-type: none"> - Return books by due date - Keep all body parts to yourself - Conserve paper and ink 	<ul style="list-style-type: none"> - Always check in with class teacher first - Keep all body parts to yourself - Have all class materials upon entering room - Record all assignments in planner - Have a pass if you are late to class
BE SAFE	<ul style="list-style-type: none"> - Clean up all spills - Walk at all times 	<ul style="list-style-type: none"> - Stay in groups/seat/class 	<ul style="list-style-type: none"> - Follow arrival and dismissal procedures 	<ul style="list-style-type: none"> - Use only appropriate websites - Save materials and log off after use 	<ul style="list-style-type: none"> - Keep materials out of walk areas - Keep backpacks in lockers - Keep desks and chairs on the floor

Appendix C – Tuscola High School Behavior Expectations.

Live Like A Champion...Because You Are

	Classroom	Hallway	Cafeteria/ Lunch Hour	Extracurricular Activities	Parking Lot	Restrooms	Assemblies Emergency Drills
Be Responsible	<ul style="list-style-type: none"> Make your attendance important to you Arrive before the tardy bell sounds Bring all necessary materials to class Complete all assignments with honesty and integrity Use a lock when leaving valuables in the locker room Clean up after yourself 	<ul style="list-style-type: none"> Walk swiftly to class Avoid loitering Visit locker, water fountain, and restroom if needed Use hall pass when exiting and re-entering the classroom 	<ul style="list-style-type: none"> Consume all food and beverages inside the cafeteria or outside Clean your area when you are finished eating Throw away all of your trash Be careful and cautious while driving /walking 	<ul style="list-style-type: none"> Purchase tickets at the designated location Keep your belongings with you Make transportation arrangements prior to the event Place your cell phone on vibrate or silent 	<ul style="list-style-type: none"> Have parking hangers visible Bring necessary materials with you when you enter the building 	<ul style="list-style-type: none"> Keep restroom clean Use restroom between classes and during lunch Use the hall pass when exiting and re-entering the classroom Always remember no tobacco products 	<ul style="list-style-type: none"> Report to your designated area Remain in designated area until dismissed
Be Respectful	<ul style="list-style-type: none"> Cooperate with your teacher Communicate with your classmates and teacher in a positive way Use appropriate language Remember and apply our school dress code 	<ul style="list-style-type: none"> Walk quietly Follow directives from staff members Use appropriate language Show proper signs of affection & acknowledgment 	<ul style="list-style-type: none"> Wait in line until it is your turn to be served Follow directives from staff members Use appropriate language 	<ul style="list-style-type: none"> Eat food only in designated areas Demonstrate good sportsmanship Use appropriate language Cheer on your schoolmates and coaches 	<ul style="list-style-type: none"> Follow directives from staff members Use appropriate language Be careful and mindful of others property Observe right of way 	<ul style="list-style-type: none"> Respect people's privacy Receive permission from your teacher before going to the restroom during class 	<ul style="list-style-type: none"> Talk only at appropriate times Follow directives from staff members Use appropriate language
Be Reliable	<ul style="list-style-type: none"> Apply your best effort daily to 	<ul style="list-style-type: none"> Demonstrate your understanding 	<ul style="list-style-type: none"> Demonstrate good manners 	<ul style="list-style-type: none"> Be an active listener and observer 	<ul style="list-style-type: none"> Report to your 	<ul style="list-style-type: none"> Return to class promptly 	<ul style="list-style-type: none"> Be an active listener

	<p>achieve academic success</p> <ul style="list-style-type: none"> • Challenge yourself • Participate positively and purposefully • Adhere to the Tuscola School District #301 Technology policy 	<p>of appropriate behaviors and expectations</p> <ul style="list-style-type: none"> • Walk on the correct sides of the hallways 	<ul style="list-style-type: none"> • Remain in designated areas throughout your lunch period • Come back to class on time • Return trays 	<ul style="list-style-type: none"> • Be engaged in a positive way • Find ways to work together to show our school spirit 	<p>designated area at all times</p> <ul style="list-style-type: none"> • Keep safety as your first concern • Keep your vehicle clean and organized 	<ul style="list-style-type: none"> • Wash your hands to stay healthy • Help keep writing off walls and stalls 	<ul style="list-style-type: none"> • Take care of yourself, but if possible help others
<p>BE A WARRIOR</p>	<ul style="list-style-type: none"> • Leave your seat or assigned area only with permission from your teacher • Maintain personal space • Do your best to take advantage of a great TCHS education 	<ul style="list-style-type: none"> • Avoid conflict • Walk to your right • Keep your hands, feet, and objects to yourself • Walk with pride..You are a Warrior 	<ul style="list-style-type: none"> • Be seated once you have received your lunch • When you're at local restaurants, be mindful that you are representing TCHS 	<ul style="list-style-type: none"> • Be proud of TCHS • Dress your best • Display a positive attitude to represent yourself and TCHS • Be involved in an activity 	<ul style="list-style-type: none"> • Ride your assigned bus • Keep your vehicle clean and organized • Display your Warrior pride with honor on your vehicles 	<ul style="list-style-type: none"> • Practice appropriate hygiene • Report spills and other defects to a staff member • Look in the mirror, do you see a Warrior? 	<ul style="list-style-type: none"> • Remain seated when appropriate • Arrive and exit in an orderly manner • Be Warriors for each other

Appendix D – Absence Letter



TUSCOLA CUSD #301

Home of the Warriors Since 1895

Date

RE: 8 Days of Absence in a Semester

To the Parent or Guardian of: **(Student Name)**

This letter is to inform you that as of **(Date)** your child, **(Student First Name)**, has accumulated 8 days of absence this semester. In accordance with our Tuscola Community High School Student/Parent Handbook, students who accrue 8 days of absence in a semester must provide proof of the nature of the absence, in the form of a note from a doctor, in order for future absences to be considered excused. **All doctor's notes must be received within 48 hours of the appointment.** Failure to do so will result in the absence being unexcused, the student will not receive credit for the work that is missed, and detention(s) may be issued. Without providing proof, future absences will not allow make-up work credit and therefore will seriously jeopardize the student's grades.

Frequent absences can hinder a student's progress and the district's ability to provide for his/her educational needs. Students miss direct instruction and regular contact with their teachers. Illinois School Code requires daily attendance.

If you have any questions, please call the High School office at 253-2377 so that we may work together to ensure your student's success.

Sincerely,

Website: www.tuscola.k12.il.us

Telephone: 217-253-2377

Fax: 217-253-4861

Appendix E – Tuscola CUSD #301 Goals

TUSCOLA CUSD #301 GOALS

I. Student Achievement

Goal: Increase achievement for all students

The board is committed to providing equitable opportunities for all students to succeed. Every school must focus on a continuous improvement process in teaching and learning in order to increase achievement for all students. All students should have the support needed to actively engage in their learning, although some schools may require additional resources in order to achieve district and state academic goals. The board will be responsible for supporting schools in achieving this goal by prioritizing resources for curriculum implementation and students' academic and social-emotional development.

Benchmarks

- By the end of the 2018-19 school year, Multi-Tiered Systems of Support (MTSS) will be fully implemented to support all students across all three school buildings.
- By the end of the 2021-2022 school year, complete a PreK-12 vertical alignment of curriculum with updates provided to the board on at least a yearly basis each spring.

II. Staff Capacity Building

Goal: Continue to improve upon teacher support structures

The Board of Education is committed to providing professional learning support for teachers, administrators, and support staff. Given that there are professional development requirements for educator licensure renewal, it is important for the board to provide reasonable support where possible. Additionally, recognizing educators as adult learners who engage in their own individual processes of continuous improvement of their practice, the board is cognizant that meeting the specific needs of every individual presents a challenge. It is not the intent of the board to devalue any area of specialty within the school district.

Benchmarks

- Implement training for all staff in trauma-informed practices
- Implement trainings for all staff in response to areas identified from staff feedback

III. Stewardship of District Resources

Goal: Provide prudent stewardship of district resources to best support student success, educational equity and choice.

The Board of Education is committed to being responsible stewards of district resources as is expected of us by the students, employees, and community at large. It falls upon the Board to make decisions about appropriating scarce district resources in a way that best supports all students' learning and development, educational equity and opportunity, and choices available to the diverse needs and interests of students.

Benchmarks

- By the end of the 2018-19 school year, create a prioritized strategic plan of capital updates/improvements to review with the architect
 - Within the next 10 years, update all classrooms
- By the end of the 2021-22 school year, create and maintain a plan for the systematic evaluation of curriculum materials (both print and technology materials), including time frames for replacing curriculum as needed.
- By the end of the 2021-22 school year, create and maintain a 3-5 year technology plan, to include a plan for technology hardware replacement on the proper rotation schedule.
- Continue to make financial decisions within the parameters of existing resources with the goal of achieving financial standing in the top 25% of the state by the end of the 2023-24 school year

IV. Stakeholder Engagement

Goal: Engage the community, staff, families, students, elected officials and other stakeholders in supporting our schools and improving educational outcomes for all Tuscola District 301 students.

The Board of Education is committed to working with diverse stakeholders on a variety of issues that impact our students' educational experiences. We recognize that when many voices have an opportunity to provide input and feedback on educational initiatives, that the decision made by the board is stronger and more informed. We are committed to continuing to listen to the public regarding their wants and expectations for the children in our community. As a board, we will continue to respect the opinions of each individual board member, as well as community members and staff, while working toward the common good of the district.

Benchmarks:

- When appropriate, with full board approval, and where it would further the work of the district, seek board representation on outside civic or community groups.
 - As of October 2018, board representation on outside civic or community groups includes: EIASE; Tuscola Community Economic Development.
- In 2021-22, the board and staff will work with post-secondary education and business community leaders to expand opportunities for students to prepare for a range of college and career choices including, but not limited to, trades and two-year degree programs.
- During 2021-22, explore and research the feasibility of establishing a regional/county-wide career and technical education program.