

**Trimpe Middle School**

**Bethalto Community Unit School District #8**



**Student Handbook  
2021-2022**

**WILBUR TRIMPE MIDDLE SCHOOL**  
**910 Second Street Bethalto, Illinois 62010**  
**(618) 377-7240**

**2021-2022 Handbook**

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### **VISION STATEMENT**

TMS will be a place where students and staff feel inspired to learn and develop the skills and mindsets of successful, independent, and productive citizens.

### **CORE BELIEFS**

- We will work together to achieve high standards in a safe environment that nurtures the intellectual, emotional, and physical needs of our students.
- We will help students achieve success by teaching core values: acceptance, respect, dignity, forgiveness, mindfulness, perseverance, and understanding.
- We will provide a rigorous curriculum using a variety of strategies that meet the needs of our diverse students who learn in different ways.

### **STUDENT CREED**

At TMS, we recognize students, staff, and faculty who are dedicated to making our school a safe and enjoyable learning environment.

### **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The legislation requires a local homeless education liaison in every school district to assist children and youth in their efforts to attend school. If you have questions regarding the education of homeless children and youth in the Bethalto School District, please contact the district’s McKinney-Vento liaison at the district office, (618) 377-7200.

### **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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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
  - 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

### **GENERAL INFORMATION**

This information is to provide both parents and students with the procedures and practices necessary to maintain an efficient school organization.

The Administration has endeavored to identify many aspects of the school environment. However, it is impossible to address each minute detail of every school situation. Aspects of the handbook may be modified, as needed.

### **GENERAL RULES**

Student visitors are not allowed. However, there may be exceptions with authorization from the principal.

Parents are welcome to visit the school with authorization from the principal. Parents or other visitors are required to sign-in at the main office and get a visitor pass before visiting their designated area.

Heavy outer garments, backpacks, book bags, athletic carryalls, purses, and other such items should be kept in student lockers and are not permitted in the classroom.

Fundraising by or for any outside group is prohibited on school property.

Gift items such as flowers and balloons **may not** be delivered to students while at school.

Students suspended or expelled from school are not to be on the school grounds, nor can they participate in any school related activities.

Students **will not be allowed** to use the school telephone, except for situations approved by a staff member or administration.

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, 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.

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.

In order to ensure student safety, any adult who picks up their child during school hours will be required to present a valid driver's license or photo I.D. when signing their child out.

### **TIME SCHEDULE**

School begins at 7:30 a.m. and classes end at 2:00 p.m.

Doors open at 7:10. Students should not arrive on campus prior to 7:10.

Students who arrive between 7:10 a.m. and 7:20 a.m. should report to the gym, unless they are eating breakfast at school. Students should not loiter in the halls. Students who arrive between 7:20-7:30 and those who were in the gym from 7:10-7:20, will report to their first period class at 7:20am.

Students eating breakfast at school should report to the cafeteria immediately upon arrival to school.

All classrooms should be ready for work at 7:30 a.m.

There are three lunch periods.

Unless scheduled to stay with a teacher or for an after-school activity, students should leave the building immediately after 2:00 p.m. and board their bus, walk home, or be picked up by parents/guardians. Students may not loiter in the building or on school grounds.

No students should remain on campus after school, unless as part of a school sponsored activity.

**BELL SCHEDULE**

| <b>6TH GRADE</b>               | <b>7TH GRADE</b>               | <b>8TH GRADE</b>               |
|--------------------------------|--------------------------------|--------------------------------|
| <b>1st:</b> 7:30-8:25          | <b>1st:</b> 7:30-8:25          | <b>1st:</b> 7:30-8:25          |
| <b>2nd:</b> 8:29-9:19          | <b>2nd:</b> 8:29-9:19          | <b>2nd:</b> 8:29-9:19          |
| <b>3rd:</b> 9:23-10:13         | <b>3rd:</b> 9:23-10:13         | <b>3rd:</b> 9:23-10:13         |
| <b>LUNCH:</b> 10:16-10:46      | <b>Eagle Time:</b> 10:16-10:46 | <b>Eagle Time:</b> 10:16-10:46 |
| <b>Eagle Time:</b> 10:49-11:19 | <b>LUNCH:</b> 10:49-11:19      | <b>4th:</b> 10:49-11:39        |
| <b>4th:</b> 11:22-12:12        | <b>4th:</b> 11:22-12:12        | <b>LUNCH:</b> 11:42-12:12      |
| <b>5th:</b> 12:16-1:06         | <b>5th:</b> 12:16-1:06         | <b>5th:</b> 12:16-1:06         |
| <b>6th:</b> 1:10-2:00          | <b>6th:</b> 1:10-2:00          | <b>6th:</b> 1:10-2:00          |

**OFFICE HOURS**

Office hours are 7:00am-2:45pm (Monday-Thursday) and 7:00am-2:30pm (Friday).

**HANDBOOK**

The student handbook is posted on the Trimpe website. Students and parents are expected to know and understand the policies and procedures outlined in the student handbook. Paper copies of the student handbook are available in the main office. Upon request, one paper copy will be provided per family.

This handbook is only a summary of board policies governing the district; board policies are available to the public at the district office. The handbook serves as a communication tool of all policies to persons expected to execute and comply with them. The handbook document may be amended during the year without notice.

**STUDENT ID BADGES**

- Trimpe students are required to wear identification badges during the school day.
- ID badges will be used to check out books in the library, for use of library computers, to pay for lunches, and for safety purposes.
- Students are responsible for following the ID storage and general ID procedures of the school and classroom.
- Students without ID badges must report to the office for a temporary paper ID. A charge of approximately \$1.00 will be issued and may be paid at that time.
- Lost/damaged ID badges will be replaced and students will be charged for the replacement. The replacement cost is approximately \$5 for the ID and \$1 for the lanyard. This cost may be paid at the time of receipt or will be billed to the students' parents/guardians.
- Students required to purchase replacement ID badges or temporary paper ID badges may face disciplinary

consequences as determined by the Administration.

### **RESPONSE to INTERVENTION (RTI)**

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

Parents have an important role throughout the RTI process. Teachers may communicate concerns and invite parent participation in telephone conversations and/or team meetings regarding their child. Parents provide insight into a child's learning and development to understand the problem and why it occurs. Parents should contact their child's teacher with any concerns regarding academics or behavior.

### **SCHOOL COMMUNICATION**

School Messenger is an automated phone system that notifies households of important school information, emergencies, or unplanned events that cause early dismissal, school cancellation, or late start. The caller ID may display 618-377-7200, which is the main number for the Bethalto District, or it may be your child's school number. There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would, "Hello," and hold for the message to begin. Please listen to and follow the School Messenger prompts, as needed. If there is no answer, a message will be left if an answering machine or voicemail system accepts the call. Please inform all family members who may answer your phone of this process.

Phone calls require no registration by the parent on the School Messenger website. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein. Please update the office of any phone number changes. If you would like to receive Text Messages via Remind please see our "Ways to Stay Connected" page for more information.

We also utilize Facebook, Instagram and Twitter for sharing information via Social Media.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

In order to promote the development of positive, productive behavior, Bethalto Unit School District #8 schools are implementing a program called Positive Behavioral Interventions and Supports, (PBIS.) This program is designed to teach and reinforce procedures, and to provide the intervention and support necessary, for children to make choices that contribute positively to the overall school environment. All school and classroom rules are developed around three overall expectations: Be Responsible, Be Respectful, and Be Safe.

Students will be provided with an initial orientation to these school rules and procedures at the onset of each school year, and be given opportunities to practice them with his/her schoolmates. Follow-up activities, information, support, and intervention will be provided to large groups, small groups, and individual students as needed to promote the maintenance of a warm, caring school environment. Parents can assist the school with this process by following up on any information and/or activities that may be provided to parents, students, and families. By working together, it is our hope that we can instill in our children the positive, productive character traits, values, and virtues that will impact positively not only on their total school experience but also on their overall quality of life.

Students will also participate in mindfulness activities each day. Tier II and Tier III students may have longer time periods to implement mindfulness. Mindfulness can be defined as "a mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings and thoughts". Mindfulness strategies are used to help students be in the present moment at school to be academically successful and behaviourally appropriate. Research has shown implementing mindfulness in schools increases attention, increases self-esteem, and increases care for others. We use mindfulness at the middle school level to help students calm down and prepare for the day and activities ahead.

Also, some students may also be placed on Check-In/Check-Out (CICO) to help us work through specific areas of weakness with individual students. We will also utilize groups to help students in a variety of ways: organization, social-emotional issues, friendship, anger, etc. Groups are determined by grade level each year based on need. Last, some students may have individual meeting times

with our school social worker or school psychologist based on IEP/504/Individual Need.

### PBIS BEHAVIOR EXPECTATIONS

Listed below are the general PBIS behavior expectations for various locations throughout Trimpe Middle School.

| THE EAGLE WAY!  | TMS   | Classroom/ Library  | Technology   | Cafeteria/ Outdoors   | Hall/ Locker  | Gym/ Locker Room  | Restroom   | Bus/ Arrival/ Dismissal   |
|---|---|---|--|---|---|---|--|---|
| <b>BE: Responsible</b><br> | Wear ID properly.<br>Keep ID undamaged.<br>Meet school expectations as outlined in handbook and expectations/ requests given by TMS staff.              | Be prepared with necessary materials.<br>Be on time.<br>Give your best effort.                            | Laptop is stored, charged and carried appropriately.<br>Keep food/drink away from laptop.<br>Use laptop for educational purposes.<br><a href="#">Online Learning</a> | Cleanup and return all items to designated area.<br>Deposit money on time and pay all charges.<br>Listen and follow directions. | Be punctual<br>Get your "stuff" and move to next class                                | Wear a PE uniform every day.<br>Secure your locker.<br>Use good hygiene.                        | Use the RR appropriately and leave quickly.<br>Use the closest restroom to your class. | Sit in assigned seat on the bus.<br>Arrive on time and move to your specified area.<br>At dismissal move out of the building and to appropriate area. |
| <b>BE: Respectful</b>   | KAHFOOTY<br>Listen to & follow directions/requests given by staff.<br>Respect all school property.<br>Respect others, their personal space, & property. | KAHFOOTY<br>Follow teacher expectations and requests.<br>Respect others opinions, ideas, and possessions. | Use only the laptop assigned to you by the school.<br>Treat the school issued laptop appropriately.<br>You may be charged fees for misused technology items.         | KAHFOOTY<br>Handle only your items.<br>Use appropriate language + VL.<br>Do not leave designated area w/o permission.           | KAHFOOTY<br>Use appropriate language + VL.<br>Be mindful of others and their space.   | KAHFOOTY<br>Respect equipment.<br>Display good sportsmanship.<br>Use appropriate language + VL. | KAHFOOTY<br>Wash hands & clean up after yourself.<br>MYOB                              | KAHFOOTY<br>Use appropriate language.<br>Follow all directions from staff or driver.<br>Respect others, their personal space & property.              |
| <b>BE: Safe</b>   | Report unknown visitor(s) to staff.<br>Report bullying (physical, mental, cyber).<br>Keep school environment clean.                                     | Use equipment & materials in a safe manner.   | Keep your passwords/log-in info safe.<br>Use only school appropriate websites.<br>Never share personal info on the Internet.   | Ask permission to get up from table.<br>No contact sports.<br>Report incidents to staff.  | Walk safely always on the right side of the hall.<br>Keep hallways and lockers clean. | Observe all safety procedures as reviewed by your teachers.                                     | Avoid horseplay.<br>Flush toilets.<br>Electronics should be put away.                  | Keep aisles clear and stay in assigned seats.<br>Take all safety precautions leaving the building and while traveling home.                           |

Voice Level Expectations: **VL 0**=Silent Voice    **VL 1**=Whispering/Talking to Neighbor    **VL 2**=Talking Regularly/Group Work

KAHFOOTY: (Keep All Hands, Feet, Other Objects To Yourself)

MYOB: (Mind Your Own Business)

### CHARACTER WORDS OF THE MONTH: [CHARACTER WORDS WEBSITE](http://trimpecharacteredwords.weebly.com/) (http://trimpecharacteredwords.weebly.com/)

Please help Trimpe Middle School reinforce the following character traits: Aug./Sept. -

- |                           |                        |
|---------------------------|------------------------|
| Self-Discipline           | February - Caring      |
| October - Trustworthiness | March - Responsibility |
| November - Citizenship    | April - Perseverance   |
| December - Respect        | May/June - Acceptance  |
| January - Fairness        |                        |

## HOME/SCHOOL COMPACT

The compact outlines the responsibilities and expectations of teachers, parents, and students of Trimpe Middle School.

### As a staff member, I promise to....

- Provide a warm, safe, and caring learning environment.
- Have high expectations.
- Communicate regularly with families about student progress.
- Provide high quality curriculum and instruction.
- Provide meaningful daily assignments to reinforce and extend learning.
- Teach students to monitor their own learning
- Respect the school, students, staff, and families.



### As a student, I promise to...

- Arrive at school on time and attend regularly.
- Work hard and complete assignments on time in a thorough and legible way.
- Be respectful, be responsible, and be safe.
- Plan study time to avoid conflicts with other activities.
- Monitor my progress at least three times per week using PowerSchool.
- Communicate regularly with my family and teachers about my progress in school.

### As a parent/caregiver I promise to...

- Ensure my child is at school on time and attends regularly.
- Provide academic support and encouragement.
- Encourage my child to read for academics as well as leisure.
- Provide a quiet time and place for schoolwork.
- Participate in school by attending academic and extracurricular activities.
- Communicate regularly with teachers and the school to support my child.
- Monitor my child's progress in school.

## TRIMPE SCHOOL DANCES

- All school rules will be enforced at the dance.
- Only 6th, 7th and 8th grade students from Trimpe Middle School may attend.
- Students are not to arrive early. Students will not be allowed in the school until, at the earliest, ten minutes before the dance starts.
- Once in the school, students may not leave the building until the dance ends or their parents/guardians pick them up at the dance entrance/exit doors.
- Transportation to and from the dance must be prearranged. Students must be picked up within 15 minutes of the end of the dance or they may be excluded from future dances. Students should not need to use the school phone.
- Students must be in attendance on the day of the dance and are not excused to leave school, without a doctor's note upon their return to school or arrival at the dance. Students who leave school during the school day who return to school or arrive at the dance without a doctor's note will not be allowed into the dance.
- Formal attire is not necessary or encouraged. Attire must be appropriate for middle school students. Please follow TMS dress code guidelines for our dances as well. The administration may set further guidelines with regard to student dance attire.
- Students may be excluded for disciplinary infractions and/or unpaid fees.

## CAFETERIA

Breakfast is served between 7:10 and 7:30 a.m., and the cost is approximately \$1.60.

Students are provided a choice between the regular school menu, fast food-style options, or salad. The daily lunch price is approximately \$2.80.

Students must be in the cafeteria or outside after eating lunch. Students may not go to their lockers during lunch period.

Trimpe Middle School has computerized cafeteria services. Students will use this system for all breakfast and lunch transactions. Each student has a computerized lunchroom account in his or her name, along with a bar coded ID badge. This badge is used when going through the breakfast or lunch line. All transactions are within one account.

Trimpe Middle School parents may check their children's cafeteria account balance and purchase history through My School Bucks at [myschoolbucks.com](http://myschoolbucks.com). You will need your student's ID number or birthdate to set up an account. Through [myschoolbucks.com](http://myschoolbucks.com) parents may deposit money electronically for their students, receive low balance alerts and set up automatic payments. There is a service fee, but if you would like to look into this service please visit: [myschoolbucks.com](http://myschoolbucks.com). For more information, please contact the Food Service Director at 377-2436.

Deposits should be placed in an envelope with the student's first and last name, ID number, and a check made payable to "Trimpe." The envelope should be placed in the black box outside the cafeteria. It is to your advantage to pay by check so you will have a record of deposit transactions. Receipts are not given for cash deposits. If a family has more than one student attending the same school, one check can be issued. However, it is necessary to designate on the envelope, not the check, how much money will go into each account. Separate deposits are required if students from the same family attend different schools. Please consider that larger deposits will decrease the frequency of your child needing to bring additional money to school.

If a student's account balance is negative, a letter will be sent home with your child stating the negative balance. Negative balance letters are generated and sent home at the beginning or end of each school week. If the student is unable to pay for a meal, please send a packed lunch. Students will not be allowed to charge for snacks or extra lunch items. Requests for account information must be submitted in writing or verbally requested by parents.

Written requests should be to the attention of the Cafeteria and may be sent with the deposit.

It is the responsibility of the parent to notify the cafeteria if you are moving and feel you have money in your child's lunchroom account. Refunds for students moving out of the district must be requested within a month of the withdrawal date; otherwise, any account balance will be forfeited.

If you feel your child may qualify for free or reduced status, forms are available at the school office. However, you are still responsible for any charges you may have incurred prior to approval. Extra milk and milk with a sack lunch is not included in the free program.

We strongly encourage parents/guardians to not deliver fast-food lunches as sack lunches for their students. Students will be required to consume fast-food lunches in the office.

In the interest of student safety, the following rules and expectations are expected of students while in the cafeteria:

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

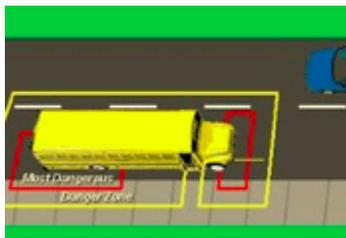
## BUS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, call the school office at:

(618) 377-7240

## 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 ["School Medication 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.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must 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 injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. 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.

## **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. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the main entrance 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.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

No student shall, based on sex, sexual orientation, or gender identity 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: Mrs. Laura Gipson, Asst. Principal..

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin in a reasonable amount of time after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the main office at (618) 377-7240.

### **MAKE-UP WORK**

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 may not be allowed to make up for missed work.

### **EXEMPTION FROM PE**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical

Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical.

### **FINES, FEES, AND CHARGES: WAIVER OR STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or 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, material, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The building principal, or designee, will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Fee Waiver Applications are available in the school office.

### **PARKING**

Visitor parking is located in the front of the building during the school day. Designated spots are marked for parking while school is in session. For after school events, parking is in the rear of the school.

Those dropping off students in the morning may do so in the rear of the building, or in the southwest circle, between 7:20am and 7:30am. Drop-off prior to 7:20am should be in the rear parking lot.

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.

### **SAFETY DRILL PROCEDURES**

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

### **HEAD LICE**

The school will observe the following procedures regarding head lice.  
lice.

1. Parents should notify the school nurse if they suspect their child has head lice.

2. Infested students may be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.

### **SEX OFFENDER NOTIFICATION LAW**

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason – 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.

### **ENGLISH LEARNERS**

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the building principal at 618-377-7240.

### **FAMILY LIFE AND SEX EDUCATION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

## ACADEMICS

### GRADING SCALE

The following system is used: 100-92.5 = A, 92.4-89.5 = A-, 89.4-86.5 = B+, 86.4-82.5 = B, 82.4-79.5 = B-, 79.4-76.5 = C+, 76.4-72.5 = C, 72.4-69.5 = C-, 69.4-66.5 = D+, 66.4-62.5 = D, 62.4-59.5 = D-, and 59.4 & below = F.

### CREDIT SYSTEM FOR GRADE LEVEL PROMOTION

Trimpe Middle School knows and understands that the school closure and ongoing Covid-19 pandemic that began during the 2019-2020 school year will have an educational impact on students. Any decision regarding credits and retention will be considered on a case by case basis with involvement from a student, guardians, teachers, school counselors and administrators.

Based on school board policy, there is no social promotion. The following matrix will be used to calculate credits for grade level promotion.

| Semester-Based Classes   | Credits per Semester          | Year Total |
|--------------------------|-------------------------------|------------|
| Language Arts            | 1/2                           | 1          |
| Mathematics              | 1/2                           | 1          |
| Science                  | 1/2                           | 1          |
| Social Studies           | 1/2                           | 1          |
| Quarter-Based Classes    | Credits per Quarter           | Year Total |
| Art                      | 1/4                           | 1/4        |
| Band                     | 1/4                           | 1          |
| Choir                    | 1/4                           | 1          |
| Problem Solving & Logic  | 1/4                           | 1/4        |
| PE                       | 1/4                           | 1          |
| Health                   | 1/4                           | 1/4        |
| Eagle Time               | 1/4                           | 1          |
| Literacy Block           | 1/4                           | 1/4        |
| Tier II/III Intervention | 1/4                           | 1/4        |
| Skills                   | 1/4                           | 1          |
|                          | <b>Total Possible Credits</b> | <b>7</b>   |

\* students are not enrolled in all listed classes

\* credits for Language Arts, Mathematics, Science, and Social Studies are calculated at the semester

\* credits for Art, Band, Problem Solving & Logic, Choir, Physical Education, Health, RTI Reading, Skills and Eagle Time are calculated at the quarter.

### Explanation:

Students must earn at least 5.5 total credits for promotion to the next grade level.

Course credit earned for a percentage grade of at least 60% per class.)

Semester grade calculated through an equal average of both quarters.

Eagle Time is a graded course.

### CREDIT RECOVERY

The purpose of the TMS Credit Recovery Program is to provide students who meet certain criteria the opportunity to regain credits and to assist students in earning promotion to the next grade level. Students are required to earn 5.5 of 7.0 available credits for promotion to the next grade level. Students who fail to earn 5.5 credits may be retained in the current grade. The TMS Credit

Recovery Program involves the school, the student, and the student's family in order to provide the resources and opportunities for students to succeed.

### **POWERSCHOOL**

Parents can access student grades by logging into [ps.bethalto.org/public](https://ps.bethalto.org/public). This information is provided at registration. Contact the main office in person to receive access information and privileges. Parents and students are encouraged to check grades at least three times per week.

### **ACADEMIC ASSISTANCE**

Teachers may offer after school academic assistance after school, Monday through Thursday. It is the student's responsibility to arrange for academic assistance with their teacher. No students should remain on campus after 2:30, unless as part of a school sponsored activity. Teachers will also be attending meetings regularly during this time so it is important that students check with their teachers and ask their availability when help is needed. Mr. Kolweier, school counselor, also offers academic assistance.

### **HONOR ROLL**

High Honor Roll requires that a student must have all A's. Honor Roll requirements are that a student must have all A's and B's.

### **ATTENDANCE**

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Illinois School Code and District Policy. **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.

**The Attendance Matters website states that encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life.** When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

When students are here 95% or more of the school year, their grades, reading levels, and math skills will improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.

But when kids are absent for an average of just two days of school per month—even when the absences are excused— it can have a negative impact. **These absences can affect kids as early as Kindergarten.**

For example, young elementary school students who miss an average of just two school days per month often have difficulty keeping up with their peers academically and tend to fall behind in reading. But when students are able to read on grade level by the end of third grade, which is when kids transition from *learning to read* to *reading to learn*, they are three to four times more likely to graduate high school and attend college, post-graduate, or professional development classes than their peers who struggle with reading.

**As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority.** By figuring out the reasons for your child's absences—whether they're physical or emotional—and taking advantage of support services—such as free tutoring, student mentoring and after school activities—you can help set your child on the path to success.

In case of any absence, **it is the responsibility of the parent/guardian to notify the school.** If the school is not notified in advance or on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. If a note or call is not received within **48 hours** of the absence, then the absence will be marked unexcused and will remain as unexcused. The

school may require documentation explaining the reason for the student's absence. All assignments missed due to absences are expected to be made up.

**Excusable absences include:**

1. Illness of the student (a physician's statement will be requested for 3 consecutive absences or overall absences in excess of seven for the year)
2. Days of religious observance (a written note from the parent must be submitted at least 5 days in advance of the absence)
3. Death in the family
4. Doctor and dental appointments (notes will be required for them to be marked as excused--parents are encouraged to make those appointments outside of school hours if possible)
5. Court appearances (a note from the court is required upon return)
6. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
7. Any absence from class as a result of a school-sanctioned activity (IE: field trip) will be considered an excused absence for purposes of this regulation.
8. Other absences to be considered at discretion of administration on an individual basis.
9. 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 may not be allowed to make up for missed work.

In the case of **pre-planned absences**, the principal has the authority to grant excused absences for the following types of pre-planned requests. Please notify the school prior to scheduling a pre-planned absence.

1. College visit (documentation required)
2. Career education visit (documentation required)
3. Family trips/Vacation (approval form must be **submitted two weeks** in advance) [Link to Vacation Form](#)
4. Participation in regional and/or national contests or special awards not endorsed by the IESA or IHSA.
5. All work from a pre-planned absence **must be requested in advance** and must be completed the day of the return to school. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern, academic performance, and/or behavior history as documented by referrals to the principal's office will provide the basis for the decision. No student will be eligible for an excused absence if the request for a pre-planned absence covers the final week of the semester.

All other absences not listed above, or pre-approved by the building administrator, will be considered unexcused.

Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not excusable. The following procedures will be implemented once a student is absent.

Beginning with the **first student absence**:

- If the parent/guardian does not contact the school to report the absence, the school will make contact by phone or letter to inform the parent of the absence.
- The parent/guardian will be made aware of the student's attendance and school district policy/regulations.

**Five (5) days of absences:**

- The school will send a letter of concern, which will include the attendance policy/regulations and information regarding the student's absences.
- The letter may include a request for a parent/student/counselor conference.
  - The student's attendance patterns will be identified and discussed.
  - If a parent conference is required, a plan will be developed to improve the student's attendance.
  - If absences continue, parents will be informed of possible referrals to outside agencies.
  - Referral to appropriate school-based team may be made.

**Ten (10) days of absences per year:**

- The school will send a letter of concern, which will include the attendance policy/regulations and information regarding the student's absences.
- The letter will include a request for a parent/student/counselor/principal conference.
  - Excusable absences will be considered prior to the school notifying the district's School Resource Officer or Madison County Truancy Office.
  - Develop or revise plan to improve attendance
  - Referral to appropriate school-based team may be made.

The school will maintain the following documentation and/or data:

- Document the dates of letters, policies, and regulations that are sent to parent
- Document phone calls and parental responses
- Document conference dates and parental responses
- Document attendance plans and any revisions
- Maintain student attendance records

The district's inadvertent failure to comply with any procedure set forth in this regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absence as provided in this policy.

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 (9 or more days) of the prior 180 regular school days without valid cause (unexcused absences) 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 and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

## **HOMEWORK REQUESTS**

Assignments missed due to absence will be provided to students **upon their return to school**. Students will be given one day for each day absent to turn in missed work. For example, a student who is absent from school all day on Monday should request their missed work from their teachers on Tuesday and turn in the missed work on Wednesday. The **office does not request homework** for students. However, a parent may contact the teacher directly if the student is absent for more than **two** days.

## **TARDINESS**

If a student is tardy to school, he or she should report to the office to obtain an admit slip to class. Each student will receive one excused tardy per quarter. The consequence for tardiness may include lunch detentions and after-school detentions.

For extreme cases, additional consequences are at the discretion of the Administration.

If students are tardy throughout the school day, it will be noted in PowerSchool. Excessive tardies will result in an office referral.

## **POLICIES AND PROCEDURES**

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually, non- disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Students should exercise these rights reasonably and avoid violating the rights of others.

Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive is not tolerated. Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On school grounds before, during, or after school hours and at any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes, or an education function
- Violating the District Acceptable Use of the District's Electronic Networks Policy for computers and the Internet

### **SCHOOL SAFETY AND REPORTING**

The welfare and safety of everyone at Trimpe Middle School depends on our mutual cooperation and respect for the rules and individual rights. With this in mind, we encourage our students, staff, and parents to report observations or concerns they may have that have any potential to put anyone in harm's way. We also offer assurance that such reports will be handled with discretion and, when appropriate, our assurance of the reporter's anonymity. School violence hot line numbers are: Illinois State Police @ 1-800-477-0024, and Madison County Superintendent @ 1- 888-656-5500.

## **CLOSED CAMPUS**

During the school day, students attending Trimpe Middle School will be restricted to Trimpe property. The major purpose of this school board policy is to prevent nonessential, non-school related people from having contact with middle school age students. Students violating this policy will be disciplined, and such infractions could lead to suspension from school or further consequences. Students, who need to leave school for appointments, etc., may do so by being signed out by their parents or guardians. Since Trimpe is a closed campus, parents are encouraged to not sign-out their students to eat lunch off-campus.

## **GENERAL CLASSROOM PROCEDURES**

All classrooms will follow similar general classroom procedures, but every teacher has the right to maintain and implement classroom rules, expectations, and classroom-specific disciplinary consequences, as allowable by law.

## **DRESS POLICY**

It is our belief that good taste in dress and appearance has a positive impact on the school environment. It is also our belief that a detailed statement on student dress and appearance is not necessary, but is explained as follows:

- A student's dress and appearance may not be a safety or health hazard or disrupt the educational process. This means students may not be immodest in their appearance.
- Students may not wear racer back tank tops, halter-tops, tops with straps under two inches in width, or clothing that exposes the midriff. Students may not wear leggings alone as pants. Wearing leggings under skirts or long tops/shirts is acceptable as long as the skirts or long tops/shirts are of adequate length. See general rule regarding fingertip length.
- Trimpe Middle School has established a position concerning tobacco and chemical (including alcohol) products, as well as illicit drugs. We ask that students refrain from wearing clothing, jewelry, etc., that endorse these products. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Pants or shorts that sag, so as to expose underwear or impede movement may not be worn. In general, this means that the waistline of slacks or shorts should be very close to the natural waistline.
- The length of shorts and skirts must be modest. As a general rule, shorts/skirts should reach at least fingertip length when the arms and fingers are extended down the side of the torso.
- Headgear is not permitted, including but not limited to caps, hats, bandannas, picks, do-rags, combs, scarves, hoods, large, distracting headbands, sunglasses, etc.
- Ripped jeans, or any clothing with holes or tears above the length of fingertip are not permitted if skin shows through the holes.
- Brief or form-fitting clothing, which allows undue exposure of the body, is not permitted.
- Any heavy coat or jacket worn to school as an outer garment should be hung in your locker until lunch time or the end of the school day.
- Appropriate footwear must be worn at all times.

Students who wear inappropriate clothing will be required to change it, and time missed from class for this purpose will not be excused. Repeated infractions may be subject to disciplinary action at the discretion of the administration. The administration reserves the right to interpret individual cases in terms of this dress policy statement.

## **PHYSICAL EDUCATION POLICIES**

Each student will need the following equipment:

- Uniform: T-shirt and purple shorts (purchased at TMS) with your name printed legibly on the front with a permanent marker (Sweatshirts/pants are permitted during cold temperatures)
- 1 pair of gym shoes with non-marking rubber soles
- 1 pair of socks
- 1 combination lock (supplied by the school). Students that lose their locks will be required to pay the

replacement cost, approximately \$6.00.

It is important for each of the above articles to be marked for identification.

Valuables must be locked in the student's assigned locker.

Laundering uniforms weekly is recommended. P.E. teachers offer a weekly laundry service. Students should speak with their P.E. teacher for more information.

It is recommended that jewelry not be worn during physical education classes. Absolutely no watches, rings, or bracelets with metal will be allowed during class. Other jewelry worn is at the student's own risk. Jewelry must be removed at the discretion of the teacher. Students who choose not to comply with requests to remove such jewelry will lose credit for "dress cuts."

Improper dress will result in a dress cut. Students may not wear the clothes they wore to school as their P.E. uniform.

Students may be excused from dressing out for P.E. only three times per semester with a parent's note. Any further absence from P.E. requires a written doctor's excuse.

Students who are excused from P.E. by a physician may not participate in other physical activities, including school sports.

Students are encouraged to have a backup plan for dressing out. This may include students leaving an extra t-shirt and shorts in their P.E. locker or having \$0.50 to rent a P.E. uniform for the class period.

Students may be eligible to attend P.E. incentives trips if they are passing P.E., have no more than one dress cut, and no missing work.

Students who refuse to dress out for P.E. and/or participate in P.E. will be sent to the Student Support Room (SSR) for an alternative assignment.

#### **SMOKING/TOBACCO/VAPING/DRUGS/ALCOHOL**

Smoking, including vaping, is not permitted anywhere on school property, inside and outside of school facilities. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, or e-cigarettes, vapes, vape pens or other vaping related products and look alike products, matches, or lighters by students is prohibited.

Non-medical use of drugs is hazardous to the health of students. The use, possession or distribution of alcoholic beverages, drugs or look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities, as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs or alcohol. Compliance with the standards of conduct is mandatory. Students found in possession, use, or under the influence of any intoxicating beverages or illegal drug will be subject to discipline up to and including suspension with possible expulsion from school and/or possible police referral. The term drug being defined as follows:

- Substances recognized as drugs in the Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary, or any supplement of any of them.
- Substances intended for use in diagnosis, cure, mitigation, treatment, or prevention of disease in man or animal.
- Substances (other than food) intended to affect the structure or any function of the body of man or animal.
- Marijuana, hashish, or other substances, which are identified as intended for use as a component of any article specified in clause a., b., c. of this definition.
- Does not include drugs for which a student has a prescription.
- Electronic signaling devices found on District facilities shall be confiscated – by the Superintendent or his designee. The presence of such a device may be the cause for further search for possession of drugs and appropriate discipline as established by the School Board.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought into school buses or school property and submit such drugs to the proper

authorities for analysis.

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

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, 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.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **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.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

Mr. Adam Miller Principal  
Wilbur Trimpe Middle School  
910 Second Street, Bethalto, IL 62010  
Phone: (618) 377-7240  
Email: amiller@bethalto.org

### **Complaint Managers:**

Mrs. Laura Gipson, Assistant Principal  
Wilbur Trimpe Middle School  
910 Second Street, Bethalto, IL 62010  
Phone: (618) 377-7240  
Email: lgipson@bethalto.org

Mr. Brett Kolweier, School Counselor  
Wilbur Trimpe Middle School  
910 Second Street, Bethalto, IL 62010  
Phone: (618) 377-7240  
Email: bkolweier@bethalto.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **HATE CRIMES**

A hate crime is any one or more of several crimes against another by reason of race, religion, gender, or other such classification.

A student who believes he/she is the victim of a hate crime or crimes should report this immediately to a building administrator. Hate crimes may be construed as "gross misconduct" and can result in penalties up to and including suspension or expulsion from school. Students must understand that a hate crime is a felony under the law, and as such merits very serious penalties.

## **SEARCH AND SEIZURE**

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

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

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

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **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.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **BULLYING**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics,

or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

*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:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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 building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

To best support all children, any staff member at TMS is available to help your child feel safe in the event that they are being bullied.

#### **Nondiscrimination Coordinator**

Dr. Kelly McClain, Associate Superintendent  
Bethalto School District  
101 School Street, Bethalto, IL 62010  
Phone: (618) 377-7200  
Email: kmcclain@bethalto.org

#### **Complaint Manager:**

Mrs. Laura Gipson, Assistant Principal  
Wilbur Trimpe Middle School  
910 Second Street, Bethalto, IL 62010  
Phone: (618) 377-7240  
Email: lgipson@bethalto.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.

#### **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.

#### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain the safety of other students and remove students from a classroom for disruptive behavior.

The superintendent, building principal, assistant principal or dean of students are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel a student guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board, as allowable by law.

#### **LOCKERS/CARE OF SCHOOL PROPERTY**

Student lockers and locks are the property of the school. School Administrators will inspect and examine locker contents at their discretion. Students are not allowed to use their personal locks on any school locker.

Students will be held responsible for proper care of all books, supplies, library materials, furniture, electronic equipment, etc. furnished by the Board of Education. Pupils who carelessly deface or destroy school property shall be required to pay all damage costs.

Much time, effort, and money are spent annually in maintaining the building and grounds in a clean, sanitary, and attractive condition. Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times.

Chapter 38, Section 429, Illinois Revised Statutes provides that: Whoever willfully and maliciously or wantonly and without cause destroys, defaces, marks, or injures any school house, church, or other building erected or used for the purpose of education, or religious instruction, or for the general diffusion of knowledge, or any of the out buildings, or furniture, apparatus or other property belonging to or connected with such schoolhouse, church, or other building shall be fined not exceeding \$500.00 or confined in the county jail not exceeding one year.

### LAPTOP ACCESS

The following general procedures will be followed regarding student laptop access:

- Students will be responsible for charging laptops daily and carrying laptops correctly.
- Students will be responsible for any lost/stolen/destroyed items.
- Students may have laptop privileges suspended for failure to follow general and specified laptop expectations. This includes not carrying their school-provided laptop in a bag/sleeve.

### TECHNOLOGY EXPECTATIONS

|  <b>TRIMPE MIDDLE SCHOOL</b><br><b>“ACHIEVEMENT FOR ALL”</b> |   |
|--|---|
| <i>Home of the Eagles</i><br><i>BE:</i>  | <b>Technology Expectations</b>  |
| <b>Responsible</b>   | <ul style="list-style-type: none"> <li>✓ Laptop is stored, charged, and carried appropriately.</li> <li>✓ Keep dock visible.</li> <li>✓ Keep food/drink away from school issued laptop.</li> <li>✓ Use laptop for educational purposes only.</li> </ul> |
| <b>Respectful</b>  | <ul style="list-style-type: none"> <li>✓ Use only the laptop assigned to you by the school.</li> <li>✓ Treat the school issued laptop appropriately.</li> <li>✓ You may be charged fees for misused technology items.</li> </ul>                        |
| <b>Safe</b>  | <ul style="list-style-type: none"> <li>✓ Keep your passwords/<u>log-in</u> information safe.</li> <li>✓ Use only school appropriate websites.</li> <li>✓ Never share personal information on the Internet.</li> </ul>                                   |

### ACCEPTABLE USE of the DISTRICT’S ELECTRONIC NETWORKS POLICY

All use of the District’s electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will**

**result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District's electronic networks 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** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are::

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks 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** - By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**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 malware, such as viruses and spyware.

**Telephone Charge** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use 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 Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. 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.
3. Electronic messages transmitted via the 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 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not

engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## **DISCIPLINARY MEASURES**

### **MAINTAINING DISCIPLINE**

When the state established the public school system and passed the compulsory attendance law, it recognized the need for order and discipline so the purpose for which the schools exist could be achieved. To do so, the state charged teachers with the responsibility to maintain discipline and to do what is necessary within reason to do so. Section 5/24-24 of the Illinois School Code (1969) states: "Teachers and other certified educational employees shall maintain discipline in the schools. In all matters of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians." This section of the law not only gives to the teacher the right of discipline, but it charges the teacher with maintaining discipline. Therefore, it is the Board of Education's policy that it is the duty of each teacher to maintain good discipline and to correct improper behavior not only within the confines of his/her own room, but throughout the school premises. There are several alternatives available to the teacher in maintaining discipline. As a professional educator, the teacher has the responsibility to use the most appropriate action to correct the situation. If necessary, a teacher may remove a student from the classroom for disruptive behavior. In dealing with student discipline for misbehavior, students must be given an appropriate opportunity to present their side of the situation and be entitled to the provisions of due process as it relates to the school setting.

School-wide behavior expectations have been established based on the premise that teachers must be assured of the right to teach, and students must be assured of the right to learn.

Appropriate behavior (Respectful, Responsible, Safe) is necessary in maintaining a positive school climate and effective learning environment.

Students are expected to:

#### **1. Be Responsible**

- Be on time
- Have necessary materials
- Complete assignments promptly
- Remain on task
- Follow all school and safety rules
- Accept responsibility for behavior

#### **2. Be Respectful**

- Be courteous and kind
- Listen to others
- Remain quiet in classrooms and hallways
- Do not harass or bully others
- Treat others the way you like to be treated

### 3. Be Safe

- Keep hands and feet to yourself
- Walk (not run, skip, or jump) from one place to another
- Do not engage in horseplay or roughhousing

### PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. 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..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. 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.
6. 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.
7. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. 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; or
5. During periods of remote learning.

#### **DISCIPLINARY MEASURES**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **WEAPONS PROHIBITION**

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 but not more than 2 calendar years:

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 but not more than 2 calendar years:

(1) A firearm, meaning 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.

### **GANG AND GANG ACTIVITY PROHIBITED**

"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.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

### **EXCLUSION OF STUDENTS**

It is the policy of the Bethalto Community Unit #8 Board of Education to maintain in the schools an environment conducive to learning and the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn.

Therefore, whenever it is in the best interests of the student, school, or other students to exclude a student from the education program or related services, the procedures listed below shall be followed.

Exclusion - means denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.

Suspension - means exclusion for a period not to exceed ten (10) school days.

Emergency - means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.

Bus Suspension - means an exclusion from riding a school bus for any length of time.

Expulsion - means exclusion for a period of more than ten (10) school days, and up to two (2) calendar years.

Gross Disobedience and Gross Misconduct – means, but is not limited to:

- The willful refusal to obey the policies, rules, and regulations of the Board of Education.
- The willful refusal to obey all written or oral instructions of any member of the administrative staff, teaching staff, designated non-certified supervisory personnel, or bus drivers and including the willful refusal to submit to search of oneself or one's possessions by an administrator and based on reasonable suspicion that one may be in possession of contraband including, but not limited to drugs and/or weapons.
- Willful behavior, which interrupts the orderly process of school affairs.
- Conduct, which is or may be physically injurious to persons or property and including misuse or abuse of technology
- Truancy: subject to Section 26-12 of the Illinois School Code.
- Repeated minor incidents, including chronic tardiness, or misbehavior, which other disciplinary measures have failed to deter.
- Behavior, which violates or attempts to violate a Board of Education policy, rule, or regulation.
- Possession, use, delivery, sale, or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia prohibited by the Cannabis Control Act or the Controlled Substance Act other than those prescribed for. (Possession shall include any area over which a student has immediate control as an automobile, locker, purse, handbag, etc.)
- Being under the influence of any alcoholic beverage, controlled substance, prohibited by the Cannabis Control Act or the Controlled Substances Act other than those prescribed for medicinal purpose or in possession of paraphernalia associated with their use.
- Excessive unexcused absences.
- Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff, or school bus drivers.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

In dealing with student discipline for misbehavior, students must be given an appropriate opportunity to present their side of the situation and be entitled to the provisions of due process as it relates to the school setting. Parents have the right to appeal a suspension. Such an appeal should be made first to the building Principal, then to the District Superintendent, and finally the School Board, in that order.

A student who is expelled may not earn credit for any course work during the semester in which the infraction leading to expulsion was committed.

## **DISCIPLINARY CONSEQUENCES**

Disciplinary issues will be handled on an individual basis, with a range of consequences including, but not limited to::

Warning - means a conference with an administrator

- Detention - means a supervised 30-minute period before or after school. Detentions that are not served within one week of their issue may be converted to one day in the Student Support Room.
- Student Support Room (SSR) – means a supervised period of time in a designated room during the school day. Students will be provided an opportunity to complete and discuss a self-reflection exercise related to their disciplinary infractions, an opportunity to complete work for full credit, and the ability to meet with their teachers. Additionally, students need to bring required course materials with them. SSR will be an electronics-free zone. Students may not use their school-issued laptop, cellphone, or other electronic device while in SSR. Students who are in SSR will be provided assignments that are not computer-based.
- Out of School Suspension (OSS) – means discipline served outside of the school building during the school day. Students

will be provided an opportunity, upon their return, to complete work for full credit. Upon their return, students will be provided a re-engagement plan to address missed work and the students' reintegration into the classroom setting. Among other things, within the re-engagement plan, students may be assigned one day in the Student Support Room upon their return to school and provided an opportunity to speak with the school social worker, or designee.

- Short Term Option Placement (STOP) -- Students who are issued multiple day out-of-school suspensions (OSS), will attend the STOP Program, located within the CEO building in Troy, IL, during their suspension. STOP provides students with an opportunity to complete their assigned coursework, as well as a reflection period to allow them to think about making better choices in the future. Students will be transported to the STOP classroom by bus. Teachers will send work for students to complete for full credit. Students that refuse to attend STOP will not be given credit for work assigned during their OSS. For more information about STOP, please visit <https://goo.gl/zpwreZ>
- Students who are suspended out of school and/or attend the STOP program as a result of school discipline may be excluded from participating in or attending school-sponsored field trips.

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

### **ADMINISTRATIVE ACTIONS**

This listing is not intended to be, or should be considered, all-inclusive or progressive in nature. Administrative discretion may be used on all issues/consequences as well as addressing "unforeseen" issues that have not been listed. Administration may use other interventions not listed within the student handbook. Determination of Out of School Suspension and/or Expulsion will be made on a case-by-case basis as required by statute. In specific instances, at the discretion of the Administration, local authorities may be contacted for assistance.

#### **Alcohol**

Possession, use, being under the influence, distribution, and purchase of any intoxicating beverage is prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion Assessment by an agency or institution acceptable to the school and compliance with recommendations based on the assessment may be conditions of readmission to school in such cases. A Breathalyzer, which can be used to determine whether alcohol has been consumed, is available on campus and at all school functions. It may be used in any case when a student is believed to have consumed or been under the influence of alcohol.

#### **Arson**

Any attempt or act of committing arson is prohibited

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

#### **Bomb Threat**

Making a bomb threat is prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

#### **Bullying**

Bullying, as described within this handbook, or further forms identified by school authorities is not permitted.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, or Expulsion

#### **Bus Conduct**

Failure to follow the bus rules, directions of driver, etc.

**Consequences:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion  
Students may also be given an assigned seat, removed from the bus, and/or lose bus transportation services.

#### **Cafeteria and Recess Behavior**

Littering, throwing things, excessive noise, leaving trays or other refuse, and any other inappropriate behavior within the cafeteria,

including, but not limited to rules on pages 11-12, or at recess are not permitted.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion, Students may also lose cafeteria or recess privileges.

### **Electronic Violation**

#### **Cell Phones, Apple Watches, Electronic Signaling Devices, Laser Pointers, E-readers, and Any Device With Camera Capabilities, and Musical Listening Devices:**

Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the TMS Staff is prohibited during the school day.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion  
Cell phones should be turned off upon entrance to the building. Students may only use electronic devices with staff permission during the school day.

Electronic devices may be confiscated and may require pick up by parents/guardians from the main office.

Bluetooth Earpieces/Ear buds/Head phones must be put away and not visible when not using them in the classroom. They should also not be connected to cell phones.

### **Cheating, Integrity**

Acts of academic dishonesty

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension

A first offense will result in parental contact and the option to redo the assignment, if applicable, for half credit. Subsequent offenses will result in parental contacts and zeros for the assignments.

### **Disorderly/Disreputable Conduct**

Behavior inappropriate for the school setting is not permitted.

**Consequences:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Dress Policy Violation**

Students who are dressed in violation of the district dress policy

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion,  
A student will be required to change clothes before returning to classes.

### **Drugs, Controlled Substance, Look-a-likes, Paraphernalia**

Possession, use, distribution, or being under the influence of any drugs, controlled substance, look-a-likes, or paraphernalia; and/or the purchase or distribution of any of the above is prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion  
Assessment by an agency or institution acceptable to the school and compliance with recommendations based on the assessment may be conditions of readmission to school in such cases.

### **Physical Aggression-Fighting, Hitting, Verbal Threats, Physically Aggressive Behavior, Provoking or Attempting to Provoke a Fight:**

Physically aggressive actions toward any student or staff member are prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Fire Alarm**

Activating the fire alarm system without appropriate cause is not permitted.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Forgery**

Altering information with intent to deceive, including falsified signatures

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Gambling**

Gambling of any kind is not permitted.

**Consequences:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Gang, Cult Activity, Secret Society**

Involvement in gangs or cults, or gang or cult related activities including display of gang symbols or paraphernalia; being a member of, joining, promising to join, or becoming pledged to become a member of any public school fraternity, sorority, or secret society; soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society is prohibited.

**Consequences:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Gum**

Gum is permitted in the building but needs to be used appropriately and discarded appropriately. Chewing gum in the classroom will be at the discretion of the teacher.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room

### **Harassment**

Any conduct deemed harassment is not permitted.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Horseplay**

Minor actions that disrupt the school environment

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room

### **Inappropriate Language, Profanity, and Obscene Gestures**

The use of inappropriate or profane language, both verbal and non-verbal, is not permitted.

**Consequences:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Insubordination, Disrespect**

Failure to follow the directions of faculty, staff, or Administration

**Consequence:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Intimidation, Threats, Hazing, Extortion**

Any acts of, or attempts at, using any form of aggressive behavior that does physical or psychological harm to someone else and/or urging others to engage in such conduct

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Medication**

Failure to follow the medication guidelines as outlined in this handbook, including distribution of over-the-counter or prescription medication to others

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Plagiarism**

Copying or paraphrasing material written by another without attributing the source, whether the source is another student or published material

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room

A first offense will result in parental contact and the option to redo the assignment, if applicable, for half credit. Subsequent offenses will result in parental contacts and zeros for the assignments.

### **Public Display of Affection**

Public displays of affection are not permitted at school.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Sexual Harassment**

Any conduct deemed sexual harassment is not permitted.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Smoking, Vaping, Tobacco**

Smoking, vaping, or using tobacco in any form, and possession of tobacco, electronic cigarettes, *e-cigs*, *vapes*, and look alike products, lighters, matches, or other incendiary devices are prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Stealing**

Taking any property that is not one's own is prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Technology Violation**

Inappropriate handling or use of computers, or other electronic equipment

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion  
Administration reserves the right to restrict or take away computer privileges from students.

### **Trespassing**

Students suspended or expelled from school are not to be on school grounds, nor can they participate in any school activities. After hours, students are not to be in the building or on the grounds unless in a school supervised activity.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Unauthorized Areas**

Students are not allowed in halls/restrooms, outside of passing periods, without a pass, nor are they allowed in restricted areas without permission.

**Consequences:** including, but not limited to, Warning, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Unserved Detentions**

Failing to serve detentions within one week of their issue.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **Vandalism**

Defacing/destroying any school property is not permitted.

**Consequences:** including, but not limited to, Detention(s), Student Support Room, Out of School Suspension, Expulsion

### **Weapons**

Possession and/or use of weapons including, but not limited to, guns, rifles, shotguns, firearms, any devices that expel a projectile via an explosive, bombs, grenades, rockets, missiles with explosive or incendiary charges, black-jacks, metal knuckles, throwing stars, knives; any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, metal knuckles, pens, pencils, ball bats, etc.; "look-a-likes" of such weapons are prohibited.

**Consequences:** including, but not limited to, Student Support Room, Out of School Suspension, Expulsion

### **ACADEMIC DISHONESTY**

Each of the following constitutes forms of academic dishonesty:

- Obtaining a copy of a test or scoring device.
- Accepting a copy of a test or scoring device.
- Copying another student's answers during an examination.
- Providing another student answers or copies of examination questions.
- Using notes or other materials that are not allowed during "closed book" examinations.
- Taking credit for, or copying, another student's work as one's own work.
- Duplicating another student's project for admission as one's own work.
- Having someone other than the student prepare the student's homework paper, project, laboratory report or take-home examination for which credit is given.
- Permitting another student to copy the student's homework paper, project, computer program, laboratory report or take-home examinations other than for a teacher-approved collaborative effort.
- Any other action intended to obtain credit for work not one's own.

Consequences for such infractions may include failing grades, loss of credit, and/or other disciplinary measures depending on circumstances of the infraction and administrative discretion.

## **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.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS AND ACTIVITIES**

Athletics and activities offered at Trimpe include football, cross country, basketball, wrestling, volleyball, girls' softball, track, cheerleading, dance team, art club, pillars committee, and student council. Trimpe Middle School takes pride in the belief that participation in extracurricular activities is a privilege, not a right.

### **PHYSICAL AND PROOF OF INSURANCE**

A physical and signed insurance waiver or proof of purchased school insurance must be on file in the office before a student may try out, practice, or participate in any athletics, including cheerleading or dance.

### **ATHLETIC HANDBOOK**

All other athletic rules and information are outlined in the athletic handbook. This includes our **Concussion Policy**.

[CLICK FOR LINK TO ATHLETIC HANDBOOK](#)

Please contact the athletic director or the school office for more information.

## **PARENT NOTICES INCLUDING THOSE REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**

### Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### School Visitation Rights Act

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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### District Wellness Policy

The Bethalto School District has and maintains a Wellness Policy. This policy may be found at our district website, [bethalto.org](http://bethalto.org)

## Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

## ASBESTOS POLICY

### MEMO

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TO: Parents, Guardians, and Unit #8 Employees  
From: Dr. Jill Griffin, Superintendent  
Date: May 2020  
RE: Asbestos Management Plan Notification

Asbestos containing building material (ACBM) are present in our school district.

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers.

In 1990, the school district implemented the management plan with an extensive abatement project. Subsequently, all buildings are subject to re-inspection every three years.

Copies of the asbestos management plan for each school, which includes the re-inspection report, is located in both the Superintendent's office and the Principal's office.

The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability a copy of the form, "Request for Inspection of Management Plan," will be provided upon request.

Should a request be made for a copy of the report, the school district is Allowed to charge a reasonable fee to make copies of the plan.

## SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois

Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule

- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **PANDEMIC PREPAREDNESS**

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent, under the authority of the Board of Education, and in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.