

Tamaroa Grade School District #5

Student and Family Handbook



2024-2025 School Year

Tomorrow's Success Reflects Today's Education

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INTRODUCTION AND PURPOSE

The School Board and Staff want to welcome you to Tamaroa Grade School for the 2024-2025 school year. We are excited and looking forward to a great school year. The purpose of this handbook is to be a user-friendly communication tool for students, families, teachers, staff, and administration. We want to acquaint all stakeholders with the procedural operation of their school. We ask that each family review this Handbook with their child and use it throughout the year when questions might arise. Respect, Responsibility, Safety, and Communication are four terms used often throughout this handbook. Let's think of these as our cornerstones as we go through the school year.

TAMAROA GRADE SCHOOL MISSION STATEMENT

Tamaroa Grade School is a partnership of students, parents, educators, and the community whose purpose is to provide an environment, which recognizes the individual needs of the students and which promotes the intellectual, social, and physical growth of young people. Tomorrow's Success Reflects Today's Education. 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 may be amended during the year without notice.



**BOARD OF EDUCATION
2024-2025**

Charles Stein, President
Misty Doerflein, Vice-President
Mackenzie Lively, Secretary
Sherri Phillips, Member
Alaina Marlow, Member
Phillip Catt, Member
Devan Downard, Member

**FACULTY AND STAFF
2024-2025**

Superintendent/Principal Erica Hicks
Bookkeeper Kathryn Restoff
Secretary Angela Wright
Pre-K Instructional Coach Sierra Tiberend
Pre-K Sarah Copus
Kindergarten Lauren Adams
1st/2nd Grade Homeroom Elizabeth Fagerland
3rd/4th Grade Homeroom Cory Plumlee
5th Grade Home Room/Math Chair Alicia Eisenhauer
6th Grade Homeroom Science Peter Omiotek
7th Grade Homeroom Social Science/Health & PE CJ Opp
8th Grade Home Room/ELA Chair Cindy Opp
Special Education/Resource Tammy Helvey
Speech Addison Baker
Social Worker Meg Haggard
Art Alexis Hughes
Paraprofessional Kelsey Lamke
Paraprofessional Taylor Hinkle
Paraprofessional Cassandra Brown
Lunch Aide Peggy Valentine
Director of Operations, Maintenance, Transportation, and Athletics/Bus Driver Kerri Schoenbacher
Special Education Driver Michael Phillips
Special Education Driver Rachel Kurtz
Head Cook Ashley Nehr Korn

CHAIN OF COMMUNICATION

It is imperative that the chain of communication is strongly adhered to on all questions and concerns which a student or parent/guardian may have relative to school problems. If the chain of communication is not followed, wrong or inaccurate information is likely to happen. Process: We ask each of you to first direct your concern to the teacher or staff person involved. Should you desire further clarification, contact the school principal/superintendent. If the problem has not been resolved from the central office, you may appeal to the Board of Education. If your appeal is to the Board of Education, please contact the school office for the proper procedure to follow. It is requested that you not contact or call the board members at home. The board members can only make decisions and develop policy as a governing body, not as an individual.

SCHOOL DAY

Monday, Wednesday, Thursday, Friday

Classes start: 8:20 a.m.

Classes end: 3:10 p.m.

Tuesday

Classes start: 8:20 a.m.

Classes end: 2:00 p.m.

Early Dismissal Days: 12:00 p.m.

BUILDING OPENS

The school building will open when the teacher on supervisory duty reports for work. **We request that no student come to school before 7:45 a.m.** Your support in this matter is greatly appreciated. Your child's safety and welfare are of importance to you and us.

CAFETERIA OPERATIONS

We will serve breakfast and noon lunch each full day of school. Students who bring their lunch must store them in the lunchroom. Food and beverages will not be permitted outside of the cafeteria at any time during school hours. If brought in from an outside source, students must go to the cafeteria to eat/drink. **Teachers reserve the right to serve food and drinks to students in their classrooms.*

BREAKFAST PERIODS

K-4th 7:45-8:00

5th-8th 8:00-8:15

Pre-K 8:30-9:00

**If students arrive at school after 8:30 a.m., they will be provided with individually wrapped breakfast food, if requested.*

LUNCH PERIODS

Pre-K 11:00-11:30

K-1st 11:30-11:50




2nd-4th 11:50-12:10

5th-6th 12:12-12:32

7th-8th 12:32-12:52

PHYSICAL-DENTAL-EYE EXAMINATIONS AND IMMUNIZATION

State Law in Illinois requires that all students entering kindergarten or first grade, sixth grade, and athletic participants must have a physical examination and their immunization records up-to-date. It is the responsibility of each parent/guardian to furnish the school with proof of compliance. State law requires all students entering kindergarten, second, and sixth to have a dental exam. Also, the law requires all students entering kindergarten to have an eye exam. This has to be done before the first day of school. Below is a list of Required/Recommended Immunizations according to grade level:

  	
Illinois' Required & Recommended Immunizations	
	Required Recommended
Kindergarten/ 1st Grade	<ul style="list-style-type: none"> 4th dose of Tetanus, Diphtheria and Acellular Pertussis (DTap) 4th dose of inactivated polio virus 2nd dose of Measles, Mumps, Rubella (MMR) 2nd dose of Varicella (VAR)
2nd-5th Grade	<ul style="list-style-type: none"> Proof of 2 doses of Measles, Mumps, Rubella (MMR)
6th-12th Grade	<ul style="list-style-type: none"> Dose of Tetanus, Diphtheria and Acellular Pertussis (Tdap) 3rd dose of Hepatitis B Proof of 2 doses of MMR Dose 1 of meningococcal ACWY (applies to 6th grade only) Dose 2 of meningococcal ACWY (applies to 12th grade only)

BOOK RENTAL

The principle advantage of renting books lies in the fact that students can rent books at approximately one-third of their list price. This means real savings to all students and their families in dollars and cents. There is definite responsibility placed on all students and families who participate in this plan. THE STUDENT IS RESPONSIBLE for the proper care of rental books. Failure to take proper care of the rental books will result in the student having to pay the entire replacement cost of the book. All book fees must be paid on the first day of attendance before books will be issued. All text, workbooks, and other rental materials must be returned to the school at the end of the school year. 2024-2025 Book rental fee: \$40. The following fee schedule will be used for all entering students: First Quarter – full cost (\$40), Second Quarter – $\frac{3}{4}$ cost (\$30), Third Quarter – $\frac{1}{2}$ cost (\$20), Fourth Quarter – $\frac{1}{4}$ cost (\$10). There is a multi-child discount for families with more than one child attending Tamaroa Grade School during the same year. The first child will be \$40, and each additional child will receive a \$5 discount. Fees will not exceed \$100.

TRANSPORTATION

Regular bus routes will be run approximately the same as last year. If any changes become necessary, we will notify you of such changes. Any student who requests to get off the bus at a location other than his/her regular stop must have a written request signed by the parent/guardian sent to the school office. No student will be delivered to a location that is not on the regular bus route. For the safety of all students, no animals are allowed on the bus. Each student will be provided with a list of bus rules. Failure to obey these rules may result in suspension from riding the bus. All students are required to be at their pick-up point waiting for the bus – the bus will not wait for them. During inclement weather, consideration will be given to students in regards to the above.

SCHOOL CLOSINGS

During inclement weather and poor road conditions, it may be necessary to cancel school for that particular day. We request that you do not call the bus driver, superintendent, and school board members. This will only tie up our phones, which we need during this time. We will use our TGS Information Hub to notify everyone and you can also watch WSIL Channel 3 or KFVS Channel 12 T.V. stations for school closings. If we have to close school during school time or in an emergency, we will activate the TGS Information Hub system.

REMOTE LEARNING

Due to extreme weather conditions and/or unforeseen events, and in order to ensure student safety, Tamaroa Grade School may have students and teachers engage in E-Learning Days when emergency days are implemented by the district. These learning opportunities will also prepare students for work during post school years by supporting alternative forms of instructional delivery. Our goal is to provide a continuity of learning, as we strive for a quality experience for both students and staff. Our E-Learning Day will mimic the five-hour clock day in terms of teacher mandated work hours and student homework as required by Illinois State Statute. We have developed a system to meet the needs of the school community, where teachers will provide meaningful work for the students and the students will have until they return to school to turn in the work.

**If a student has to miss school due to a prolonged injury and/or illness, Tamaroa Grade School will create a unique plan of action with the family to ensure academic needs are being met. A doctor's note will be required. Please call the school office at (618) 496-5513 if this is something that needs addressed.*

PROGRAM EXPECTATIONS

Teachers will provide appropriate and meaningful lessons online. As a guideline for student work on E-Learning Days:

- Students enrolled in grades K - 4 will be provided approximately 30 minutes of work per class, per day. Students enrolled in grades 5 – 8 will be provided approximately 40 minutes of work per class, per day. Lessons will be specific to each subject area and grade level:
- Lessons will try to integrate as seamlessly as possible into the regular instruction that has been occurring in the class.
- Tasks should be meaningful and important to students and learning.
- Utilize digital tools and platforms as part of their regular instruction.
- Attendance will be monitored through feedback from Google platforms which is linked to Teacher Ease.
- Teachers will be available electronically from 8:30AM – 1:30PM on E-Learning days.
- Families will be notified of E-Learning Days through the use of Remind Text Messaging and the school Facebook site.
- E-Learning assignments are treated like every other assignment given in class. They are expected to be completed; otherwise the student will not receive credit. Student work will either be turned in upon return to school or remotely as indicated by classroom teachers.
- Any issues that arise during the program will be communicated to administration.

FOOD SERVICE

Students will be sent home with breakfast and lunch for all forecasted weather events. If the school is aware of an impending snow day, food will be sent home with your child(ren) when they are released to go home. If the day is not planned, please call the school office at (618) 496-5513 by 9:30 am to let personnel know that food needs to be picked up.

TEACHER OFFICE HOURS SCHEDULE

9am-10am Mrs. Opp/Mr. Plumlee
10am-11am Mrs. Eisenhower/Miss Copus
11am-12pm Mr. Opp/Mrs. Fagerland
12pm-1pm Mrs. Helvey/Ms. Adams

VIDEO SURVEILLANCE & CURFEW

The exterior of the school is under video surveillance at all times. There is a curfew on the grade school property. Anyone caught on the school property after school hours without permission can be prosecuted. This includes the playground, which is locked and off limits without a certified staff member there to ensure student safety.

SAFETY

We believe the safety of the students is a high priority. With the cooperation of everyone, we can make our school as safe as possible. Any safety issue should be brought to the attention of the Superintendent.

EMERGENCY PROCEDURE

The school has a comprehensive emergency management plan. In times of a crisis, it is imperative that procedures be followed for the safety of all the children. The school will educate the students on emergency plans and practice all of them. The school will have plans posted in each classroom. The plans will include tornados, fires, earthquakes, emergency evacuation, lock-downs, and bus evacuations. Emergency information is asked for at registration. Families are asked to keep this information up-to-date. Telephone numbers are especially important, as the school uses a Remind Hub to keep families up-to-date in all communication aspects. In the event of an emergency, with no up-to-date information, we may contact the police. If there is bad weather at the end of the school day, or if there is any other emergency that comes up and families can not be contacted, the school will use their best judgment to either send students

home or stay at school. Parents/Guardians are welcome to sign a student out or stay with the student at the school. Any emergency situation at school or off location please check the student out with the teacher.

VISITORS

Visitors must report to the school office, located downstairs. All exterior doors are locked for security purposes. Students are not allowed to let anyone in, regardless of whether or not they know the person. Please use the buzzer on the main door. Office personnel will let you in.

CROSSING GUARDS

An adult crossing guard will be present at the U.S. Highway #51/Main Street crosswalk at 7:45 AM before school and after the bus departs at the end of each regularly scheduled school day. Students are expected to cooperate with the crossing guard and only cross the street during school hours when the crossing guard is present and has given permission. All students who must pass the apartments to walk home are recommended to walk to the end of the road where the crossing guard is, regardless of whether or not they need to cross the highway. There will be no cutting through yards or alleyways. This will provide our students with the utmost safety in getting home. Students residing on the west side of Highway 51/Main Street are advised to avoid crossing the highway before and after school unless a crossing guard is present. This includes refraining from crossing to visit friends when a crossing guard is not available.

BICYCLE SAFETY RULES

A bicycle rack is provided for students who ride to school. Please lock your bike as the school will not be responsible for stolen bikes. Upon reaching school, bicycles must be parked in the rack. No riding of bicycles on school grounds during school hours – 7:45 a.m. to 3:10 p.m. Students are asked to walk bikes to and from the bicycle rack once on school property. Students are not allowed to play around the rack or tamper with other students' bikes. The same rules apply to skateboards, except they must be kept inside the front door.

MEDICATION

The Board of Education has set the following school policy on children taking medication: Children who are taking prescribed medication should consult with the physician to see if the medicine can be taken either before or after school. This is necessary because no school personnel is qualified nor licensed to dispense medicine, nor do we have adequate safe storage

space. Therefore, non-prescription medicine, (e.g.; eyedrops, Tylenol) or prescription medicine without a physician's note, will not be dispensed to students at school. Should medicine be taken during the school day, it is requested that the parent/guardian comes to the school for this purpose. If this is not possible, a single dose may be sent to school each day with the student to take after proper notification to the office. This notification must be in writing and signed by the parent/caregiver. The medication should be in a prescription bottle labeled with the student's name. No school personnel will be permitted to assume responsibility for the medicine or dispensing of it. The school will make every effort to cooperate with families and students as much as possible. Also, any prescription medication which is brought to the school must be turned into the office with a signed note from their parent/caregiver. We will not give out any medication without proper approval.

ALCOHOL, TOBACCO, DRUGS

State law and school policy prohibit alcohol, tobacco in any form, vapes, unapproved drugs, or look-alike drugs on the school grounds. Any student found with these items in their possession, selling or attempting to sell them will be suspended from school and/or extra-curricular activities as outlined in the School Board Policy Manual and School Code of Conduct.

PLAYGROUND

Students are under constant supervision while on the playground. They are to follow the rules set forth at the beginning of the year. If followed, these rules will ensure a safe atmosphere. Designated areas will be used for lining up and returning to the school building.

ASBESTOS

Tamaroa Grade School has an asbestos management plan available for review.

CARE OF SCHOOL PROPERTY

We are very proud of our school building and the cleanliness it displays both inside and out. Our custodian does an excellent job of keeping the building and equipment clean, but she is only one person. It is everyone's responsibility to help make our building as attractive as possible. Respect for school property and equipment is of utmost importance. Classroom and playground rules, which address this, must be obeyed. Any person, willingly and knowingly, who destroys or vandalizes school property will be prosecuted to the fullest extent of the law.

LOCKERS

Student lockers are the property of the school. Your locker is your responsibility. You are responsible for its cleanliness, order, and contents. Lockers may be inspected periodically to maintain the safety and cleanliness of the school. You are not to slam, yank, kick, or store items on top of the lockers. Personal items, such as backpacks and recreational head coverings, should be stored in lockers during school hours. Students must be quiet while at their lockers and while in the hallways. If you wish to have a lock, a spare key must be given to the office.

PERSONAL ITEMS

All coats, caps, ball gloves, books, etc. should have the student's name clearly written on them. This will help us to identify lost items. Personal items such as dolls, toys, tablets, etc. will only be allowed at school with permission.

CELL PHONES & ELECTRONIC DEVICES

Cell phones and electronic devices, such as video games, must be kept out of sight and turned off while on TGS property unless special permission from a staff member is given. Tamaroa Grade School provides headphones to students for computer usage. If a student wishes to bring their own headphones, make sure to mark with the student's name. Earbuds are not allowed. Social media such as TikTok, Instagram, Facebook, etc. is not allowed. Students in grades 5-8 will be asked to store cell phones, Apple watches, and earbuds in Yonder pouches during the school day. TGS staff/monitors are not responsible for accidents or stolen property. Written permission must be signed by the parent/guardian to bring any electronic devices to school. If a student violates this policy, the discipline will be as follows: 1st offense – Item is confiscated and returned to the student at the end of the day. 2nd offense – Item is confiscated, the student serves one (1) alternative classroom placement and a parent/guardian has to pick up the device. 3rd offense – item is confiscated, the student serves two (2) alternative classroom placements and a parent/guardian has to pick up the device. The student will not be allowed to bring electronic devices for the remainder of the school year unless approved by the administration.

TELEPHONE USAGE

Since school phone lines are needed to conduct our school business, students and staff will be permitted to use the office phone **for emergency reasons only**. Should it be necessary for you to call the school for your child, we will make every attempt to relay the message to him/her. Only in emergency cases will the child be called out of class. If you need to talk to a teacher we ask

that you call during their planning period. Time on task is important and therefore we would like to minimize interruptions. Please try and plan your child's after-school arrangements to minimize distractions at school. If a student has the need to contact family members for non-emergency situations, they will be allowed to call family members using the classroom phone, with teacher permission. **Teachers reserve the right to make judgment calls on the importance of calling home during school hours.*

DRESS CODE

Any form of wearing apparel and any type of grooming which, in the professional opinion of a teacher or administrator, creates a danger, ill-health, or a distraction from the learning environment is prohibited. If in the professional opinion of teachers or administrators, the student arrives at school dressed in a manner which has the potential to disrupt or distract from the educational process, the student will be offered the opportunity to change clothes to those in compliance with this policy or sent home to correct the problem. Any time away from school under this policy will be considered an unexcused absence. Items of clothing and/or jewelry that would be deemed inappropriate include, but are not limited to those that: Display profanity, Contain inappropriate connotations, Promote gang violence and/or gang-affiliation, Do not adequately cover the shoulders, back, midriff, or upper legs, Make sexual references, Contain drug, alcohol, or tobacco advertisements/pictures, Contain questionable sayings especially those trying to convey a double meaning. Additional information regarding clothing: Student's fingertips should be able to touch the bottom of the shorts and/or skirts/dresses while arm extended straight down on sides, Shirts must properly cover back and chest, Students must wear their pants at their appropriate waist height, Pants should be worn at the hips and above, and any pants with holes that inappropriately show skin should be worn with leggings or shorts underneath. Backpacks, knapsacks, purses, bags, and any type of recreational head covering are to be left in student's lockers, No spaghetti straps or crop tops of any type are allowed, Caps, hats, hoodies, or any type of recreational head covering are to be removed from head upon entering the school, Students are not to wear sunglasses over the eyes or on the top of the head while inside the building, Students are not to possess chains of any length or size, PE requires tennis shoes, or if students plan on running at recess they need to wear tennis shoes. Students represented during extra-curricular or field trips are expected to be properly groomed. Students will face disciplinary measures for improper dress. **THERE WILL BE NO WARNINGS.**

HEAD LICE PROCEDURE

Students who have evidence of head lice will immediately be excluded from school until they have been properly treated and all nits (eggs) have been removed from the hair strands. In order to re-enter school after having been sent home, a parent or guardian must bring the student to

school and be rechecked by the school office. They cannot be sent on the school bus. If live lice are found, the student will be sent home for further treatment.

ATTENDANCE

We are very proud of student attendance. For the past few years, we have averaged 91% attendance. Student attendance is directly related to performance and learning in the classroom. There is no substitute for actual participation in daily classroom discussions and work. A student's attendance in class is a vital part of the grade promotion requirements. Children who are ill should not be in attendance. However, every effort should be made to keep your children in school each day they are able to attend. If a student misses 17 days of school, excused or unexcused, he or she will not be able to participate in extracurricular activities such as field trips. A warning letter will be sent home to families once a student has missed 10 days of school.

ABSENCE

Families should call the school when they know their child will not be attending. A staff member will be present in the office to take messages starting at 7:45 am until 3:15 pm. If there is not someone available to answer your call, please leave a message. If for some reason a family member cannot call, the school will attempt to call home. This is a safety measure so that children are accounted for. Students who have been absent without correspondence with the school must bring a written note when returning. If a note is not returned within 1 day of the absence, the absence will be considered unexcused and the student will receive a zero for all work missed. The reason for the absence should be stated on this note. Any student who has been under a doctor's care for a communicable disease must have a written release from the doctor in order to return to school. The school fax number is (618) 496-3911 if you would like the doctor to fax a note to the school. If a student misses three consecutive days a doctor note is required in order to be considered an excused absence. If a student misses a total of five days per quarter, or misses a total of ten days per year, excluding mental health days, a doctor's note is required for every absence thereafter in order to be considered an excused absence. If a student misses a total of seventeen days per year, excused or unexcused, they will not be able to take part in extracurricular activities such as field trips for the remainder of the school year. The school knows there can be extenuating circumstances concerning absences, but if the communications lines are open, some potential problems can be eliminated. The school expects honesty when reporting the reasons for student absence. A student who is absent without a valid reason is considered truant. Families will be notified and if the truancy continues, counseling, as well as communication with the truancy officer, will be sought. The law states that any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may

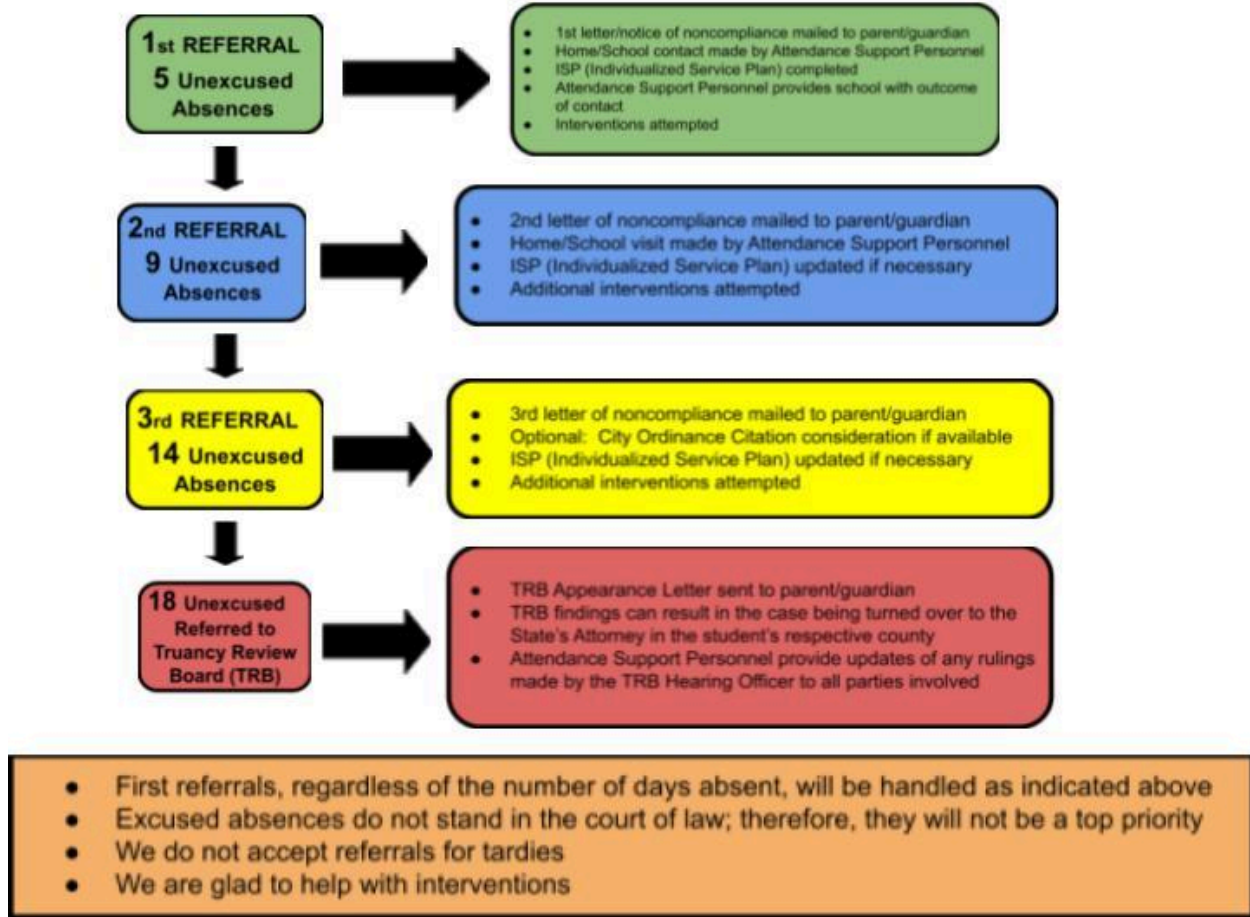
be subject to up to 30 days imprisonment and/or a fine of up to \$1500. We know that extended illnesses are exceptions. If there is any help we can give students and their parents, we want to know.

TRUANCY: SECTION 26-2A OF THE ILLINOIS SCHOOL CODE STATES: A "TRUANT" IS DEFINED AS A CHILD SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND WHO IS ABSENT WITHOUT VALID CAUSE FROM SUCH ATTENDANCE FOR A SCHOOL DAY OR PORTION THEREOF. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. "Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. "Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

- Supportive Services for Truants
- Supportive services may be offered to a student, who is experiencing an attendance problem, including:
 - Parent-teacher conferences
 - School Wellness Committee
 - Counseling services by school social worker
 - Community agency services
 - Counseling services by psychologists

Students who are truant 5 percent (5%) or more of the previous 180 days of school will be referred to the Regional Superintendent's truancy program and the state's attorney. Truancy is accumulative for the entire school year; it will not restart at the new semester. Please refer to the ROE 30 Truancy Flowchart below:

ROE 30 TRUANCY FLOWCHART



MENTAL HEALTH DAYS

Students are allowed to take five mental health days that will be considered excused. After a 3rd mental health day is taken, students will be referred to the school’s social worker.

EXCUSED ABSENCE

A student is permitted to make up missed work. Students will get one makeup up day per day missed for schoolwork. Tests will be made up at the teacher's discretion. A student is responsible to see all of his or her teachers immediately upon the first day they return to school to schedule the make-up of missed tests and assignments. If a student is assigned work the day before he or she is absent, the assigned/completed work will be expected upon return to school.

- Absences will be excused if valid cause is given within 24 hours of the student returning to school. Excused absences include:
 - (A) Sickness – personal or immediate family.

(B) Death in family

(C) Medical or dental appointments (parents are to call and confirm the appointments. If at all possible these appointments should be made outside of school hours.) The school shall require proof of medical appointment when deemed necessary. Medical excuses shall be deemed valid only if an actual office visit is made. Excuses provided by phoned in symptoms will not be accepted.

(D) Mental Health-personal mental/behavioral health related. Note a total of 5 days are allowed per school year. Students will be referred to the school social worker following a total of 3 days used.

(E) Pre-approved absence. A pre-approved absence must be presented to and approved by the principal or superintendent at least TWO DAYS before the absence, or it will be termed unexcused. Students will be given makeup days for approved absences for the time missed to complete school work.

Examples of such absences are: Farm work at home, other work at home, attendance at a funeral of a friend with parental approval, and vacations trips with parent's approval.

- Students are not allowed to have more than five days of pre-approved absences (excluding mental health days) during the school year. Days exceeding the five-day limit will be unexcused.

UNEXCUSED ABSENCE

Unexcused absences are absences with or without consent of parents, but for reasons that are not acceptable to the school. This constitutes truancy and appropriate disciplinary action will be taken. Makeup work for unexcused absences is generally not permitted, resulting in a zero for any missed assignments. However, families are encouraged to contact administration and teachers in cases of extenuating circumstances, as exceptions may be made at the discretion of teachers and administrators. Students will have to take exams for periods they are unexcused regardless if they meet all other exemption requirements. Examples of unexcused absences include, but are not limited to the following: Haircuts, Shopping and other personal business not cleared by office in advance, work (not personally excused by office), oversleeping, missing the bus or a ride with another person, and any absence in which a student does not check out with the office.

PARTIAL DAY ABSENCE

If for any reason, a student must leave school early, he or she must present a note to the teacher, signed by one or both parents/guardians. Parents or guardians must come to the office to check students out, or call the office to let them know someone will be there to pick up a student.

Students will be called from class when a family member checks them out. Students must be in attendance for a half of day to be eligible to participate in or attend any extra-curricular activity or school function that day. Students absent from school for more than half a day may not attend or participate in extracurricular activities that afternoon or night. Exceptions must be clarified in advance with the principal or dean. **STUDENTS IN THE ALTERNATIVE LEARNING CLASSROOM ARE NOT ALLOWED TO ATTEND OR PARTICIPATE IN EXTRACURRICULAR ACTIVITIES ON DAYS ASSIGNED TO THE CLASSROOM.** Extenuating circumstances will be taken into consideration.

PRE-ARRANGED ABSENCE

A student who wishes to have special permission to be absent from school must turn in a note or letter to the office from his or her parents/guardians stating the reason or purpose so that arrangements can be made for anticipated make-up work. Parents/guardians must also notify the classroom teacher or teachers of pre-arranged absences. Student attendance is very important to learning and many opportunities can only be achieved through participation in the classroom with peers and the teacher. Students are allowed up to five [5] days of prearranged absences per school year. After the fifth occurrence, the absence will be considered unexcused. For more than three [3] days, the student will be given time to make up work upon return. Work will not be sent home with students during pre-arranged absences, as Tamaroa Grade School believes time with family is important. These absences will not be included with the five days per quarter/ten days per year/three consecutive days of sick leave/absence/mental health days.

TARDINESS

Students need to be in their classroom by 8:25 or they are considered tardy. A student who is tardy causes an interruption to the class and also has to get himself or herself caught up with the lesson. Students who are tardy must report to the office where they will receive a tardy slip to permit entrance to class. Reason must be given for tardiness. Students who have accumulated 5 tardies will not be considered for perfect attendance and will also receive alternative classroom placement. If a student is late to school in the morning, a family member must either bring the student to the office to check in, or call the school to let them know the student is going to be late. If a family member does not check in with the school either in person or by phone call, the tardy will be unexcused.

ACADEMICS

GRADUATION REQUIREMENT: 2.0 G.P.A.

Reading, Mathematics, Language Arts, Science, Social Studies, Health (one semester 7th or 8th grade), and P.E. must receive a passing grade. *All grade point averages are based on a 10 pt. scale.

HONOR ROLL

The honor roll will be computed at the end of each grading period. Students in grades 5-8 are eligible for the honor roll. All major academic graded subjects will be used to determine the G.P.A. Honor Roll students will be determined by their grade point average of 4.50 G.P.A. for High Honors and 4.25 G.P.A. for Honors. Eligibility for High Honors and Honors is contingent upon the completion of grade-level work.

VALEDICTORIAN AND SALUTATORIAN

A valedictorian and salutatorian will be chosen from each graduating class. The valedictorian will be the student with the highest G.P.A., and the salutatorian will be the student with the second-highest G.P.A. All graded subjects from the students' 5th, 6th, 7th, and 8th-grade years will be used to determine the valedictorian and salutatorian, provided they meet the honor roll criteria. Eligible students will be notified mid-term of the 4th quarter of their 8th grade school year.

PROMOTION REQUIREMENTS

In order for a student to be promoted to the next grade, he/she must successfully complete curriculum, attendance (non-truant), benchmark/district-wide diagnostics, and other criteria established by the school board.

GRADING SCALE

90-100 A Excellent

80-89 B Above Average

70-79 C Average

60-69 D Below Average

Below 60 F Failing

COMPUTER EDUCATION

We are proud to say that each student is supplied with his or her own Chromebook. Our goal is to offer basic keyboarding and computer activities to all students. Students will be allowed computer time on a rotating basis as scheduling allows.

COMPUTER/CHROMEBOOK POLICY

The district shall make every effort to ensure that these educational resources are used responsibly by students and staff. The students and staff have the responsibility to respect and protect the rights of every other user at TGS and on the Internet. The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final. Computer hardware is like any other school property and shall be treated accordingly. All computers including desktops, laptops, and iPads remain the property of the district. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. All users must sign the appropriate District Computer and Network Agreement stating they understand all policies regarding computer use and agree to abide by them. There will be a technology deposit of \$40.00, refundable at the end of the year when the device is returned in good condition. If refunds are not requested at the end of the year, funds will be rolled over into the next year, until the student graduates 8th grade or the refund is requested.

INTERNET USE POLICY

Internet usage is a privilege, not a right. Students are not to use the Internet to purchase goods or services. Students are not to bypass any security measures. Never use the Internet to harm people in any way. Inappropriate material or websites are prohibited. Students should not give out personal information over the internet. The Internet may only be used for school-related activities. Emailing outside of the school network is considered “texting” and is prohibited. Email is to be used for academic purposes only. Each person is responsible for his or her own behavior. The school is not responsible for information found or lost while using district computers.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Tamaroa Grade School wants to ensure the responsible and ethical use of artificial intelligence (AI) tools and technologies. AI tools may be used to support learning activities, such as research, problem-solving, and personalized learning. Students are encouraged to use AI tools for creative projects, such as art, music, storytelling, coding, and STEM activities. AI tools are not to be used to cheat on assignments, tests, or exams. This includes using AI to generate answers or complete tasks that are meant to be done independently. Plagiarism, including AI-generated content without proper attribution, is strictly prohibited.

Students must not use AI tools to create or spread false information, harass others, or engage in any form of cyberbullying. Respect for privacy and confidentiality must be maintained. Students

should not use AI to access or share personal information about themselves or others without permission.

Students should use AI tools under the guidance and supervision of teachers or guardians, especially for younger age groups. Understanding the basics of how AI works and its impact on society will be incorporated into the curriculum, and the use of AI will be monitored in the classroom.

Violations of this policy may result in disciplinary actions, which can include the loss of AI tool privileges, alternative classroom placement, suspension, or other appropriate measures. Repeat offenses will be addressed with progressively more serious consequences.

LIBRARY BOOKS

Our library has several volumes of good books to interest all grades. Children are encouraged to read and use all the library materials. We suggest families and students read the books together. Each student is responsible for all materials checked out. A fee will be assessed for any materials lost, damaged, or destroyed. All materials have a return date. It is the student's responsibility to return the material by the due date.

COMMUNICATION WITH FAMILIES

As is stated in our mission, we are a partner with students, parents, educators, and the community. As with any partnership, good communication is invaluable. We use a student management and grading on-line system (Teacher-Ease). There is also a school-wide Remind Hub that families are encouraged to sign up for to get day-to-day information. Information is given out at registration. Individual teachers may use Remind and/or Class Dojo as a form of communication as well. Each teacher will send home information as to how to enroll at the beginning of the school year.

PERSONAL CONTACT AND PHONE CALLS

We encourage one on one communication. If you need to talk to a teacher on the phone or in person, please find out when that teacher is available and call at that time or set up an appointment outside of class time.

GRADE REPORTING

Student grades can be viewed at any time in TeacherEase. **It is the student and family's responsibility to check grades consistently to make sure that they are passing each subject**

area and/or turning in all assignments. If you have issues logging onto TeacherEase, or concerns with your child(ren)'s grade, please contact your child(ren)'s teacher for help.

GRADE CARDS

Grade reports will be sent home with each student every nine weeks. Parents/Guardians are required to sign and return the grade card the next school day.

PARENT/STUDENT CONFERENCES

T.G.S. will be in communication concerning student progress on a regular basis. Families are responsible for checking student grades through Teacher-Ease. It is recommended to check grades weekly. Conferences are held in October and will be scheduled through the main office.

WEB SITE

Our website is progressing yearly. Check for the calendar of events and other general information. The website address is www.tgs5.com. We encourage families to check here first for upcoming events.

TESTING

In addition to the regular academic subject tests, the I-Ready Assessment will be used for reading and math. The results of the test provide information about each student which assists the faculty, administration, and Board of Education in determining the educational program needs in our school. The test results also provide information to families as to how well their child is developing their educational skills. The Illinois Assessment of Readiness (IAR) test will also be administered to students in grades 3-8 during the 4th quarter. The Illinois Science Assessment (ISA) will be administered to students in grades 5 and 8 during the 4th quarter.

FIELD TRIPS

One permission slip will need to be signed at registration for all field trips that year. If you object to your student going on a particular field trip send a note or call the school. Students are required to be in attendance and will have assignments if not going on the field trip. There are some stipulations to field trips and they will be communicated to the parents at the beginning of the year. Field trips are an extension of the school and all rules apply unless stated otherwise by the supervisor of the trip. If a student misses 17 days of school, excused or unexcused, he or she will not be allowed to attend field trips for the remainder of the year. If a student accumulates 3

or more zeros in any subject area, receives 1 major behavior referral, and/or incurs 3 or more minor behavior referrals within a quarter, they will be ineligible to participate in any field trips scheduled for that quarter.

PARTIES

Four parties will be allowed during school hours for grades K-4. They are Halloween, Christmas, Valentine's Day, and Spring. Parties awarded for incentives must have prior office approval.

P.T.O.

We are proud to have an active Parent/Teacher Organization at our school. The P.T.O. group is for any community person who wishes to join and participate in school-sponsored activities. The P.T.O. helps to provide money and supportive services to you and your school.

BOOSTER CLUB

We welcome all parents, students, or community members to be a member of the T.G.S. Booster Club. Various fundraising activities are held each year to fund the athletic needs of all boys and girls sports programs. The group also assists with sporting activities throughout the year.

STUDENT TRANSFERRING

Any student transferring to another school must complete a checkout form before any school records will be forwarded. All money owed to the school must be paid in full.

FREEDOM OF INFORMATION ACT

Our school is in compliance with the Freedom of Information Act. A copy of the act and your rights are on file in the school office for your review.

STUDENT RECORDS ACT

We are in compliance with Chapter 122, Paragraph 50 of the School Code of Illinois. A copy of the act and your rights are on file in the school office for your review.

SEX EQUITY

Our school is committed to promoting sex equity and ensuring a learning environment free from discrimination based on sex, gender identity, and gender expression in accordance with state and federal laws. This policy complies with Title IX of the Education Amendments of 1972, Illinois Human Rights Act, and Illinois School Code 10-20.60. Tamaroa Grade School prohibits discrimination, harassment, and bullying based on sex and gender-related characteristics. The school will provide a supportive environment that respects and values the diverse identities of all students. Any student, staff member, or parent/guardian who believes that sex discrimination, harassment, or bullying has occurred should report the incident to school administration.

DISCRIMINATION

Our school is committed to creating a learning environment free from discrimination based on race, color, national origin, sex, gender identity, sexual orientation, disability, religion, or any other characteristic protected by law. This policy complies with Public Act 103-0472, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, and the Illinois Human Rights Act. Tamaroa Grade School's goal is to ensure that all students, staff, and community members are treated with dignity and respect. No individual or group will be subjected to unfair or unequal treatment based on protected characteristics, ensuring equal opportunities, benefits, and access to educational programs and activities. Furthermore, there will be no unwelcome conduct based on protected characteristics that creates a hostile, intimidating, or offensive environment. Any student, staff member, or parent/guardian who believes that discrimination has occurred should report the incident to school administration.

HOMESCHOOL POLICY

Families must notify Tamaroa Grade School their intent to homeschool by submitting a letter of intent. Tamaroa Grade School will count student attendance until a letter is received. Homeschooling must comply with Illinois' compulsory attendance law, which requires children aged 6 to 17 to receive an education. Homeschooling programs must provide at least the same number of instructional hours as public schools, which is typically 176 days of instruction per year. The homeschool curriculum must cover the following subject areas: Language Arts, Mathematics, Biological and Physical Sciences, Fine Arts, and Physical Development and Health. The curriculum should align with the Illinois Learning Standards to ensure that students receive a comprehensive education that meets state benchmarks. For more information regarding learning standards, please visit <https://www.isbe.net/Pages/Standards-Courses.aspx>.

If a homeschooled student has special needs, families can request evaluations and services from the local public school district. Homeschooled students are not eligible to participate in extracurricular activities, sports, and/or clubs offered by Tamaroa Grade School.

If a homeschooled student transitions back to Tamaroa Grade School, the school will determine the appropriate grade level placement based on student academic records, assessments, and standardized test results. For more information regarding Illinois law and homeschooling, please visit <https://www.isbe.net/Pages/Homeschool.aspx>.

HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parents/guardian is unable to produce records normally required to establish residency. Board policy 6:140, Education Homeless Children, and its implementing administrative procedure govern the enrollment of homeless children.

EDUCATION PROGRAMS

We believe that certain programs must be available for all students who are engaged in a learning process categorized as being special education, regular education, and gifted education.

NOTIFICATION OF PEST MANAGEMENT

Tamaroa Grade School will provide written notification to parents, guardians, and school employees at least two business days prior to the application of pesticides inside school buildings.

WAIVER OF FEES

Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges. Students whose families are unable to afford student fees may receive a waiver of fees. However, the \$40.00 technology deposit is non-waivable. Applications for fee waivers may be submitted by a student's parent/guardian who has been assessed a fee on an application form available from the office. A student shall be eligible for a fee waiver when the student is currently eligible for free or reduced lunches/breakfasts pursuant to 105 ILCS 125/1 et seq. The parent/guardian shall submit written evidence of eligibility for a waiver of the student's fee. A separate application form shall be submitted for each fee assessed to the student. The office will notify families promptly as to whether the fee waiver request has been granted or denied. A denial of fee waiver request may be appealed to the superintendent by

submitting the appeal in writing to the superintendent within 14 days of the denial. The superintendent or designee shall respond within 14 days of the appeal. The superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding. For a complete policy procedure, you may contact the school office – phone 496-5513.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

Professional conduct standards of all employees at Tamaroa Grade School shall ensure that a safe, respectful, and effective educational environment is provided for all students, staff, and community members. All employees, including teachers, administrators, support staff, and any individuals working on behalf of the school shall demonstrate integrity, honesty, and ethical behavior in all interactions and maintain a high standard of conduct both within and outside the school setting to uphold the school's reputation. This includes respectful behavior, confidentiality of all student and staff information as required by law, and effective communication with students, families, colleagues, and community members. Our school's goal is to create a supportive and engaging learning environment that prioritizes the safety, well-being, and educational needs of all students.

CODE OF CONDUCT AND DISCIPLINE POLICY

PHILOSOPHY

Pupils, families, and school personnel can best achieve educational goals if there is an atmosphere of mutual understanding, respect, and cooperation. Schools, like all other agencies in which many people work together, must have operational rules and regulations. This document provides guidelines that pupils, families, and school personnel are expected to follow in regard to discipline and citizenship. The procedures outlined are based on these beliefs:

1. That a safe and orderly school free of distractions and harmful misconduct is a paramount responsibility of the district and unqualified right of the students.
2. That adequate discipline and classroom control is essential if effective learning is to occur.
3. That self-discipline is an important part of good citizenship and an important goal of education.
4. That while public education is a right of youth, the right implies that pupils will obey the laws of the state and the rules of the school district.
5. That the attainment of good citizenship behavior is a shared responsibility of families, school personnel, and pupils.
6. That disciplinary measures imposed by families, and school personnel should be firm, fair, and sufficiently flexible to meet various situations.

7. That the Board of Education of District #5 realizes its responsibility in supporting families, school personnel, and pupils in their effort to promote effective learning and citizenship behavior.
8. That the district acts as the legal guardian of the students with all rights and responsibilities attendant to the relationship.

No student shall follow such actions that violate the rights or freedom of others either physically endangering them, or hampering their chances of receiving the educational opportunities they need. All of our efforts are pointed at dealing with the individual in a positive manner. Our efforts are directed at letting the student know what is expected in a way of behavior and the reasons involved. Tamaroa Elementary School District students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, which will damage property, which will impede the orderly process of educating students. All records generated under the Code of Conduct are subject to the Illinois School Student Records Act. The following are offenses, which are prohibited by the Tamaroa Elementary School District's Code of Conduct and the disciplinary actions and procedures used in dealing with those offenses. At the beginning of the school year, teachers will go over the handbook and discipline policy thoroughly so expectations of positive behavior are clear and the consequences of negative behavior are also clear.

SCHOOL RULES AND INFRACTIONS

Below is a list of "minor" school rules and infractions.

1. No gum is allowed at any time.
2. No running allowed in the building or at school functions.
3. No students are allowed to play in the front of the building around the cars, front door, or near the basement entrance area. Stay on the playground.
4. No personal items without permission.
5. No inappropriate grooming.
6. Recreational head coverings are to be removed upon entry to school and stored in lockers.
7. No calling or texting with cell phones or watches without permission.
8. Do not get in other people's desks or lockers or take things that belong to others.
9. No jumping from stairs.
10. No jumping to hit door frames.
11. Instigating verbal or physical altercations is prohibited.

If any of these rules are violated the school can choose any of the following options.

1. Conference with parents (by phone or in-person)
2. Conference with students

3. Consequences as stipulated in the approved Classroom Management Plan
4. Verbal reprimands
5. Loss of privileges, recess, etc.
6. Behavior referrals - after 3 minor referrals, more serious infractions may occur

Below is a list of “serious” school rules and infractions.

1. No lying or cheating or plagiarizing at any time.
2. Failure to cooperate or insubordination of staff will not be tolerated.
3. No alcohol, drugs, or look-alike drugs, tobacco, or knives and guns allowed at school.
4. No bullying.
5. No disrespect.
6. Disrespect to staff will not be tolerated.
7. No fighting.
8. No stealing.
9. No vandalism.
10. No sexual misconduct or abuse.
11. No setting false fire alarms.
12. No inappropriate language.
13. Committing any act involving a serious civil wrong or crime will not be tolerated.
14. No students are allowed to leave the school property without permission.
15. No pushing, shoving, or throwing things.

More serious infractions, as listed above, may have immediate consequences such as alternative classroom placement. Not following classroom management plans, breaking rules multiple times could result in more serious consequences. They could range from counseling from the principal, referral to behavior team, alternative classroom placement, lunch detention, professional counseling or loss of extra-curricular activities or field trips. Serious and safety-related infractions could also result in alternative classroom placement, or depending on safety issues or repeat violations, out of school suspension, or involvement of law enforcement.

Student property may be searched as long as there is a reasonable belief that the search may yield suspicion of a violation of the law or school rules. These are not all of the rules that are possible. Discipline can be enforced with anything that is considered inappropriate, disrupting, or unsafe.

RULE INFRACTION PROCESS

The teacher in cooperation with the students will develop a behavior management plan and class goals. These will be sent home to the parents. Consequences for chronic or repeated acts of the same behavior may be dealt with on a case by case basis.

CAFETERIA RULES

1. Absolutely NO sharing sack lunches. No exceptions.
 2. No asking for or trading food from others without permission.
 3. No credit for extra milk.
 4. No entering the kitchen area without permission.
 5. Use inside voices.
 6. Absolutely no throwing food.
 7. All food and beverages must remain in the cafeteria.
 8. Remain seated at lunch tables until dismissed.
- * If rules are broken, the kitchen staff will communicate these to the student's teacher. Seating charts will be created, if needed.

CLASSROOM RULES

The teacher in cooperation with the students will develop classroom management plans and class goals. These will be sent home to the parents.

BUS CONDUCT

Safety is of utmost importance. The school bus is considered an extension of the school. The rules of conduct, which apply in the building or on campus, also apply on the bus. In addition, students are required to abide by the following rules of conduct in relation to school bus transportation. Continual infraction could result in riding privileges being suspended.

1. Show respect to the bus driver.
2. Never throw anything on or out of the bus.
3. Students must take seats promptly and remain seated throughout the trip.
4. Students must never tamper with the bus or any of its equipment.
5. If windows are open, they cannot be below the line.
6. Hands and heads must remain inside the bus at all times.

7. Care must be taken in approaching the place where the bus stops. Riders are not to move toward the bus until it has come to a complete stop. Safety rules must be followed when getting on and off the bus. Check traffic and watch the bus driver for signals.
 8. Students must not bring items on the bus which might injure or harm other students.
 9. Keep the bus clean.
 10. No animals are allowed on the bus.
 11. No eating or drinking on the bus.
- * Punishment will be more severe when inappropriate behavior happens while the bus is in motion.

PLAYGROUND RULES

Safety is our #1 concern. According to state law, students are recommended to be outside during recess if the temperature is 35 degrees Fahrenheit and above. Please make sure to dress your child accordingly for the weather.

1. The school will provide all playground equipment (i.e. balls, jump ropes, etc.).
2. No standing on, running, or walking up the slides or playing tag on the equipment.
3. No rock throwing (or any inappropriate items) or kicking at any time.
4. No tackle football.
5. No jumping off play equipment, bleachers, or stairs.
6. Do not throw balls at anyone at any time.
7. No inappropriate use of playground balls.
8. No students are allowed to leave the school property without permission.
9. Jump ropes are to be used for jumping only.
10. For safety reasons, closed-toe shoes should be worn on the playground.
11. No activities that are unsafe will be permitted.
12. No kindergarten through 2nd-grade students to be on the “high bars” of the playground equipment.

BULLYING POLICY

The Tamaroa Grade School District #5 recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around the school.

1. Definition of bullying. Bullying is a pattern of abuse **over time** and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

2. Bullying is prohibited. The Tamaroa Grade School District #5 and staff shall not tolerate any bullying on district grounds or at any school activity on or off-campus.

3. Staff intervention. The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

4. Students and parents shall report bullying. The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.

5. Investigation procedure. If the incident is sent to the principal, she or a designee shall contact the families of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.

6. Consequences/intervention. Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; alternative classroom placement; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

BULLYING REPORTING PROCESS AND CONSEQUENCES

Students and families shall report bullying. The district expects students and families who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below. If the incident is sent to the principal, he or a designee shall contact the parents/guardians of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, families, and school staff; review of school records; and identification of parent and family issues. For more detailed reporting, ask for Board Policy 7:180.

TEEN DATING VIOLENCE POLICY

Although the population at Tamaroa Grade School is younger, it is essential to create awareness and establish protocols to ensure a safe and supportive environment for all students. Our school prohibits any form of teen dating violence, including, but not limited to, stalking, digital harassment, and coercive tactics. Such behavior will not be tolerated on school property, at

school-sponsored events, or through school-owned technology. Teen dating violence is defined as a pattern of behavior where one person uses or threatens to use physical, emotional, verbal, or sexual abuse to control their dating partner. Students who experience or witness dating violence are encouraged to report the incident to a trusted staff member, school counselor, or administrator.

SUICIDE AWARENESS AND PREVENTION

Tamaroa Grade School is committed to promoting the mental health and well-being of all students. Our aim is to create a supportive school environment that encourages students to seek help and ensure staff are prepared to respond appropriately to signs of suicidal behavior. For more information on prevention strategies and intervention strategies, please visit the school website at tgs5.com.

SOCIAL WORK PROGRAM

Students may be referred for social work services for various reasons. Families may contact the office to set up any appointments needed to discuss concerns or problems related to school. Some of the specific activities and services of the social worker are to: 1. Discuss personal problems privately with students. 2. Assist students who have deficiencies in schoolwork (because of poor student habits and attitudes, lack of reading and/or writing ability). 3. Assist in behavior referrals. 4. Be a liaison between students, parents, teacher, and staff.

BEHAVIOR INFORMATION SYSTEM (TEACHER EASE)

TeacherEase provides a web-based decision making system that allows for entry of behavior and discipline referrals. The primary goal of our behavior information system is to reduce problem behaviors within the school that lead to office discipline referrals and suspensions, and to change perceptions of school safety. There are minor and major referrals that can be given. Minor referrals can include: disrespect, defiance, disruption, physical contact or aggression, tardiness, inappropriate language, material or property misuse, dress code violation, and technology violation. Major referrals can include: academic dishonesty, technology violation, property damage or vandalism, lying, dress code violation, inappropriate display of affection, use or possession of tobacco or nicotine, restricted substances, weapons, combustibles, and/or alcohol, gang affiliation display, bomb threats, arson, physical aggression, abusive language, threatening behavior, harassment, bullying, fighting, and theft. Some categories cross over from minor to major referrals depending on the nature of the behavior, and it is up to the teachers,

administration, and/or school threat assessment team to determine if a behavior should be deemed minor or major.

Students who receive a minor referral will be given consequences such as alternative classroom placement, conference with administration or the social worker, loss of privileges, and/or family contact. Students who receive a major referral will be given consequences such as alternative classroom placement, conference with administration or the social worker, loss of privileges, family contact, suspension, and/or expulsion. Again, some of the categories cross over from minor to major referrals depending on the nature of the behavior, and it is up to teachers, administration, and/or the school threat assessment team to determine what the consequence should be.

Good behavior parties take place once a month for students, and field trips take place occasionally throughout the school year. In order to attend a good behavior party or field trip, a student must have zero major referrals and less than three minor referrals for the month being celebrated. Zeros on assignments also count towards the good behavior parties and field trips. In order to attend a good behavior party or field trip, a student must have less than three zeros on any assignment in all classes for the month being celebrated.

EXTRA-CURRICULAR ACTIVITIES

Our school offers several extra-curricular activities in which each student is encouraged to participate. These activities include school-sponsored clubs, organizations, sports, field trips, and group activities. In order to maintain the highest standards which bring pride to each participant and the school, certain rules must be applied. Tamaroa School District #5 considers all extra-curricular and other school-related activities as an extension of the educational program. Therefore, students being transported to and from, attending and/or participating in said activities are subject to the same rules governing conduct as apply for the regular educational program unless stated otherwise by a supervisor. If a student misses 17 days of school, he or she will not be allowed to attend field trips. A student may be suspended, prohibited, or removed from any school-sanctioned activity for gross disobedience, misconduct, and/or violation of school rules and regulations. If a student has been chosen or accepted into an activity for the forthcoming school term and violates school rules and regulations, the student may be suspended from participation in the activity. If a student receives at least 10 minor referrals or at least 3 major referrals, he or she will be excluded from extracurricular activities for the remainder of the year. Other board policies pertaining to student conduct may be obtained from the district office. School Code of Illinois, Chapter 122, S. 24-24. The Illinois law provides: In all matters relating to the discipline in and conduct of the schools and the school children,... (teaching and other certified education employees) 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.

ATHLETICS

Our school offers:

Baseball, Basketball (boys & girls), Softball, Cross Country, Volleyball (girls)

TAMAROA GRADE SCHOOL ATHLETIC POLICY

PHILOSOPHY

The Tamaroa Grade School wants to provide an added experience for all students. Through athletics, we can accomplish and provide an opportunity to teach the valuable skills of team-work, sportsmanship, responsibility, and many other positive qualities. When a student joins a team, they need to accept the responsibilities that go with it. One of the main responsibilities is making sure they are at every practice and on time. It's much easier to develop team-work and individual skills if everyone is available. If they have an excused absence from school, they are excused from practice. If they are unexcused from school, they will have an unexcused practice. Students absent from school for more than half a day or with an unexcused absence may not attend or participate in extracurricular activities that afternoon or night. Exceptions must be clarified in advance with the principal or dean. There are special circumstances when a student has to miss a practice and/or game. These situations should be communicated with the coach to be excused. Planning for practice is a major part of a coach's responsibilities. If a student has to miss practice, they should notify the coach as soon as possible. Tamaroa Grade School wants to teach the valuable skills that can be learned through athletics. At the same time, we want to work hand in hand with everyday academics and develop the best possible student-athlete. To be a student-athlete, there is an extra responsibility placed on the student as well as the parent.

ATHLETIC ELIGIBILITY

Starting after Labor Day, once they are in season, athletes will be required to email the Athletic Director, Kerri Schoenbacher, at kschoenbacher@tgs5.com a list of grades for core subject areas each Friday to determine eligibility. Eligibility period begins each Monday and ends on the following Monday (7 days). If an athlete fails to email the Athletic Director grades, the athlete will be ineligible for practices the following week. Students who are deemed ineligible will be given a printed progress report to take home and have a guardian sign. In addition to being

ineligible for the 7 days, students will be deemed ineligible an additional day for each day that they fail to return the signed progress report. If a student receives an F in any core subject on a progress report, the student will be ineligible for one week and given the opportunity to bring his/her grade up. If a student receives an F in any one core subject on a progress report three times, the student will be ineligible for the remainder of the sport season. Core subjects include Math, Science, Social Studies, Reading, English/Language Arts, and Health/PE. The student's grades will be monitored weekly thereafter until all core subjects are within the eligibility requirement. If a student is ineligible, it is the mutual decision of the head coach and parent if the student should attend practices during the period of ineligibility. The student will not be able to attend games during this period. Ineligible siblings are able to attend games but must remain with a parent/guardian as a spectator. When a student starts to fall behind, the teacher will communicate this to the parent. A meeting with the teacher, coach, and principal could be requested. All factors will be considered as to the continuation of the student's athletic participation. Parents are always welcome to request a conference with the teacher.

1. First Week Ineligibility: Students may attend games, but not participate or dress in uniform, and are allowed to participate in practices. Students who are ineligible to participate will be required to attend the before and/or after school program.
2. Second Week Ineligibility: Student may not attend games or practices (unless the "Sibling Clause" is applicable)
3. Third Week Ineligibility: Students may not attend games or practices. If a student remains ineligible at the end of the third week, they are cut from the team.

ATHLETIC RULES

1. Any student who participates in athletics is required to have a physical examination prior to participation in any practices or games and must show proof of accident insurance.
2. He/she must maintain proper behavior. Violation of school or athletic rules may result in suspension from participation.
3. Buses will be taken to all athletic events except PeeWee games. Students must ride the bus to the games if they choose to participate in that day's contest unless the coach gives prior permission.
 - a. Parents and guardians must sign the coach's scorebook to signify they are taking their child home from the game.
 - b. If a student plans to ride home with another adult other than his/her parent/guardian, the student must have a note from his/her parent/guardian.
 - c. In all cases, a coach may use his/her judgment about the safety of the child.
 - d. At least one coach will ride the bus to all away games unless otherwise approved by the school administration.

- e. Only school personnel will be allowed to ride the bus unless extenuating circumstances warrant otherwise.
- 4. Parents/Guardians are responsible for transporting and/or making personal transportation arrangements for their child to and from athletic events, practices, etc. Coaches are not responsible for providing transportation and the school office is unable to facilitate transportation arrangements between parents/guardians.
- 5. Athletic practices are closed to parents/guardians and siblings.
- 6. Students must be in attendance for half of the day of an athletic event in order to participate in that day's event. Extenuating circumstances will be considered by school administration if necessary.
- 7. No drug, alcohol, or tobacco possession or use by athletes will be tolerated. Any infractions of this rule will result in the following:
 - a. First offense-5 game suspension
 - b. Second offense -Suspended from the team for the remainder of the season
 - c. All other consequences as stated in the general discipline policy of TGS will also apply.
- 8. All coaching assignments must go through the Administration and Board.
- 9. Athletic participation is limited to grades 5-8 unless approved by the District Superintendent and Athletic Director.
- 10. Any person removed from an athletic event by law enforcement is permanently banned from all District athletic events.

TAMAROA GRADE SCHOOL CONCUSSION POLICY

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. It is the policy of Tamaroa Grade School to educate the families and students about concussions. No student can participate in athletics at Tamaroa Grade School unless the parent's/guardian's sign a form that the coaches will supply.

CLUBS AND ORGANIZATIONS

BETA CLUB

The Beta Club is an organized group of students from 5th through 8th grade. Eligibility requirements will be given to all proposed candidates based on a 4.5 GPA.

YEARBOOK

The yearbook is a collaborative album of people, activities, and memories from the year. There is an advisor and a staff made up of students from the 7th and 8th grades. The staff is responsible

for the layouts, pictures, candid, and promoting the yearbook. One other responsibility is getting sponsors and donations to make the yearbooks possible for production.

ACCELERATED PLACEMENT

The Tamaroa Grade School District Board of Education believes that all students across the achievement spectrum should be challenged and supported to develop their potential. For some students needing a higher level of instruction, the District has a policy for evaluating students for possible accelerated placement. Accelerated placement is placing a student at the instructional level that best matches the student's needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades. Accelerated placement options include early entrance to kindergarten and first grade, acceleration in an individual subject, and whole-grade acceleration.

Making a Referral

Any student residing in the District may be referred by a teacher, administrator, school psychologist, or a parent or legal guardian to the principal for evaluation for possible accelerated placement. Please contact the office for an accelerated placement application.

Assessment Process

An evaluation team including District staff and parent(s) or legal guardian(s) will gather multiple sources of valid and reliable data to determine whether an accelerated placement is appropriate. Application for accelerated placement must be done by April 1.

STUDENT RIGHTS IN DISCIPLINARY PROCEDURES

The following procedures are to ensure that the student receives fair treatment consistent with the fundamental requirements of due process.

Corporal Restraint

Acts of touching or restraining a pupil, when such actions are taken for the safety and welfare of the pupil or those persons in the immediate area, are to be considered as corporal restraint and not corporal punishment.

Isolated Time Out

Isolated time out is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a supervised time out or alternative classroom placement. Isolated time out shall only be used when a student's behavior poses an imminent danger of serious physical harm to themselves or others and less restrictive interventions have been ineffective. The use of isolated time will be limited to the time necessary for the student to regain control of their behavior. A trained staff member will continuously monitor the student and will be able to see and hear the student at all times. Each instance will be documented, and parents/guardians will be notified as soon as possible. A written notice will be provided to parents/guardians within 24 hours of the incident, detailing the circumstances and the duration of the isolated time out. Tamaroa Grade School is committed to ensuring the safety and well-being of all students while providing effective behavioral interventions that respect the dignity and rights of individuals.

Out-Of-School Suspension/Bus Suspension/Alternative Placement

A student must be given oral or written notice of the charges of misconduct, an explanation of the evidence against the student and, if he denies the charges, an opportunity to present information on his/her own behalf reflecting his/her version of the occurrence(s) prior to the suspension. The out-of-school or bus suspension shall be reported immediately to the parents or the guardians of the suspended student. The report to the parent shall be made by letter through the U.S. mail (i.e. certified) or by personal delivery. A copy of this letter will be sufficient notification to all others.

Alternative Placement is a specialized educational setting designed to address the unique needs of students outside the traditional classroom environment. Its primary goal is to provide all students with access to a supportive learning environment that fosters academic, behavioral, and social success. Students may be considered for Alternative Placement for various reasons, including significant behavioral issues that disrupt the learning environment. Additionally, students who receive multiple minor referrals or at least one major referral may be assigned to Alternative Placement. The duration of this placement will be no less than one day and may be extended based on the nature and severity of the behavioral offense. Alternative Placements will be reported to families through the TeacherEase Behavior System.

Due Process

A. If the situation is such that the physical well being of the student, other individuals, or the property of the school district is in jeopardy, then the student may be suspended immediately and given an opportunity for a hearing (i.e. the student will be given oral or written notice of the

charge or misconduct an explanation of the evidence against the student, and if he/she denies the charges, an opportunity to present information in his/her own behalf reflecting his version of the occurrence(s) within 24 hours. The suspension letter shall give a full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. The procedure for review, if requested, shall be as follows:

1. All requests for review shall be made by the parent or guardian within ten (10) calendar days after receipt of notice of suspension and shall be made to the Superintendent. \
2. The parent or guardian requesting the review shall appear and discuss the suspension with the Board of Education or a hearing officer appointed by the Board of Education. Hearing dates shall be set within ten (10) calendar days after receipt of the request for review.
3. Thereafter, the hearing officer shall report to the Board of Education, by written summary, the evidence heard at the meeting.

B. Upon receipt of the report, the Board of Education may take such action as it finds appropriate; provided, however, any hearings thereon shall be held in executive session for the protection of the student involved. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. Reinstatement should occur only after a parental conference involving appropriate school personnel.

Expulsion

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at the meeting of the Board of Education, or with a hearing officer appointed by it, to discuss their child's behavior. The Board of Education, or a hearing officer appointed by it, at such a meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board of Education, he/she shall report to the Board a written summary of the evidence heard. Reinstatement should occur only after a parental conference involving appropriate school personnel and an appropriate plan for reinstatement is formulated by the Superintendent and complied with by student, parents, and others concerned.

STUDENT RESPONSIBILITIES AND RIGHTS

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Obey school rules.
2. Obey the city, state, and federal laws.
3. Respect the rights of fellow students and school personnel.

4. Dress should not be distracting, unhealthy, or unsafe, and students should practice habits of personal cleanliness.
5. Be punctual and attend school regularly.
6. Respect school and community property.
7. Be responsible for their own actions.
8. Be familiar with the Code of Conduct, its purpose, and consequences for misconduct.

STUDENTS HAVE THE RIGHT TO:

1. A meaningful learning experience.
2. Protection from physical, or verbal or sexual abuse.
3. The opportunity to practice decision-making within the democratic process.
4. Be disciplined in private, if possible.
5. Be disciplined in a humane and appropriate manner.
6. Parental representation when in conflict with school authority.
7. A school climate free of violence and disruption.
8. A written code of conduct – clear and concise.
9. Due process in matters of disciplinary action.
10. Equal Educational Opportunities.
11. Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status.
12. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

FAMILY RESPONSIBILITIES AND RIGHTS

FAMILIES HAVE THE RESPONSIBILITY TO:

1. Assume responsibility for their child's prompt and regular school attendance.
2. Recognize that, in matters relating to the discipline and conduct of the schools, the teacher stands in place of the parent.
3. Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property.
4. Attend individual and group conferences and special school programs.
5. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child.

FAMILIES HAVE THE RIGHT TO:

1. Know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
2. Be granted reasonable access to all school records pertaining to their child in accordance with Chapter 122, paragraph 50 of the School Code of Illinois.
3. Share in their child's right to due process procedures in matters of disciplinary actions.
4. Be notified of their child's violation of school rules and regulations.
5. Appeal decisions regarding their child and the school. Parents should first make an appointment with the teacher at a mutually convenient time to explore the problem. However, should the parents desire additional consultation, the appeal should be made to the principal, then to the superintendent, and then to the Board of Education. At each level of appeal, the parent should make appointments that permit the school representative enough time to become familiar with the problem.

TEACHER RESPONSIBILITIES AND RIGHTS

TEACHERS HAVE THE RESPONSIBILITY TO:

1. Develop and enforce a Classroom Management Plan that is approved by the administrator.
2. Be guided by professional ethics in relationships with others.
3. Inform parents about academic progress and student conduct.
4. Manage classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility.
5. Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
6. Know and enforce the rules courteously, consistently, and fairly deal with misconduct quickly, firmly, and impartially.
7. Handle behavior problems according to established practices.
8. Report undesirable school situations to the principal promptly.

TEACHERS HAVE THE RIGHT TO:

1. Require a reasonable standard of orderly behavior in the classroom.
2. Have the respect of students, fellow staff members, and the school administration.
3. Support and assist in the maintenance of control and discipline in the classroom.
4. Temporarily remove a student from the classroom.
5. Have conferences with all parties involved when a student behavioral problem has not been satisfactorily resolved.
6. Protect themselves, or another teacher or student, from physical assault or injury. Teachers shall have the Board's and Administration's assistance in any assault case while the teacher is performing his/her assigned duties. The board's assistance shall consist of: Notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and

superintendent. Consultation by the Board's attorney with the teacher in outlining the teacher's legal rights and alternative courses of action. Any student(s) committing an assault and/or battery on a teacher shall be immediately suspended by the administrator in charge.

ADMINISTRATOR RESPONSIBILITIES AND RIGHTS

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

1. Implement and monitor the District's Code of Conduct, as approved by the Board of Education.
2. Ensure that Classroom Management Plans are being implemented as approved.
3. Support the teacher in the enforcement of approved Classroom Management Plans.
4. Direct the development of the School Management Plan according to the needs of the individual classroom,
5. Be guided by professional ethics in relationships with staff, students, parents, and the community.
6. Provide orientation for new teachers and continued assistance for all staff.
7. Work with staff to make rules and seek their assistance in problem areas.
8. Develop and maintain communication and rapport with students.
9. Ensure that the rights of students and staff are protected.
10. Know and use the resources of the district to deal with the special problems of students and staff.
11. Inform parents of consistent or serious student misconduct and take disciplinary action as necessary and appropriate.

ADMINISTRATORS HAVE THE RIGHT TO:

1. Develop policy on detentions and suspension.
2. Make professional interpretations of stated rules and regulations and take appropriate action.
3. Support of the staff with respect to the Code of Conduct.
4. Search students, male or female, with a witness present, their property, their lockers, and other storage areas for inappropriate materials given a reasonable belief that a search may reveal inappropriate materials. An attempt will be made to contact the student's parents to conduct the search when possible.
5. Suspend, recommend for expulsion, and refer to civil authorities students involved in cases of flagrant and continuing misconduct or engaging in criminal behavior, at or away from school activities as outlined in the School Board Policy Manual.
6. Expect parents, teachers, and pupils to recognize the principal as the educational leader of the school and support the principal's efforts to promote good citizenship.
7. Expect the parents, teachers, and pupils will lend their support and cooperation in attempting to solve student behavioral problems.

Parent/Guardian Signature Page for Student Handbook
(Please sign and return)

I acknowledge that I have received a copy of the Tamaroa Grade School Student Handbook for the academic year 2024-2025. I understand that the handbook contains essential information about school policies, procedures, guidelines, and expectations that pertain to my child's education and conduct while attending Tamaroa Grade School.

By signing below, I affirm that I have read, understood, and discussed the contents of the student handbook with my child. I agree to support the school's mission and values, and I recognize the importance of working collaboratively with the school to create a safe, respectful, and nurturing learning environment for all students.

I understand that it is my responsibility as a parent/guardian to review the student handbook periodically for any updates or changes and to ensure that my child complies with the policies and guidelines outlined within.

I also acknowledge that I have been informed about the school's policies on attendance, behavior, academic expectations, and other relevant matters. I agree to reinforce these policies at home and assist in promoting a positive educational experience for my child and others.

Please note that my child and I are aware of the consequences that may result from any violation of the school's policies and procedures as stated in the handbook.

Student's Full Name: _____

Grade/Class: _____

Student Signature: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____