

WE ARE TROY 30-C!

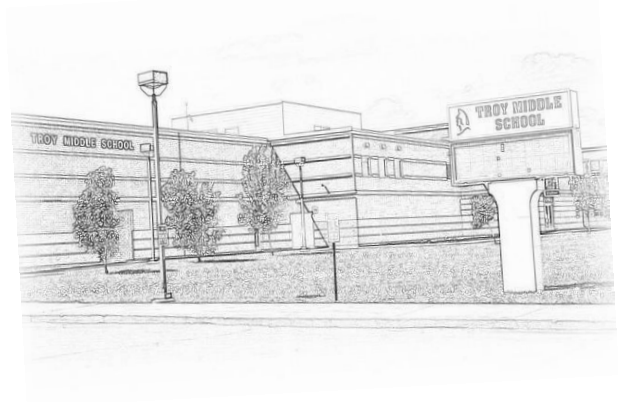
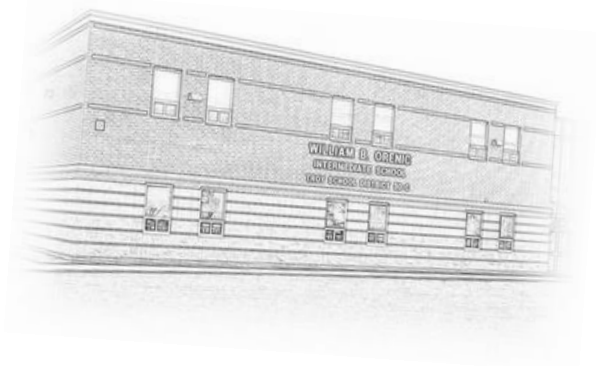
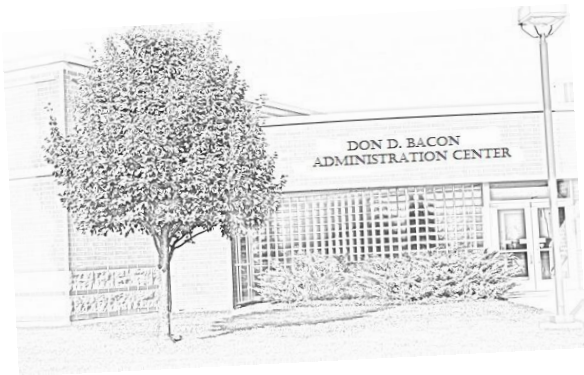


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Troy Community Consolidated School District 30-C

Don D. Bacon Administrative Center

5800 West Theodore Street
Plainfield, IL 60586
Phone: 815-577-6760
Fax: 815-577-3795

Board of Education

Mark Griglione (2017)

President

1113 Kensington St.
Shorewood, IL 60404

Catherine Besler (2017)

628 Shorewood Drive
Shorewood, IL 60404

J. Terry McFadden (2019)

501 Westwood Dr.
Shorewood, IL 60404

Dr. Cynthia Rasmussen Grabavoy (2019)

Vice-President

221 Westridge Rd.
Joliet, IL 60431

Anne Carney (2017)

3005 Twin Oaks
Joliet, IL 60435

David Talarico (2017)

Secretary

648 Cassie Dr.
Joliet, IL 60435

Kristin Cross (2019)

1111 Rock Springs Dr.
Joliet, IL 60435

Building & Department Directory

Craughwell Elementary School (K-4)

3333 Black Road
Joliet, IL 60431
815-577-7313
815 729-7435 Fax

Crossroads Elementary School (Pre K-4)

210 E. Black Road
Shorewood, IL 60404
815-577-7314
815-729-7441 Fax

Heritage Trail Elementary School (K-4)

3389 Longford Drive
Joliet, IL 60431
815-577-9195
815-773-2398 Fax

Hofer Elementary School (K-4)

910 Vertin Rd.
Shorewood, IL 60404
815-577-6758
815-267-8180 Fax

Transportation Services

5800 W. Theodore St.
Plainfield, IL 60586
815 577-6290
815 577-6295 Fax

Shorewood Elementary School (K-4)

210 School Road
Shorewood, IL 60404
815-577-7312
815-729-7447 Fax

Orenic Intermediate School (5-6)

5820 W. Theodore St.
Plainfield, IL 60586
815-577-6759
815-577-1233 Fax

Troy Middle School (7-8)

5800 W. Theodore St.
Plainfield, IL 60586
815-230-9920
815-577-2867 Fax

Department of Building & Grounds

5820 W. Theodore St.
Plainfield, IL 60586
815 577-6759
815 577-1233 Fax

District Administration

Superintendent	Dr. Todd Koehl
Assistant Superintendent for Teaching and Learning	Anne Gmazel
Director of Special Education	Deb Marco
Director of Curriculum	Daniela Fountain
Assessment Coordinator	Kristin Johnson
Executive Director of Finance and Operations	Elaine Colombo
Educational Technology Coordinator	Jenna Woodland
Benefits Coordinator	Christine Hodge
Director of Human Resources	Paul Schrik
Director of Information Services	Ron Sarver
Manager of Information Services	Liz Boyles
Assistant Principal for Transportation Services	Lucy Feeny
Director of Building & Grounds	Tim Wojnarowski
Director of Student Activities and Athletics	Meagan Lewandowski
Principal, Crossroads Elementary School	Jill Masheimer
Principal, Craughwell Elementary School	Kathy Barker
Principal, Heritage Trail Elementary School	Brooke Allen
Principal, Hofer Elementary School	Kristin Copes
Principal, Shorewood Elementary School	Colleen Connolly
Principal, Orenic Intermediate School	Larry Piatek
Principal, Troy Middle School	Renee Marski
Assistant Principal, Crossroads Elementary School	Jessica Yborra
Assistant Principal, Craughwell Elementary School	Steve Foster
Assistant Principal, Heritage Trail Elementary School	Mark Leipart
Assistant Principal, Hofer Elementary School	Sheryl Blanchette
Assistant Principal, Shorewood Elementary School	Carole Zuales
Assistant Principal, Orenic Intermediate School	Jennifer Munday
Assistant Principal, Orenic Intermediate School	Kelly Landers
Assistant Principal, Troy Middle School	Margaret Lopez
Assistant Principal, Troy Middle School	Tyler Hammond

Hours of Operation

Don D. Bacon Administrative Center 8:00 am – 4:00 pm

Schools

Crossroads Elementary School	8:35 am – 3:05 pm
Craughwell Elementary School	8:35 am – 3:05 pm
Heritage Trail Elementary School	8:35 am – 3:05 pm
Hofer Elementary School	8:35 am – 3:05 pm
Shorewood Elementary School	8:35 am – 3:05 pm
Orenic Intermediate School	7:50 am – 2:20 pm
Troy Middle School	7:50 am – 2:20 pm

School Improvement Days

(9/2/16, 11/2/16, 12/8/16, 1/11/17, 2/7/17, 4/27/17 and last day of school)

8:35 am – 11:35 am
8:35 am – 11:35 am
8:35 am – 11:35 am
8:35 am – 11:35 am
8:35 am – 11:35 am
7:50 am – 10:50 am
7:50 am – 10:50 am

Programs

AM Little Bees	8:35 am – 11:05 am	Check with your child's school for attendance schedule
PM Little Bees	12:35 pm – 3:05 pm	Check with your child's school for attendance schedule

Chapter 1: Introductory Information & General Notices

General Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.troy30c.org, or at the Board office, located at:

Don D. Bacon Administrative Center
Troy CCSD 30C
5800 West Theodore Street
Plainfield, IL 60586

Board of Education Meetings

Board of Education meetings are usually conducted on the 3rd Wednesday of each month at 7:00 pm at the Don D. Bacon Administrative Center, 5800 West Theodore Street, Plainfield, Illinois. Changes are made to accommodate holidays and events that may necessitate a change in the date for the meeting. All agendas and meeting notices are posted on the Troy website at www.troy30c.org.

Communications

Troy CCSD 30C uses School Messenger for electronic delivery of mass communications to the families of students. Many times throughout the course of a school year, district and school-level administrators will communicate to parents via the electronic mass communication system. Via this system, pre-recorded messages and/or email may be transmitted quickly to every email inbox, home phone, cell phone and voice mail inbox registered by the families in the system.

Video & Audio Monitoring Systems

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

Visitors

All visitors, including parents and siblings, are required to enter through the main door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. All visitors are required to present a state-issued, picture ID upon entering the school.

The Troy Community Consolidated School District 30C (Troy) utilizes an electronic visitor management system called **Hall Pass**. **Hall Pass** replaces manual paper-based logs, allows schools and facilities to produce customized visitor badges, is capable of providing student tardies, and electronically checks persons against known sexual offender databases and any locally entered Private Alerts. The overall goal is to better control of access to any (Troy) school, thus providing enhanced protection for our students and staff.

Note: the electronic visitor management system does not replace or meet the requirements for approving vendors, contractors, etc., that may be on site under Troy contract or other recognized business operations. The electronic visitor management system is a visitor control system that includes the ability to run specific checks (national sex offender registry and Private Alerts).

Hall Pass is a web-based software application that has been developed with the purpose of aiding educational facilities in tracking their visitors and students. **Hall Pass** not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control security. **Hall Pass** is capable of replacing many paper-based logs. It will allow schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases.

1. All persons who are not employed by Troy or do not attend one of the Troy Schools should wear a visitor's badge with name and date information or District photo ID badge at all times while in a Troy facility.
2. Any person observed in the building who does not have a visitor badge with the current date displayed should be immediately escorted to the office or the main office should be immediately contacted.
3. Signs are placed at the main doors directing visitors to the front office to sign in as well as to remember to sign out when they leave, and notifying them of the use of **Hall Pass**.
4. When the visitor arrives, he or she will be greeted and asked for state-issued photo identification.
5. Upon receiving the identification, the secretary will scan the visitor's state-issued identification card, and issue a badge with the visitor's picture and name, the date and time, and, optionally, the destination, if there is no "alert" indicated on the data base. The staff member will keep the individual's identification card in plain view, to reduce concerns that anyone might be copying personal information. The identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept by the secretary.
6. If the visitor does not have acceptable photo identification available, the visitor is not allowed access to the building until such time that they can produce a state-issued identification card or a school administrator grants access to the school. A visitor sticker badge will be provided to the visitor, with name, date and time, and other optional data, but no picture.
7. The visitor will return to the office to check-out when they are leaving the campus. The visitor will be instructed to give the badge back to the secretary to check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out,

the visitor will be checked out automatically and reminded about the required check-out procedures the next time he/she checks in.

8. Subsequent visits to a building will require the secretary operator to check in the visitor and print a new badge.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Community Notification Law, etc., The Superintendent or designee shall serve as the District contact person for the purposes of implementing these laws.

Please note that information about sexual predators can be found on the National Sex Offender Public Registry, www.nsopr.gov, the Illinois Sex Offender Registry, www.isp.state.il.us/sor.

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Certified and Regularly Scheduled Volunteer Non-Paid Employee, Chaperones for Off-Campus and Overnight Events.

- This is a volunteer that is certified as a teacher and/or has a certificate that allows them to provide instructional services to students without supervision. This is also the classification for chaperones for off-campus events or overnight events.
- This volunteer is allowed to work with students without direct supervision of a certified district employee.
- The paid district employee is responsible for planning instructional activities but the activities can be delivered by the non-paid and certified volunteer employee.
- A full criminal background check must be completed on this volunteer prior to working with students. This volunteer can begin

working on tasks that do not require direct contact with students prior to the completion of the criminal background check. However, they should not work with students until the results of the criminal background check are received by the district.

Non-Certified Regularly Scheduled Volunteer

- This is a volunteer that is not certified as a teacher and/or does not have a certificate that allows them to provide instructional services to students without supervision.
- This volunteer may do clerical tasks or, when in direct line-of-sight of a certified employee, may work with students. Direct line-of-sight is accomplished by making sure the volunteer is in a public place that is frequently and unpredictably observable (e.g., classroom while certified employee is present, hallways, learning centers while certified employee is present, etc.)
- Certified district employees are responsible for planning instructional activities but the activities can be delivered by the non-certified regularly scheduled volunteer as long as a certified employee is within direct line-of-sight.
- A criminal background check must be completed on this volunteer prior to working with students. This volunteer can begin working on tasks that do not require direct contact with students prior to the completion of the criminal background check. However, they should not work with students until the results of the criminal background check are received by the district.

Steps for Completing Background Checks for Certified and Non-Certified Volunteers

1. Obtain and complete a "Finger Print Authorization and Release" form from the Troy CCSD 30-C District Office at 5800 W. Theodore Street, Plainfield, IL. (Entrance 10).
2. Call the Will County Regional Office of Education to schedule a background check appointment. The Will County Regional Office of Education phone number is (815) 740-8360.
3. Take the completed "Finger Print Authorization and Release" form to the Will County Regional Office of Education at 702 W. Maple Street, New Lenox, IL. The Will County Regional Office of Education office hours are Monday through Friday 8:30 a.m. to 4:30 p.m.
 - a. The Will County Regional Office of Education (ROE) is an approved "Live Scan Agency".
 - b. Fingerprinting is done on Tuesdays and Thursdays and by appointment only. Depending on the time of year, the Regional Office of Education may sometimes have a two or three week backlog of scheduled appointments. Fingerprints are electronically submitted to the Illinois State Police and the F.B.I.
 - c. The current fee for fingerprint services is \$39.00 which includes submission to both the Illinois State Police and the FBI. The Troy School District will pay the fee as part of a monthly invoice from the Regional Office of Education. Troy Band Boosters and Troy Choir Boosters will reimburse the Troy School District for background checks relating to chaperoning events.
 - d. You must have - one form of identification, comprised of a picture ID (valid driver's license, state ID card, passport, etc.).
 - e. The Regional Office of Education will process your fingerprints and stamp the "Finger Print Authorization and Release" with an "ISP TCN tracking number."

4. The Regional Office of Education will notify the Troy School District of the results of the State Police and FBI background checks. A Troy School District employee will contact you as soon as your background check process is completed to let you know when you may begin serving as a volunteer in the Troy School District.

Special Project Volunteer

- This is a volunteer that assists with special school or classroom projects but is not scheduled on a regular cycle. This includes but is not limited to assisting with classroom parties, periodically reading to students, and doing special projects for the teacher (e.g., preparing bulletin boards, assisting with field trips, etc.).
- This volunteer is required to register in the school office using the Hall Pass system and must wear their printed badge during the time they are volunteering. They are also required to be in direct line-of-sight when working with students or performing their assigned tasks. This includes working in a location where a certified employee is present at all times.
- Certified district employees are responsible for planning instructional activities but the activities can be delivered by the non-certified regularly scheduled volunteer as long as a certified employee is present.
- School employees will conduct a background check on Special Project Volunteers by asking for and copying the person's driver's license and then using the Illinois Sex Offender website at <http://www.isp.state.il.us/sor/>.

Parents who volunteer to assist the school or a class are requested to refrain from bringing along siblings or other children to the events, as it can cause disruption or distract the parent from the task at hand.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Paul Schrik, Director of Human Resources, 815-577-6760.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals 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.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be sent from home.

Treats & Snacks

The Board of Education of Troy Community Consolidated School District 30C is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Prior to providing treats and snacks for children, we ask that you review the Wellness Guidelines of Troy CCSD 30C that may be found at: https://troywebs.troy30c.org/images/ParentResources/Wellness_Guidelines_-_9.3.2012.pdf

Emergency School Closings

The District's automated telephone service will contact parent(s)/guardian(s) to inform them of the details of an emergency early dismissal and/or building evacuation. Please make sure that your telephone contact information is up to date.

In cases of bad weather and other local emergencies, announcements are made on WJOL-AM 1340 and WGN-AM 720. Announcements are also listed online at www.troy30c.org and www.emergencyclosings.com. School closings for any reason are usually announced by 5:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

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

Accommodating Individuals with Disabilities

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

Care of Students with Diabetes

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

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

A Delegated Care Aide (normally the school's Nurse) is assigned to assist students in implementing their Diabetes Care Plan.

For further information, please contact the Building Principal.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the principal or school nurse at your child's school.

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

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

Residency

All students enrolled in Troy School District must be legal residents of the District. It is presumed that children are residents of the School District in which their parents have established residence. Legal residency requires that the household be established within the District with the primary intent of remaining there on a permanent basis. Establishing a residence within the District with the primary intent to enroll the child(ren) in the educational program does not constitute residency for enrollment in the school program.

Non-resident students may not attend District schools. Upon proper application, the children of families who expect to become residents of the District during the immediately ensuing semester may enroll, but parent(s)/guardian(s) are required to pre-pay tuition on a monthly basis. These parent(s)/guardian(s) will be required to enter a contract with the Board of Education agreeing to pre-pay out-of-District tuition on a monthly basis. If residence is established by the end of a pre-paid month, parent(s)/guardian(s) will be reimbursed for one month's tuition.

Only the parent or legal guardian can enroll a child. Specific documents are required to enroll any child as a student in the Troy School District. The Troy School District requires a process to register and enroll a student prior to the student attending school:

- Confirmation of the adult's identity and relationship to the child.
- Confirmation of the age of the child.
- Confirmation that the child resides in the Troy 30-C School District.

If a student is determined to be a non-resident of the District, the person(s) enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in the School District on a tuition-free basis a student known by that person to be a non-resident of the District is guilty of a Class C misdemeanor, (105) ILCS 5/10-20.12b(e).

The School District is entitled to recover 110% of the tuition charge for students who were enrolled in the District based on false information. The School District performs random residency checks throughout the school year.

The Troy School District employs private investigators to verify the District residence of its students. To do so, the following information will be released to the private investigator at any time after a student is enrolled in the District:

- Student's name, gender, birth date.
- Parent(s)/guardian(s) name, address(s), phone number(s).
- Parents' work addresses.
- If the student is living with a third party, the third party's name, address, phone number(s).

Parent(s)/guardian(s) may come to the school and inspect, copy, or challenge the information to be released.

If your living situation is described below, you may be eligible for services under the McKinney-Vento act.

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in a motel, hotel or camping ground due to the lack of alternative or alternative adequate accommodations.
- Living in an emergency or transitional shelter.
- Abandoned in a hospital.
- Awaiting foster care placement.
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.
- Migratory children in the above living situations.

Contact the district office at 815-577-6760 for the district homeless liaison. The Will Country Regional Office homeless liaison is Ron O'Connor. He can be reached at 815-740-4787.

Parent(s)/guardian(s) planning to enroll a child for the first time in the Troy Schools are advised to contact the Troy District Office, 5800 West Theodore Street, Plainfield, IL (815-577-6760) to inquire as to whether it would be preferable to make an appointment to complete registration procedures.

Emergency Information

In the event of a medical or personal emergency, the school must be able to contact a parent or guardian quickly. The parent(s)/guardian(s) current work number, e-mail address, cell phone number, and the home phone number of a friend or relative who is likely to be home during the day must be on file at the school's office. When changes occur in any of this information during the school year, inform the school immediately.

Each student is required to have two emergency contacts on file with the child's school.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school social worker.

Chapter 2: Attendance, Promotion, Curriculum & Instruction

Attendance & Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

Whenever a student must be absent, tardy, or leave early, it is the parent(s)/guardian(s) responsibility to phone the school at least 15 minutes before school begins on the day of absence, tardiness or leaving early. Messages regarding student absence may be left on the building's voicemail system. If the school is not contacted by the start of the school day on the day the student is absent, the parent(s)/guardian(s) will be contacted by phone.

There are two types of absences: excused and unexcused.

Excused Absences

The following are considered excused absences:

- **Student illness**
Up to nine (9) times with parent/guardian contact with the school. Student illness beyond nine (9) times with medical documentation or determination by school nurse.
- **Quarantine**
As imposed by health official and documentation provided by parent to the school.
- Student medical appointments **with appropriate documentation.**
- Death in the family **with appropriate documentation.**
- Observance of a religious holiday **with prior notification.**
- Court appearances **with documentation.**

Unexcused Absences

The following are considered unexcused absences.

- Any absence or tardy that the parent/guardian has **not reported** to the school by the end of the school day.
- Any absence or tardy to which the parent **has not consented.**
- **Student illness beyond nine (9) times without medical documentation,** even with a parent/guardian contact.
- **Family vacation**
- **Court appearances without documentation.**
- Any instance of **truancy.**
- Absences or tardiness due to **oversleeping, transportation,** or family issues other than emergency.

Tardies

A tardy occurs:

- when a student reports to school after classes have begun, or
- reports to an individual class after the class has begun, or,
- reports to an individual class without the appropriate materials causing the student to be late because they must gather the appropriate materials for the class.

Students who arrive after school has begun are to enter through the main office where a pass will be issued.

The Troy schools cannot be held accountable for missed instruction.

Tardiness will be recorded on the student's report card. Continual or habitual tardies may result in disciplinary action and/or notification to the appropriate officials. If poor attendance patterns persist, the case will be referred to the Will County Superintendent of Schools.

Extended Absences

The Troy Schools cannot be held accountable for missed instruction. After ten (10) days of consecutive absence, a student will be dropped from enrollment unless homebound instruction has been arranged or a student has been hospitalized.

Work Missed Because of Absence from School

Students shall be given the opportunity to make up schoolwork missed due to excused absences. Parent(s)/guardian(s) who remove their children from school for vacation (or other unexcused absences) are responsible for assuring that their children keep up with instruction occurring in the classroom.

It is left to the teacher's discretion to provide work in advance or after a student absence to "make up" work missed. A student will receive a maximum of 50% credit for formative assignments given while a student is absent due to a vacation.

Upon return from an absence, students will receive full credit for summative assessments completed.

The School Code of Illinois provides:

Truant

A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid Cause

A child may be absent from school because of illness, observance of a religious holiday, a 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.

Chronic or Habitual Truant

A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten (10) percent or more of the previous 180 regular attendance days.

Truant Minor

A chronic truant to whom supportive services (including prevention, diagnostic intervention, and remedial services, alternative programs and other school and community resources) has been provided and has failed to result in the cessation of chronic truancy, or has been offered and refused.

Signing a Child Out During the School Day

If a student is required to leave the building prior to dismissal time, he/she must be signed out and picked up in the school's front office by a parent(s)/guardian(s), or authorized caretaker. If the early dismissal is not necessitated by an emergency situation, a note to the child's classroom teacher or the main office, on the morning of the absence, is needed. **Whenever possible, dental and doctor appointments should be scheduled on days, or at times, when school is not in session.**

Emergency Dismissals

The District's automated telephone service will contact parent(s)/guardian(s) to inform them of the details of an emergency early dismissal and/or building evacuation. Please make sure that your telephone contact information is up to date.

- **Science** – inquiry process, life sciences, physical sciences, earth and space sciences, and relationships among space, technology and society.
- **Social Science** – anthropology, economics, geography, history, law, political systems, and social systems.
- **Physical Development/Health** – movement skills, physical fitness, team building skills, communication and decision-making, health promotion, the prevention and treatment of illness and injury, and factors that influence growth and development.

The District core curriculum is supported by the following programs that are designed to meet the unique learning needs of students.

Gifted and Talented Accelerated and Enrichment Programs

Troy School District 30-C is committed to providing a range of educational programs that meet the different learning needs of all of our students. Children, who exhibit exceptionally strong intellectual abilities and/or the potential to perform significantly beyond the standard curriculum, require differentiated curriculum and instruction.

We Believe that...

1. Accelerated learners will experience a learning environment characterized by peer, family, and staff support.
2. The process of identifying accelerated students should be flexible, inclusive, use multiple criteria, and reflect the diversity of the community.
3. Accelerated students should have structured opportunities to interact with peers of similar interests and abilities.
4. The curriculum for accelerated students should be differentiated in content, process, and product. Accelerated programs within the Troy School District will provide a curriculum that capitalizes on the unique abilities, talents, interests and needs of identified students, whether it is in overall intelligence, specific academics, creativity or leadership.
5. Accelerated students have social and emotional needs that should be understood and accommodated.
6. Ongoing professional development is essential in providing all staff with an understanding of the characteristics and needs of accelerated students, the identification process, and appropriate instructional strategies to use in the regular classroom. This professional development should be offered at the awareness, application, and advanced levels.

Troy 30-C Accelerated Program Goals

- To provide appropriate complexity, pacing, curricular resources, and instruction commensurate with ability
- To promote learning with and from intellectual peers
- To foster social and emotional development unique among high ability learners

Students in grades 3-8 identified as being eligible for accelerated programming will receive reading and/or math instruction in pull-out self-contained classes taught by a teacher trained in best practices for teaching accelerated learners. The accelerated service is intended to replace the core curriculum for a trimester or academic year. The philosophy of substituting core curriculum does not mean it is irrelevant for high ability students, but in its current form it is not sufficient to meet the needs of high ability students. In fact, many core curricular concepts are evident in the alternative curriculum. Although there is an emphasis on higher level thinking skills, the importance and maintenance of a strong foundation of basic skills and understanding is addressed.

Troy 30-C believes that by using multiple criteria, a more accurate "snapshot" of an individual student's educational needs in language and/or mathematics can be achieved. A goal of focusing on students as individuals will remain in the forefront during the process of placement. The best predictors for success

Release Time for Religious Instruction/Observance

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

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

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Curriculum and Instruction

The District curriculum addresses the following five fundamental areas of learning:

- **English/Language Arts/Communication Arts** – listening, speaking, reading, writing, research, and the study of literature.
- **Mathematics** – number sense (arithmetic), estimation and measurement, algebra and analytical methods, geometry, data analysis, probability, and problem solving.

in accelerated academic programs are current domain knowledge and skills (demonstrated through performance on achievement tests) and the ability to reason well in the symbol system(s) used to communicate new knowledge (measured through a cognitive ability test). The primary achievement measures used are district benchmark assessments in reading and mathematics, and the MAP Standardized Assessment. The ability measure used is the InView Cognitive Test. Teacher rating scales are also a key component of the process of placement in Troy. Alternate measurements (e.g., ISATs, tests administered in settings other than Troy) will not replace the district assessment protocol, but will be viewed as supplementary information.

3rd and 4th Grade Project ACE (Accelerated Curriculum Experience)

Project ACE services are offered at each elementary school (K-4) building. Students in grades 3-4 identified as being eligible for accelerated programming will receive extensive math instruction, reading, writing, science and social studies through content integration. The structure of this self-contained classroom will follow a multi-age approach including qualifying students at third and fourth grade age appropriateness. The purpose of creating a diverse age classroom community is to provide effective instruction for all students in the program, to enhance the social skills of its participants, and to accelerate cognitive development. In a multiage classroom, the **individual needs** and characteristics of students are considered a vital element in the design of instruction, which supports accelerating instruction.

5th – 8th Grade Accelerated Mathematics Program (AMA)

The purpose of the Accelerated Math Program is to provide accelerated learning opportunities for students that demonstrate above level achievement in mathematics. This program includes both accelerated and enriched learning activities with a focus on reasoning skills, problem solving, critical thinking, the Illinois Learning Standards, and best practices from the National Council of Teachers of Mathematics (NCTM). The intent is to engage students in learning activities designed to improve their ability to do, write, and speak math at an advanced level. Students work one grade level ahead in math, with the goal of successfully completing Algebra I as 8th graders.

5th – 8th Grade Accelerated Communication Arts Program (ACA)

The purpose of the Accelerated Communication Arts Program is to provide accelerated learning opportunities for students that demonstrate above level achievement in communication arts. This program includes both accelerated and enriched learning activities with a focus on advanced writing skills, literature-based reading, critical thinking, and the Illinois Learning Standards. The intent is to engage students in learning activities designed to improve their ability to read, write, and speak at an advanced level.

Program of Instruction for English Language Learners (ELL)

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

Parents/guardians of English Language Learners will be:

1. given an opportunity to provide input to the program, and
2. provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

All students identified with an LEP indicator, as noted on the Home Language Survey, enter into the screening process for ELL services. Students who score below the state-defined minimum for English language proficiency on the ACCESS screener (W-APT) are eligible for ELL services. Troy's ELL instructional staff supports students through a combination model of pull-out and classroom support services. ELL Students are guided through literacy based activities designed to develop language, social and academic skills. The district also provides a full time Spanish bilingual classroom for elementary students requiring Spanish instruction. Annual assessment with the ACCESS (listening,

speaking, reading, and writing) is designed to measure student progress in achieving English language proficiency and informs program development. Students are exited from the ELL Program when they achieve the state identified proficiency level on ACCESS and have demonstrated a repertoire of strategies to support independent learning.

For questions related to this program or to express input in the school's English Language Learners program, contact the Department for Academic Achievement at 815-577-6760.

S.T.R.I.V.E.: Student Targeted Reading Instruction that Values Early Intervention

The purpose of S.T.R.I.V.E is to diagnose reading deficits and provide targeted instruction to address individual student needs as part of the RTI process. The goal of the program is to enhance student interest in reading and develop independent readers.

S.T.R.I.V.E Program Model:

- Early intervention with a focus on K-2 students
- Contribute expertise in the area of reading development as part of the RTI process
- Use a variety of assessment measures (including diagnostic, benchmark, classroom data) to select student participation
- Begin with students scoring below the 10 percentile of local norms to determine participation in small group and/or intensive instruction (tier 2 or tier 3)
- Utilize a variety of progress monitoring tools as a piece of information to determine movement between tiers
- Contribute progress monitoring data to determine appropriate movement between tiers
- Collaborate with problem solving team to determine interventions for individual student needs
- Provide classroom teachers with suggested instructional strategies to support students within the general education classroom

Promotion Requirements

When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Placement, promotion or retention decisions shall be made in the best interest of the student after a careful evaluation of factors related to the advantages and disadvantages of considered alternatives. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. The Building Principal will direct and aid teachers in their evaluation of students 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/she is assigned and his/her readiness to complete work at the next grade level will be assessed and evaluated before determining the child's grade placement.

Promotion from 8th Grade

Prior to matriculation exercises, each student must satisfy all requirements as set forth by the Illinois State Board of Education and have all outstanding fees paid in full. In addition, each student must satisfy the examination requirements for the Constitutions of the United States and of Illinois. Diplomas will be conferred by the President of the Board of Education upon the recommendation of the Superintendent and the Principal of Troy Middle School.

Grading

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher.

Homework

Homework is curriculum-based tasks assigned to students by educators that are meant to be carried out during non-school hours.

Homework should be an effective means for increasing student responsibility, self-discipline, and accountability.

Homework should contribute to higher levels of student achievement.

Homework should increase the amount of time that students actively engage in learning.

Grade Level Guidelines

Time allotments do not include basic math facts practice/independent reading.

Class work not completed within the allotted time during the day may be assigned as homework, thereby exceeding the recommended daily time allotted to homework.

Time Allotments

The following times are approximate. Each student's individual pace should be taken into consideration. Problems/concerns should be communicated to the teacher. The time allotted for homework, if assigned, will likely increase gradually from grade to grade. The following is a list of approximate daily time allotments (may vary according to day and/or assignment).

Grades K-2	10-30 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-90 minutes

Homework Assignments May Include

Grades K-2: subject-area skills practice/review and projects

Grades 3-4: subject-area skills/practice review, preparation for the next day's lesson, enrichment activities, and long-term projects

Grades 5-6: subject-area skills practice/review, preparation for the next day's lesson, enrichment activities, long-term projects/research, and test preparation

Grades 7-8: subject –area skills practice/review, preparation for the next day's lesson, enrichment activities, long-term projects/research, and test preparation

Responsibilities

Student Will...

Know the homework assignment and the teacher's expectation for completion.

Bring home all necessary materials for completing each assignment.

Be expected to complete and hand in assignments on time.

Parent/Guardian Will...

Encourage proper study habits and offer assistance and support (organization, time management, and accountability/responsibility skills).

Monitor the quality of student work.

Communicate with teachers concerning student progress.

Teacher Will...

State clearly and explain the homework assignment and due date.

Be mindful of students' obligations to home, community, and other academic/extra-curricular activities.

Communicate with parents regarding progress, questions, and/or concerns.

Verify the completion of an assignment, review/assess/evaluate it, and provide feedback to the student in a timely manner.

Confine assignments to the purposes stated above.

Administrator Will...

Monitor teacher expectations to maintain consistency of the homework guidelines.

Provide support and clarification for concerns of teachers, parents/guardians, and students within the homework policy guidelines.

Late/Incomplete Work

Homework assignments are expected to be completed and handed in on time. Students who turn in late or incomplete assignments will be dealt with in a fair and equitable manner based upon the stated classroom policy. Students who chronically turn in late or incomplete assignments will continue to receive guidance in organizational skills, time management, and accountability/responsibility. Consequences may be addressed:

Elementary Grades K thru 4: within the building guidelines.

5th -8th Grade: according to building grading policy.

Make-up Work

When a student will be absent from school for two or more days due to personal illness or other excused reasons, parents may request homework assignments by contacting the school office before the start of the school day. Teachers are not required to provide assignments for one day's absence. However, an attempt will be made to accommodate the request. Due dates for make-up work will be determined by the teacher or team.

Students are entitled to one day for every day absent to complete make up assignments. Additional time may be allowed at the teacher's discretion.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Family Vacations

Because the student would be missing critical instruction, the scheduling of family vacations during the school year is strongly discouraged and will be considered an unexcused absence. Teachers are not required to provide assignments in advance for family vacations. Students may receive make-up work on the days after they return to school. Student work will be expected to be made up and returned as directed by the classroom teacher.

Skyward Family Access

Parents of students in grades K-8 can view their child's school information over the Internet through Skyward Family Access. Your child will bring home your log in and password to use for this purpose. After you receive your login and password, connect by simply going to the following web address: www.troy30c.org. Contact the school office for any assistance needed.

Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact your child's school.

Chapter 3: Student Fees & Meal Costs

Fines, Fees, and Charges

The school establishes fees and charges to fund certain school activities. The following fee schedule has been approved by the Board of Education for the 2015-16 school year:

Kindergarten-8 th grade:	\$150.00 Annual Curriculum Fee
5 th grade – 8 th grade activity fee:	\$50.00 Annual per student

Payment Plans

Elementary Schools (K-4)

Single Payment: \$150.00 (August 1, 2015)

Two Payments: \$75.00 per payment
Payment #1: August 1, 2015
Payment #2: October 1, 2015

Four Payments: \$37.50 per payment
Payment #1: August 1, 2015
Payment #2: September 1, 2015
Payment #3: October 1, 2015
Payment #4: November 1, 2015

Campus Schools (5-8)

Single Payment: \$200.00 (August 1, 2015)

Two Payments: \$100.00 per payment
Payment #1: August 1, 2015
Payment #2: October 1, 2015

Four Payments: \$50.00 per payment
Payment #1: August 1, 2015
Payment #2: September 1, 2015
Payment #3: October 1, 2015
Payment #4: November 1, 2015

Pre-School Community Students:

3-Days a Week Tuition	\$150.00 per Month
3-Day Snack Fee	\$50.00 per student
5-Days a Week Tuition	\$250.00 per Month
5-Day Snack Fee	\$80.00 per student
Early Childhood Education/Community Student Registration Fee	\$100.00 Annual Fee

Waiver of Student Fees

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

Applications for the fee waivers may be submitted by a student's parent(s)/guardian(s) who has been assessed a fee on an application form available from the school's main office. A student shall be eligible for a waiver of a fee when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

Students who qualify for free meals can receive a fee waiver for Curriculum/Textbook Fees after the Application of Fee Waiver form has been completed by the parent/guardian and approved by the Administration. Students who qualify for a reduced price meal are not eligible for a fee waiver on that basis.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A family form may be submitted for all children in one family and may be obtained at www.troy30c.org.

The Administration will notify the parent(s)/guardian(s) promptly as to whether the fee waiver has been granted or denied. The Administration's denial of a fee waiver request may be appealed by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education, whose decision is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Within 30 days, the Director of Finance will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Executive Director of Finance and Operations at 815-577-6760.

Proration/Refund of Fees

No refund of fees will be issued.

Fees are not prorated for students that enter or exit Troy throughout the school year.

School Lunch Program

Lunch is served every school day from 10:00 a.m. to 1:30 p.m., except when there is an 11:00 a.m. or earlier dismissal.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.55 and/or milk for \$0.45 (2015-16 costs).

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

Chapter 4: Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Daily exceptions must be approved in advance by the building administrator/office. Other route exceptions must be approved in advance by the Transportation Administrator.

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

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

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

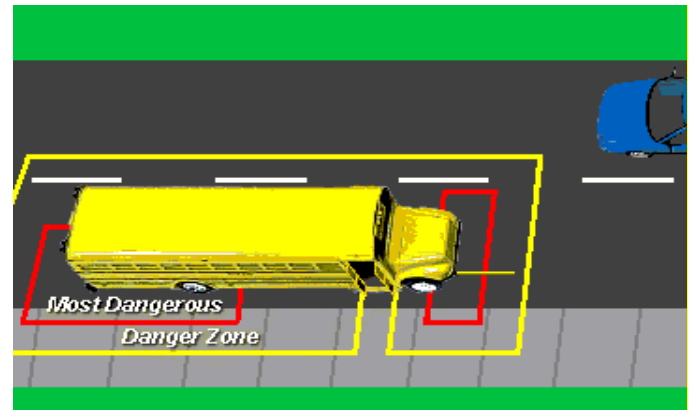
A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, at least 5 minutes prior to the designated stop time, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Upon entering the bus, the student will proceed to their assigned seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus. The bus driver and/or Administration can re-assign students' seats as needed during the school year.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones. These electronic devices are to be used according to the same guidelines as in the school setting. The bus driver has the authority to limit the use of electronic devices, if they are creating a safety concern or being utilized improperly.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Students will remain silent and seated at railroad crossings, following the directives of the bus driver.



Video and audio cameras are actively recording student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Lucille Feeney, Assistant Principal for Transportation at 815-577-6290.

Bus Conduct

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Students will pay the cost for repairs and/or replacement of any damage they cause to seats or other equipment on a school bus.

All Rules of Conduct pertaining to the school environment apply to the school bus. Refer to Chapter 6: Discipline & Conduct for the comprehensive listing.

Parking

All school have several parking locations available for school visitor parking. Those dropping of and picking up children may do so in designated locations at each of the schools during the following hours:

Troy Middle School and Orenic Intermediate School:

Drop-off: 7:35 am – 7:45 am

Pick-up: 2:20 pm

Elementary Schools:

Drop-off: 8:20 am – 8:35 am

Pick-up: 3:05 pm

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

Chapter 5: Health & Safety

Immunizations

Required Health Examinations and Immunizations

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

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

For additional information regarding the immunization requirements for students, please visit the Troy 30-C Health Services webpage: "Immunization Requirements" webpage: <https://troywebs.troy30c.org/index.php/parent-resources/health-services/2013-06-19-20-20-43>

Tdap and Meningococcal Vaccine Requirement

All students will show proof of receipt of one dose of Tdap vaccine and one dose of Meningococcal vaccine at their 6th Grade physical.

Failure to comply with the above requirements by the first attendance day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. Please contact your child's physician should you have any questions regarding these vaccines.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a completed Illinois Certificate of Religious Exemption or a physician's statement that explains the objection;

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Eye Examination

Parents of students entering kindergarten or an Illinois school for the first time shall present proof before October 15th of the school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof before October 15th of the school year, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

A student will be exempted from this requirement if parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist, or upon religious or medical grounds as described herein.

A student may be exempt from this policy's requirement on religious grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed verified statement explaining the objection. A student may be exempt from health examination or immunization on medical grounds if a physician provides written verification.

Vision/Hearing Screening

Vision/hearing screening will be done, as mandated, for the following children:

- Preschool
- Kindergarten
- 2nd grade
- 1st and 3rd grades (Hearing only)
- 8th grade (Vision only)
- All special education students upon evaluation or re-evaluation
- Students new to the District

Vision screening is not a substitute for a complete eye/vision evaluation by an eye doctor. A child is not required to undergo a vision screening if an optometrist or ophthalmologist completes a signed report form indicating that an examination has been administered within the previous twelve (12) months and that evaluation is on file at the school. Vision screening is NOT an option. If a vision examination report is not on file at the school for a child, he/she will be screened as indicated above.

Dental Examination

Illinois law requires that all students in Kindergarten, 2nd and 6th grade present proof of having been examined by a dentist within eighteen (18) months of May 15 of the relevant school year. Children may be exempt because of religious exception or pursuant to a waiver for children who show an undue

burden or a lack of access to a dentist, in accordance with the rules of the Illinois Department of Public Health.

Health Services

Nursing and Health Services

Troy School District has secured the services of registered nurses or licensed practical nurses that perform duties as determined by the Administration. As such, the following scenarios demonstrate when a Troy 30-C school nurse may need to send a child home from school or determine when a sick child may return to school with a note from a physician.

Illness

The Department of Public Health states that children who have the following illnesses remain at home for the stated time period.

- **Vomiting, Diarrhea and Temperature of 100° (F) or Above**

Students are required to stay at home for twenty-four (24) hours after the onset of symptoms and must be symptom free for 24 hours (without fever reducing medication) before returning to school. Consequently, students will not be allowed to attend school on the same day as they were reported as ill.

- **Continuous Excessive Cough and Runny Nose with Yellow/Green-colored Discharge**

Students are required to stay at home for twenty-four (24) hours after the onset of symptoms.

- **Pink Eye**

Students are required to stay at home for twenty-four (24) hours after the onset of symptoms related to an eye(s) that is draining, itching, and/or appears pink or swollen. Students with pink eye are required to stay home for twenty-four (24) hours after the start of the antibiotic eye drops.

Prior to the child returning to school from a diagnosis of pink eye, the student will need to present evidence of clearance to attend school from a medical professional. Evidence needs to be delivered to the medical aide at the child's school prior to the student resuming attendance.

- **Chicken Pox**

Case must be isolated and excluded from school for a minimum of five days after the eruption of the last vesicles or until the vesicles become dry.

- **Measles-**

Cases must be isolated and excluded from school for at least 4 days after the appearance of the rash. Student cases where there is a choice not to get the vaccine, or are unable to be vaccinated due to medical reasons, should be excluded from school until 21 days after rash onset in the last case of the measles.

- **Mumps**

Cases should be isolated and excluded from school until 5 days after the onset of symptoms (parotitis). Susceptible close contacts should be excluded from school from days 12-25 after exposure.

- **Lice**

Any student identified as having head lice by the school nurse will be sent home. A packet of information will be given to the parent/guardian on the proper treatment of head lice. The student

will only be allowed to return to school the day after lice treatment shampoo has been used, and the school nurse determines the student does not have nits ¼" or closer to the scalp. The student cannot resume bus transportation until cleared by the school Medical Associate.

- **Rash, Skin Conditions, Ringworm, and Wounds**

Students will not be allowed to attend school with any noticeable rash or skin condition unless a physician's note is on file stating the student has a non-contagious condition. Any noticeable lesion or wound that shows signs of drainage must be covered with a dressing.

- **Scarlet Fever, Impetigo and Fifth's Disease**

Isolation is required and the student is excluded from school until released by a doctor as being non-contagious.

If any of the above listed illnesses or symptoms occur at home, please do not send the student to school until the student is symptom free for 24 hours.

If any of the above listed illnesses or symptoms occur during the school day, parent(s)/guardian(s) will be contacted to pick up the student. Parent(s)/guardian(s) are required to provide a physician's note before a child returns to school after an absence of three (3) consecutive days or more, or after having a rash, or pink eye. If the student has been prescribed an antibiotic, the student should have taken it for twenty-four (24) hours prior to returning to school.

Health Requirement Exemptions

A student will be exempted from the above requirements for:

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

Returning to School after an Illness

A student who has been absent from school due to illness for four (4) consecutive days or more must provide a release from a physician indicating that the student is not infectious and may return to school. The physician's release must be provided within three (3) days of the student's return to school.

Exemption from Physical Activity

A child may be exempt from some or all physical activities when the appropriate reason is submitted to the school by parent(s)/guardian(s). Alternative activities and/or units of instruction for students whose physical or emotional condition, as determined by a parent or person licensed under the Medical Practice Act, prevents their participation in physical education courses will be provided. This exemption and accommodation for alternative activities will typically be for one day unless the school's Nurse, in consultation with the student's parent/guardian,

feels that additional days are warranted, or documentation is submitted by a person licensed under the Medical Practice Act.

If a student is unable to participate in physical education class, he/she will not be permitted to participate in recess or athletic activities. If a student comes to school with a medical device for an injury (e.g., crutches, splint, cast or an ace wrap on an extremity), the student will not be permitted to participate in physical education, recess activities or athletic activities until a physician's note releases the student to return to these activities or the school's nurse feels it is safe for the student to return to normal activities.

Student Blood Incidents Affecting District Employees at School

The Illinois Department of Labor issues the federal Occupational Safety and Health Administration (OSHA) regulations on blood-borne pathogens. Students who are involved in a blood incident (exposure of a student's blood to any District employee in any manner in which a student's blood could have penetrated non-intact skin, eyes, mouth or other mucous membranes) may be requested to have their blood tested for blood-borne pathogens (human immunodeficiency virus-HIV and hepatitis B virus-HBV) at the expense of the District. Parent(s) or guardian(s) will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply only to students who have blood incidents with District employees. The OSHA regulations do not apply to students who are exposed to other students' blood. (All questions pertaining to this policy should be directed to the Superintendent.)

Child Abuse and Neglect Reporting

Section 4 of *The Abused and Neglected Child Reporting Act* states: "Any...school personnel ... having reasonable cause to believe a child known to them in their professional capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department..., they shall notify the person in charge...that such report has been made." The report shall be made immediately by calling 1-800-252-2873. This number is the Child Abuse Hotline that has been established by the Department of Children and Family Services (DCFS) for the reporting of child abuse/neglect situations.

First-Day Exclusion

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against and screening for, preventable communicable diseases as required by the Department of Public Health rules:

1. Upon entering Kindergarten or first grade. This physical examination will be acceptable if dated within one (1) year before the first day of school.
2. Upon entering sixth grade. This physical examination will be acceptable if dated within one (1) year before the first day of school, and
3. Upon entering sixth grade. Proof of receiving one dose of Tdap (as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since DTap, DT or Td dose.
4. Whenever a student first enrolls in a District school, regardless of the student's grade.

As required by State law:

- A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

- The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examination, or a physician's assistant who has been delegated the performance of health examinations by a supervising physician.
- Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk assessed" or screened for lead poisoning in accordance with State law.
- The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Students will not be permitted to attend school without showing evidence of the required physical examinations and immunizations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by that time, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse or local health department responsible for administering the immunizations. Only appointment cards from the Will County Health Department will be accepted for scheduled, but not yet received, immunizations, if referring to immunizations deferred for reasons other than a medical contradiction or religious objection.

All new students who are first-time registrants shall have ten (10) days following registration to comply with the health examination and immunization regulations. If documentation is not provided within the ten (10) days, the student will be excluded from school attendance.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

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

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

Social Workers/Counselors

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

Student Safety

The safety and security of all student and school grounds continues to be of primary importance to all of us at the Troy Schools. We ask that parents take a moment to review with their children the policies found in this Handbook, especially those provisions pertaining to maintaining a safe environment for everyone. Remind them that if they learn about or find an item that might be a controlled substance or weapon that they should immediately inform a teacher, administrator or any adult at the school. Please remind your children that they should never pick up any of these items, as they, themselves, could be injured by it. Although this information will be reviewed at school, your discussion of this message will help our children understand its importance and will assure all students a safe and secure environment.

Safety Drill Procedures and Conduct

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

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

Bicycles

Students at Troy Hofer School may ride bicycles to school when parents consider them able to drive their bicycles safely and to negotiate the roads between home and school. Bicycles are to be parked only in the bicycle racks provided. Students are responsible for locking their bicycles onto the bike rack.

Bicycles are not allowed to be ridden to school at any district school except Hofer Elementary School.

The school accepts no responsibility for bicycles brought to school. Bicycles brought to school are to be brought directly to the bicycle racks and left there for the entire day. There is absolutely no bicycle riding on the school property when school is in session.

Students who ride bicycles to school should wear bicycle safety helmets.

Scented Products

In consideration of the allergies and sensitivities of others, no scented products may be sprayed at school. You are directed to avoid wearing scents to school that cause illness in others.

Chapter 6: Discipline & Conduct

General Building Conduct

Students shall not arrive at school before:

Troy Middle School and Orenic Intermediate School: 7:35 am
Elementary Schools: 8:20 am

Classes begin at:

Troy Middle School and Orenic Intermediate School: 7:50 am
Elementary Schools: 8:35 am

Any list of misbehaviors and consequences cannot be all-inclusive. Therefore, school personnel will appropriately address any disruptive behaviors that are not expressly listed below. Disciplinary consequences will result from infractions of these expectations. Repeated misconduct will result in more severe consequences.

The following rules shall apply to all students, and failure to abide by the rules may result in discipline:

- Students are allowed in the building only when adult supervision is provided.
- AT TMS student IDs are to be worn on a lanyard around the neck. If necessary, parents will be charged the fees associated with reprinting student IDs.
- Appropriate classroom conduct will be expected during all school activities including assemblies, after school events and on the bus.
- Fighting/physical aggression of any kind is not permitted.
- Verbal and/or physical bullying behaviors (including cyber-bullying). Bullying is defined as a repeated oppression, psychological or physical, of a less powerful person by a more powerful person or persons. Typically, bullying includes but is not limited to teasing, taunting, threatening, hitting and stealing over an extended period of time.
- Items that may be dangerous to the student, to others, and/or to school property are not permitted. This includes items such as weapons, knives, matches, lighters, fireworks, look-a-likes, etc. See, Board Policy 7:190.
- The use of body sprays, colognes/perfumes, aerosol deodorants and fragrant sanitizers is not permitted during the school day due to students with asthma and other allergies. Hand sanitizers and soap are provided throughout the buildings.
- Personal items are the responsibility of the student. The District is not responsible for the theft, loss or damage of such items. Students are not permitted to bring items to school that distract from the school environment (for example, laser pointers, cameras, electronic games, skateboards, bicycles (except for Troy Hofer School), scooters, rollerblades, toys, playing cards, trading cards or other nuisance items, etc.).
- Specific conditions upon which students may use and bring ereaders will be set by each building. Where ereaders are permitted, students accept responsibility for appropriate use and

for e-reader maintenance. E-readers are not permitted in the cafeteria.

- Cell phones are to be turned off, kept in the student's locker and/or book bag during school hours. Cell phones are not permitted in classrooms, locker rooms or restrooms during the school day. Cell phones will be confiscated from students who do not follow this policy and kept in the office for parent retrieval. See pages 24 and 26 for additional reference as it relates to the use of cellular telephones, smartphones, video recording devices, personal digital assistants or similar electronic devices.
- Book-bags/backpacks may be carried to school, but are not permitted in halls or classrooms. Because book-bags on wheels do not fit in most of the school lockers, this type of book-bag will not be permitted at schools.
- Hats or caps are not permitted to be worn in the school building.
- School issued picture IDs are to be worn or carried by students in grades 5-8 as directed by school administration. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted in the schools or on school property.
- Air rifle, air guns, bb guns, paintball guns, pellet guns, water guns, play guns, and/or real or look-a-like guns are not permitted at school, on the grounds of any school or in any vehicle that is on district property.
- Knives, daggers, dirks, razors, stiletto or any other deadly weapon or instrument of like character are not permitted at school, on the grounds of any school or in any vehicle that is on district property.
- No radios, tape players, CD players, video-recording devices, cameras are permitted without permission from the principal.
- A student, who uses, possesses, controls, or transfers a weapon or any object that can reasonably be considered or looks like a weapon, shall be expelled for at least one (1) calendar year, but for no more than two (2) calendar years. The Superintendent may modify the expulsion period and the Board of Education may modify the Superintendent's determination, on a case-by-case basis.

A "weapon" means possession, use, control, or transfer of the following: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy-club; or (3) "look-alikes" of any weapon as defined above.
- Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, or pen, etc., is considered to be a weapon if used or attempted to be used to cause bodily harm.

The Superintendent or designee may grant an exception to this policy, upon prior request of an adult supervisor, for students in theatre, cooking, ROTC,

martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended to do bodily harm.

Use of Cellular Phones or other Electronic Devices

Cell phones are to be turned off, kept in the student's locker and/or backpack during school hours, **this includes arrival and dismissal times**. Cell phones are not permitted in classrooms, locker rooms or restrooms during the school day and during after school academic classes, clubs or during detention. Cell phones will be confiscated from students who do not follow this policy and kept in the office for parent retrieval. The use of a cellular phone or electronic device for any video or photography is strictly prohibited at all times while on district property, representing the student's school in an activity or on a field trip or riding to or from school on a school bus.

The use of a cellular phone or electronic device for making a phone call or texting is prohibited at all times unless the student receives permission from a staff member. **Students are not to wear smart watches to and from school.**

When students **are boarding** a school bus, the use of a cellular phone or electronic device is prohibited. Cell phones and/or other electronic devices are not allowed to be used on a school bus unless the bus driver or monitor authorizes its use. Once a student is seated on the school bus, the student may use the cellular phone or electronic device for reading, music and/or games with head phones or ear buds or the device is muted so no sound is audible. Prior to the student standing to exit the school bus, the cellular phone or electronic device and headphones or ear buds must be store out-of-site.

Students are responsible for their personal property. Any personal items are not the responsibility of the District.

8th Grade 3rd Trimester Behavior Expectations

In a continued effort to promote the Troy Middle School expectations of being B.R.A.V.E. (Building Relationships Among Virtually Everyone), students who demonstrate and follow these expectations will be invited to participate in the end of year activities for 8th graders, which include the class trip, Farewell Festival, and graduation ceremony. However, there are a few conditions that may exclude a student from participation in any or all of the above activities. These include:

1. Non-payment in full of the Troy CCSD 30-C curriculum fee of \$150.00 and activity fee of \$50.00 (\$200.00 total) due at the time of registration for the current and all previous school years.
2. Any outstanding NSF check payable to Troy Middle School or Troy District 30-C or any other unpaid fees such as graduation, etc.
3. Behavior resulting in one out-of-school suspension or two in-school suspensions during the 3rd trimester.
4. Truancy or unexcused absence during the 3rd trimester.
5. Lost or damaged textbooks or library books.
6. Students on academic warning for retention.
7. 8th grade students enrolled in the PIN (Positive Intervention Network) Program at the time of the events.
8. 8th grade students that are outplaced at an alternative school for disciplinary actions at the time of the events.
9. Administrative decision on an individual basis.

Gangs and Gang-Related Activities

Illinois State Law (Article 31, Chapter 122 of the Illinois School Code) prohibits any fraternity, sorority or secret society of any kind in a public school. Pursuant to Section 3 of the above named article, any student participating in activities related to any secret organization may be referred to the school board for suspension or expulsion. Gangs or gang-related activities are covered under this area of the law.

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

As a reminder, please note that possession of or display of gang graffiti on school grounds or in connection with a school event, displayed on a student's person while on school grounds or in connection with a school event, displayed on a student's personal property, again, while on school grounds or in connection with a school event, is cause for student discipline.

School Dress Code / Student Appearance

Dress Code Overview

The Troy 30-C School District and Board of Education believe that student appearance reflects the student's preparation for learning, self-discipline, and respect for others. In order to promote a more conducive learning environment by limiting distractions, unnecessary peer pressure, and encouraging modesty, the Board of Education has adopted a *Simplified Dress Code* for grades PreK-4 and a *Standardized Dress Code* for grades 5-8. These beliefs are based on at least the following documents which demonstrate that student dress benefits learning, self-discipline, and respect for others.

- The Effects of Dress on School Discipline. (Paper presented at the Annual Conference of the Mid-Western Educational Research Association, Chicago, 2001). Sommers, Norman L.
- Evaluation of School Uniform Policy at John Adams and Truman Middle Schools for Albuquerque Public Schools. Albuquerque, 1999. Prepared by the Albuquerque Public Schools, NM, Department of Planning, Research and Accountability. Elder, Deborah L.

The district's dress code directs students to what is considered appropriate attire at school. These dress codes are designed to:

- Reduce the subjectivity of enforcing a dress code, allowing for more consistent enforcement by staff.
- Reduce distractions so that students can better focus on learning.
- Improve school unity and pride.
- Ensure more modest dress which can reduce inappropriate comments or harassing situations.
- Improve safety by limiting gang related clothing and attire.
- Allow for individual student expression by allowing multiple color choices and clothing options.
- Enhance community image of students and district.

Grade PreK-4 Simplified Dress Code

In order to achieve the goals above, students in grades PreK-4 are expected to comply with the following guidelines:

Shirts & Tops

- Must provide adequate coverage and be age appropriate. Must have a collar with buttons, be crew neck, mock turtle neck or turtle neck style with sleeves.
- Must be loose fitting and cover the top of the pants.

- Must be free of any offensive statements, designs or other images which could be interpreted to be offensive and/or not in compliance with age-appropriate material. Shirts and tops may have brand logos without marketing statements (e.g., Troy Logo, Nike Swoosh, Abercrombie and Fitch, American Eagle, etc.).
- Undergarments or underwear should not be visible, including camisoles.

Pants, Shorts, & Skirts/Dresses

- Traditional twill, woven or corduroy pants fabrics of any color are preferred. Students may wear jeans, sweatpants, and/or active wear only if they do not have holes and can be held in position at the student's natural waistline. Pants may have writing as long as the writing is not offensive and is on the leg portion of the pants rather than the back side.
- Must be loose fitting.
- Flannel pants, pajamas, and flannel shorts are not permitted at school.
- Skirts, shorts, and Capri-style pants are allowed but they must not be shorter than 4 inches above the knee.
- Spandex and other tight fitting leggings may be worn only if they are under another garment such as a skirt or dress and are being worn to provide appropriate cover for the student but they must not be the main garment.

Footwear

- Shoes must fully enclose the foot, may be athletic, casual or dress type shoes. Students should not wear flip flops to school.
- Socks should be worn at all times for safety and hygienic purposes.

Grooming

- Students are expected to be properly groomed each day.
- Hair must be worn away from the eyes and must be a natural hair color. Highlights which are a natural hair color are allowed. Hair extensions in the student's natural hair color are allowed unless deemed to be a safety hazard.
- Body art or tattoos must be covered at all times.
- Contact lenses must be of a natural color.
- Students are allowed to wear jewelry and other dress accessories as long as they do not pose a safety threat. Jewelry should be kept to a minimum. There are times when jewelry and other accessories become a safety issue or distraction to learning. Students should comply with staff requests to remove jewelry or accessories.
- Piercings are permitted only in ear lobes. Students with new piercings in areas other than the ear lobe will be asked to cover them while at school and should not wear them to school after the typical healing process.
- Undergarments/underwear must be covered at all times and should not be visible with see-through garments.

Other

- Outerwear such as coats, jackets, gloves, backpacks, sunglasses, hats, and other head wear are not permitted to be worn during the school day unless the student has a medical condition that requires these types of outerwear. Parents should contact the building principal if the student needs to wear one or more of these types of outerwear.
- Clothing, accessories, jewelry, emblems, badges, symbols, signs or other items which are evidence of membership in or affiliation with any gang, secret society or unauthorized organization are not permitted.
- Troy wear and Troy sanctioned writing on clothing is permitted.

- When a student is not properly dressed or is wearing accessories that are not in compliance with the guidelines above, the student will be asked to adjust his/her clothing and may be sent to the office. Teachers and administrators will do their best to limit loss of instructional time when handling dress code violations. As such, students may be asked to put on a district-issued garment or item to quickly remediate the dress code violation. The student may be excluded from classes until arrangements for acceptable attire can be made. These arrangements may include the requiring the parent to bring appropriate clothing to school for the student. If the student misses instructional time due to a dress code violation, it is the student's responsibility to contact the teacher(s) of the class(es) missed and to make up assignments.
- Repeated dress code violations may result in further disciplinary action.
- Please note that compliance with the student dress code is required for students while in attendance at all Troy events including 8th grade promotion/graduation.

Grades 5-8 Standardized Dress Code

In order to achieve the goals above, students in grades 5-8 are expected to comply with the following guidelines:

Shirts & Tops

- Dress shirts and ties can be worn at any time.
- All students must wear a solid color polo shirt or Troy spirit wear. Polo shirts must have a collar and buttons in the middle, top portion of the shirt. No more than two buttons should be unbuttoned and the buttons must start at the top of the shirt and be a typical distance apart.
- Polo shirts must be free of any logo or words unless it is Troy spirit wear. However, the polo shirt may have a brand logo (e.g., Nike swoosh without slogan, Abercrombie, American Eagle, etc.) without a slogan that is not larger than the size of a typical dress shirt pocket. Clothing should be free of any cuts, tears, or frayed edges. Troy spirit wear includes polo shirts, t-shirts, and sweatshirts with or without a hood. If a student wears a zippered Troy spirit wear garment, the student must also wear a solid color polo shirt or Troy spirit wear under the zippered garment which meets the guidelines above. Troy spirit wear includes clothing purchased from a state sanctioned vendor at any competitive event in which the student participated. However, all clothing must be free of any slogans or statements.
- The polo shirt and/or Troy spirit wear must be loose fitting and cover the top of the pants.
- Undergarments or underwear should not be visible, including camisoles.

Pants, Shorts, & Skirts/Dresses

- Traditional twill, woven navy blue, black or khaki colored pants, skirts, shorts, or capris are required but must not be shorter than 4 inches above the knee. Denim jeans and denim type material is not permitted.
- A belt should be worn so that the pants can be held in position at the student's natural waistline.
- Flannel pants, pajamas, and flannel shorts are not permitted at school.
- Pants must be loose fitting.
- All pants must be free of any logo or words unless it is Troy spirit wear. Troy spirit wear pants may only be sweatpants. However, pants may have a brand logo (e.g., Nike swoosh without slogan, Abercrombie, American Eagle, etc.) without a slogan that is not larger than the size of a typical dress shirt pocket. Clothing should be free of any cuts, tears, or frayed edges.

Footwear

- Shoes must fully enclose the foot, may be athletic, casual or dress type shoes. Students should not wear flip flops or soft soled shoes (slippers, moccasins, etc.) to school.
- Socks should be worn at all times for safety and hygienic purposes.

Grooming

- Students are expected to be properly groomed each day.
- Hair must be worn away from the eyes and must be a natural hair color. Fad cuts, shaved lines or designs, and/or etchings in hair are not allowed. Highlights which are a natural hair color are allowed. Hair extensions in the student's natural hair color are allowed unless deemed to be a safety hazard.
- Body art or tattoos must be covered at all times.
- Contact lenses must be of a natural color.
- Students are allowed to wear jewelry and other dress accessories as long as they do not pose a safety threat. Jewelry should be kept to a minimum. There are times when jewelry and other accessories become a safety issue or distraction to learning. Students should comply with staff requests to remove jewelry or accessories.
- Piercings are permitted only in ear lobes. Students with new piercings in areas other than the ear lobe will be asked to cover them while at school and should not wear them to school after the typical healing process. Ear gauges and/or-plugs of any size, type or design are not allowed to be worn by students.
- Undergarments/underwear must be covered at all times and should not be visible with see-through garments.

Other

- **Excluding "North Face" or similar pullovers**, outerwear such as coats, jackets, gloves, backpacks, sunglasses, hats, and other head wear are not permitted to be worn during the school day unless the student has a medical condition that requires these types of outerwear. Parents should contact the building principal if the student needs to wear one or more of these types of outerwear.
- Clothing, accessories, jewelry, emblems, badges, symbols, signs or other items which are evidence of membership in or affiliation with any gang, secret society or unauthorized organization are not permitted.
- When a student is not properly dressed or is wearing accessories that are not in compliance with the guidelines above, the student will be asked to adjust his/her clothing and may be sent to the office. Teachers and administrators will do their best to limit loss of instructional time when handling dress code violations. As such, students may be asked to put on a district-issued garment or item to quickly remediate the dress code violation. The student may be excluded from classes until arrangements for acceptable attire can be made. These arrangements may include the requiring the parent to bring appropriate clothing to school for the student. If the student misses instructional time due to a dress code violation, it is the student's responsibility to contact the teacher(s) of the class(es) missed and to make up assignments.
- Repeated dress code violations may result in further disciplinary action.
- Please note that compliance with the PreK-4 Simplified Dress Code (outlined above) is required for students while in attendance at all Troy events including 8th grade promotion/graduation.

Student Discipline

Level I Acts of Misconduct

Level I Acts of Misconduct are minor misbehaviors that impeded the orderly operation of the school program and/or transportation system. Such misbehaviors can usually be handled by individual staff members, but sometimes require the intervention of other school support personnel.

The following list provides several examples of "minor" or "moderate" disruptions to the educational process. Level I Acts of Misconduct are not limited to the behaviors or disciplinary consequences listed below.

Level I Acts of Misconduct

- Classroom disruption
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Disrespectful behavior or disobedience
- Dress code violation
- Gum chewing
- Failure to abide by corrective measures
- Failure to comply with directions
- Forgery or the use of forged notes or excuses
- Gambling
- Improper display of affection (i.e., Hugging & Kissing)
- Inappropriate language or gestures
- Insubordination
- Minor aggressive behavior (physical and/or verbal)
- Misbehavior with a guest teacher or speaker
- Misrepresentation/lying
- Misuse of school property
- Playground misconduct
- Using or possessing an electronic paging device.
- Inappropriate use of a cellular device.
- Using or possessing an electronic paging device.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Refusal to identify self and/or misidentification of self
- Tardy to class/school
- Throwing or propelling of any object
- Other behaviors that distract from the classroom environment, or that comprise a minor or moderate disruption to the educational process that can be addressed by staff

Disciplinary Consequences:

- One (1) warning and corrective action by the teacher, as related to specific offense
- Detention (Lunch, Recess, After School, Saturday)
- Other disciplinary action deemed appropriate by the Administration

Level II Acts of Misconduct

Level II Acts of Misconduct involve acts that endanger the health and safety of others in the school and/or transportation system or the continuation of Level I misbehaviors. This conduct requires the intervention of personnel on the administrative level because of the seriousness of the infractions or because the Level I disciplinary consequences failed to correct the situation(s). These acts can usually be handled by the disciplinary mechanism within the school. The corrective measures that the school of District uses will be determined by the extent of the resources available for remediation of the situation and the best interest of all students.

The following list provides several examples of “major” disruptions to the educational process. Level II Acts of Misconduct are not limited to the behaviors or disciplinary consequences listed below.

Level II Behaviors:

- Continuation of unmodified Level I Acts of Misconduct
- Bullying behaviors (including cyber-bullying)
- Bus misconduct (i.e., third or fourth write up)
- Fighting or inciting a fight
- Involvement with any public school fraternity, sorority, or secret society (“involvement” includes being a member of, promising to join, pledging to become a member of, or soliciting any other person to join such organization)
- Moderate physical aggression
- Participation in any aggressive behavior that does physical or psychological harm to any person and/or urging other students to engage in such conduct
- Possession and/or use of any type of fireworks, matches or lighters
- Possession and/or distribution of literature pertaining to explosives or incendiary devices (e.g. bomb schematics)
- Possession and/or distribution of pornographic materials
- Inappropriate behavior of a sexual nature
- Teasing/bullying behaviors (including cyber-bullying or electronic bullying)
- Theft or possession of articles belonging to another
- Threats toward another, in any form
- Truancy (for a full school day)
- Unauthorized absence from class
- Vandalism, defacement, or destruction of school or personal property
- Violation of the closed campus rule
- Violation of “Internet Acceptable Use” policy
- Other behaviors that comprise a major disruption to the educational process

Disciplinary Consequences:

- Alternative programs: PIN Intervention, homebound instruction or other appropriate District alternatives
- Bus suspension for bus related conduct – Revocation of bus-riding privileges (3-10 days)
- Detention (Lunch, Recess, After School, Saturday)
- Financial restitution in cases in which damage or loss was incurred
- In-School suspension (ISS)
- Out-of-School suspension (OSS)
- Referral to law enforcement by school officials
- Seizure of contraband
- Temporary removal from class
- Other disciplinary action deemed appropriate by the Administration

Level III Acts of Misconduct

Level III Acts of Misconduct involve actions that are serious and require administrative action that may result in at least temporary removal of the student from the school and/or the transportation system. Those infractions that are the continuation of Level II misbehaviors require the intervention of personnel on the administrative level because the executions of Level II disciplinary consequences have failed to correct the situation(s). Level III Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education.

The following list provides several examples of “monumental” disruptions to the educational process and disciplinary options that may be used to deal with such behaviors. Level III Acts of Misconduct are not limited to the behaviors or disciplinary consequences listed below.

Level III Behaviors:

- Continuation of unmodified Level II Acts of Misconduct
- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
 - “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled

substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- Making bomb threats
- Taking property of others with force or violence
- Racial derogatory comments
- Setting off false alarms (e.g., dialing 911; pulling fire alarm)
- Truancy (for a full school day), if repeated and requiring the intervention of an outside agency
- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using

a school computer or a school computer network or other comparable conduct.

- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Consequences:

- Alternative programs: PIN Intervention, homebound instruction or other appropriate District alternatives
- Expulsion for up to two (2) calendar years
- Out-of-School Suspension (OSS)
- Referral to law enforcement officials
- Revocation of bus-riding privileges
- Seizure of contraband
- Other disciplinary action deemed appropriate by the Administration

Disciplinary Definitions and Conditions

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

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

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

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

Disciplinary Consequences

At WBO, after receiving three (3) detentions within a trimester, a student will:

AND

At TMS, after receiving three (3) detentions, a student will:

- Be required to serve a Saturday detention (TMS & WBO), and
- Be ineligible for extra-curricular activities until the Saturday detention is served.

- After being administered two (2) Saturday detentions within a trimester, the student will move to Level II consequences for the remainder of the school year.

Lunch/Recess Detentions

Lunch/Recess/After School/Saturday detentions may be issued by staff members or the Administration for the infraction of classroom and/or school rules. Lunch detentions are assigned Monday through Friday during a student’s lunch period. At grades 5-8 level, lunch detentions are forty (40) minutes in duration. At the elementary buildings, lunch detentions are fifty (50) minutes in duration. Students will be given written notification of the reason for the detention and the date it is to be served. **In grades 5-8, it is the student’s responsibility to inform his/her parent(s)/guardian(s) of the detention.** Parent(s)/guardian(s) will receive a copy of the detention through the mail, as a follow-up to the student informing his/her parent. (Follow-up may arrive after the detention date.)

After School Detentions

After school detentions may be issued by a staff member or the Administration for the infraction of classroom and/or school rules. These behavioral detentions are assigned for either sixty (60) or ninety (90) minutes after school. Students will be given written notification of the reason for the detention and the date it is to be served. **It is the student’s responsibility to inform his/her parent(s)/guardian(s) of the detention.** Parent(s)/guardian(s) will receive notification from the school of the detention in addition to the student’s notification. Parents should receive a phone call or email notice regarding the issuing of the detention and the date it is to be served.

Parent(s)/guardian(s) requesting a change in the date of the assigned detention must reschedule the detention with the School administration via note or phone call by 9:00 AM of the day of the assigned detention date. A detention may only be rescheduled one time. Detentions may not be rescheduled due to participation in an extra-curricular activity. Students who are not picked up by parents at the culmination of a detention will be referred to DCFS and/or the Police Department together with a report of child abandonment.

Saturday Detentions (TMS & WBO)

Saturday detentions may be issued by a staff member or the administration for the infraction of classroom and/or school rules. In addition, Saturday detentions may be issued as a step in the progressive discipline system. These behavioral detentions are assigned for 3 hours on a Saturday. Students will be given written notification of the reason for the detention and the date it is to be served. Parent(s)/guardian(s) will receive notification from the school of the detention in addition to the student’s notification. Students will be expected to arrive at Troy Middle School no later than 8:55 AM at Door 6. The doors will be locked at 9:00 AM. Any student that arrives after 9:00 AM will be issued an additional consequence for not appearing for the detention. Students should be picked up at Door 6 at 12:00 PM. Students who are not picked up by parents at the culmination of a detention will be referred to DCFS and/or the Police Department together with a report of child abandonment. In addition, students must bring a book to read while in the detention. Computers will not be available. Students will not be allowed to go to his/her locker on the day of the detention.

In-School-Suspension (ISS)

An In-School Suspension may be issued by the Administration for a more serious infraction of classroom and/or school rules. Students will be given notification of the In-School Suspension along with notification being given to the parent(s)/guardian(s) concerning the reason for and the length of the suspension.

While serving an In-School Suspension, the student will:

1. Be isolated from other students in a room under the direct supervision of an adult.

2. Complete academic work that was or is assigned by the student's teacher(s).
3. Reflect on the reason for the suspension.
4. While serving an In-School Suspension (ISS), the student may not participate in extra-curricular or school-sponsored activities. The period of suspension begins at the time designated by the Administrator and ends at the conclusion of the final day of the suspension.
5. While serving an In-School Suspension (ISS), the student may not be a spectator or be in attendance at an extra-curricular or school-sponsored activity. The period of suspension begins at the time designated by the Administrator and ends at the conclusion of the final day of the suspension.

Out-of-School Suspension (OSS)

An Out-of-School Suspension may be issued by the Administration for "major discipline infractions." Procedures for the issuance of an Out-of-School Suspension are:

1. Parent(s)/guardian(s) will be contacted as soon as possible when an Out-of-School suspension has been issued. Students who are not picked up by parents within a reasonable time in response to receiving notice of the out-of-school suspension will be referred to DCFS and/or the Police Department together with a report of child abandonment.
2. Any student issued an Out-of-School Suspension (OSS) may be asked to attend a "re-entry conference" with his/her parent(s)/guardian(s) and the school administration.
3. Suspension may range from one (1) to ten (10) days.
4. Students and/or parent(s)/guardian(s) are responsible to view teachers' websites (WBO, TMS) for information on missed assignments (where available) or contact the classroom teacher for information on missed assignments. It is expected that all work covered in class and assigned as homework will be completed during the suspension period and submitted to the classroom teacher(s) on the day of the student's return to school. Credit will be given for work completed and turned in. Any type of assignment that could not be completed at home during the suspension because of the nature of the work (i.e., tests, labs, etc.) will be allowed to be scheduled with the teacher for full credit.
5. While serving an Out-of-School Suspension (OSS), the student may not participate in extra-curricular or school-sponsored activities. The period of suspension begins at the time designated by the Administrator and ends at the conclusion of the final day of the suspension.
6. While serving an Out-of-School Suspension (OSS), the student may not be a spectator or be in attendance at an extra-curricular or school-sponsored activity. The period of suspension begins at the time designated by the Administrator and ends at the conclusion of the final day of the suspension.
7. Should an Out-of-School Suspension (OSS) span a weekend, the student may not participate in school-sponsored weekend events that are scheduled during his/her period of suspension.

Alternative School Placement

Behaviors that result in a continued disruption to the educational process and result in the removal from the school environment for a period of time that exceeds the scope of an Out-of-School Suspension will be recommended for placement at an Alternative School Location. Behaviors that are included in Level II or III Acts of Misconduct may also result in placement at an Alternative School.

While attending an Alternative School, the student is not permitted on Troy School District premises.

Suspension and Expulsion Procedures

Suspension Procedures – School Board Policy 7:200

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the

Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate support services.

Expulsion Procedures – School Board Policy 7:210

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

Corporal Punishment

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

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

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

1. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Student Welfare & Sexual Harassment

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled as provided below.

Sexual Harassment and Teen Dating Violence Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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; or
2. 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, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include 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. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students who believe they are victims of or witnesses to harassment, intimidation or bullying, are encouraged to discuss the matter with the building counselor, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was harassed, intimidated or bullied by another student shall be referred to the Building Principal, Assistant Building Principal for appropriate action.

Any District student who is determined, after an investigation, to have engaged in sexual harassment, intimidation or bullying 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 harassment, intimidation or bullying will likewise be subject to disciplinary action up to and including suspension and expulsion.

Bullying Prohibited

Board of Education Policy 7:180

A safe and civil school environment is necessary for student to learn and achieve. Bullying can cause physical, psychological and emotional harm to

students and can interfere with students' ability to learn and participate in school activities.

Preventing Bullying, Intimidation, Teen Dating Violence & Harassment

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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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:

1. During any school-sponsored education program or activity.
2. 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.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager 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 encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Name: Anne Gmazel, Assistant Superintendent for Teaching and Learning
Email Address: agmazel@troy30c.org

Name: Paul Schrik, Director of Human Resources
Email Address: pschrik@troy30c.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the Lunch/Recess Supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Recess Expectations

Students are expected to conduct themselves in a responsible, respectful and peaceful manner at all times.

Whenever weather conditions permit, students will go outside for recess and must dress appropriately. If they are not dressed appropriately, students will not be allowed to go outdoors for recess. Students must wear substantial shoes to play on the playground equipment. A local internet weather reporting service is contacted prior to the first lunch hour. If the wind-chill index is below +20 degrees Fahrenheit, students will remain indoors. During periods of inclement weather, recess activities are conducted indoors.

Aggressive activities or contact sports such as wrestling, tackle football, shoving, grappling, 'play fighting', or any game deemed unsafe by the Lunch/Recess Supervisors are not permitted during indoor or outdoor recess periods. Students will play only in designated areas and will follow directives

of the adult supervisors. Behavioral expectations will be discussed with students and will be reinforced continuously by staff members.

Field Trips

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

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Keep in mind that field trips are in addition to the instruction received in the classroom and they may incur an additional fee(s) in order to participate. This includes the cost of transportation, if needed.

Access to Student Social Networking Passwords & Websites

School authorities may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. However, school authorities are not prohibited from using student social media activity as part of a disciplinary investigation. Lastly, school authorities may require students to share the content of their social media page(s).

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Chapter 7: Internet, Technology & Publications

Internet Acceptable Use

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

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

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Using the network to access social media or social networking without the permission or under the direction of a staff member;

- m. Using the network to access gaming websites with the permission or under the direction of a staff member;
- n. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- o. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify a staff member, their teacher, a building administration or the system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting

how and when permission was granted. If possible, the notice should also include the web address of the original source.

- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by Troy CCSD 30C. The School District provides email to aid students as an education tool.

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

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

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

6. Students must not distribute material that:

- a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- c. Is socially inappropriate or inappropriate due to the students’ maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
- d. Is reasonably viewed as promoting illegal drug use; or
- e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District’s Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

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

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

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

Virtual Backpack

The Troy School District utilizes a “Virtual Backpack” to share important information about activities and services that may benefit your child or family. This was implemented to save paper and reduce the time needed to copy and distribute flyers from community organizations wishing to share information about activities that can benefit our families and students. Elementary and Campus schools may still need to send flyers home so parents are encouraged to review information brought home by students on a regular basis.

Rather than distribute every flyer that is sent to the district, we will simply post the flyers on the district’s website. The website can be seen at <http://www.troy30c.org>. You can visit the website at your leisure to view and download the information that is of interest to you. You can also request a copy of specific information by contacting your child’s school office.

Chapter 8: Search and Seizure

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 by Students

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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.

Lockers

In District schools that have lockers, students will be assigned a locker to be used for the storage of books and personal items. No outside locks will be permitted for use on any District lockers. Students are responsible for keeping the locker combination confidential. Students are also responsible for keeping the locker in good condition at all times.

Lockers are District property and may be searched by school officials at any time.

It is recommended that students should not tape items inside lockers or mark on them with washable or permanent markers. Due to space limitations in lockers, hallways and in classrooms, a student's backpack, purse, tote, carry-all, or other similar item may meet, but not exceed the dimensions of 18"Hx13"Wx8"L or 39 linear inches (Height + Width + Length) (i.e., the dimensions of a typical backpack).

At Troy Middle School and Orenic Intermediate School, Physical Education locks must be purchased from the school for the use on Physical Education lockers.

Chapter 9: Athletics & Extra-Curricular Activities

Attendance

An athlete who is absent from school after 11:00 am on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the Director of Student Activities and Athletics. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the Director of Student Activities and Athletics

Attendance at School Dances

Only students who attend the school may attend school-sponsored dances.

All school rules 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. The school may also impose other discipline as outlined in the school's discipline code.

Changing Sports

Once a student becomes a member of any squad, he/she may not change to another sport during that season, unless:

1. He/she is cut to reduce the size of the squad.
2. His/her Coach believes he/she would fit into another sport better and therefore initiates a change.

When an athlete quits a squad, is dropped because of scholastic difficulties, discipline, poor attendance, etc., he/she may not try out for another sport during that particular season until conferences are held with the Coaches, Director of Student Activities and Athletics, Principal, and the parents.

Student-athletes may participate in a maximum of one sport during a given season. With the configuration of the IESA sports seasons, the exception to this policy is made for girls who are interested in participating in basketball, cheerleading, Poms, or volleyball; they may do so while also participating in a sport that takes place during the preceding or following season. For example, if a girl wants to play softball, she may also play basketball, which begins towards the end of the softball season. If an athlete, participating in their current sport, successfully makes the team in another sport of an overlapping season, the athlete must complete the season of the original sport prior to participating in the second sport.

Concerns

When questions or concerns arise regarding the athletic program, the following chain of command is to be utilized:

1. Student -- Coach

2. Parent -- Coach
3. Parent -- Director of Student Activities and Athletics

The student-athlete who chooses to participate on a team is most closely involved with the Coach. It is the hope of the athletic department that if concerns arise, they can be resolved between the student and the Coach.

Conduct and Character

As representatives of Troy School District, student-athletes are expected to conduct themselves in a manner consistent with established behavioral expectations, and will not conduct themselves in such a manner that they reflect a discredit upon themselves, their team/organization, or the school. All rules regarding behavior as outlined by the coach, the Troy School District 30-C Student-Parent Handbook, and the IESA will be applied (for specific expectations regarding alcohol, tobacco, drugs, and other criminal behavior, see the Code of Conduct and Consequences section of the Student-Parent Handbook). Misconducts that lead to an in-school suspension (I.S.S.) will result in suspension from the practices or contests of the sport they are involved with for the day on which the I.S.S. is served. Misconducts that lead to an out-of-school suspension (O.S.S.) may result in removal from the team for the remainder of the season based upon the infraction and will be determined by the Administration, Director of Student Activities and Athletics and Coach.

Eligibility

Troy Community Consolidated School District 30-C is a member of Illinois Elementary School Association. This association sets the scholastic standards for athletes in Illinois. The following are the regulations as established by the IESA and adopted by the District's Board of Education:

1. A student shall be doing passing work in all school subjects as determined by the local school District and the school shall certify compliance with this mandate.
2. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday.
3. The Director of Student Activities and Athletics will call the athlete to Student Services on Friday morning to notify them that they are out of practice and competition from Monday through Saturday and a letter will be sent home to the parent/guardian.

Equipment Issue and Return

Troy School District attempts to provide each team member with the best equipment possible. All equipment issued to an athlete is expected to be returned in the same condition as when issued (assuming normal wear and tear), or the athlete is expected to compensate the athletic department for the lost or damaged equipment. While the cost of uniforms is expensive, the compensation for lost or damaged equipment will be in the form of "replacement cost." Take pride in the equipment that is issued.

Medical Excuses

Student-athletes who are excused by a doctor from physical education classes may not participate in the practices or contests of the sport they are involved with for each day of said excuse.

Participation on Non-School Teams

It is the policy of Troy CCSD 30C that participation on an interscholastic team is a priority, and, as such, participation on a team other than a Troy According to the Bylaws of the IESA, "During the IESA season for a sport... students shall not practice or participate in any non-school competition in the same sport either as an individual or a team member. Examples of non-school competition

include (but are not limited too) the following: organized leagues, parks and recreation leagues, club team, and youth sport teams.”

Therefore, participation in non-school teams during the athlete’s season of competition is forbidden and will deem the athlete and team ineligible.

Physical Examinations

It is a Board and administration policy and Illinois law that all students in interscholastic sports must show proof of having a current (within 12 months) physical examination, a copy of a birth certificate (should be done at registration), parental permission, and an insurance form on file with the athletic director prior to trying out for that sport.

The IESA handbook also explains this requirement (Section 3.060). It is the recommendation of the athletic department that each student-athlete undergo a physical examination during the summer, so that he/she will be eligible for athletics for the entire school year. Reduced price physicals are available at several local clinics.

Sportsmanship

Students, participants, and spectators are expected to practice the ethics of competition and principles of good sportsmanship whether at home events or events at other schools. Any person found to be in violation of these ethics and principles may be barred from interscholastic contests either as a participant or as a spectator. The faculty, coaches, and administration of Troy School District consider good sportsmanship to be one of the important ingredients of healthy competition and athletic success. We encourage all participants and spectators to cheer for the Trojans, but should also recognize the performance of others, respect the opponent, and respect the efforts of the officials.

Uniforms

Uniforms contribute to team cohesion and unity of purpose. In addition, at any time that a student-athlete is wearing a uniform, he/she is an especially visible school representative. The uniforms are to be worn as intended, meaning that the top is tucked in and the bottom is pulled up to the waist at all times, unless the Coach directs otherwise. Student-athletes should not enter a contest site until fully dressed. Uniforms are only to be worn for the purposes of Troy School District sanctioned athletic contests. Any uniform not turned in or damaged will be billed for the replacement of the uniform.

Athletic Rules & Code of Conduct

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

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

Behavioral Conduct

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

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

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

Drugs, Alcohol and Tobacco

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

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of

the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

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

Student Athlete Concussions and Head Injuries

Should students wish to participate in extracurricular athletic activities, parents must read and sign the online "Athletics/Activities Permission and Concussion Form" when re-enrolling or registering their children.

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 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. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Chapter 10: Special Education

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 which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Discipline of Students with Disabilities

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

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.

Access to Classroom for Special Education Observation or Evaluation

Request to Access 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.

Observations are not to exceed thirty minutes and are to be conducted in the company of a staff member. For further information, please contact the school principal.

Exemption from PE Requirement [3-HS]

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 3-12, (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

Chapter 11: Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law

enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name
Address
Gender
Grade level
Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Chapter 12: Parental Right Notifications

Transfer to Another School

If a student is a victim of a violent crime¹ that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Teacher Qualifications

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

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

If you would like to receive any of this information, please contact your child's school.

Parent/Teacher/Student Conferences

Conferences serve to create better understandings among parent(s)/guardian(s), student(s), and teacher(s). The conference gives the parent(s)/guardian(s), an opportunity to gain important insights into their children's academic performance. Conferences also provide a time for the teacher(s) to solicit additional information and to suggest ways in which the staff can work in partnership with parent(s)/guardian(s) to improve student performance. Students are encouraged to attend conferences along with their parent(s)/guardian(s). Although conferences are formally scheduled in November, conferences may be arranged at any time throughout the year.

Parent(s)/guardian(s) are encouraged to contact staff members throughout the school year should questions or concerns arise regarding student academic performance.

Parental Involvement (Title 1)

Each school annually holds curriculum nights for all Parents/Guardians, which takes place during September.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- a. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- b. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- c. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- d. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Department for Educational Achievement at 815-577-6760.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Department for Educational Achievement at 815-577-6760.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

¹ As defined by Section 3 of the *Rights of Crime Victims and Witnesses Act*

Student Progress and Report Cards

Student progress can be viewed through Skyward's Family Access at any time. Report cards will be issued or mailed home at the end of each trimester.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

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

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

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

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

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

Sex Education Instruction

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life.

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

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

English Language Learners

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

Parents/guardians of English Language Learners will be:

3. given an opportunity to provide input to the program, and
4. provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the Department for Academic Achievement at 815-577-6760.

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

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

For questions related to this program or to express input in the school's English Learners program, contact The Department of Teaching and Learning at 815-577-6760.

Standardized Testing

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

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

School Visitation Rights

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

Homeless Child's Right to Education

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

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

Assistance and support for homeless families may be received by contacting your child's school, of the district Homeless Liaison, Paul Schrik, Director of Human Resources, at 815-577-6760.

Mandated Reporters

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

Pesticide Application Notice

The district maintains a policy of contacting all parents/guardians of students prior to the application of pesticides to school grounds. Contact is made through the district's "School Messenger" notification system. To make sure you are in the School Messenger notification system, contact your child's school.

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

Access to Student Social Networking Passwords and Websites

Under ordinary circumstances, school authorities cannot request or require that a student provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile with in a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

Please contact the school if you have any questions.

Asbestos Notice

In accordance with the U.S Environmental Protection Agency (EPA), Troy C.C.S.D.30C is required to inform all parents, teachers and staff as to the availability of our asbestos management plan which are located in each school's main office. A periodic surveillance of asbestos containing building materials (ACBM) is performed in all District facilities every six months. A complete re-inspection of all building containing asbestos is completed every three years and was last conducted in January 2014. Questions or concerns should be addressed to Tim Wojnarowski, Director of Buildings & Grounds, (815) 267-7116.

2016-17 Days to Remember

Full calendar may be downloaded at www.troy30c.org

August, 2016

Teacher Institute Day (No Student Attendance)	August 15, 2016
Teacher Institute Day (No Student Attendance)	August 16, 2016
First Day of Student Attendance (Regular School Hours)	August 17, 2016

September, 2016

School Improvement Day (Half Day of Student Attendance)	September 2, 2016
Labor Day (No Student Attendance – District Closed)	September 5, 2016

October, 2016

Teacher Institute Day (No Student Attendance)	October 7, 2016
Columbus Day Holiday (No Student Attendance – District Closed)	October 10, 2016

November, 2016

School Improvement Day (Half Day of Student Attendance)	November 2, 2016
End of 1 st Trimester	November 11, 2016
Parent Teacher Conferences (No student attendance)	November 21, 2016
Parent Teacher Conferences (No student attendance)	November 22, 2016
Day before Thanksgiving (District Closed)	November 23, 2016
Thanksgiving Day (District Closed)	November 24, 2016
Day after Thanksgiving (District Closed)	November 25, 2016

December, 2016

School Improvement Day (Half Day of Student Attendance)	December 8, 2016
Holiday Break Begins (No Student Attendance)	December 22, 2016
Christmas Eve and Day Observed (District Closed)	December 26 – 28, 2016

January, 2017

New Year's Eve and Day Observed (District Closed)	January 2 – 4, 2017
First Day of Classes after Holiday Break	January 5, 2017
School Improvement Day (Half Day of Student Attendance)	January 11, 2017
Martin Luther King Holiday (No Student Attendance – District Closed)	January 16, 2017

February, 2017

School Improvement Day Half Day of Student Attendance)	February 7, 2017
President's Day (No Student Attendance – District Closed)	February 20, 2017
End 2 nd Trimester	February 24, 2017

March, 2017

Casmir Pulaski Day (No Student Attendance – District Closed)	March 6, 2017
Teachers' Institute (No Student Attendance)	March 24, 2017
Spring Break (No Student Attendance)	March 27 – March 31, 2017

April, 2017

Good Friday (No Student Attendance – District Closed)	April 14, 2017
Monday after Easter (No Student Attendance – District Closed)	April 17, 2017
School Improvement Day (Half Day of Student Attendance)	April 27, 2017

May and June, 2017

End 3 rd Trimester / Last Day of Student Attendance (Half Day of Student Attendance)	May 26, 2017
Emergency Days	May 30, 2017 – June 9, 2017



Review and Receipt of Student/Parent Handbook

Each child enrolled in the Troy School District will be required to have this form completed and on file. All children enrolled in the Troy Schools and their parents/guardians are responsible for reading, reviewing and understanding the contents of this Handbook.

If you have any questions about any of the information in the Handbook, please call your child's school.

Student's Name

School

Grade

My signature below confirms and verifies that I am the student listed above and:

1. I have read or been read or explained the *Student/Parent Handbook* and all of its content.
2. If I didn't understand a part or parts of the *Student/Parent Handbook*, I asked my teacher or parent/guardian to explain it to me so that I have a full understanding of it.

Student Signature

Date

My signature below confirms and verifies that I am the parent/guardian of the student(s) listed above and:

1. The student(s) above has read or been read or explained the *Student/Parent Handbook* and all of its content.
2. As the parent/guardian of the student(s) listed above, I have read and understand the contents of the *Student/Parent Handbook*.

Parent Signature

Date

