

2022-2023

Tonica Grade School

Student & Parent

Handbook



MISSION STATEMENT

We will always strive to meet the individual needs of all our children, foster a caring and creative environment where learning and personal growth is valued by all.

Tonica Braves School Song (Notre Dame Melody)

Cheer Cheer for those Tonica Braves
Send out the echoes cheering their names
Send those baskets right this way for we can beat anybody any day
Although the odds be great or be small
The Tonica Braves will win over all
While our loyal sons go marching onward to victory

YELL B-R-A-V-E-S Braves are the BEST!

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The Tonica CCSD #79 current Board of Education

Ritch Fundell, President
 Julie Zimmer, Vice President
 Chad Lambert, Secretary
 CiCi Chalus, Jennifer Konczak, Jared Olesen, Todd Trumpinski

Administration

Mr. Charles Schneider: Superintendent/Principal
 Mr. Christopher Waca: Assistant Principal/Athletic Director

Steps to resolving concerns at school generally start with the staff member closest to the situation or concern. The first administrative step begins with the Assistant Principal followed by the Superintendent/Principal.

School Contact Information:

Tonica Grade School
 535 N. 1981st Rd
 Tonica, IL 61370
 (815) 442-3420

Handbook Adopted by the Tonica #79 Board of Education on 6/15/2022

SPECIAL NOTE TO PARENTS AND STUDENTS

This handbook is provided for each member of the student body and his/her parents/guardian, and for the faculty and staff of Tonica Community Consolidated Grade School District #79 as a source of information. Students and/or their parent(s)/legal guardian(s) will be required to have on file verification of receipt of the Student/Parent Handbook.

The handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. Handbook policies pertain to events or activities in which a student is present or a participant either at Tonica Grade School or events off school property that are associated with or sanctioned by Tonica Grade School to include when school is not in session. Each incident will be considered according to the individual merits of the case. This can include but not limited to harassment of staff, continued student conflict, and etc. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Consequences may be altered based upon past student conduct if such consequences have shown not to change behavior to an acceptable standard. Consequences may also revert back to lesser levels if the student has demonstrated a positive change in behavior during the course of the school year. Students may also receive recognition for positive adherence to school or classroom rules or conduct that is shown to be beyond anticipated standards. This handbook does not represent a contract between the school and the student. Typos in the handbook will follow intent of the rule.

When events are occurring at school or off-site locations sponsored by Tonica School District the District has authority over who may or may not be present. Persons, including students, who come into the building during an event will be considered a spectator if not part of the event and will be required to pay any admission and be expected to view the event. Students may not come to the school and 'hang out' during an event.

Tonica CCGSD #79 may regulate/address behavior of students as follows:

- On, or within sight of, school grounds at any time
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school (a nexus is present that connects the activity to the school regardless if the activity is officially sanctioned by the school)
- Traveling to or from school or a school related activity, function, or event
- Anywhere off-campus, 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
 - Be a threat or an attempted intimidation of a staff member
 - Endanger the health or safety of students, staff, or school property

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in or responsibility for actions detrimental to good order, health, safety, or the educational process will be resolved by the Superintendent/Principal, or his designee, with the aid of the school staff. In order to ensure the safety of the students, staff, and school property, the use of video/audio for surveillance may be used. Following the rules of due process, such resolutions may result in consequences ranging from reprimand to suspension from school not exceeding 10 days, and/or a referral to the Board of Education with a recommendation for expulsion up to two years.

Although students may not be actively participating in extra-curricular activities, student participation or attendance may be restricted in activities or events based on inappropriate behavior outlined in the extra-curricular activities discipline policies. This includes carrying over consequences and limiting eligibility from season to season from violations that occur during breaks and vacation periods. Students may have their presence at school related activities impacted as well.

Changes in this District Handbook are made as we develop better approaches to our endeavor. The Board of Education appreciates the input from the District Handbook Committee. Please feel free to contribute any ideas which you feel will improve the education of students. Rules, regulations and information pertains to all age groups unless specified by a grade level.

The following items will be points of emphasis and have a high priority of oversight during the 2022 – 2023 school year. Student attendance and requiring doctor notes after nine (9) days of absence or being referred for truancy, walking bikes/e-transportation devices when reaching school grounds, having parental contacts up to date and the ability to leave a message, and using the sequential steps to resolving concerns approved by the Board of Education.

GENERAL PROCEDURAL/INFORMATIONAL ITEMS

VISITORS TO TONICA GRADE SCHOOL:

All visitors (including parents) must report to the office upon entering the school. Visitors include parents during the school day, spectators at events, persons who are on school grounds at any time, and students outside of school hours. Visitation must not interfere with school operation. All class visitation requests by a parent/legal guardian are to be approved at least one week in advance by the Superintendent/Principal. Those visiting the school are reminded to use the main entrance near the flagpole. The door ringer is on the wall at the right side. When buzzed in visitors are to go to the main office, sign-in and receive a visitor badge. Visitors need authorization from office staff to leave the office to enter the hallways. Before leaving the school please return the badge and sign-out. Items that are brought to the office for students will be delivered by office staff or the student will be called to the office at the next break in classes or lunch. If a parent needs to see their child they will be called to the office between classes unless there is an emergency. ***Meetings with school staff is by pre-arranged appointment.*** We appreciate your understanding and cooperation regarding the safety of students and staff at Tonica Grade School. Visitors that do not check in with the office and are not authorized to be in the school may be subject to removal, possible legal action and future restrictions regarding entering the building.

The Superintendent/Principal will attempt to meet with parents that come to the school without setting up an appointment, but please understand immediate access is not promised nor should be expected. It is strongly advised to call the school, set up an appointment, use email or leave a message. The nature of school operations and pre-existing appointments sometimes does not facilitate immediate access.

Tonica School District Board Policy 8:30 outlines acceptable behavior for visitors on school property, at events and during the school day. The administration has the authority to exclude any visitor for behavior that is unacceptable, creates a disruption or is considered a threat to the safety and well-being of the school environment. The Administration or designees have the authority to direct a person to leave the premises for violation of acceptable rules of conduct and those outlined in Policy 8:30 for a short period of time. The Board of Education may restrict access to the school grounds and building for a period of up to one calendar year.

REMOTE/E-LEARNING

When remote learning is utilized the District will implement its Remote/E-Learning plan. The District will do its best faith effort to mitigate any barriers to student participation and engagement to include providing learning materials for use outside the school, scheduling material pick-up/drop-off, issuance of a screened device based upon need and availability, set-up learning activities with minimal technology needs for those with no access to the internet/data plans, use online platforms, video classrooms and other learning platforms.

Students that are assigned or use a school owned device are to follow the District's rules and procedures for proper use. Parents assume the financial responsibility to replace the device including costs for licensing, programs, apps and other expenses due to any damage, intentional or accidental, including loss or theft of a device. A report will be made to law enforcement if the costs are not provided to the District.

Student responsibility during remote learning is to engage in the assigned/provided activities, maintain contact with staff on established timelines, and treat all school work the same as though it were part of in-person learning at school.

Parent responsibilities are to help their child engage in learning activities, facilitate contact with staff for assistance and feedback, and know that remote learning has the same attendance and engagement expectations as in person learning.

The Illinois State Board of Education or the Tonica School District will develop protocols for grading and attendance. Student academic success during remote learning is dependent on a collaboration between families and the school; however, students that do not established expectations may have promotion/graduation impacted for not meeting the academic or attendance requirements.

PANDEMIC/HEALTH EMERGENCIES

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and

district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

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

The District will have a Remote/E Learning plan in place as well as an overall plan to address school operations, instruction, health and safety considerations, and other elements that the Illinois State Board of Education outline that schools are mandated to follow or should consider in their plan. Parents and Students are required to follow the guidelines developed by the District.

Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. If a student does not or is not able to comply with the procedures especially those related to the health and safety elements of the plan, the district may deny transportation if this issue is related to transportation rules or place a student in Remote/E Learning to safeguard others in the school environment and reduce the liability risk for the District
3. When Personal Protective Equipment (PPE) is required to be worn by the student or visitors, it is the responsibility of that student's parent or guardian to provide the PPE for the student and the visitor must provide a their own PPE.
4. Face Covering Definition: A face covering must be worn on the nose above the nostrils, over the mouth, touch the chin and have loops to secure around the ears or head. The face covering needs to be rated for droplet protection and create a protective pocket for the nose and mouth.
5. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
6. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
7. Students will be expected to engage in the learning process, complete classwork and will be graded using the district's grading policies set forth in the Student & Parent Handbook.
8. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
9. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
10. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
11. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
12. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
13. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
14. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
15. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
16. The Superintendent may make necessary adjustments to the school calendar including, but not limited to: student attendance days, dismissal times and hours of operations.

OUTSIDE AGENCY INTERVIEWING OF STUDENTS

The District has a policy in place for outside agencies (DCFS, Probation, Law Enforcement, etc.) that wish to interview a student. The policy states a parent will be contacted unless the agency directs the school not to contact the parent. This is generally in the case of situations that involve abuse or neglect. Tonica checks the credentials of the agent and in some cases will put a student in the agents custody based upon legal documentation or the authority bestowed upon the agency.

NON-DISCRIMINATION STATEMENT

It is the policy of Tonica Community Consolidated Grade School District #79 not to discriminate on the basis of his/her color, race, nationality, or religious affiliation in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments or other laws. Inquiries regarding compliance with Title IX or other discriminations may be directed to:

Tonica Community Consolidated Grade School District #79
Superintendent
Discrimination Coordinator, Central Office
535 N. 1981st Road, Tonica, IL
815-442-3420
Or
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20201-1100
<http://www.ed.gov/ocr>

ACCIDENTS/INJURIES and EMERGENCY

Any accident in the school building, on the school grounds, or at any school-sponsored activity, must be reported immediately to the person in charge or to the school office. It is the responsibility of the student and parent to fill out emergency forms each year and to keep them up-to-date. It is the responsibility of the student to notify the supervising teacher immediately if the student suffers an injury during a class activity. The school office should be notified immediately of any injury, which occurs during class time.

TECHNOLOGY DEVICES

All Tonica students are expected to take proper care of any computers/iPads/laptops that they may use at Tonica Grade School. Each student and parent and/or guardian will be required to read and sign a contract at registration. Students may bring their own tech device with the understanding to follow all usage rules in place at Tonica Grade School. Students will be financially responsible for repairs to devices due to careless or misuse of a device, including a device assigned to another person. Students maybe issued a device for use at school or at home. Parents will be financially responsible for the device and any peripherals (charging cord, mouse, case) which includes damage (accidentally or malicious), loss or theft. The cost will be replacement cost including set-up, licensing, software or hardware needed to completely replace the device. A student may not be issued a new device until the district is reimbursed for the previous device issued or used by the student.

ACCEPTABLE USE POLICY (AUP)

All enrolled students and their parents and/or guardians are to sign an Acceptable Use Policy, (AUP) a binding legal document. Students may not access a school computer until the policy is signed. Students enrolled in the District are bound to follow this AUP throughout their student years in the District. Included under the AUP is access to networks by personal technology used by a student whether the device is their own or owned by another person.

Each student has the responsibility to follow the terms and conditions that are outlined in the "Acceptable Use Policy" form (AUP). Students may not access the network or use school computers until the completed and signed agreement is received by the school. Students are responsible for all material associated with their use and that are contained in any files or storage devices. Students are not allowed to do the following:

- 1) Check or send email outside the school assigned domain during school hours
- 2) Access socialization sites (i.e. Facebook, Twitter, SnapChat, YouTube, etc.)
- 3) Download material without authorization from the teacher directly involved in the educational activity, technology director, or administration
- 4) Send or receive inappropriate material
- 5) Instant messaging
- 6) Enter into Live Chats

- 7) Circumvent network security or filters
- 8) Tamper or alter computer equipment (see vandalism)

Under the supervision of a teacher and for a school related project a student may engage in item one (1) and/or two (2); however, the student is responsible and will held accountable for any violation for access to inappropriate sites and/or items three (3) through eight (8).

Consequences for violations may include warning through expulsion recommendation and restricted from using school equipment and network. Reports may also be filed with legal authorities pending the nature of the violation. Students may bring their own devices (BYOD) and access the school networks. That access is covered under the AUP and restrictions on future access or ability to have devices at school will apply.

TELEPHONE USE

The school phone is reserved for school business only. Students are required to ask permission to use the phone. Acceptable reasons for students using the phone are: a change in school activity time or date not announced prior to that day or becoming ill in school. Student use of the phone for calling parents to bring books, homework, band instruments, and permission to stay for a game or to go home with a friend is not considered school business.

INVITATIONS & GIFTS

Party invitations or gifts for classmates should be for all students in the class (or) all boys or all girls. Teachers or the office are unable to release addresses and phone numbers of students. Locker decorations, flowers, and balloons during class time will not be permitted. Items brought to the school will be held in the office until dismissal.

Treats/Snacks (Cupcake Package, etc.) – SEE NEW PACKAGING PROCEDURE

This topic causes several upset students and parents each year. Due to health concerns, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and come to the school unopened. Items do not need to be individually wrapped –example include large bag of popcorn to divide out, cookies in unopened package, cupcakes in a store sealed multi package. However, if treat are to be divided out the parent will also need to provide small bags if students are to take an item home. ***No homemade treats or snacks are allowed at school for passing out to other students.*** Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Please review and understand when a treat is not permitted to be handed out at school it is because the item did not conform to the accepted procedure.

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 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. A parent/guardian/adult will be in attendance during the display and take the animal home after the presentation. At no time are animals for classroom presentation permitted on District transportation.

SEXUAL HARASSMENT – STUDENTS

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's, District agent's, or student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, service, or treatment; (d) occurs as action for membership in an organization/activity; or (e) making submission to or reflection of such unwelcome conduct the basis for academic decisions affecting a student.
3. The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Building Principal or Superintendent. All accusations of sexual harassment will be taken seriously and investigated to a level deemed appropriate by administration to include outside agencies when required by law or when additional resources may be needed. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. Any District employee or agent who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy.

Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

ADA PUBLIC NOTICE

Public Notice is hereby given that the public, students, and employees of Tonica Grade School District No. 79 are protected by the provisions of title II of the Americans with Disabilities Act of 1990. Section 202 of this act provides as follows: "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability be excluded from participating in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

VISITATION RIGHTS FOR PARENTS AND LEGAL GUARDIANS

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a verification of attendance form for the parent or guardian to take to his/her employer verifying his/her attendance at a conference or meeting. Each school Principal has these forms and the forms are readily available to the working parent/guardian upon request.

PARENT REQUEST TO CHECK STAFF CREDENTIALS

Parents may request to check teacher or paraprofessional (instructional aides) qualifications per the Elementary & Secondary Education Act, Title 1, Part A, § 1111(H)(6)(A). Requests are to be made in writing to the Superintendent of schools and then viewed under the supervision of a designated school staff member. Parents may also visit the Illinois School Board of Education website www.isbe.net to find information on staff credentials.

COMMUNICATION BETWEEN PARENTS/GUARDIANS/SCHOOL:

Parents/guardians are encouraged to contact school staff when they have questions or concerns regarding their child's progress. Office staff will relay messages to teachers; however, teachers may not be able to take calls during the school day. Each staff member has a school email address. **Staff members are encouraged to attempt a return contact within two school days unless the staff member is not at school.** Although email is convenient, parents and staff should utilize phone or personal conversations when possible. Emails, texts and other social media forms are excellent for quick messages not conducive to a conversation.

Most situations come up when a child comes home with a story or event that occurred at school. Parents want to believe their child and children want to be believed by their parents. Please take the time to listen to your child but reserve opinion until you have had the time to hear all sides of the story.

Listed below are the sequential steps to best resolve an issue. If there is a skip in the steps the person you speak too will listen to your concern; however, they may direct you back to the person/level that will best address your issue. The best information comes from the source of your concern.

Please see the school website for the District's **Organizational Flowchart** of problem resolution.

1. Take your concern to the person closest to the concern: This will generally be a teacher, classroom paraprofessional or ICSB for transportation concerns before contacting an administrator.
2. Present your concern to the next level – Assistant Principal or Head Teacher
The Assistant Principal or Head Teacher is the intermediary between the Superintendent/Principal and the students, staff, and parents. Their role is to work on problem solving and agreeable outcomes for all parties prior to an issue being brought to the Administration.

3. Present your concern to the next level – Superintendent/Principal

The Superintendent/Principal is the next person to contact if the problem hasn't been able to satisfactorily resolve the difficulty. If wishing to meet in person an appointment will be required versus walking in to request a meeting. The Superintendent's/Principal's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

4. Contact your school board members.

School board members are elected to represent the interest of all parents and District residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. These requirements often increase the time required for the board to make a response.

When should a board member be contacted and what can they do?

Contact a board member....

- After all other means of following the Organizational Flowchart to solve an issue have been tried.
- When a policy is being enforced but you believe it results in bad consequences.
- When you believe a policy isn't being enforced.
- When policies or procedures are not enforced fairly for all.

A board member may take one or all of the following actions...

- Informally discuss the issue with the Superintendent/Principal or other administrators to consider whether policies or rules should be changed.
- Request that the board review the specific policies that relate to the situation.
- Propose new policies for the board's consideration.

CURRICULUM NOTIFICATION

During the course of the school year a five day notice will be provided to parents of a class or course is offered recognizing and avoiding sexual abuse to pupils in grades Kindergarten through Eighth grade. Illinois public schools are required to teach a unit on the roles and contributions of lesbian, gay, bisexual, and transgender (LGBTQ) people in the history of the U.S. and Illinois. Parents may contact the school administration to discuss the process to opt their child out of a 'class or course' that is deemed objectionable to the parent. An alternative assignment, course work and assessments would be provided for equivalent grade credit.

ENROLLMENT/REGISTRATION OF STUDENTS

Tonica Grade School holds registration yearly for all returning students, transfer students and students that will not attend Tonica Grade School but are considered a Tonica Student (i.e. special education placements, alternative educational provision, and etc.). Registration is generally held the last week of July/first week of August.

Students may not attend classes whether they will be at Tonica Grade School or other education placement until the enrollment and registration process is completed. Students will not be permitted to register on the first day of school until after dismissal on that day and then no later than 3:30 p.m. Busses will not transport student that are unregistered. The first day of school is very busy and staff is not available to register a student.

The following are guidelines for enrollment/registration:

- Residency is verified for each student whether they attended Tonica Grade School the prior year, have siblings in the school, are transferring to Tonica CCGSD #79 and especially if the student moved during the previous school year and completed the school year at Tonica or transferred to another school or academic setting.
- Any family that registers as residing with another family, rents, leases or will have residency verified at each registration and must have sufficient documents to verify they actually live at that location. This includes having requested documents that indicate names on documents with the District address.
- Several documents are required to verify residency in the District and the school has Illinois State Board of Education/Tonica CCGSD #79 forms that are to be used for custody and control over a student and some alternative living arrangements (no landlord, living with a District resident, and etc.).
- Students that moved but completed the previous school year under the provisions contained in the Illinois School Code will be treated as transfer students and may be required to provide documents that are required of a transfer student.
- Eligibility for transfer students to participate in extra-curricular activities will be subject to the by-laws of the IESA, Vermillion Athletic Conference and Tonica CCGSD #79 policies/procedure.
- If a student leaves the District during the school year and then subsequently returns the verification process will be

used.

- False or unlawful enrollment will terminate attendance and require a pro-rated, per day payment of the tuition that would be charged for a non-resident.
- Students that begin the first day of school as a resident may continue to complete the school year after moving out of the District; however, transportation to school will be the responsibility of the parent/legal guardian.
- At the end of the school year all access to Tonica CCGSD #79 activities designated for Tonica CCGSD #79 students/residents are terminated if the student did not complete the year as a resident or moves out of the District over the course of the summer.

ENROLLMENT OF RESIDENT STUDENTS

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

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

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. At the end of the school year they will no longer be permitted to participate in Tonica Grade School activities that are designated for Tonica Students unless residency in the District is re-established and verified.

ENROLLMENT OF NON-RESIDENT STUDENTS

Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the following:

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

The Superintendent or designee is authorized to enter into a written agreement with adjacent school Districts to provide for tuition free attendance by a student of the adjacent District, provided that both the Superintendent or designee and the adjacent District determine that the student's health and safety will be served by such attendance. When making a request for tuition free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.

VERIFYING A STUDENT'S RESIDENCY STATUS

If the Superintendent determines that a student attending school on a tuition free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code 105 ILCS 5/10-20.12b.

WITHDRAWAL PROCEDURES/TRANSFER GRADES/CREDIT

A parent wishing to withdraw their child from school must contact the school and complete the necessary forms. The student will check out with all of his/her teachers, clean out their locker, and return all books, locks, school issued equipment, and materials. This process will not be during class time but from 3:15 p.m. – 3:30 p.m. If a teacher is not present then the student/parent will need to return to complete the withdrawal process. Withdrawal is not complete until all forms are complete and equipment returned. In order for credit to be issued for a quarter or semester the student must be enrolled through the quarter/semester; otherwise, only the grade at the time of transfer will be reported. Subsequent enrollment at Tonica Grade School without a final grade from another educational institution may result in placement in the grade level that the student withdrew.

All students at Tonica Grade School are bound by compulsory attendance will not be officially withdrawn from school until a "request for records" is received from the new school or verification of the student being provided academic services. If

a request or verification is not received within five (5) school days, the student will be reported to the LaSalle County Regional Office of Education truancy department.

KINDERGARTEN - EARLY ADMISSION TO SCHOOL

DISTRICT CRITERIA AND PROCEDURES

Board Policy 7:50 allows the child's parents/guardians to request early admission for their child. The following is the District Criteria and Procedures for the assessment of the child seeking early admission:

1. The parents/guardians must petition the District (generally 90 days prior to the beginning of the school session for which the petition is written).
2. A letter of recommendation from the pre-school the student attended will be forwarded to the District along with any other progress records the pre-school may keep.
3. At the parents/guardians expense, a disinterested third party such as the Special Education Cooperative (LEASE) may do a readiness assessment which shall include a psychometric test. The child must score at the 95 percentile to be considered for early admission.
4. The student will participate in a District's screening process during the spring of the year preceding that for which the petition is being submitted.

An interview with the Kindergarten teacher may be requested if it is felt that there is more information necessary prior to making the decision.

ATTENDANCE POLICIES/PROCEDURES

The Illinois School Code 105 ILCS 5/26-1, states that school attendance is mandatory (compulsory attendance) for all children between the ages of 6 and 17. Students that are enrolled in school under the age of 7 and over the age of 17 are also compelled to be in school when registered as student in the District - 105 ILCS 5-26-2.

Parents/guardians report absences, provide reasons after which Tonica Grade School District #79 administration determines when an absence is excused or unexcused. Absences that are not reported by the parent will be unexcused which may result in truancy notifications.

Excused absence valid reasons include: illness, death in the immediate family, family emergency, observance of a religious holiday, situations beyond the control of the student, mental or behavioral health reasons up to five (5) days, or circumstances that cause parents reasonable concern for the safety or health of the student or those approved by the administration. Students who are absent for these reasons will be given an opportunity to make up missed school work; however, all absences count towards the nine (9) absences that are allowable during a school year before absences are considered unexcused.

Notification to school regarding an absence - Parents must notify the school by telephone (815) 442-3420 when a student is going to be absent. Phone notification needs to be given by 10:00 a.m. on any full or partial day of absence or no later than the end of the next school day in order for the absence to be taken under consideration to be "excused". Any full day or part day absence which is not called in by a parent for the reasons identified as "excused absence" will be termed "unexcused". Determination of "excused or unexcused" is made by the administration. Work missed as the result of an unexcused absence will receive no credit. Calls or notes received two (2) school days after an absence will not be considered to excuse an absence.

ATTENDANCE – TRUANCY

Referrals are made to the Regional Office of Education's truancy program and/or the District truant officer for repeated absences or unexcused absences. Students that are reported for truancy during the school year OR have missed more than 5% (9 days) of the previous 180 school days may have modifications to the attendance limitations and requirements to start the year with the medical documentation process. This also includes transfer students at the beginning or during the school year.

Attendance definitions:

Tonica School will only excuse absences beyond nine (9) days under the DOCTOR'S NOTE REQUIREMENT procedures. All unexcused absences are reportable to the Regional Office of Education truancy program.

Chronic Absenteeism: Any absence beyond 10% of attendance days without valid cause as determined by the school District. This includes illness, appointments, vacations, family emergencies and etc. Students that are considered as chronically absent negatively impact the school's State Report Card rating level.

Truant (Chronic/Habitual) - A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof for more than 5% (9 days) in a school year or previous 180 school days to include the previous school year.

Valid Cause - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school District shall determine if the student is a truant (chronic/habitual) or a truant minor the Superintendent shall direct the appropriate school District staff to develop diagnostic procedures to be used with the student. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

The following supportive services may be offered to a student who is experiencing an attendance problem:

- 1) Parent-teacher conferences
- 2) Counseling services by social workers
- 3) Counseling services by psychologists
- 4) Psychological testing
- 5) Alternative educational programs
- 6) Alternative school placement
- 7) Community agency services

When the supportive services of the school District have been offered to the student and if these measures prove ineffective and the behavior persists, the Building Principal shall refer the matter to the Superintendent. The Superintendent or designee may call upon the resources of outside agencies such as the Juvenile Officer of the local police department or the Truant Office of the LaSalle County Regional Office of Education. Students bound by compulsory attendance will be referred to the Regional Office of Education truancy program per ROE procedures based on unexcused absences. The School Board, Superintendent, school District administrators, and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out of school suspension, expulsions or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student to include a referral to the County Truancy Program. Please note, unexcused absence may be considered a "class cut" as defined discipline policy of the handbook.

ATTENDANCE – ABSENCE LIMITATIONS

Once a student reaches the limitation of nine (9) absence days the District will only excuse absences for illness of the student as documented by a doctor's note or by utilizing the 'school illness check' noted below. All absences, including the Mental Health days up to five (5), except those for school functions/activities count towards the 5% - 9 day limitation: parent call ins, doctor appointments with/without medical note upon return, vacations during school days and etc. The Administration will consider emergency situations beyond the nine (9) day limitation; however, to avoid unexcused absences and truancy referrals, parents should continually monitor their child's attendance, the doctor note requirements and avoid absences when child does not show symptoms of illness or for reasons not covered under State law for an excusable absence. The following are some examples of, but are not limited to, unexcused absences after the 5% (9 day) limitation: shopping, hunting or fishing, oversleeping, vacations, or missing the bus.

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

Note: Students who are absent more than 3 consecutive days due to illness must bring a doctor's note when they

return to school for the absences to be excused. The doctor's note will need to include the following: date the student was seen by a doctor; states the student was not able to attend school due to illness; excused date(s); and return date.

Students will be excused from school due to illness, attendance at a funeral, medical, doctor or dentist appointment (when they cannot be scheduled during non-school hours), emergency work for members of the immediate family, and other reasons for which the Administration has been notified within the limitation of 5% (9 days) of absence.

Up to five (5) excused absence days may be used for mental health if the student has not exceeded the 5% (9 days) of absence or is not on the doctor's note requirement for an absence to be excused. On the second use of a mental health day the district may report a student to the district's student support services/counselor/social worker or psychologist.

Attendance is determined by number of actual classroom instructional minutes present as follows:

Full Day of Attendance = 300 minutes; Half-Day of Attendance = Less than 300 minutes up to 150 Minutes

STUDENT ILLNESS CHECK: – When students are on the Doctor's Note Required Process and student at school expresses they do not feel well, office staff can make a determination for an excused absence regarding illness if the student has a temperature at or above 100 degrees or has vomited. In such cases when a student is sent home it will be excused for that day only.

FEVER/VOMITTING 24 HOUR RETURN RESTRICTION (REVISED):

Students with a temperature at or above 100 degrees may not return to school for 24 hours after being fever free without the use of fever reducing medicine plus an initial 24 hours to allow for fever reduction. Students who have vomited at school may not return to school until after 24 hours has elapsed since the last vomiting instance. Student who are sent to school before these timelines have elapsed will be sent to the office and parents contacted to pick their child up from school to stay home until meeting the stay home timelines.

DOCTOR'S NOTE REQUIREMENT:

Irregularity in school attendance is a serious handicap to the progress of the student. Because of our concern for your child's academic progress, the following procedure has been implemented. After nine (9) days of absence in a school year, illness of the student needs to be documented by a physician's note stating the date the student was seen by a doctor; states the student was not able to attend school due to illness; date(s) to be excused; and date of return will need to be provided to the office in order for absence(s) to be excused. Other reasons for missing school may not be excused.

ATTENDANCE – TARDINESS TO SCHOOL

Students will be considered tardy to school if they arrive in the building after the start bell and within the first ten (10) minutes of the school day. After ten (10) minutes the missed time becomes an absence for a half-day counting towards the 5% (9 day) limitation on absences. Habitual tardiness of more than three (3) times during the school year may result in a report to the Regional Office of Education Attendance Program. PBIS may also be part of the consequence process.

APPOINTMENTS DURING SCHOOL HOURS/APPOINTMENT VERIFICATION NOTES

Appointments during school time should be kept to a minimum. It is understood that not all doctors have office hours in the evening; however, if they do it is encouraged to schedule the appointments to limit absences from school. When a student has an appointment that would permit them to start or return to school that they will do so. Appointment cards/return notes need to document the time of appointment and departure time. The school may determine a portion of a missed day of school as unexcused if it was reasonable that a student should have been in attendance.

Appointments for non-medical reasons can be excused if the student has not meet the 5% - 9 day limitation on absences set forth in Public Act 97-0128.

Students/parents are to submit return to school notes, appointment verifications or medical excuses to the school office upon student return to school. Notes will not be accepted after 3 school days. The school will request the note from the student and it will then be the student's responsibility to provide the note or get their parent to send it to the school.

ATTENDANCE AT SCHOOL SPONSORED EVENTS

Attendance at school-sponsored events and activities such as dances and extra-curricular events is a privilege. Students may be restricted from attending these events due to academic issues, excessive absences, behavior concerns or violation on any school rule or policy.

Students are to arrive to school before **9:00 a.m.** the day of an after-school activity **and remain in school the rest of the school day in order to attend or participate in an after school activity.** This refers to all school events, practices, assemblies, or dances. Exceptions will be made for students with a pre-arranged absence or verified doctor's appointment. Other non-illness related issues will be addressed by the Superintendent/Principal, other administrator or Athletic Director to determine the eligibility of the student to participate or attend the activity. The assumption will be that if a student leaves school for any reason other than a pre-planned doctor's appointment or approved emergency they will be able to attend/participation in an afterschool activity. **If a student leaves school sick at any time during the school day of a school sponsored activity, they are UNABLE to attend school events that day/evening.**

Students and children younger than 6th grade will require an adult to be present at the school event. Attendees at events, in the school building or on school grounds during an active event are there for the purpose of participating or viewing the event. Students and visitors will be expected to pay appropriate admissions to enter/attend the event, follow rules provided by the designated supervisor and view the event (i.e. be in the gym during a game) instead of staying outside the event arena (i.e. hang out in the hall, cafeteria and etc.).

Once a student arrives at a certain school activities they may not leave until a parent/guardian or designated adult picks the student up from the event. Unless pre-approved by the administration

Only students who attend Tonica Grade School may attend school-sponsored dances

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted to pick-up their child. The school may also impose other discipline as outlined in the school's discipline code.

VACATIONS - **Five Day Parent Notice to the Administration**

The District understands that family schedules do not always coincide with the school calendar; it is strongly discouraged for students to miss school for family vacations. School calendars are published well in advance to avoid conflicts with school attendance. Family trips/vacations require a (5) day notice to the Principal and will be excused for a maximum of five (5) days per school year but days beyond the 5% - 9 day limitation will be not be excused. **Days in excess of (5) days will be unexcused absences resulting in possible notification to the Regional Office of Education for Truancy.** Student work assigned or due during unexcused absences may not be credited for a grade and receive a "0" (zero). In order to receive credit for all assignments during a vacation period the days must be pre-approved (5) days in advance with the Principal, the student or parent is to request the teacher(s) to provide homework (5) days in advance to be turned in upon return to school. At the discretion of the teacher, work may be provided prior to the absences to be turned in upon return or provided after the absences with a specified due date which may not necessarily be on a day for day of the absences.

STUDENT SIGN-OUT PROCESS

Early pick-up is through the main north door with a parent/guardian or designated adult signing the student out of school. A parent/guardian must sign their child out in the main office when the child is going to leave the building during the day for any reason. Students may not leave the building or school grounds without school permission. Leaving the building or grounds without permission results in PBIS Major being issued. Consequences will be determined by the administration.

STUDENT ARRIVAL/DROP OFF PROCEDURES & PICK UP

All student drop-offs via driven to school are at the circle drive entrance on the south side of the building OR at the playground corner no earlier than 7:50 a.m. Students may not be driven into the north parking area and dropped off at the north entrance UNLESS a student has to be checked in at the office or a parent that needs to meet with office staff. If a student will be a 'walker' at dismissal the office needs to be notified 45 minutes or earlier to dismissal time. Notifications with less than 45 minutes to dismissal time will require the person picking up the child to park in the JH lot, walk to the circle drive exit door and pick their child up before they get on the bus.

Late drop-off (after 8:10) is through the north doors (may use Hiawatha street entrance) with the parent and student coming to the office to sign in and provide reason for the late arrival.

At the end of the day all non-bus pick-ups are on the north side parking/playground area. Late notification of a walker off a bus may require the parent to park in the East lot and get their child(ren) as they leave the building prior to boarding a bus.

DAILY TIME SCHEDULES – DISMISSALS

Students will not be allowed in the building until 7:50 a.m. Parents will be reminded and required to work out alternate means to have their child to get to school if needed.

Bus Drop Off:	Approximately 7:50 a.m.
Student Arrival (Walking/Vehicle):	No earlier than 7:50 a.m.
Regular Dismissal:	3:10 p.m.

See the District Calendar for a comprehensive list of early dismissals and school attendance days

DISMISSALS/DELAYED STARTS DUE TO SEVERE WEATHER

Whenever it is necessary to delay the start of school up to 9:45 a.m., call off school or dismiss early, an announcement will be made on local radio stations, or disseminated by an auto messages system when utilized by the school District.

Announcements will be broadcast by 6:30 a.m. for a school closure. Early release notification time for emergency reasons will be on a case by case issue. If it is necessary to dismiss school early because of severe weather, there will be no school events unless approved by the superintendent or Principal. When school is cancelled, practices, games and events can be held only with the Superintendent's permission.

STUDENT LUNCH/BREAKFAST – PROGRAM/PROCEDURES – Note Costs may adjust during the year

STUDENT LUNCH & BREAKFAST FEES

Breakfast is available for all students for purchase at a cost of \$1.55. Students on the Free/Reduced program are provided breakfast. Breakfast time is 8:00 a.m. to 8:10 a.m.

The classroom teachers will take a lunch count at the beginning of each day. Lunch and milk money are to be paid for in advance in the cafeteria or dropped off in the office.

Free and reduced price lunches are available to those students who qualify under State and Federal programs. School lunches are paid through the use of an automated account process using funds provided by parents. It is now State law that a student be served a lunch upon request if their account does not have funds. Parents will be charged for lunches provided to a student. Notices will be sent home when accounts become delinquent or charges accrue. **If parents do not wish their child to receive and be charged for additional food items they must notify the cafeteria in advance. This includes chargeable seconds, ala cart items, snacks and beverages. When meals are provided at NO CHARGE under a Federal or State authorized provision only the first tray/meal may be exempt from a charge. All additional items or milk for 'home lunch' students are subject to a charge.**

SCHOOL LUNCH PRICES:	Grade K – 8:	\$3.00 (Five lunches per week \$15.00)
	Adults:	\$4.25
	Extra Milk:	\$0.38
	JH Ala Carte:	Prices vary by item; Ala Cart is not required to be provided and the District may discontinue or adjust the practice.

* When students receive a free meal through a federal or state program only the main tray, first serving is provided. Seconds or additional items provided are chargeable to a student's lunch account.

CAFETERIA/LUNCH/BREAKFAST/RECESS RULES & EXPECTATIONS

- Students who are eating breakfast are the only students allowed in the cafeteria before school; student's not eating breakfast are to go to the gym.
- Loud talking, yelling, screaming and other disruptions are prohibited; we emphasize neighbor talking volume
- Students shall not throw food or drinks.
- Students shall not trade food.
- All students must go to the cafeteria for lunch and remain until being dismissed unless school personnel designate another area for a student
- Students will be dismissed from the cafeteria and are to go directly to the designated area. No food, drink, or candy is to be taken from the cafeteria.
- Permission must be secured from supervisor to return to the building to use the restroom during recess.
- Students not on swings must remain clear of the area.
- Rough games and activities with significant danger of injury, such as excessive horseplay is not permitted; foreign

- objects (snow balls, rocks, etc.) are not to be thrown.
- All equipment is to be returned to proper storage.
- Play ceases when directed by a supervising adult.
- Students are expected to share playground equipment.
- The playground supervisor is to be obeyed at all times.
- Students may be assigned an alternate eating location as part of PBIS Expectations and Consequences

Recess will be outdoors whenever possible. **PLEASE DRESS YOUR CHILDREN APPROPRIATELY.** Students who return from an illness may, upon written parental request, be kept indoors for a period of up to two (2) days. A doctor's note will be required for staying inside for longer than two (2) days. Students are required to wear coats, hats, and gloves when weather dictates their use. Students may be kept inside or miss recess for lack of proper clothing when temps are below 60 degrees, completion of homework or other violation of school rules or policies. Tonica Grade School utilizes outside activities when temperatures are not below twenty (20) degrees with air temperature and wind chill combined.

FOOD ITEMS FROM OUTSIDE THE SCHOOL – STUDENTS

Students may bring items from home for lunch or other approved snack reasons. Students may not give or sell food items to other students. Non-school/PTC fundraisers that involve food items are not permitted on school grounds (7:00 a.m. – 3:30 p.m.) on school days for outside groups or organizations.

STUDENT RECORDS

Parents have the right to inspect and/or copy the records (copy costs are 35¢ per page) the school keeps on their children and may challenge the contents of said records. Student records will be forwarded to other school Districts upon their request, when the child moves from District #79 and attends another school District or when students are promoted to high school. Tonica School District does not release the official student file in the case of a student attending a homeschool. A copy of the records can be provided with payment of the appropriate fees.

Parents of children moving from District #79 are hereby notified of their right to inspect, copy, and/or challenge the contents of their child's records prior to the release of said records. All requests are to be directed to the school Principal and must be received within five (5) school days of the last day of attendance to avoid a report to the Regional Office of Education Truancy program.

Permanent Record Information

Information includes:

- Basic Identifying Information
- Academic Transcripts
- Attendance Records
- Accident Reports and Health Records which are necessary for enrollment (i.e. dental)
- Records release form

May Include:

- Honors and Awards
- Participation in School Events

Information will be released to the requesting official records custodian of the academic institutions that the student transfers to after withdrawing from the school District. Parent/student permission is not required to release information to a receiving School District official records custodian.

Temporary Records

Information includes:

- Disciplinary suspensions and expulsions for drugs, weapons, or bodily harm to another
- Scores on State Assessment Tests
- Records release form

May include:

- Family background information
- Non-permanent health records
- Intelligence scores
- Aptitude Tests

Honors and Awards
Participation in School Events
Teacher Notes
Court Orders or Protection
Department of Child and Family Services (DCFS) Orders
Other Disciplinary or relevant Information
Special Education Information

Current student permanent and temporary student records will be forwarded to the next educational institution when a student transfers out of the District or graduates from eighth (8th) grade. Tonica will not keep any records after a student graduates.

Permanent records will be kept for a minimum of 60 years for students that graduated from Tonica High School. When Tonica School District purges records for students that graduated from Tonica High School after 60 years a notice will be placed in the local paper of record.

Directory Information (FOIA)

Student Directory information will be limited to Student Name. Parents may opt. their child out of having directory information released for military requests, educational institution requests or FOIA commercial requests. FOIA requests are generally utilized to seek clients or business. Please contact the office to opt. your child out of release of Directory Information.

STUDENT IMAGES/PHOTOGRAPHS

Parents may at registration or anytime during the year to opt. their child out of have their images/photos posted electronically or in newsprint. Please be aware that this does not cover publically attended events outside of school hours or images not taken by the school and then posted. The school will do its best to ensure photos of students that were opted out will not be posted, this may mean when group pictures are taken of school activities those students will be excluded from the photo or not attend the event.

SCHOOL WORK/HOMEWORK/ASSIGNMENTS

Remote/E-Learning has an expectation/requirement to follow In-Person Expectations when applicable

Units of Instruction or Courses Notification:

During the course of the school year a five day notice will be provided to parents if a class or course is offered recognizing and avoiding sexual abuse to pupils in grades Kindergarten through Eighth grade. Starting in the 2020 – 2021 school year, Illinois public schools are required to teach a unit on the roles and contributions of lesbian, gay, bisexual, and transgender (LGBTQ) people in the history of the U.S. and Illinois. Parents may contact the school administration to discuss the process to opt their child out of a 'class or course' that is deemed objectionable to the parent. An alternative assignment, course work and assessments would be provided for equivalent grade credit.

HOMEWORK TYPES (All Grades)

1. Classwork – assignments to be done during class time under supervision of teacher; unfinished classwork becomes homework or work to be done during the next meeting of the class.
2. Homework – assignments that were not completed in class or during study hall or assignments to be completed outside the class period with a due date; teacher may allot time during class for homework at their discretion.
3. Projects – assignments that will generally require more than one day to complete and may include groups of students collaborating together; time may or may not be provided during the school day to work on projects; teachers will be encouraged to have intermediate graded or ungraded completion points or break projects into smaller graded or ungraded units.

HOMEWORK/LATEWORK

(K – 5)

Homework or assignments are due at the announced time and date specified by each teacher. Late work will be handled by each teacher based upon grade level appropriateness and individual needs of the students. Parent contacts and pending the grade level, after school study sessions, lunch/recess make-up and grade reductions for late work.

(6 – 8)

A main reason a student could fail a class is due to missing, late or poorly done homework and assignments. With this in mind, Tonica has a requirement that students will be accountable and responsible for completing school work in order for teachers to assess student knowledge and students to know their strengths or areas of need. To assist students with this expectation there will be designated study halls for completion of assignments or redo of below quality work. When a

student has missing/late/poor work they will be assigned to a specific study hall with the expectation of completing or re-doing the work.

Redo-Work: Teachers may require a student to re-do work when the student work product is below acceptable standards. The re-do work will be required to be completed and grade counted.

MAKE-UP WORK - Absences

If an absence is foreseen and/or pre-arranged, all make-up work is due prior to the absence unless a pre-arranged time is accepted by the teacher(s). Call in for assignment requests by 10:00 AM or sooner. If a student leaves early he/she is to turn in that days assignment(s) at office or with the teacher before leaving; otherwise, it will be considered as late work and graded accordingly. Pending the timely request for homework regarding a daily/unforeseen absence, work will be sent home with a sibling or other student designated by the parent. Homework will be ready by 3:00 p.m. If there is no request for homework then the student is responsible for getting their assignments the next time the student is in attendance at class.

If a student is absent from school (illness, death in the family, doctor appointments, etc.), make-up work and assignments are expected to be completed within a period of time equal to number of days absent. If work was assigned prior to the student's absence and due when the student was absent, that work must be turned in the day the student returns to school. If a student is absent several days, the teacher and student need to work out a solution. Students may be required to take a test the day they return if there was not a review session while absent, there was no instruction on the material during the absence or if the material tested did not have classwork assessed and returned while the student was absent.

SCHOOL WORK - OUT OF SCHOOL SUSPENSION

When a student is suspended from school for one day, work will need to be gathered by the student on the first school day after the suspension and turned into the teacher the second school day after the day of suspension to receive full credit. When suspensions are longer than one day, students will be expected to turn work in the second school day to receive full credit. Work will not be credited after the deadline. School work will be made available for pick-up by anyone other than the suspended student at the end of the school day on the second day of multiple days of suspension. Tests and quizzes are to be arranged by the student and will be administered following the suspension at the convenience of the teacher including before/after school and on the day of return.

SCHOOL WORK – UNEXCUSED ABSENCES

School work that is due on a day of an unexcused absence will be graded as zero (0) including tests or quizzes administered when the student has an unexcused absence. Work may be assessed including tests and quizzes for student and teacher knowledge of skill mastery but the grade will be a zero in the gradebook.

JUNIOR HIGH HOMEWORK & REGULAR STUDY HALLS

Study Halls are to be maintained with an atmosphere for study, reading, working, planning etc. They should never be used as social time. Students may be assigned to a specific study hall for the purposes of receiving additional help or for making up work/quizzes/tests. Junior High students will need permission from their study hall teacher before going to another teacher for study hall. These requests will only be for receiving assistance on a current assignment or help in the subject area. Abusing the request to purposely attend another study hall for social purposes will result in a PBIS infraction and a limitation on future requests.

PLACEMENT, PROMOTION & RETENTION POLICIES/PROCEDURES

The Superintendent will direct and aid teachers in their evaluation of students in K - 8 and review grade assignments in order to ensure uniformity of evaluation standards. A student's achievement of the skills for the grade to which he or she is assigned and his or her readiness for work at the next grade level will be assessed and evaluated before he or she is promoted. The final decision for promotion or retention remains with the school.

PLACEMENT OF TRANSFER STUDENTS

Students transferring to Tonica Grade School from a traditional public or parochial setting that is accredited by a State Department of Education will be placed in the grade from which they were enrolled. Students transferring to Tonica Grade School to start a school year will generally be placed in the grade level noted in the end of year report card from the previous school District. The District may place a student in the same grade level of the previous year if math, English language arts and/or reading classes were not passed successfully.

HOME/PRIVATE SCHOOL TRANSFER

Students transferring from a Home/Private School will have placement in academic programming and/or grade level determined by the Principal through the review of academic work of the student, grades, and/or a placement tests. Students who once attended Tonica Grade School then subsequently were withdrawn and then homeschooled will not automatically be placed into the grade level that aligns to the number of years the student was homeschooled upon return to Tonica Grade Schools. The student could be placed into grade levels above or below the peer group associated with their last enrollment at Tonica Grade School using the methods described above.

Students that withdraw from Tonica Grade School into a homeschool then subsequently enroll back at Tonica Grade School may not necessarily be placed in the grade level associated with the peer group of last enrollment at Tonica Grade School.

Grade placement for a student transferring from a Home/Private School must provide the following in order for grade placement and or promotion in the next grade level at the end of the year if enrolling after the school year starts. The information needs to be provided at the time of enrollment or the district has the right to retain the student in the same grade level the next school year or not place in the peer grade level.

- Daily attendance log (student must meet the same attendance requirements as TGS enrolled students)
 - Minimum of five instructional hours each day
- List of subjects which align to the Illinois State Standards and include the following
 - English/Language Arts/Reading; spelling (elementary only), math, science, social studies, and physical education
- Provide the course/subject materials used including physical books, link to online curriculum and examples of student work in each subject
- Report card or transcript of grades for each subject

The district may also implement assessments to determine grade level placement or for promotion at the end of a school year. Students that transfer form a traditional private/parochial school that is also accredited through the State department of education need to have records transferred via a request from Tonica Grade School. In most cases this will meet the grade level placement for a student. Tonica Grade School will not accept parent provided academic records as official records for grade level placement or promotion. All records must come directly from the accredited educational institution.

The District has final authority regarding the grade placement of any transfer student.

PROMOTION OF STUDENTS

(K – 5)

1. General policy should be one of promotion rather than retention; however automatic promotion of all cannot be justified.
2. Retention is justified where achievement is far below obvious standards or for absences beyond 20 school days. This may be caused by prolonged absences, lack of effort by pupils who have evidenced the capability of doing good work, and physical and social immaturity.
3. Procedure to inform parents and students of pending retention
 - A. Notification of possible retention during 3rd quarter or early 4th quarter.
 - a. Conference set up to discuss remediation and expectations to consider promotion
4. The final decision for promotion or retention remains with the school.

JUNIOR HIGH

The Staff and School Board of Tonica Community Consolidated Grade School District #79 recognizes the value of certain “core” academic courses in predicting continued school success and functional literacy in today’s society. “Core” courses are defined to include English (Reading and Language Arts), Mathematics, Social Studies, and Science. Without the basic knowledge and demonstrable skills of these subjects, promotion to higher levels of instruction in the same subjects only predicates more lack of success and frustration on the student’s part. The following are guidelines used to determine if promotion to the next grade level is appropriate.

1. Students must pass the Constitution Assessment/Test including transfer students
2. Student attendance will be a factor in determining if they will be promoted; absences in excess of 20 school days will be a consideration for retention in the same grade level.
3. Junior High students who fail one core class for the year may be promoted to the next grade level but will be considered for retention based upon other academic factors included standardized and diagnostic testing data.
4. Junior High Students who fail two or more core classes in a year will be considered for retention.
 - a. A failure is defined as an average failing grade of all four quarters in a class.

- b. If the reason for the failure(s) is primarily based upon missing homework or late homework grades, school staff and the Principal will determine if the student is ready to be promoted to the next grade level.
5. When an eighth grade student is retained, he/she will not be permitted to participate in the graduation ceremony or receive a Certificate of Promotion. A retained 8th grade student will also not be permitted to participate in any extra-curricular activities or special events the following year of enrollment unless approved by the Superintendent.
6. Summer instruction programs: When available at Tonica Grade School summer remediation courses will be required for a student to successfully complete in order to be promoted to the next grade level when a student has been retained. The cost of the program and transportation will be the responsibility of the parent/guardian.

Special education students may have promotion requirements altered if this determination is made at a multi-disciplinary conference or during an Individualized Education Plan (IEP) meeting and written into the plan.

MATH PLACEMENT – 8TH GRADE

When the District permits, a student may be eligible to take Algebra 1 at LaSalle Peru High School or St. Bede Academy pending meeting that school's course enrollment requirements. The grade in the high school course will not be a weighted grade for Tonica GPA/report card purposes. The cost of the program and transportation will be the responsibility of the parent/guardian unless the Board of Education authorizes transportation to be provided by the District. The student may also be required to be in attendance at Tonica Grade School when the HS course is not in session. Please be aware that a parent that elects their child to attend the off-site math class also understands that their child may miss Tonica Grade School events, assemblies, awards and other activities. Transportation will be the responsibility of the parents to provide unless the Board of Education establishes a return route from the LPHS program.

When Algebra is offered at Tonica, placement into the class are a combination of the following data points:

1. An "A" or high "B" average for the year in general education 7th grade math;
2. Skill specific mastery in the areas of 7th grade math Expressions and Equations;
3. Mastery level skill demonstration on District diagnostic assessments;
4. Meets/Exceeds level on 7th Grade State math assessments;
5. Teacher determination of readiness to handle upper level math taking into consideration effort and cooperation in previous math classes.

IESA REQUIREMENTS

Students participating in sports, cheerleading, scholastic bowl, student council or other I.E.S.A. activities must maintain academic eligibility. A student receiving an "F" in any subject will be ineligible to participate for one week (Monday – Saturday following the Friday eligibility check).

STUDENT ASSESSMENTS/REPORT CARDS/ACADEMIC PROGRESS

STUDENT GRADES/ASSIGNMENTS ON-LINE GRADE BOOK

Parents/legal guardians/students may access student information regarding grades, upcoming assignment due dates when provided and missing work assignments. Each person who is granted access will have their own username and password. This makes it very convenient for all parents/legal guardians to stay up to date on their student's academic progress. User names and passwords generally stay the same year to year and if you forget the information please seek a reset password through the system. Tonica Grade School also provides this access to agencies that have authorized consent or have provided a legal request for such access. It is highly recommended to visit the grade book a minimum of once a week to assist you in providing guidance to your child's academic success. Teachers are requested to update and enter grades on a weekly basis. If you see a lack of grades entered please contact the teacher as there are times when long term projects may lack frequent grade updates.

REPORT CARDS/PROGRESS REPORTS/CONFERENCES

A report card will be given to all students at the end of each nine weeks of school. (Standards will be set according to percentages and descriptors.)

A report card with grades for each class and attendance records will be given to all students at the end of each nine weeks of school.

Grades K – 1 Performance Levels: E = Exceeds; M = Meets; D = Does Not Meet

Grades 2 – 8 Grading Scale: A = 94-100; B = 87-93; C = 77-86; D = 70-76; F = 69 or below

Elementary Non-Core Classes Performance Levels: E = Exceeds; M = Meets; D = Does Not Meet

An “I” (Incomplete) grade indicates that work is incomplete and must be completed by a specified date. An incomplete grade becomes a zero if the work is not completed within the specified time (generally one week after a grading period unless an extension is granted by the Principal).

Grade Weighting Homework and Tests:

Grade Level	Homework	Tests
K – 2 nd	No Weighting	
3 rd	80%	20%
4 th	70%	30%
5 th	60%	40%
Junior High	40%	60%

Teachers may adjust weights according to the type of work (project, draft, final paper, or quiz).

Conferences: Tonica Grade School holds one formal conference period after the 1st quarter. All students in grades K – 5 are assigned a conference time which is sent home. Please contact the office if there is a conflict and to set a new time. Junior High conferences are open attendance with group times set by last name. Conferences are not limited to this one fall conference as parents may request to meet with a teacher at other times during the school year to discuss their child’s progress. Conferences should provide an update on academic progress, suggestions for improvement and what your child should continue to do to increase their learning and skill level.

VALEDICTORIAN & SALUTATORIAN

The valedictorian and salutatorian will be based upon a cumulative GPA for grades 6, 7, and 8. The 8th grade class grades will be based upon quarters 1, 2, and 3. The Valedictorian will have the highest grade point average of the 8th grade class and the Salutatorian will have the second highest grade point average of the 8th grade class. Students must be in the graduating class year that corresponds to their starting as a 6th grade student (students retained in JH will not be considered for Valedictorian or Salutatorian). Multiple students with the exact GPA will be receive Valedictorian and Salutatorian honors. Only courses taught at Tonica Grade School, approved transfer grades or approved off-site course will count towards the selection process. Students must also have been a Tonica Grade School Student beginning by the 3rd quarter of their 6th grade year with continuous enrollment until graduation to be considered for Valedictorian or Salutatorian.

HONOR ROLL RECOGNITION 6-8

Students in grades 6-8 will be eligible to be named to the honor roll. To qualify, the student must have a grade point average of 3.0 or better and no grade below a “C”. In computing grade point average, student grades are assigned the following weights: A-4, B-3, C-2, D-1, F-0. Honor Roll will be computed using grades from all subjects. High Honors will be 3.5 – 4.0 and Honors will be 3.0 – 3.49. Individually graded students (Special Education) shall be eligible for the Honor Roll, but will not be considered for Valedictorian or Salutatorian unless all classes/subjects are taught at general education grade level. Credits are based on the number of days per week the class meets and length of the class period. PE is ½ credit.

SCHOOL RENTALS AND FEES – FINES & RESTITUTION

Students are responsible for returning school issued equipment in the same condition it was issued. This includes school owned PE uniforms, books, tools/equipment, technology equipment, sport/organization uniforms, instruments, and etc. Equipment that is lost or damaged will be replaced by the student at the replacement cost. Failure to return or pay for a replacement item or for an item issued to a student will be considered theft or vandalism and reported to legal authorities along with school disciplinary action. The cost for the item will be added to registration fees and considered as restitution. **The school reserves the right to withhold official copies of records and participation privileges in extra-curricular activities for unpaid fees/fines/restitution amounts. The school may also withhold participation privileges in the graduation ceremony for students that have outstanding fines, charges for restitution, or for the non-return of school equipment.** Unpaid fees/restitution/fines are ultimately turned over to a Collection Agency.

FEE – Amount charged for but not limited to registration fees, sport fees, lunch fees, lab fees, equipment use fees, course fees, or other fees that are charged for the use, replacement or consumption of school equipment or for academic programming. This includes trips fees, replacement student ID’s and replacement planners.

FINE – Assessed dollar amount for returning library items late or classroom fines assessed by teachers.

RESTITUTION – Assessed dollar amount for damages, whether intentional or non-intentional, to school equipment or for loss of school equipment. Unpaid lunch bills are included. The amount assessed will be for the actual repair or replacement costs. Restitution will be added to a student’s fee but considered as restitution.

FEE WAIVER – The District offers a free and reduced fee/lunch waiver to parents who complete and qualify for the program. Fines, restitution, and some fees are not waived to include specified extra-curricular activities. Sport fees will be waived for student with a free/reduced lunch waiver or temporarily waived pending reapplication the following school year. However; if a student does not receive a waiver then all fees will apply. A free/reduced lunch waiver does not cover equipment needs for sport/activity programs (shoes, warm-ups, etc.)

Specific Fees

Registration Fee:	\$125.00
Replacement Student Planner:	\$5.00
Yearbook	\$15.00
Kindergarten Milk Fee (snack)	\$0.38 per carton <i>prepaid at minimum 2 weeks at a time</i>
Lost Lock replacement/not returned:	\$5.00
Sport Fees per sport:	\$35.00 (Cheerleading - \$20.00); Additional bowling fees paid to the bowling alley; Family Cap of \$200.00 for the year
Extra-Curricular Transportation Fee	\$15.00 per season/per activity when transportation is provided
Science Fair Fee (7 th and 8 th):	\$10.00
Sports Polo:	\$10.00
Class/Course projects:	Responsibility of the student and varies pending the project
PE Uniform:	\$22.00 per set (short/shirt); \$11.00 per piece

NSF checks or those returned by the bank will require cash or certified funds to make payment. The cost of NSF charges will be added to the amount owed to Tonica Grade Schools.

STUDENT SUPPORT SERVICES

SCHOOL NURSE/HEALTH SERVICES

A school nurse is not employed by the District for daily health issues but we may at times have on staff a CNA or EMT that can provide a higher degree of health assistance or assessment. School office staff take temperatures and can monitor other visible health issues. Parents play the main role in determining when a student requires medical interventions. However, under certain circumstances the school will require a medical release to return to school if there is a concern regarding a contagious situation (strep throat, pink eye, childhood type issues and etc.). A school nurse available in the area performs school required screenings and medical IEP/504 assistance plans.

FOSTER CARE SCHOOL ATTENDANCE/TRANSPORTATION

The School District follows Illinois State Board of Education rules and the Tonica Grade School District’s foster care school placement and transportation guidelines. A foster care student’s designated guardian is to contact and administrator regarding the process to determine the ‘Best School Placement’ and ‘Transportation’ for school enrollment.

HOMELESS CHILDREN

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

COUNSELOR/SOCIAL WORKER/PSYCHOLOGIST

Tonica strives to keep on staff counseling services for students. They could be in the form of a social worker, guidance counselor or school psychologist to facilitate student supports outlined in an IEP or for general Social/Emotional Learning (SEL) needs of all students. Parents, students and school staff may refer a student for SEL services with the following understandings:

1. The conversations and interactions between the student and SW/Counselor will remain confidential unless the student permits the information to be shared or if there is a concern/indication of harm of that students or others
2. A student that exhibits depression, suicidal ideation or self-harm will require parent/notification and a requirement

- for the parent to seek mental health supports for their child
- 3. The SW/Counselor may meet with a student for a limited amount of time after which parental consent is required for continued services
- 4. Classroom or small group supports do not qualify for limited interactions and may occur throughout the school year.

MEDICAL AND HEALTH INFORMATION/POLICIES/PROCEDURES

School code permits the withholding of student academic reports for non-compliance with health requirements.

When a pandemic or other health concern occurs the District will follow guidance from various agencies, including but not limited to: Illinois Department of Public Health, Illinois State Board of Education or the State of Illinois. Any directives or guidance to be followed will be communicated to parents/guardians and students. Failure for a student to follow guidelines may be cause to exclude a student from school or be placed in a supervised but isolated space in the school. When a student exhibits any symptoms of a health crises or concern, a student may be subject to being sent home, not allowed to ride the school bus and the parent must secure transport for the child home within 30 to 45 minutes of notification or by dismissal if that timeline falls at the end of the school day. Please also see the **Communicable and Chronic Infectious Disease** section:

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

The Illinois School Code requires that each child present proof of having immunizations and health examinations in accordance with the law and rules and regulations of the Department of Public Health in each of the following situations:

1. Upon entering nursery school
2. Within one year prior to entering kindergarten or first grade (Included in this examination should be the test for lead content within the student's blood system)
3. Upon entering 6th and 9th grades
4. Upon transferring from another school outside of Illinois, irrespective of grade
5. A certified lead screening is required before a student can register for kindergarten

NOTE: A sports physical does not meet the requirements for the grade level Illinois physical; however, the 6th & 9th grade Illinois physical would cover the sport physical for one year.

Additional health examinations of students may be required when deemed necessary by school authorities.

All students that participate in inter-scholastic sports will be required to have a physical in order to participate in practices and events. Physicals are good for one calendar year. A student must have a new physical to start an inter-scholastic sport if the past physical will expire during the sport season. The school provided IESA form will be required for submission of the physical.

The following immunizations are required by state law. Month/Day/Year must be given.

1. Polio - Has received three or more doses of Polio (IPV/OPV) administered at intervals of no less than four weeks apart. For those entering K-1st grade, student has received four or more doses of the same type of polio-containing vaccine, at intervals of no less than four weeks apart, with the last dose received on or after the 4th birthday.
2. Hepatitis B shots required prior to admission to K and 6. Has received three doses of hepatitis B vaccine administered at the appropriate intervals, or has laboratory evidence of prior or current hepatitis B infection. The first two doses must have been received no less than 4 weeks apart, and the interval between the second and third dose must be two months. The interval between the first and third dose must be at least 4 months. The third dose must have been administered on or after 6 months of age.
3. D.P.T. - Has received four or more doses of DTP/DTaP with the last dose received on or after the 4th birthday. The first three doses in the series must be received no less than four weeks apart. The interval between the third and fourth or final dose must be at least six months. The last being a booster on or after the 4th birthday. Must receive dose every ten years thereafter.
4. Chickenpox vaccine (varicella) – Has received two doses of varicella vaccine with the first dose on or after the 1st birthday and the second dose no less than 4 weeks after the first dose, had physician diagnosed varicella disease, has a statement from a health care provider (including a school health professional or health official) verifying that a parent's or legal guardian's description of varicella disease history is indicative of past infection, or has laboratory evidence of immunity to varicella. For Students entering 5th grade you would have only 1 dose of varicella on file, and in 6th grade you will have the 2nd dose of varicella for 2018-2019 school year.
5. Tdap vaccine booster 1 dose upon entering 6th grade regardless of the interval since last DTaP, DT, or Td dose.
6. *Measles (Rubella) – received two doses, the first dose must have been received on or after 12 months of age, and the

second dose no less than 1 month later. Two doses must have been given before entering kindergarten. Laboratory evidence of measles immunity or physician's certification is acceptable.

7. *German Measles (Rubeola) – received two doses, the first dose must have been received on or after 12 months of age, and the second dose no less than 1 month later. Two doses must have been given before entering kindergarten. Laboratory evidence of measles immunity or physician's certification is acceptable.
8. Mumps - Strongly recommended but not required at this time. May be combined in one shot called MMR

Physicians licensed to practice medicine in all of its branches are responsible for the health examinations, as specified by the Department of Public Health, and must sign all portions of the health examination form, as well as any portions of the examination performed by a registered nurse.

Hearing and vision screenings will be provided annually for all students in the following categories: Hearing for pre-school, K, 1, 2, 3, and those in special education, new students, and teacher/parent referrals must be screened too. Vision screenings to children in grades Pre-K, K, 2nd, 8th and special education students, new students, and teacher or parent referrals. As time allows, all other students in elementary school will be screened annually. The purpose of the vision and hearing screenings is to determine whether or not there may be a hearing or visual impairment that may be hindering the student from reaching his/her optimal learning level. The screenings are not meant to take the place of an exam and testing provided by a physician or other specialized personnel.

Health and dental examinations report forms used shall be those which the Department of Public Health and the Illinois State Board of Education prescribe for statewide use. Licensed dentists must sign all dental examination report forms. Please note: The State of Illinois has mandated that all students in Kindergarten, second and sixth must have a dental exam prior to May 15th of the current school year.

HEALTH EXAMINATIONS/NON-COMPLIANT:

If a child does not submit proof of the required health examination and immunization requirements by the first day of attendance, the child will be excluded from school until such time as proof is presented. This requirement will be waived if parent can show proof of a doctor's appointment, which is made to correct examination and immunization requirements. Children whose parent or legal guardians object on religious grounds need not receive the immunizations if they present to the appropriate school authorities a signed statement of objection which details the grounds for such objection. If the physical condition of a child precludes immunization on medical grounds, the examining physician shall indicate the reasons. Children exempted for religious or medical reasons are considered to be in compliance with the immunization provisions of the law, but they may or may not be exempt from participation in required physical education programs. Tonica Grade School will exclude returning students on the first day of school that are non-compliant with medical requirements.

Out of State students or New to the District students who register after the first day of school must be compliant within 30 calendar days of registration to avoid being excluded from school until the medical requirements are in compliance.

OPEN/WET WOUNDS

Students must have open/set wounds or sores covered with a bandage while at school or participating in school activities. The school will provide replacement Band-Aids as needed; however, if a student persists in uncovering the wound a parent/guardian will be notified to come to the school and assist in keeping it covered or take the child home until the wound will remain covered. Absences related to the inability to keep a wound covered will fall under the total number of allowable absence days nine (9) in a year before a doctor' note is required to excuse absences.

MEDICATIONS IN SCHOOL

Routine administration of medication by school personnel **is only approved when the Authorization for Administration of Medication form is completed.** Medication be given during school hours, the following rules must be followed:

1. Only oral medications that are ordered by licensed physicians will be given at school. If injections must be given to a child, the parent or personnel employed by the parent must give the injection (does not apply to diabetic students that require injections).
2. No over-the-counter drugs such as aspirin, Tylenol, OTC topical creams/lotions or cough medication will be given by the school unless there is a completed, doctor signed authorization form, and that the medicine is needed to be given during school hours and brought in the original container.
3. All medication must be brought to the school office by the parent in a container appropriately labeled by the pharmacist or physician.
4. An authorization form (Authorization for Administration of Medication) is to be used to give the school permission to give medication. This must be completed and signed by the parent before medication can be given at school.
5. The child is responsible for coming to the office at the set time for prescribed dosage.

6. The parent or guardian is responsible to notify the school when medication is discontinued. The medication will be given to the parent at this time. The child will not be allowed to take the medicine home.
7. The school District retains the right to reject any request for administration of medication if the above rules are not followed.
8. Each dose given will be charted as to time given and initialed by person giving it. These records will be kept on file for the school year.
9. At the end of the school or when a student withdraws all medicines will be disposed of after one week if not picked up by the parent/guardian.

Exception: If student could be in life threatening situation without immediate use of medication (Epi Pens, insulin pen, etc.). Student must have signed notification from doctor that medication must be in possession of student at all times. Student would have to be responsible and would be deemed responsible by approval of Doctor, Principal, Parent, and Student.

SELF-ADMINISTRATION OF ASTHMA MEDICATION: All children who have been diagnosed by a physician as having asthma will be required to meet certain conditions in order to be permitted to self-administer asthma medications.

These conditions are:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician's assistant, or an advanced practice registered nurse having authority to prescribe such medications.
3. The pupil's parents or guardians must provide the school with written authorization for the self-administration (self-administration means that the pupil has the discretion as to the use of his/her medication).

The parents or guardians must also provide the school with a written statement from the pupil's physician, physician assistant, or advance practice registered nurse with the following information:

1. Name and purpose of drug
2. Prescribed dosage
3. The time or times at which, or the special circumstances under which, the medication is to be administered.
4. The physician represents that the child is capable of self-administration of medication, and may self-administer asthma medication.

This permission allows the pupil with asthma to possess and use his or her medication:

1. While in school
2. While in school sponsored activity
3. While under the supervision of school personnel
4. Before or after normal school activities, such as while in before-school or after-school care on school-operated property.

The permission for self-administration is effective for the school year granted. If in following years the requirements are met, the permission will be renewed. The use and possession of an inhaler/epi-pen only requires parent permission as noted on a form provided by Tonica CCGSD #79. The student and parents/legal guardian are responsible for ensuring the student has their inhaler at school and school related activities.

DIABETES – STUDENTS

Tonica CCGSD #79 will comply with the CARE OF STUDENTS WITH DIABETES ACT. This will include the development of a diabetes care plan, designation of a delegated care aide, providing the necessary forms for medical documentation and training for school staff.

Parents are responsible to notify the school when their child is diagnosed with diabetes, present a care plan to the school District that is authorized by the student's physician as recommended by the U.S. Department of Health and Human Services and complete any authorizations or forms required by Tonica CCGSD #79. Parents are responsible for ensuring the student has all required medications, administering devices, glucose meters and etc. at the school for use by the student.

PHYSICAL EDUCATION/RECESS - MEDICAL EXEMPTIONS/MODIFICATIONS:

A PE exemption or modification for medical reasons will be required to have a medical note submitted and in some cases necessitate the completion of a PE Modification Medical form provided by the school to be signed by a doctor. A release coordinate modifications with the medical provided will also be required. A blanket exemption from PE will rarely be

approved unless all modifications are deemed inappropriate by a doctor. A parent may request a 'ONE DAY' sit out for a health reason provided to the office which would include PE, Recess and Extra-Curricular activities. The Medical exemption process will be required for more than one day or a repeat request for the same issue during the school year.

Students that have a medical restrictions for PE will also have those applied to recess and extra-curricular activities and other school/classroom activities.

MEDICAL DOCUMENTATION/DOCTOR NOTES

Students may present doctor notes for absences due to their illness or for medical appointments during the first nine (9) days of absence during the school year. These will be logged and used to determine when a student will be placed on 'doctor notes to excused absences for illness'. Medical notes/verifications for an excused absence related to illness/medical appointments will be needed after the ninth (9th) total days of absences in a school year. When doctor notes are required in order for an absence for illness to be excused the note needs to state the student was 'under the care of' by a medical professional, the student was too ill to attend school, date(s) to be covered by the note and the date the student is to return to school.

Students/parents are to submit return to school notes, appointment verifications or medical excuses to the school office upon student return to school. **Notes will not be accepted after 3 school days.** The school will request the note from the student and it will then be the student's responsibility to provide the note or get their parent to send it to the school.

MEDICAL ACCOMMODATIONS/LIMITATIONS

When a student has an injury or other medical situation that will require a modification to the instructional process a medical note must be provided from a doctor or specialist. The school may require additional information or clarifications regarding the limitations for participation in sports, PE or school activities. The designation of "NO PE" will require additional information as to specific limitations. The school will provide the form for the medical practitioner to complete and return to the school.

HEAD LICE PROCEDURES

All students will be checked for head lice as needed. Any student found with viable nits/lice will be sent home for treatment. Please treat and have children return to school as quickly as possible. If a student in class is found to have lice/nits then the entire class may be checked as well as siblings of that child and their classroom as well. Students sent home with lice need to be brought to school for a before school 'check' and cleared to return to school (may not ride the school bus). If any unhatched nits or live lice are found in the child's hair, he/she will be sent back home for further treatment. A student will be unexcused after three (3) consecutive days of missed school due to infestation unless a medical note of treatment from a health care provider is turned in to the office upon return to school. The note must state the date of return to school and cover all days absent for those days to be excused.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

The School Board recognizes that the student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by the law and the District's policies. The District shall balance those student's rights with the District's obligation to protect the health of all District students and staff.

When the District receives notification that a child in the District has been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS - Related Complex (ARC) or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of AIDS, the Superintendent may, as necessary, disclose the identity of the infected child to those persons who, by Federal or State law, are required to decide the placement or educational program of the child as well as the school nurse and the classroom teachers in whose classes the child is enrolled.

The Board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The Superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician, and local health authorities. If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable

and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide that student with an adequate alternative education.

State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when:

- the student lacks control of bodily secretions and does not have an IEP or 504 plan in place that addresses bodily secretions.
- the student has open sores that cannot be covered.
- the student demonstrates behavior (e.g. biting), which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parents/guardian disagrees with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within ten (10) days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team. The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to school District personnel, parents, students and community persons.

School Transportation Services have been contracted with Illinois Central School Bus. Questions or concerns regarding routes or issues should first be addressed with ICSB at 815-220-8800. Riders should be ready 15 minutes prior to pick-up time as route times can differ each day pending daily ridership or weather. Tonica Grade School maintains control of who and who doesn't ride a bus, disciplinary removal of a rider, and drop-off/pick-up locations. Students who do not reside within the bus route boundaries may not ride a bus for the purposes of going to a classmate's house who is on a route.

DISTRICT WELLNESS PLAN

The District has an ISBE and School Board approved Wellness Plan. The plan is available on the District's website. The plan details the District's plan to provide students units of instruction related to a healthy eating and physical activity.

TRANSPORTATION

When applicable special rules will be in place for Pandemic/Health Emergencies from ISBE/IDPH/the State

School Transportation Services have been contracted with Johannes Bus Service. Bus transportation is provided for students that live 1.5 miles or more from school or live within an IDOT/TGS79 designated hazard area. Currently, only one hazard area exists and is for students that live on the west side of Route 251 within the 1.5 mile radius of the school. Questions or concerns regarding routes or issues should first be addressed with JBS at 888-712-3506. Riders should be ready 15 minutes prior to pick-up time as route times can differ each day pending daily ridership or weather. Tonica Grade School maintains control of who and who doesn't ride a bus, disciplinary removal of a rider, and drop-off/pick-up locations. Students who do not reside within the bus route boundaries may not ride a bus for the purposes of going to a classmate's house who is on a route.

School bus riders, while in transit to and from school or school sponsored activities, are under the jurisdiction of the school bus driver unless the administration designates some other adult to supervise the riders.

- 1) Notes are required to be a walker instead of a rider at the end of the day; emergencies do happen, however, any call in the last 45 minutes of the school day will require a parent to meet their child at the bus loading area to have their child not ride the bus
- 2) Bus routes will only be within the District boundaries following School District policies for transportation

- 3) Be on time at the designated school bus stop.
- 4) The bus driver will give riders pick-up times. The bus will depart without pick-up if other drivers are inconvenienced or if students are not ready for their bus pick-up.
- 5) Stay off the road at all times while waiting for the bus.
- 6) Be careful in approaching the place where the bus stops.
- 7) Do not move toward the bus until the bus has been brought to a complete stop.
- 8) Do not leave your seat while the bus is in motion.
- 9) Remain in the bus in the event of an emergency until instructions are given by the bus driver.
- 10) Drivers may not drop a student at any other stop unless authorization is received from a school official.
- 11) All notes to for a student to be dropped off at another location on the designation bus route must be approved by office staff; bus drivers cannot accept a note for a different drop-off location.

All children/family of a designated stop are to be ready for pick-up and/or come out at the same time. If one or more children continually delay the bus pick-up they will be subject to bus discipline procedures or other disciplinary action. It is unsafe and very inconvenient for other motorists to wait for an extended time for a stopped school bus.

Those who ride the buses to school events will be expected to go and return on the bus unless special arrangements are made previous to the event by the parent or when parents personally request that their son/daughter ride home with them after an event. Parents themselves, not the students, must request this from the Superintendent/Principal.

TRANSPORTATION BEHAVIOR EXPECTATIONS

Bus riding is a privilege provided by the Board of Education. It is the responsibility of the parents to see that their children arrive at school for their education.

Disruptive behavior on the bus will not be tolerated. Any disruptive behavior creates a potential safety hazard for other children. Disruptive behavior on the bus (Examples: failing to follow instructions, being uncooperative with school personnel, repeated boisterousness including use of profanity, swearing, abusive physical contact with other students such as shoving, pushing, and tripping) will be dealt with per the handbook which may include consequences of warning through recommendation for expulsion.

JBS will report incidents to the Tonica Grade School. The incident will be investigated with possible removal from the route for a short-term or long-term period may occur. Students who are not able to ride a bus for disciplinary reasons may also be ineligible to attend school trips when a school bus is utilized.

If there is a requirement to wear Protective Personal Equipment, such as masks, student will be required to wear parent/guardian provided items that meet standards provided by the Illinois Department of Public Health, Illinois State Board of Education or the State of Illinois. Failure to wear such devices may exclude a student from riding the bus requiring parents to provide transportation to and/or home.

BUILDING/INFRASTRUCTURE

ASBESTOS NOTIFICATION - MANAGEMENT PLANS

Tonica CCGSD #79 complies with all State and Federal Laws pertaining to the management of asbestos containing building materials (ACBM's). There is a management plan housed in the Superintendent's Office. The plans are available for public inspection during normal school hours given notification of such intent 24 hours in advance. Copies are available at a cost of thirty-five cents (\$0.35) per page for all or parts of the documents. During the previous school year there was one type of activity relating to the management of asbestos; that of routine operations and maintenance in all buildings. For further information contact the Designated Person at 815-442-3420. Concerns regarding pests at the school are to be reported to the District Superintendent.

INTEGRATED PEST MANAGEMENT (IPM) PROGRAM

Tonica C.U.S.D. #271 complies with the Structural Pest Control Act (225 ILCS 235) as administered by the Illinois Department of Public Health (IDPH). The designated person oversees the pest management operations and record keeping for our schools and can be contacted at 815-442-3420 if you need further information. The District's pest control provider and the scope of their service bring our District into full compliance with the provisions of the act. The technicians will not apply liquid pesticides to any interior portions of the buildings; will use insect baits on the interior of the building; and rodent control on the interior of the buildings will be accomplished through the use of automatic stations, whenever possible. Should rodent pesticides be used they will be placed in rodent stations. No bait will be left in accessible areas to students. Insect

baites are extremely effective in controlling a wide variety of problems inside the school buildings. The baites will not compromise student/faculty/staff breathing problems.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building or on District provided transportation. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on a video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel. Pending privacy concerns video recording may not be make available for viewing other than by persons designated by the District.

PRESENCE ON PROPERTY

Being present at the building without permission, breaking into the building, being in the building when no authorized supervising adult is present that is scheduled to supervise the student, or when the school is closed will be considered Unauthorized Presence. Incidents will be reported to legal authorities which may include criminal charges. Disciplinary action may include recommendation for expulsion especially if damage or mischief occurs. Climbing on building structures may result in a complaint for trespass and school disciplinary action to include a 'no presence' order.

Students are encouraged to appropriately use outdoor facilities and equipment for recreation. Students may not be in the building without supervision from a coach, teacher, staff member or recognized organization that has permission to utilize the facilities. Organizations must have specific permission to allow students to be present. The administration reserves the right to deny access to school property/building with subsequent presence that may lead to disciplinary action (warning through recommendation for expulsion) with subsequent presence considered trespass which may be reported to legal authorities with additional school disciplinary consequences. Students who are serving an out of school suspension may not be on school property at any time until 7:50 a.m. the next school day following the suspension (i.e. a suspension on Friday would include no presence on the weekend until 7:50 a.m. the next school day). There is to be no presence on school property after dark except for activities authorized by the school to include authorized organizations.

STUDENT RULES/REGULATIONS/POLICIES - BEHAVIOR & DISCIPLINE

The administration reserves the right to alter steps in the discipline policy when it is believed that the seriousness of the offense warrants such action. This may include an increase or decrease in the MINOR/MAJOR designation, PBIS Tier Level or Disciplinary Action/Consequence.

Due Process for Students does not require or need parent permission for a student to be questioned by school staff for school purposes; therefore, parents may not 'require' a parent to be contacted prior to their child being questioned or require a parent to be present when being questioned. As student may refuse to answer questions; however, a determination of a student's responsibility, participation or complicity in a situation can be determined including a disciplinary action if a student refuses to provide information or answer questions.

TONICA GRADE SCHOOL RULES AND REGULATIONS

All school rules and regulations have been established to insure the maintenance of discipline and a stable learning environment. The Principal will apply these rules based on the age and the maturity of the student and the severity and number of times of the occurrence. The grounds for disciplinary action apply whenever the student's conduct is in school, school activities, or when a connection/nexus is established between the student behavior and the school, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or time when the school is being used by a school group. This also includes during open campus lunch.
 2. Off school grounds at a school sponsored activity, or event, or any activity which bears a reasonable relationship to school;
 3. Traveling to or from school or a school activity, function or event, or
- Anywhere, if the conduct may reasonably be considered to be a threat or intimidation of a staff member, or an interference with school purpose or a function.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS - PBIS

PBIS is a system change method that promotes positive behaviors in students. Strategies are developed that manage student behavior inside and outside of classroom settings. It is an all-encompassing system of behavior management where all parties involved are on board, so that behavior management is not produced in a piecemeal way. Instead, all students in a school are accountable with support to behave in ways that positively affect them personally, academically, socially,

and healthfully. PBIS is designed to positively affect not only the student behavior, but student quality of life. The three systems of support that are part of PBIS are Primary (School wide), Secondary (Classroom), and Tertiary (Individual). Programs are behaviorally based on practices that research has shown to be effective.

The educational environment at Tonica Grade School is based on the philosophy “that all teachers have the right to teach,” and “all students have the right to learn”. No student(s) has the right to disrupt teaching or other student’s learning. PBIS is a school wide behavior system that promotes positive behavior in the school setting. The school year starts with a kick-off where students are taught expectations in different school settings. Then, as data is collected, there is a “cool tool” taught every month. The “cool tool” is a lesson that is focused on a specific area or behavior.

Tonica Grade School is committed to PBIS and with that commitment is the PBIS school store and rewards that students can earn. The PBIS school store for grades 6 – 8 will be open for students to cash in the BRAVES BRAVOS. Students in grades K – 5 will have the ability to pick special activities or privileges based upon BRAVO points. In addition, Tonica Grade School will have BRAVES of the MONTH celebrations. Parents will be invited to attend. This invitation is kept ‘secret’ from the student until announced at the celebration.

THREE TIERS OF PBIS INTERVENTIONS

Interventions may include (but are not limited to) the examples below. Administration has the ability to adjust Tier, Support and Consequence designation on a case by case basis.

Tier 1 (All students everyday – Classroom Rules)

- Positive Supports in the classroom
- Reinforcement of Appropriate Behaviors
- Social Work Referral
- Seat Change
- In-Class Time-Out
- Time-Out Office
- Verbal Warning
- Teacher-Student Conference or Parent-Teacher Conference

Tier 2 (Some students as need progresses)

- Referral to Student Support Services Staff
- Social Skills groups
- Check-in Check-out support Plan
- Social/Emotional Counseling groups
- Mentoring
- Check-in Check-out with individualized features
- MAJORS or MINORS

Tier 3 (Very few students that need more intensive supports)

- Behavior Contract
- Behavior Intervention Plan
- Multi-disciplinary comprehensive assessments such as Functional Behavioral Assessments
- Collaboration with community resources, or agencies
- Wrap Programs
- Complex Behavior Intervention plans
- Majors
- Suspension/Expulsion

PBIS MINOR AND MAJOR INFRACTION PROCESS

When a student behavior is outside positive expectations a designation of MINOR or MAJOR is identified based upon the situation. A referral form is generated outlining the situation, expectations and consequences. When a referral form is sent home and signature of parent requested, that signature **IS NOT SEEKING APPROVAL** of the information but is verification the parent was informed. A parent may contact the adult person who was closest to the event or situation for further clarification and then follow the procedures for appeals or ‘next step’ consultation.

MINORS are typically situations that would not lead to an out of school suspension and will generally be handled by the school adult involved unless in the opinion of the administrator the event or situation would not fall under that adult's expectation to address.

Examples of Minors

Inappropriate Language – Student engages in low-intensity instance of inappropriate language

Physical Contact/ Horseplay – Student engages in non-serious, but inappropriate physical contact

Disrespect/Non-compliance – Student engages in brief or low-intensity failure to respond to adult request

Disruption – Student engages in low-intensity, but inappropriate disruption

Property Misuse – Student engages in low-intensity misuse of property

Technology Violation – Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Prohibited Item Possession – Items not needed for educational process including aerosol dispensing products, perfumes, toys and etc.

Dress Code Violation – Student wears clothing that is near, but not within, the dress code guidelines defined by the School/District

Tardy – Student arrives at class after the bell (or signal that class has started).

Bullying – Student delivers disrespectful messages to another person (verbal or gestural)

PE/No Dress – Student does not have proper PE apparel

Materials – Student does not bring needed materials to class

Profanity/Vulgarity – Student use of profanity or vulgar words/phrases in a physical, written or verbal form on objects or directed at staff members or students

Bus Misconduct – Student engages in low intensity disregard of the bus safety rules or disruptions

Other – Student engages in any other minor problem behaviors that do not fall within the above categories

MAJORS are situations that could lead to an out of school suspension or expulsion. MAJORS could be handled by the school adult involved or witness to an issue or handled administratively.

Examples of Majors

Fighting – Student is involved in mutual participation in an incident involving physical violence

Bus Misconduct – Student engages in repeated or serious inappropriate behavior on the bus

Battery – Serious injury to another person with or without the use of an object

Cheating/Plagiarism – Providing or receiving assistance on work that is not permitted to be collaborative; copying of another person's work and presenting as their own

Lying – Student delivers message that is untrue and/or deliberately violates rules

Use of a Prohibited Item – Including aerosol dispensing products/perfumes/odor emitting device especially towards another person

Verbal Abuse – Use of profanity or vulgar words/phrases in a physical, written or verbal form on objects or directed at staff members or students

Gang Related Activity – Student uses gesture, dress, and/or speech to display affiliation with a gang

Theft/Forgery – Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without the person's permission.

False Reporting – Knowingly providing information that is untrue about an event/situation or about a person the either did or did not have a negative impact.

Harassment/Bullying – Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.

Physical Contact/ Aggression – Student engages in actions involving serious physical contact where injury may occur

Damage to School Property – Student participates in an activity that results in destruction or disfigurement of property

Disruptive Behavior - Student engages in serious or repeated behavior causing an interruption in a class or activity.

Disrespect/Insubordination – Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions

Technology Violation – Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer

Drugs/Alcohol/Tobacco (look alike) – Use, possession or providing to others these items including 'e-device' and/or 'vaping' devices

Gross Disobedience/Misconduct – Student engages in serious behavior that directly or indirectly jeopardizes the health, safety, and welfare of school personnel, students, and/or school property

Other – Student engages in problem behavior not listed

Third Minor – Student has received 3 minors for inappropriate behavior

STUDENT DISCIPLINARY ACTIONS/MEASURES

Tonica Grade School will attempt to 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. Social Probationary Consequences
5. Withholding participation/presence in extra-curricular activities and school activities.
6. Not allowing a student to be on school grounds or at school activities off school grounds.
7. Temporary removal from the classroom.
8. Return of property or restitution for lost, stolen or damaged property.
9. In-school suspension.
10. After-school suspension or Saturday School 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.)
11. Community service.
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
13. Suspension of bus riding privileges.
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. 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.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. 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.

The sequence of disciplinary consequences is meant to be progressive as issues continue and may back step in the consequence levels pending continuous good behavior. However, misbehavior will also be considered on a case by case basis. The intent is for the teacher to handle minor classroom issues; however, if a student is demonstrating inappropriate behavior in multiple classes future disruptions may automatically fall under administrative interventions.

Due Process will be afforded to each student which includes notification of the rule being broken, an opportunity to speak, informed of the consequence and possible future consequences for repeated misbehavior or violating a rule. Parent presence is not a requirement of Due Process.

CORPORAL PUNISHMENT

The District does not incorporate corporal punishment which 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, and certificated personnel are permitted to use, reasonable force/physical restraint as needed to maintain safety for other students, school personnel or persons, for the purpose of self-defense or the defense of property, or to maintain an orderly school environment if a student refuses to follow directives by staff.

The District will follow State and Federal guidelines regarding the use of isolated time-out and/or restraint. A student temporarily removed from the learning environment or segregated from other students/staff does not automatically constitute isolated time-out. Any use of physical restraint or isolated time-out that meets the definition of an isolated time-out will be documented and reports per State and Federal Laws. Staff members are trained in the use of physical restraints when a student is a harm to themselves or others.

Classroom teachers and other staff members also shall refrain from using disciplinary methods, which may be psychologically damaging to children such as ridicule, excessive display of temper, etc.

BULLYING/CYBER-BULLYING/HARASSMENT

Administration will determine the difference between bullying, harassment and disagreements or arguments. In many cases the standard for 'bullying' in regards to student conduct may not meet definition of bullying as the interactions are the result of misunderstanding or disagreements. When students/both parties escalate the negative interactions of disagreement then bullying may not be founded as bullying requires a perpetrator consistently exert power over a victim and that the victim is not able to defend or ward off the aggressor. One time or infrequent negative interactions may not be defined as bullying but rather harassment or disruptive behavior.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity;
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school and is reported to the school.

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative Measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Bystander vs. Upstander

For purposes of this Policy, a bystander to bullying is a witness to bullying behavior and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by, video recording or taking pictures of a situation, looking away, or otherwise actively encouraging the bully. Any student who is a bystander to any bullying behavior and who fails to take any productive action to discourage the bullying behavior may be subject to appropriate discipline up to and including out of school suspension.

We encourage and expect “Upstander” behaviors and actions when students are confronted with or witness to student interactions that are inappropriate to others based upon PBIS expectations. Upstander examples include reporting to an adult about the situation, encouraging the behavior to stop, not agitating the situation, helping to cease the continuation of the issue by not keeping the incident at the forefront of conversations in a negative manner. An Upstander provides post encouraging supports to all persons involved in a situation.

Report and Investigation

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or designee(s) or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encourage to report it to the building principal or designee(s). Anonymous reports are also accepted by phone call or in writing; however, in the case of anonymous reports the ability to investigate could be hampered if additional information is needed and may only include a contact with the reported victim and/or parent of the reported victim. Administration and investors are under no requirement to permit a parent or other person to be present when questioning or speaking to a student.

Requirements for an investigation include that the victim identify the perpetrator(s), define the actions that occurred including actions by the victim [(response too/instigation of or retaliation too the situation) (cyber-bullying reports require both sides of the electronic exchanges)], dates or approximate dates of occurrences, locations and other elements needed to determine the best course of action. Time between incidents and reporting diminishes investigations and situations that are included from past, unreported issues, may not be considered in conjunction with a current issue pending the dates of the previous, unreported incidents. When reports are received by persons other than the victim by someone who suspects bullying/cyber-bullying/harassment the victim will need to acknowledge that what occurred was considered bullying/cyber-bullying/harassment.

Regardless of what was said to others by a possible victim or witness(es) (i.e. parents, staff, students, etc.) it will be the statements and information provided to the investigator that will be considered as accurate. False reporting, adding additional information, changing of stories and information diminishes the ability for an investigation to continue and reduces the investigators ability to make a finding that bullying/cyber-bullying or harassment occurred.

The Superintendent/Principal or designee(s) responsible for student discipline shall as soon as practicable conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with Federal and State laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and an opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying. Discipline and/or other interventions appropriate to the outcome of the investigation shall be imposed consistent with the School District’s adopted discipline code. The police may be notified of incidents involving bodily harm or property damage.

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.

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 their personal effects in these areas.

Administrators 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.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, cell phones, 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.

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.

AGENCY INTERVIEWS/PROTECTIVE CUSTODY

The District's Policy 7:150 and 7:150 – AP provide guidance regarding outside agencies (law enforcement, ICE, DCFS) access to students during the school day on school property for the purpose of an interview, investigation or to take the student into protective custody. Each agent has their credentials verified and any documents that provide the authority for the contact. Depending the reason for the interview, a parent or guardian may not be contacted especially in a case where the parent/guardian is the subject of a DCFS investigation. When permitted a parent contact will be attempted; however, in the absence of that contact an agency may have access to the student along with adult staff members present to observe the interview.

ACCESS TO STUDENT SOCIAL MEDIA ACCOUNTS

Requests to access student social media accounts falls under the protections of search and seizure. *Illinois Right to Privacy in the School Setting Act*, Public Act (PA) 98-0129 [January 1, 2014] allows public schools to request or require a student to provide his or her password and account information to personal social networking websites if officials have 'reasonable cause' to believe the student's account contains evidence that the student violated a disciplinary rule or policy. This handbook notice meets the requirement to notify students and parents that Tonica CCGSD #79 will invoke Public Act 98-0129 requiring students to provide access to their personal social media/networking accounts when 'reasonable cause' exists as determined by school officials that a student violated a disciplinary rule/policy. Tonica CCGSD #79 will not require students to turn over their passwords or other account information as a matter of course.

Failure to comply with the request will result in disciplinary action for 'gross misbehavior' and/or a finding that the student violated the school rule/policy being investigated. Disciplinary consequences will range from detention up to and including a recommendation for expulsion.

DISCIPLINARY DEFINITIONS/CONSEQUENCES

Gross Disobedience or Misconduct - shall include, but not be limited to, extreme or repeated instances of the following:

- a) Disobedience of directives from staff members or school officials and/ or rules and regulations governing student conduct.
- b) Use of profanity in general or directed at staff or students.
- c) Possession, use, distribution, purchase, sale or if found to be under the Influence of illicit drugs and/or alcoholic beverages.
- d) Possession, use, distribution, purchase, sale of any tobacco product, e-device, vaping device or item that is not legally to be sold/possessed to a student at that age.
- e) Physical contact, with/without injury or threat of injury to any school District employee, official, or student.
- f) Destruction and/or defacement of any school property.
- g) Possession, use, or distribution of a weapon.
- h) Other such conduct that poses a danger to persons or property or disrupts the educational process.

Teacher Assigned Consequences - Attendance will be before or after school and will not to exceed 60 minutes. Failure to attend may result in an "office referral" or rescheduled at the discretion of the teacher. Issues in more than one class may result in all teachers utilizing administrative office referrals regardless if that student has misbehaved in that specific classroom.

Administrative Detentions – Attendance will be after school and not exceed 60 minutes. Students will need to bring school work or a book to read. Office staff may issue assignments or other projects if a student does not bring work. A student may also be dismissed for not bringing work which may result in a Saturday School.

Lunch/Recess Detention – Student is segregated from their peers during lunch time, portion of lunch time or recess time. This may be for one day or multiple days. This may be used in lieu-of other disciplinary actions for minor infractions, especially during lunch/recess times at the discretion of the administration.

Work Detail/Labor – Students may be assigned to a work detail that does not pose a threat or harm to their safety and may include cleaning, moving items, and etc. This type of action would most be related to the misbehavior such as vandalism, creating a mess and etc. failure to comply will be considered insubordination and failure to meet the expectation of the disciplinary consequence.

Impounding/Seized Items – School personnel may request a student turn-over items that are causing a disruption, may cause a disruption, or are in violation of school rules. Failure to comply will result in the staff member notifying administration upon which the administration will instruct the student to turn over the item. Failure to comply may be considered disruptive behavior or gross misbehavior. Generally the item will be held in the office until the end of the day for the student to retrieve; however, disciplinary consequences may be assigned. The administration reserves the right hold impounded items for a parent/legal guardian to retrieve during school hours. Items not retrieved may be discarded by administration when not retrieved after parent/legal guardian notice. Impounded items that may violate the law will be turned over to legal authorities. School staff may collect items that are not necessary for educational purposes or a school activity and return to a student at the end of the day or to a parent that comes and picks up the item. Failure to provide the item will fall under the PBIS disciplinary process.

Saturday School – Only an administrator will assign a Saturday School and the time will not exceed 3 hours. Students are to work on his/her homework assignments and/or assignments issued by supervisor. Credit is given for schoolwork completed. An attempt to contact the parent using the phone numbers to inform them of the Saturday School and infraction.

In School Suspension - When a student is assigned an in-school-suspension it will be for a portion of a school day, all school day or for multiple days. Students will be provided work from teachers and in the absence of work the student will be assigned work to complete. The student is segregated from the other students (generally in the office area) during the school including lunch and recess time. Students who do not follow these guidelines or refuse to work on school/provided work may be assigned an out-of-school suspension with the in-school-suspension being reassigned upon return.

Out of School Suspension - The Superintendent/Principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

- a) Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
- b) Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
- c) Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspensions and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the School Board.
- d) Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.
- e) Presence on school property during a suspension will be considered trespass with additional disciplinary consequences. Presence at a school activity off school property will result in additional disciplinary action. Out of School Suspension concludes at 7:50 a.m. the next school day following the suspension.

“Due Process” for Out of School Suspension (OSS) of students requires that “the student be given oral or written notice of the charges against him/her and, if he denies them, an explanation of the evidence that authorities have and an opportunity to present his/her side of the story.” This must be done prior to suspension unless the student presents “a continuing danger to persons or property as an on-going threat of disrupting the academic process.” If, after hearing the student's explanation or denial, the decision is to suspend, the procedure outlined in 105 ILCS 5/10-22.6 of the School Code of Illinois will be followed. Parent presence is not a requirement of Due Process; additionally, a parent may not ‘require’ to be contacted before a student is questioned by school staff.

In the event a special education student is suspended out of school beyond 10 days in a school year or expelled from school, the school will initiate a special education hearing to determine placement and/or services to be provided. The Board of Education will act as its own hearing officer in out of school suspension cases.

Anyone receiving an out of school suspension will not be allowed to attend or participate in extra-curricular activities during the suspension period.

Law, P.A. #92.0064 - Students must complete the term of any suspension or expulsion before being admitted into Tonica Community School District #79.

Short Term - Out of School Suspensions (1 through 3 days full school days):

- For an act of gross disobedience or sequential misbehavior after use of other disciplinary measures and one of the following if the student's continued presence -
 - Would be a threat to school safety
 - A disruption to other students' learning opportunities
 - Would foster a culture that the behavior at school is acceptable or tolerated
- School administration will determine what constitutes the meaning of a threat to school safety and disruption to other students' learning opportunities on a case by case basis
- School administration must make all reasonable efforts to resolve the threat or disruption and to minimize the length of the out of school suspension

Long Term - Out of School Suspensions (4 through 10 full school days):

- Same conditions as Short Term Out of School Suspensions with the following added
- Description of steps taken prior to or leading up to the long term suspension
- Supports during the suspension which are available from Tonica CCGSD #79, if any

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Expulsion - The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protection:

- a) Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- b) The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
- c) During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt.
- d) If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be assigned. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the final disciplinary action.
- e) A Special Education Student will have a Manifestation Determination Review (MDR) prior to an expulsion hearing to determine if the behavior was a result of that student's disability. A finding of 'not related' will permit an expulsion hearing to proceed with placement determined as a result of the hearing. A finding of 'related' will then follow a sequence of special education IEP meetings to determine a plan of action and/or placement.

Consequences for non-compliance with disciplinary actions

Students who skip/miss a scheduled disciplinary consequence may not attend/participate in school functions the day of the missed consequence. This includes: practices, events, games, fan/spectator at an event, dances, etc.

- a) MISSED TEACHER CONSEQUENCE: A student who misses a teacher assigned consequence without the approval of the issuing teacher will receive a MINOR with a make-up time assigned. As subsequent miss will result in a MAJOR.
- b) MISSED ADMINISTRATIVE DETENTIONS: A student who misses an administrative detention without the Administrator's/Head Teacher's approval will receive MAJOR with a make-up time reassigned.
- c) MISSED SATURDAY SCHOOL: A student that misses a Saturday school will have an MAJOR with an In School Suspension assigned which could be the first day of school after the missed Saturday School. The Saturday School may be reassigned.

Attendance - Offenses and Consequences – Habitual late arrival to school will result in a notification to the Regional Office Education Attendance Program.

- a) Unexcused tardiness to school – After three (3) late arrivals to school subsequent tardiness will be unexcused leading to a MINOR and other disciplinary consequences including Social Privileges being impacted.
- b) Unexcused tardiness to class during the school day – students who are tardy to class will have the tardy handled by individual teachers. After three (3) class tardiness a MINOR is issued to the student.
- c) Class Cuts - failure to attend assigned classes (regardless of whether one is present in the school)

DANGEROUS WEAPONS

Possession or use of explosives, knives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings or on grounds at all times. If a student is found to have brought a weapon to school or onto school property and expulsion from school is authorized, the expulsion will be for a period of not less than one year.

Students found to be in violation of this policy shall be disciplined by the administration on a case-by-case basis. Disciplinary measures may include counseling, withholding of privileges and/or disciplinary action including up to suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow required State law and Board policy. Weapons maybe turned over to legal authorities and criminal action taken against the student.

FIRE AND SAFETY DRILLS

Tonica Grade School initiates several safety drills during the school year. These include: fire, take cover, shelter in place, evacuation and others Fire and disaster drills will be held at regular intervals. Students are to follow all instructions, assist when requested and cooperate during all drills. Failure to follow directives, instructions or cooperate will result in disciplinary consequences.

GANG AND GANG-RELATED ACTIVITIES

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy. It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., 105 ILCS 5/31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good".

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seek to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

Gangs, gang-related activities and secret societies are not acceptable in the school setting. This Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to gang or secret society while attending school-sponsored events or during the regular school day.

Unsanctioned activities include, but are not limited to, the following:

- 1) Soliciting and/or recruiting others for membership.
- 2) Participating in and/or inciting physical violence.
- 3) Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues.
- 4) Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
- 5) Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.
- 6) Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang or secret society.
- 7) Engaging in any activity or omission intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to “represent” or act like a member of a gang or secret society.
- 8) Any act or activity which violates any law or any policy of Tonica Community Consolidated Grade School District #79 when such act or activity is taken to further the interests of a gang or secret society.

Any violations of gang and/or gang-related activities shall result in a disciplinary consequence of up to recommendation for expulsion and a report filed with legal authorities.

GOODNIGHT RULE

A student/guest will need special permission from the administrator or faculty member supervising the activity/event to leave the event area in order to re-enter. If a student/guest leaves without permission, they will not be re-admitted to the activity/event unless accompanied by their parent/guardian who stays with the student for the remainder of the event (supervisors may refuse re-entry even when a parent returns). If admission is charged the parent will be charged admission. If seen back in the activity/event, the student/guest will be required to leave. School disciplinary action may occur. Subsequent presence will be considered trespass and reported to legal authorities.

Event supervisors may ask students to leave an event for inappropriate behavior. In this case the student forfeits the ability to return with a parent and no refund of any fee or admission costs.

HAZING

Hazing is not permitted by students or staff at any time. Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group, class, activity, sport and etc. Incidents of hazing need to be reported to the coach/sponsor of the organization or school administration. Disciplinary action may include a recommendation for expulsion, removal organizations/extra-curricular activities, period of ineligibility in the organization/extra-curricular activities, or other disciplinary actions deemed appropriate. Pending the circumstance the school will contact DCFS and legal authorities if the actions are sexual in nature.

LOCKERS & HALLWAYS

Lockers are the property of the school District and are to be used as storage areas for books, school supplies, outdoor garments, and lunches brought from home. Lockers are not to be shared by students including the locker rooms. School authorities reserve the right to periodically inspect any locker to insure the health, safety, and general welfare of students, faculty, and school property. Searches may be conducted by school officials at any time. Only school approved locks may be used on a locker in the school. Unauthorized locks will be removed by the school with no reimbursement for any lock that is damaged in the process of removal. Use of an unauthorized lock may result in a PBIS Minor or Major infraction.

Lockers (hallway and locker rooms) are not to be shared. Students are responsible for all contents in their assigned locker. Open food/drink containers/packages may not be stored in lockers. Locker decorations are not permitted. Students are not to mark or write on or in their lockers. At the end of the year or when a student withdraws from the school the locker is to be clean with no items remaining. The check-out process is not complete until the locker is clean. Students are to report malfunctioning lockers to the office. Students who share a locker with another, use an unassigned locker, alter the functionality of a locker or enter another person's locker without their permission will receive disciplinary consequences.

Should school officials have reasonable suspicion to believe that an illegal substance, dangerous material, or stolen property is located in a locker, they may search the locker with or without the student being present or without the student's consent.

Student personal belongings, school materials, and other items are not to be left in hallways, classrooms without teacher permission, or other areas of the building. Items left lying out may be collected by school staff and personal belongings

disposed of if not retrieved within a week. Students will be responsible for missing school books, equipment, uniforms, and etc. Disciplinary consequences may also be assigned if a student continues to leave items unattended.

LEAVING A DESIGNATED AREA

NO STUDENT is allowed to leave a class, the area they are assigned (recess) or study hall without teacher/supervisor permission. This includes the school building when students are to be inside the building.

PERSONAL E-DEVICES - CELL PHONES/TELECOMMUNICATION DEVICES/AND ETC.

Cell phones and devices that connect to a student's e-device, such as smart watches, are to be turned off (not on vibrate or silent) and out of sight upon entering the school in the morning and until exiting the school building at the end of the day or leaving with a parent/guarding for the day. Use during the morning gathering time is not permitted.

All field trips are considered 'tech-free' trips unless specifically stated as a trip in which cell phones and other connectivity devices are permitted. Devices are to stay at school, secured in the student's locker and turned off.

Students may use their personal E-Devices on District transportation if approved by the District or transportation provider. Use is limited to 'personal use' which means only the owner viewing the screen or hearing audio sounds from the device. Ear bud and ear bud sharing are permitted in the same seat. Taking picture, appearing to take pictures, showing your device to others or appearing to show your device to others will constitute a violation of E-Device use. The driver, head teacher or administration may restrict future use on the bus and require the student to place the device at the front of the bus during transportation time.

Classroom use is only permitted by the teacher for academic reasons and use is not permitted during study hall unless a student utilizes a PBIS coupon. Any social media, network or provider access will be a violation and the device no longer permitted to be used. The device may also be confiscated and turned into the head teacher or administrator.

Any device turned into the head teacher or administrator may be held until a parent retrieves it from the school. The student may be restricted from having the device in the future at school or have a requirement that the device be turned into the office upon arrival and retrieval upon leaving school at the end of the day or with a parent/guardian during the day.

STUDENTS CAPTURING IMAGES/VIDEO/AUDIO DURING SCHOOL HOURS

Students may not capture images, record video or audio during school hours without the expressed permission of a staff member for educational purposes. The use of unauthorized images, video or audio in any way, to include posting/publishing on social media sites or other means, may be considered harassment or cyber-bullying of the those persons. This includes staff or students images. Students may not 'secretly' or 'covertly' record staff interactions in the school, on school grounds or school activities at any time. Violations will be considered Gross Misbehavior.

When it is found that a student has violated this rule the ability for the student to possess a device during the day will be restricted. Devices may be required to be turned into the office and then retrieved upon leaving school for the day.

STUDENT DRESS – ALL STUDENTS

To have a positive learning climate, students need to be clean and neatly dressed. In addition to using good common sense regarding dress, students are required to observe the following regulations during the school day and at specified functions (may include presence at extra-curricular events). Special dress days may be designated during the school year with expectations to some of the specific items listed below:

1. Outfit length will be at least hitting the beginning of the palm when student is standing and arms held to the sides without any openings, also below that level. Tops of outfits must cover the mid-section when arms are raised even with shoulder or when seated. Undergarments may not be visible at any time.
2. Flip-Flops are not permitted and all student foot wear must capture the heel. If footwear has a heel capture strap it must be around the back of the heel.
3. Hats/Hoods/Bandannas/Head Cover, halter tops, bare midriffs, chains, spaghetti straps, low cut tops, slippers, will not be permitted.
4. Sunglasses or other non-prescription eyewear may not be worn in the building during the school day.
5. No clothing item or accessories may be worn that advertises beer, liquor, cigarettes, marijuana and other drugs or which is imprinted with words, actions, or other things intended to be or which are, lewd, vulgar, offensive or indecent to the general public.
6. Pants, shorts, skirts, lower most outer garment and etc. will not be allowed to be worn below waist level or expose clothing materials underneath (the outer layer of clothing must cover all under layers at the waist level).

7. Sheer materials that permit undergarments or skin areas to be seen through the material that are to be covered are not permitted.
8. Any wearing apparel which causes a disruption of school will not be tolerated or allowed (in cases of question, the Head Teacher or Superintendent/Principal or designee will address the issue on an individual basis).
Note: students who violate the above will be required to remain in the office until parent notification occurs to resolve the issue which includes bringing clothing that will be school appropriate, wear the current clothing appropriately and/or change the identified clothing (may include changing into PE clothes). A future violation during the school year may lead to other disciplinary consequences.
9. For safety reasons, all coats, jackets, backpacks, purses, and book bags, must remain in the locker until the student leaves at the end of the day.
10. Current style trends are supported to the extent they are not disruptive and also comply with the intent to have coverage as stated in this section. Tears and rips in garments are approved so as long as undergarments are not exposed, areas designated as not be exposed are completely covered and tears/rips/holes on lower garments are at or below the beginning of the palm.

CLOTHING REQUIREMENTS (Science, art, etc.)

At certain times teachers may require students to wear protective clothing. Close toed/foot shoes, painting smocks, sleeves or long pants are just some examples. Safety gear such as protective eyewear will be provided by the school as needed. Students will be responsible for having other clothing requirements as outlined by the teacher.

8TH GRADE PROMOTION ADDITIONAL DRESS REQUIREMENTS

Girls

Dress or Skirt with nice neckline
Clean/Neat Shoes

Boys

Dress pants, dress shirt and tie
Clean/Neat shoes with matching socks (no black shoes with white socks)

Students will wear “Caps and Gowns” (no additional adornments other than approved recognitions)

SPECIAL EDUCATION INFORMATION

EDUCATION OF CHILDREN WITH DISABILITIES

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Parents may request a copy of service related logs when a student has those services as part of their plan

A copy of the policy and procedures shall be furnished to parents/guardians of all students with Individualized Education Programs (IEP's) at the time an IEP is first implemented for the student and at subsequent IEP review meetings. Parents shall be provided with the address of the Illinois State Board of Education (ISBE) so that they may request copies of the ISBE behavioral intervention guidelines. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school District office or by contacting the LaSalle/Putnam County Educational Alliance for Special Education office, 1009 Boyce Memorial Drive, Ottawa, IL 61350; 815-433-6433

MEDICAID REIMBURSEMENT CLAIMS

Medicaid reimbursement is a source of federal funds approved by Congress to help school Districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Tonica CCSD #79/LEASE will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to

this release of information related to Medicaid claims for your child, do nothing.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

Special Education students may be suspended from school for up to 10 total school days in a school year; after which, any discipline that would lead to an out of school suspension will require a hearing to determine if the behavior was a manifestation of their disability.

Students with an IEP will follow the rules and regulations outlined for all students unless specifically noted in an IEP or Behavioral Intervention Plan.

ACCESS TO CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION 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.

CERTIFICATE OF ATTENDANCE

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services may qualify for a certificate of completion after the student has completed 8th grade but not the graduation requirements. The student is encouraged to participate in the graduation ceremony.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

FIELD TRIPS

During the course of the year the school will schedule field trips. Students may be ineligible to attend field trips based upon PBIS Major/Minors, concerns for student/staff safety, absenteeism (excused or unexcused), extra-curricular academic parameters, Out-of-School or In-School suspensions, late work and etc. Limitations for each expectation can be set by the administration and teachers by trip, quarter or school year. The Tonica Grade School Administration and Board of Education may also deny a student from attending/participating in a field trip(s). If a student is not permitted or chooses not to attend a field trip they will need to be in attendance at school or be absent for a medical reason with a doctor's note presented indicating the student was under medical care and was not able to attend school on that particular day(s); otherwise, the absence will be considered unexcused.

Parents are provided an opportunity at registration/beginning of the year to provide a blanket permission for their child to leave school grounds with school supervision to attend trips or school related activities. Notes will go home with trip/event details but are not considered permission forms. If you wish your child not to attend a specific trip then please make personal contact (email, phone call) to the teacher or sponsoring person of the trip. Please do not send a note.

FIELD TRIP CHAPERONE

Chaperones are not to bring guests (i.e. younger children) when chaperoning on fieldtrips. Chaperones will be limited to a child's parent or legal guardian. Trip coordinators reserve the right to choose chaperones with each subject to approval by the administration. In some cases administration may require a parent to attend a trip for the sole purpose of supervising their child in order for their child to attend.

Limitations on how many parents may ride District provided transportation for a field trip will be determined on a per trip basis to limit the number of busses required. Parents may also provide their own transportation if approved to be a chaperone; however, there would be no mileage reimbursement. Students will ride the District transportation to and from the destination.

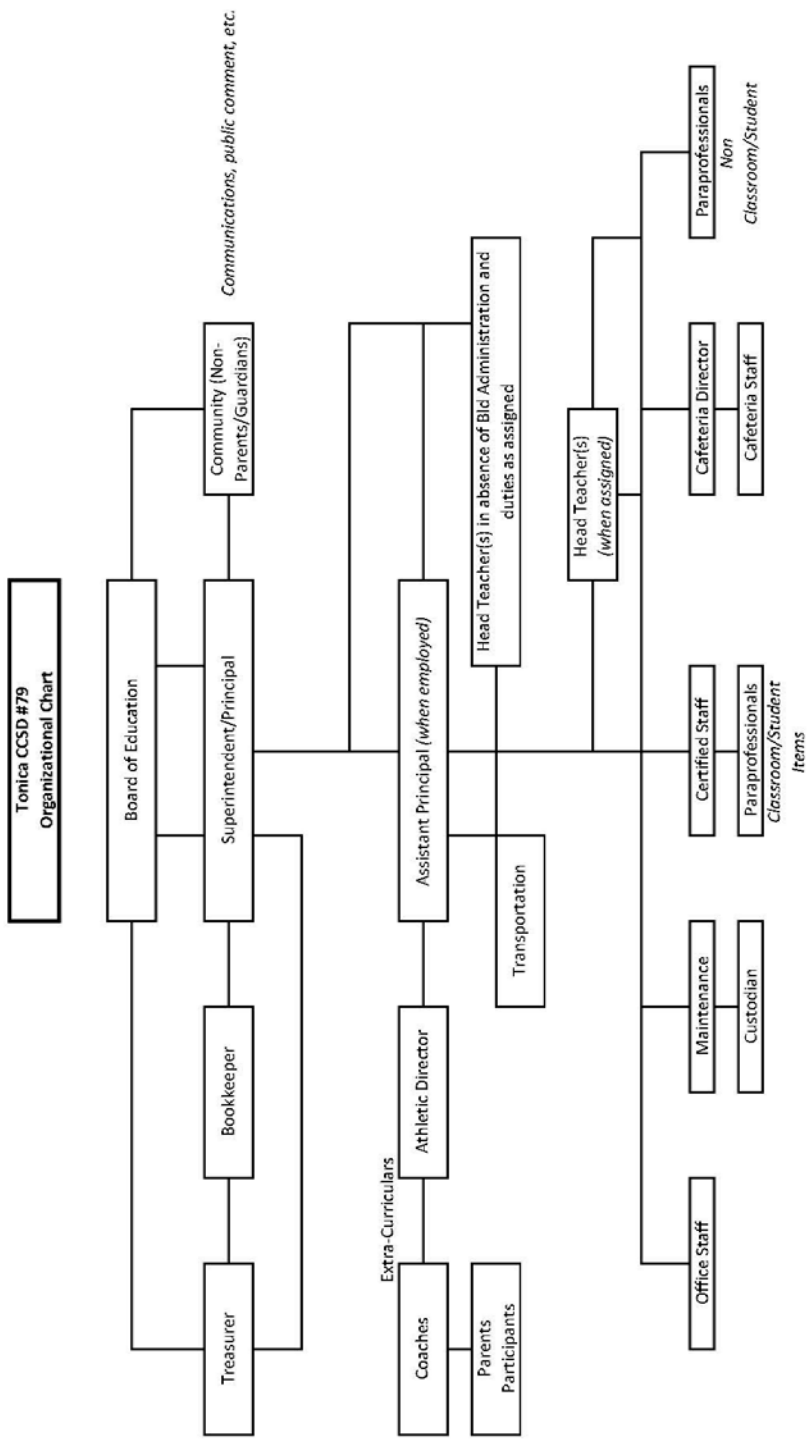
Parents or other persons may not 'meet' up with a field trip and assume the role of chaperone or trip attendee without the prior, authorized approval of the administration. If such a situation occurs the trip organizer is authorized to notify local law enforcement and/or site managers to remove or limit access of the unannounced attendee to the trip area. The child may also be restricted/separated from the trip activities and placed in the care of the parent/guardian. The responsibility for transportation home from the trip will then be the responsibility of that parent/guardian. Trip sponsors will notify the school if they were to occur. A student could be restricted from attending future trips if this were to occur.

CLASSROOM ACTIVITY VOLUNTEER

Each year there are several opportunities for parents/guardians to help out with special class room events and activities. Each teacher will determine the number of volunteers needed and provide an opportunity for parents to sign-up as a volunteer. To allow as many parents as possible to volunteer the teacher will spread out the selections as much as possible. Younger siblings or other family members are not permitted to attend the event unless administrative approval is received. The approval will be the exception versus the rule.

8th GRADE TRIP (PENDING TRIP APPROVAL EACH YEAR)

Students must be in attendance at Tonica for the full year to be eligible; however, transfer students who enter school after the school year begins will be considered on a case by case basis but may have to pay a portion of the trip costs. Students not attending the trip are required to be at school the day(s) of the trip unless a doctor's note is provided that the student was too ill to attend school. A student that is considered to have 'skipped' school because they could not attend the trip or have an unexcused absence of the day of the 8th grade trip will be considered for non-attendance at graduation activities including the graduation ceremony. Eligibility to attend the 8th grade class trip follows the same set of expectations listed for attending other field trips. Students in 8th grade may attend their trip if they were detained in a previous grade as long as they meet the academic eligibility requirements in addition to the other requirements listed above; however, retention in 8th grade will not permit the student to attend the 8th grade trip in a subsequent repeat of 8th grade.



Communications, public comment, etc.

Concern resolutions are to start at the base level of where the issue exists and then proceed upward pending satisfaction with the resolution.
 When a concern is received at a level above where the issue occurs the upper level will direct that person to the base level of where the issue exists. Nothing prevents an administrator however from being part of the resolution process at his or her discretion.
 Board of Education members may receive a communication or concern but will direct a person to the Superintendent/Principal who will then determine the base level to start the resolution process.
 Board members do not reach out to individuals directly regarding school items.
 Adopted 4/20/2022

BRAVES PRIDE EXPECTATIONS

	Classroom/ Office Etiquette	Hallway	Restroom	Gym	Locker Room	Cafeteria	Recess/ Outdoor Area	Bus
Respectful	Follow directions of adults Raise your hand Listen Be polite KHFOOTY	Walk in single file Stay to the right Be Quick and Quiet at Lockers Walk Silently KHFOOTY	Respect others privacy Use facilities appropriately KHFOOTY	Use appropriate Language KHFOOTY	Respect privacy of others Respect property of others Use quiet voices Use appropriate language KHFOOTY	Use good manners Use quiet voices KHFOOTY	Listen & follow directions Share equipment Show good sportsmanship Be kind KHFOOTY	Follow the bus safety rules Obey the bus driver KHFOOTY
Responsible	Complete homework Be ready to learn with all necessary materials Be On Time Leave no trace (LNT)	Keep locker area clean Go directly to designated area LNT	Flush toilets Wash hands with soap & water LNT	Use & return equipment properly LNT	Keep lockers locked at all times Use & return equipment properly Take care of your possessions LNT	Be ready with your order Walk quietly to line up LNT	Return equipment Be fair & follow rules Dress appropriately LNT	Use quiet voices & kind words Be on time LNT
a Role Model	Work with classmates & display teamwork Accept help from others Keep trying & do your best Use Please & Thank you	Pick up trash & do your part to keep hallway clean Walk facing forward	Return to class promptly Report problems immediately	Be a Leader Treat everyone Kindly	Be a Leader Treat everyone kindly	Keep your area clean Use your time wisely (eat then talk) LNT	Work & play together Accept help/give help Do your best & let others do their best	Stay seated Treat everyone kindly
Safe	Chair legs on all fours (four on the floor) Push in chairs Use materials appropriately Walk at All Times	Walk at all times Leave space between you & others	Clean up after yourself	Use equipment for intended purpose Control your actions	Control your actions	Use hand gel Raise your hand if you need help Stay in your seat Hold tray with 2 hands	Use equipment for intended purposes Report harmful/hurtful behavior immediately Stay inside boundaries	Report harmful/hurtful behavior Follow emergency procedures Keep aisles clear

Tonica Grade School - Athletics/Extra-Curricular Activities

Illinois Elementary School Association 2021-2022 Rules Pertaining to Ejection of a Player or Fan from an event:

- The Illinois Elementary Schools Association (IESA) has adopted more stringent penalties regarding behavior at events regarding ejections for school personnel, players, and fans. Fines are now assessed by the IESA of which parent/guardians will be responsible for the cost of the fine for their child. Fines will need to be paid to the school for the school to submit to the IESA on a school check. Until the fine payment is received and penalties completed the player may not resume participation.
- Player Ejections
 - First Ejection of a player during the school year
 - Two game suspension at the level the ejection occurred and may not play at other levels until the suspension is completed and the student also completes an online NFHS Sportsmanship Course under the supervision of a Tonica School Staff member or coach most likely during a practice session. The completion certificate needs to be received by the IESA before resumption of eligibility.
 - Second Ejection of a player during the school year
 - Five game suspension at the level the ejection occurred and may not play at other levels until the suspension is completed. A \$100 fine will also be assessed.
- Tonica Fan Ejections
 - Before the fan can return to an IESA event they will be required to successfully complete an online NFHS Sportsmanship Course and be responsible for any costs for the course, submit the completed certificate to the athletic director and have the certificate on file with the IESA.

When a Tonica Grade School student athlete/participant is ejected from an event Tonica Grade School will also require a meeting with the Athletic Director and Coach of the sport to discuss the ejection and set up parameters for possible continued participation. This meeting will be at a time convenient for the school staff and is required before a player resumes eligibility to participate in an event. A second ejection during the course of the school year will permit the dismissal of the player from the remainder of that sport and require a meeting with the Athletic director and the coach of the next sport the student may consider participating before that student may join the activity. The meeting will determine if the student will be permitted to join and set parameters for continued participation.

When a fan is ejected from an event the Tonica School District reserves the right to bar that person from future attendance. If that were to occur that person may request a hearing with the Tonica CCSD #79 Board of Education. The hearing will determine if the person may return to events or set a length of time, up to two years, that the person may not be present at Tonica Grade School activities. The hearing will be at a date and time convenient for at least a quorum of the school board to be present. Failure of the person to attend the hearing will permit the board to issue a ruling to include barring presence at school activities.

Parents' Code of Ethics - Proper Protocol for Filing Complaints

Parents who have concerns or complaints regarding the extracurricular programs offered by Tonica Grade Schools are to follow the steps listed below in addressing their concerns:

1. Set up a time with the coach/head coach to discuss concerns. This meeting should take place at a mutually convenient time. Parents are requested to wait until the day after a game or a practice to request a meeting.
2. If a resolution is not met after meeting with the coach(es), then the parent contacts the Athletic Director to set up a time in which the coach, parent, and AD can meet to discuss concerns.
3. If a resolution is not met after meeting with the AD of TGS then the parent contacts the principal to set up a time in which the coach, parent, AD and principal can meet to discuss concerns.
4. If a resolution is not met through this meeting, the parent then can request a meeting with the superintendent and other personnel regarding concerns.
5. If after all these options have been exhausted and the parents are still not satisfied with the resolution, they may then request a meeting with the school board in order to share their concerns.

These steps are to be followed in the order presented in dealing with concerns and/or complaints on extracurricular programs.

Extra-Curricular Activities & Athletics

Student behavior on or off school grounds, during or outside of school hours and when school is in session or not in session will impact student ability to participate in extra-curricular activities.

Students involved in school sponsored activities are governed by all school rules regardless of the type or location of the activity.

The coach or activity sponsor is the first person in which concerns should be addressed. If a concern still exists then the Athletic Director is the next step in the problem-solving process.

One Day Coach Contact Rule: Parents are to refrain from contacting a coach/event sponsor right after an event regarding concerns from that event/activity until the next school day (weekday if during a break period). This includes personal contact at the event, phone calls, texting, use of social media, and etc. Doing so may result in not being allowed attend future events. At the parent meeting a list of 'no contact' items during the 'One Day' provision will be provided.

Athletics: The Board of Education recognizes athletics as a part of the total school program. Athletics is a completely voluntary program requiring extra time and effort. Even though athletics is voluntary, those participating do represent the school, therefore an athlete is expected to be a good citizen, a good sport, and a good student.

Because the Board feels it is a privilege to represent the school, the administration and the coaches have the authority to revoke the privilege when an athlete does not conduct themselves, both on and off the playing field, in an acceptable manner.

Student participation in Board approved school athletic activities shall be contingent upon the following of all requirements:

- Meet student academic standards set forth in this handbook.
- Written permission from parents or guardian giving the District full waiver of responsibility of the risks involved.
- Physical exam that permits active athletic participation.
- Show proof of accident insurance.
- Read and sign a copy of the Athletic Rules.

A parent or guardian **must attend** announced Athletics Rules meeting before student participation in an extra-curricular activity.

Practice, attitude, conduct, appearance, eligibility, equipment, uniforms, and additional rules are covered under the Athletic Code. The Code must be read and signed by the athletes and their parents/guardian, and returned to the coach prior to the first practice. The Board of Education reserves the right to take action against any athlete for inappropriate conduct that is not covered in the rules and regulations set forth in this code.

Student Council: Students in grades 6-8 may be elected to Student Council. An annual election will be held in September to select three students from each grade level (6-8) who will be elected to serve as representatives. The Student Council provides activities and duties throughout the school year. Students holding membership in council must maintain acceptable behavior standards and must fulfill the same eligibility requirements as athletics or may be removed or suspended from the council.

Scholastic Bowl: Scholastic Bowl is open to students in grades 6-8. The team participates against various area teams during the regular season that leads to competition in the I.E.S.A. state series.

Awards Assembly: The District may hold an Awards Assembly during the school day to present students with various honors, distinctions and awards from their participation in extra-curricular activities. Guests are welcome to attend.

Eligibility:

- Any student failing one subject is ineligible to participate for a period of one week, Sunday through Saturday of the following week.
- Ineligible players must attend all practices. Ineligible players do not go to away games. The time should be used to study and raise their grades.

- Before practice, ineligible players are encouraged to spend at least the first half hour after School getting help from the teacher of the class the student is failing.
- Ineligible players must attend, sit on the bench, but not dress for all home contests during that week
- Players ineligible for two weeks in a row or for any four weeks total during one season will be removed from the team.
- Students who have a failing grade on an end of quarter report card will be ineligible the first week of a new quarter during the school year; this one week ineligibility period will not count towards the two consecutive weeks regarding automatic dismissal from an activity; regular eligibility procedures will start the second week of a new quarter in this case

Attendance at Games/Practice

A student must be in attendance by 9:00 a.m. on the day of a practice, event or contest to participate in a practice/event/contest. For a Saturday practice/event/contest if a student was not in attendance on Friday, a note from the parent will be required before that student will be allowed to participate. **When a student leaves sick anytime during the day, he/she is unable to attend a school event as a participant or a fan that evening even if symptoms subside.**

A player would be allowed to play in an evening contest/practice after attending the funeral of an immediate family member. A parent is to notify the school during the school day and notify the athletic director in order for the student to attend and participate. Students may leave school for prescheduled medical appointments and then subsequently attend/participate in a school activity. Approval to attend an after-school activity for any other reason when not in school that day requires administrative approval. Approvals will be very limited and the exception versus the rule.

Team members must attend all practices and team events including those over breaks or on weekends. Excused misses will include the following:

- Absent from school due to illness
- Absent from school due to family vacation
- Absent from school due to death in the family
- Absent from school due to a doctor or dental appointment
- Family obligations at parents request of which the coach was notified in advance or contacted prior to the next practice/event to explain the absence

The coach should be notified in advance of the practice or event/game being missed. A note, email, phone call, or text must be turned in to the school office or coach from the parent stating the reason for missing the practice/event/game. The athletes and parents asking for excused practice/event/game should use extreme good judgment. A commitment has been made to both coach and teammates. *Parents please help your child keep that commitment.*

Any student with 2 unexcused practice/event/game will serve a one game suspension. Detentions and suspension from school are considered unexcused absences and the above rule applies. Four unexcused practice/event/game and the student may be removed from the team.

Any student receiving an in-school suspension will be suspended for two events/games/contests. Any student receiving an out-of-school suspension will be suspended for three events/games/contests.

Students excused from Physical Education for illness or injury will not be permitted to participate in practice/event/games on the excused days but are to attend practices, events and games if in school that day.

Prohibited behaviors:

- Possession or use of e-devices, vaping devices, tobacco, alcohol or illegal drugs
- Presence at an event where alcohol, tobacco or illegal drugs are being used
- Conduct that is demeaning as a representative of the school or community
- Use of a cell phone other than after an event concludes
- Actions that result in an arrest or referral to juvenile authorities will place a student on participation/attendance probation until the parent and student meet with the athletic director. After the meeting a student could be placed on continued probation or be recommended to be ineligible to participate in extra-curricular activities.

Procedure for handling violations:

- Possession or use of e-devices, vaping devices, tobacco, alcohol or illegal drugs or attendance at an event where these substances are being illegally used, will result in the player being removed from the team for the remainder of the season and all awards earned for the sport season will be forfeited
- Conduct demeaning as a representative of the school or community may result in a temporary suspension or being removed from the team. The coach and/or administration will determine the degree of punishment by the nature of the infraction. Under no circumstances will a student who is suspended from school be allowed to practice, participate or attend a contest as a spectator.

Other Considerations/Expectations:

- All extra-curricular participants must wear their TGS polo shirt to school. TGS polo shirts and khakis must be worn to all home and away games. Students will receive a ½ game suspension for a violation.
- Cheerleaders: If a conflict occurs between participation on a school team and cheerleading the cheerleader will participate in the team sport.
- Super Fans: Tonica Grade School will not permit super fans at regular season or Regional games. They may be allowed at the discretion of the principal for Sectional and State contests. This rule applies to TGS students only.
- Students participating on a TGS athletic team should consider carefully before joining an outside athletic team. TGS expects all athletes to honor their commitment to our school first.
- All players must stay for the first half of the following game/match (2 basketball quarters, 1 volleyball set) unless the coach grants them permission to leave.

Transportation

Parents are will have the primary responsibility to provide transportation to and from school extra-curricular events. In the event the district provides transportation for selected events for individual extra-curricular teams/groups there will be a charge for that team/group.

Code of Interscholastic Conduct - Vermilion Conference (In addition to IESA rules)

Any **spectator, player, or official school representative** who is ejected from any contest for unsportsmanlike conduct shall be barred from attending the following contest in that same sport. During conference tournaments the offender shall be barred from attending any remaining contests taking place on the same day as the ejection in addition to the following conference contest.

Upon a second ejection of the same spectator, player or official school representative a hearing committee comprised of school representatives will meet. The hearing will take place at 5:00 p.m. on the day following the ejection. At this time each involved school may give testimony lasting no more than 15 minutes. The hearing committee, upon hearing testimony, may choose an action ranging from a letter of reprimand to a censure from all activities in that sport. The committee will consist of at least three members.

An action or behavior by a spectator, player or official school representative which is deemed inappropriate but does not result in an ejection because it occurs prior to an event, during halftime or after an event will result in the same sanctions as Section 5. If the reporting school believes the action of the player, spectator or official school representative is severe, they may request a hearing after the first incident. Upon a second incident with the same individual or individuals, a hearing will be mandatory.

Any player, spectator or official school representative who is found guilty of carelessly or maliciously breaking, damaging or destroying property or equipment belonging to the host school or other visiting schools shall be held responsible for costs incurred in replacing such property or equipment.

Parents' Code of Ethics

As a parent, I realize that my child's participation in athletics is a privileged opportunity that is intended to be an enjoyable competitive learning experience. If my child participates, I understand that I will be expected to follow certain behavioral guidelines if I am going to be in attendance at his or her athletic contests. These behavioral guidelines are as follows:

AS A POSITIVE PARENTAL EXAMPLE FOR MY CHILD, I WILL:

- Always represent Tonica Grade School in a positive manner.
- Support the coach's decisions (e.g., regarding game play, strategy and player decisions). Parents should not approach the coach regarding game decisions until the next day.

- Encourage other parents, family members, and fans to demonstrate respect and support for the players, coaches, and officials.
- Be realistic about my child's physical ability and help them understand their role within a team concept.
- Speak supportively of my child's coaches and game officials in front of my child.
- Encourage my child to talk to their coach if they have questions about their role on the team.
- Help my child set realistic goals and provide both guidance and encouragement in assisting them with achieving their goals.
- Insist that my child play in a safe environment for training and competition.
- Be a "cheerleader" for my child AND other children on the team.
- Make my child's athletic career a positive experience and try not to relive my own athletic past (whether positive or negative) through him or her.
- Control my emotions at games and events. Keep foremost in my mind the example I am setting for my child.
- Emphasize "improved" performance.
- Do my part to make athletics fun for my child.

The Board of Education reserves the right to remove parents from all TGS home events for violating this code of ethics.

Extra-Curricular Awards

1. Various honors and awards will be provided to students for their participation or special achievement during the school year.
2. All 8th grade students who participated in any two or three sports in each junior high grade level will be recognized
3. Any player not completing a season due to ineligibility or disciplinary actions will forfeit all awards, honors and records for that sport.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A coach, AD, parent or administrator may determine that a student is to discontinue participation due to exhibiting concussions symptoms. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. A student will not be permitted to resume practicing or participation in athletics until the school receives medical written notice that the student is cleared to resume participation.