

TRIAD HIGH SCHOOL STUDENT/PARENT HANDBOOK

2024-2025 School Year

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. The high school administration is authorized by the Triad Board of Education to rule on situations, as necessary, to maintain a safe and orderly school environment.

Triad High School
"Home of the Knights"

703 East Highway 40
Troy, Illinois 62294

District Phone: (618) 667-8851

High School Phone: (618) 667-5409

High School Extension: 7060 (Secretary)

Attendance Reporting Extension: 7998 (Attendance Hotline)



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INTRODUCTION

The following guidelines, rules, regulations, procedures, and policies are established to create a positive and orderly educational environment. It is the objective and policy of Triad High School to recognize, preserve, and protect the individual rights of all students and yet encourage and enforce their rights within the necessary framework of an orderly, efficient, and continuing school program. The quality of discipline in the school is a blend of values and attitudes of everyone concerned; this encompasses students, parents, teachers, school administrators, school board members, and community patrons. We believe that discipline and academic achievement are closely related. We appreciate the fact that discipline, order, and cooperation are essential for people to meet and work together effectively. All individuals involved in the school must share the responsibility for creating and supporting an atmosphere conducive to learning.

DISTRICT WEBSITE

The Triad School District operates a website with information on all of the district attendance centers. From the district website (www.triadunit2.org), high school parents, students, and community members can access the following important notices:

[Notice of Nondiscrimination](#)

[Notice of Special Education Rights](#)

[FERPA Notification](#)

[Notification of The Triad District Computer/Internet Policy](#)

[Notification of Student Harassment Policy](#)

[Notification of Uniform Grievance Procedures](#)

[Notification of Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited](#)

[NCLB Notification](#)

[IHSA Eligibility Rules](#)

[Illinois Textbook Loan Program](#)

[Homeless Students](#)

[Asbestos Notification](#)

[Lead Testing of School Drinking Water](#)

[Erin's Law: Age-Appropriate, Prevention-Oriented Child Sexual Abuse Education Program](#)

[Faith's Law: Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program](#)

Triad High School Digital Citizenship Expectations

We at **Triad High School** are pleased to be able to offer access to wireless technology for our students, staff, and guests in the building. We are dedicated to access and support of appropriate technology, which unlocks unlimited potential and connects us to the larger community, both locally and globally. We envision a learning environment in which technology is a part of us, not a part from us.

We believe the value of technology as a learning resource far outweighs the potential risks involved. We envision a school that uses technology as a means to learn and thrive in the 21st Century as

we work to prepare our students for future success in the electronic age. The access to resources a worldwide network provides is imperative to each child's education, as long as he/she understands when and how to appropriately and effectively use these tools. The use of personal and/or district-provided devices is intended for acceptable educational purposes only. Anyone who doubts whether or not an activity is acceptable should consult an adult for guidance. Adherence to the following terms is necessary for a child to have access to uninterrupted, district-provided technological offerings. **Before a student may use a personal or district-provided device at Triad High School, he/she and his/her parent or guardian must review this document below. Triad CUSD #2 provides a device for all students, therefore, personal laptops and tablets are prohibited from being brought to school.**

Definitions:

Personal Device: Any electronic device owned by a student or his/her family that can take pictures; record data; store, transmit, and/or receive messages, data, or images; and/or provide a wireless connection to the Internet.

Use: Carrying or possessing a device that is visible and/or can be heard.

Educational Purposes: Classroom activities designed by a teacher and intended for learning. Students are expected to act responsibly and thereby bear the burden to inquire with administration and/or teachers if they are unsure of the permissibility of a particular use of a device prior to engaging in its use.

Users must respect and protect the privacy of others by:

1. Only using accounts and passwords that have been set up by the district. Trying to bypass the system that has been put in place will be considered a violation of these expectations.
2. Only viewing, using, or copying information from sites that teachers give you the authority to use.
3. Never send out private information about yourself or someone else.
4. Never using personal devices in locker rooms, restrooms, or in the nurse's office.

Users must respect and protect the security of all electronic devices by:

1. Following all of the district's security rules and working within the filter that has been put in place.
2. Reporting anything you think might be a security risk to an adult immediately.
3. Letting an adult know immediately if a school-provided device or the school's network is not functioning properly.

Users must respect and protect the property of others by:

1. Following copyright laws.
2. Citing sources when using someone else's work or information.

Users must respect and practice the principles of the community by:

1. Communicating only in a kind and respectful manner. Students may not utilize an electronic

device to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy classmates or others in the community. Cyberbullying will not be tolerated.

2. Immediately reporting to an adult anything they come across on the internet they feel is threatening.
3. Communicating with others from electronic devices only during allowable times.
4. Never accessing, transmitting, copying, or creating material that is against the law, i.e. sexting.
5. Avoiding spam or other mass mailings that may come across.

Supervision and Monitoring:

Never assume that what you are doing with your personal or district-provided device is private. District employees will constantly be monitoring your use of these devices to be sure you are following district policies. According to the law and school board policy, the school or district's administration and/or technology department may examine any device and provide information found on it in order to ensure the health, safety, or security of any student or other person or to protect property. The information may also be used in disciplinary actions, up to and including providing the information to local police if necessary.

Consequences for Violation:

Administrators, teachers, and other district employees have the authority to take an electronic device from a student when its use violates these expectations. All devices will be sent to the front office and may be picked up by the student at the end of the school day the first time it is taken away. For all subsequent violations, a parent or guardian may be required to pick up the device from the office. All violations may result in disciplinary action, from being forbidden to use the device during the school day to suspension or expulsion for gross misconduct or for violating these expectations repetitively.

Digital Citizenship Guidelines and Expectations

- It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per the district 1:1 guidelines.
- I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class.
- I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.
- I will do my own work. I understand that there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. This includes the use of any Artificial Intelligence (AI) tools and programs. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.).
- **I will not use a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff.**

- I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.
- I will be aware of what I post online. Websites and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. that I post during school hours and/or while using school resources are subject to school and legal consequences.
- I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it respectfully. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.
- I understand that acknowledging receipt of these items that it is my responsibility to care for the equipment and ensure that it is retained in a safe environment and understand that I will not deface or destroy this equipment in any way.
- I acknowledge that this equipment is the property of Triad Comm. Unit #2 and is being loaned to me for educational purposes for the academic school year and will be returned to the District when requested, or sooner, if I withdraw before the end of the year.

Student AI Responsible Use Guidelines - Triad CUSD #2

1. **Stay curious!** AI is constantly evolving, so we should explore it with a spirit of discovery. As a community, we'll keep revisiting our AI guidelines as the tools change.
2. **Use AI as a facilitator and good teacher, not a replacement for deep thinking.** The goal is to keep your brain engaged in the learning process. Only use AI functions that support - not shortcut - your learning. You may not turn in any writing or a paper that you asked the AI to write from scratch.
3. **Focus on your growth.** AI can help you gain skills, but not replace them. Stay in the "learning zone" by using AI tools for the right goals. Ask the AI why it made the choices it did. Work with it.
4. **Cite any AI help appropriately,** just like other sources. Giving credit maintains your **integrity** as a learner. If you can't cite it, then it's not the right use. It's not okay to copy from the internet. It's not okay to copy from AI.
5. **Understand context.** AI guidelines may differ in college/careers, so communicate with mentors and college professors about expectations.
6. **Be safe.** Follow the Responsible Use Policy. Don't put any of your personal information into the AI for your own safety.

Questions to Ask When Using the AI:

- Am I using it as a good teacher? Is it a tool for learning and growing your brain?
- Are you proud of how you used it? Does it honor your unique voice and effort?
- What do I like about the output? What don't you like? How will you change or modify it to meet your needs?
- Given the objective of your learning or product, how does this meet this goal or criteria?
- Is the tool doing more work than I am doing?¹

Student Acceptable Use of AI Tools

- **AI as a Learning Partner:** Utilize AI in a supportive role, like a helpful teacher, where it aids in your learning process without taking over completely. This ensures that you remain actively engaged and continue to learn. Engage directly with AI by asking questions for clarification, understanding the rationale behind its decisions, and requesting explanations or rephrases for better comprehension.
 - You should use AI as you would a good teacher. It should support you but only do a little for you so that you are still learning.
 - Use AI programs as smart search engines that present information in ways that are easy to read and understand.
 - Generate ideas, topics, and writing prompts using AI programs.
- **AI as an Information Navigator:** Use AI tools as advanced search engines that simplify information discovery, presenting complex data in an accessible manner. This involves using AI to sift through vast amounts of information, generating ideas, topics, and prompts that can inspire and guide your learning journey.
 - You should interact with the AI. Ask questions for clarification. Ask why it made the choices it did.
 - Ask AI programs for clarification or explanations when you need help. Ask AI to rewrite the text in a way that you understand.
- **Ethical Use and Transparency:** When incorporating AI-generated content or ideas into your work, always practice transparency by properly attributing the source of AI-generated text and images. This ethical consideration ensures respect for intellectual property and maintains the integrity of your work. Only use an AI tool when prompted to do so by your teacher.

¹ <https://www.themethighschool.org/>

- Be transparent. Attribute AI text and images properly when you use them in your own work.
- **Citations:** Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:
 - [MLA Style - Generative AI](#)
 - [APA Style - ChatGPT](#)
 - [Chicago Style - Generative AI](#)

Student Unacceptable Use of AI Tools

- **Bullying/harassment:** Using AI tools for bullying, harassment, or any form of intimidation is strictly prohibited. This aligns with our existing bullying and harassment policies which will be enforced as necessary.
- **Overreliance:** Relying too much on AI can lead to missing crucial differences and context. Teachers will clarify if, when, and how AI tools should be used in their classrooms, and teachers and students are expected to review outputs generated by AI before incorporating them into their work.
 - Don't use AI programs to avoid doing your own work.
 - Don't use AI when your teacher expressly forbids it.
- **Plagiarism and Cheating:** Students and staff should not copy from any source, including generative AI, without adequate citation. Students should not submit AI-generated work as their original work. Existing procedures related to potential violations of our academic policies will be applied to AI-generated content.
 - It is not okay to copy from the internet. It is not okay to copy from AI.
 - Don't copy text or images from AI programs without proper attribution.
 - Don't use AI text or images without fact-checking and exploring potential plagiarism issues.

Artificial intelligence (AI) can help me learn better and is important for my future, so I promise to use it responsibly and make smart choices.

- I will use AI tools responsibly and I will not use AI in a way that could harm myself or others.
- I will not share personal or confidential information with an AI tool.
- I will only use AI to support my learning and I will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
- I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.

- If I use AI, I will review its work for mistakes.
- I will check with my teacher when unsure about what is acceptable.

Chromebook and School Google Account Care and Use

All students will be issued and responsible for a school-issued Chromebook and charger in grades 9th -12th.

1. Always close the lid before moving your Chromebook device.
2. Shut down the device before placing it into a case.
3. Place your Chromebook on flat, solid surfaces only.
4. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
5. Clean the screen with dry anti-static cloths or lens cleaners only.
6. Charge your Chromebook every night at home.
7. Keep your Chromebook in your possession or in your locked locker at all times at school.
8. Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
9. Report any damage or problems to the school’s TSI room immediately.
10. Return any unattended Chromebooks immediately to TSI (Room 229).
11. Do not sit on your Chromebook or place heavy objects on top of it.
12. Do not "decorate" your device in any way (stickers, markers, paint, etc.)
13. Do not disassemble, modify, or repair your Chromebook, operating system, installed software or filters.
14. Do not alter or remove the TCUSD #2 ID tags on the underside of the Chromebook itself.
15. Do not leave your Chromebook unattended. You are responsible if it is lost.
16. Do not leave your Chromebook in an unlocked or hot vehicle.
17. Do not use your Chromebook near water.
18. **Any damage or loss due to your negligence is YOUR RESPONSIBILITY. Damage and repairs not covered under normal wear and tear will be reimbursable by the parent/guardian. Charges for damages are outlined below, however, the administration may assess additional charges for habitual or specific destruction to the Chromebook.**
 - a. **Repair charges First Visit \$10 Replacement Cost \$300**
 - b. **Repair charge for Each Following Visit \$30 Replacement Charger \$40**

Students who forget their Chromebooks are allowed to borrow a Chromebook for THAT DAY ONLY. Students must return the Chromebook that day.

Students who have a Chromebook that is being repaired may borrow a Chromebook and take it home. The students will not be issued a charger because all loaner Chromebooks use the same charger as the issued student Chromebooks.

Students may transport their Chromebook chargers to and from school in their backpacks but understand that placing a Chromebook in a backpack full of heavy textbooks could cause damage to the device.

NOTIFICATION OF STUDENT HARASSMENT AND BULLYING POLICY

The Triad District is dedicated to the social-emotional development and safety of all children. We believe a student's right to feel safe in school is paramount and contributes significantly to his or her capacity for learning.

Harassment of Students Prohibited

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

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits services, or treatment;
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

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

The Nondiscrimination Coordinators, as appointed by the Superintendent are Dr. Rodney Winslow, Associate Superintendent (618-667-8851 x1214), and Mrs. Renee Voegelé, Director of Student Programs and Services (618-667-8851 x1206). The Complaint Managers as appointed by the Superintendent are Dr. Jay Simpson, Director of Human Resources (618-667-8851 x1203), and Mrs. Linda Kowalski, Director of Special Education (618-667-8851 x1213). Their business address is 203 E. Throp Street, Troy, IL 62294.

Bullying of Students Prohibited

Bullying is defined by the Illinois School Code as “any *severe* or *pervasive* physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation to one or more of the following:

harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Bullying is a serious offense and is contrary to state law. Triad CUSD#2 Board of Education policies [7:180](#), [7:20](#), [7:190](#), [2:260](#), and [2:265](#) expressly forbid harassment and bullying in any form and describe procedures and consequences regarding such action.

All Triad District schools have a protocol for reporting harassment and bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member that they feel comfortable with. Students, staff, and parents may report bullying directly to:

Mr. Josh Ackerman, Triad High School Assistant Principal - 618-667-5409 or joshua.ackerman@tcusd2.org

We recognize that a significant amount of harassment and bullying may not be reported using these traditional channels of communication. In response to this concern, we have developed an online method to report bullying, intimidation, and harassment using the online report form listed below:

[Bullying, Intimidation & Harassment Online Report](#)

Reports received outside of school hours will not be reviewed and acted upon until school is in session. If your concern(s) require(s) immediate attention, please contact local law enforcement or call 911.

Additional resources in regards to bullying may be found at: <https://www.stopbullying.gov/>

RETURN TO LEARN POLICY

Students who have experienced a diagnosis of a concussion may need academic adjustments made. A variety of formal support services may be available to help a student during the time of recovery. The support will differ based on the needs of each student. Support services may include:

1. Extended time for assignments.
2. Response to Intervention (RtI)
3. 504 Plan.
4. Individual Education Plan (IEP)

Students who have been identified with a concussion will need to have a medical diagnosis from a doctor or certified athletic trainer. Parents will need to contact the school nurse and the student's school counselor to obtain information about the Return to Learn Policy.

A WORD FROM THE PRINCIPAL

Dear THS Students:

As you begin the 2024-2025 school year, the administration, faculty, and staff want to welcome you to Triad High School. We encourage you to read through the handbook to become informed of the policies and procedures that allow THS to be such a great place. It is your responsibility to abide by these standards and rise to the expectations set within the handbook. Undoubtedly, the decisions you make as you walk through these halls will determine your success. Along with the rest of the administration, faculty, and staff, I am excited about this new school year and the opportunities it will bring for your high school career!

As you move through the school year, I encourage you to set clear goals. These goals may be academic or may be associated with your extracurricular activities. To accomplish these goals you will need to organize your academic day. Time is a precious commodity. I encourage you to write down your assignments and activities throughout the weeks and months of the year to organize your time in a planner or an electronic app. Cross each task off once you complete each exercise. This provides a sense of accomplishment and moves you one step closer to realizing the goals set before you. Remember, a dream written down with a date becomes a goal. A goal broken down into steps becomes a plan. A plan backed by action makes your dreams a reality.

Triad High School will provide you with excellent opportunities to succeed and I encourage you to set your expectations high in your academic classes. Our school also has a rich tradition of excelling in academics, music, drama, athletics, student government, and extracurricular activities. You, as a student, have the ability to contribute to this tradition. Becoming involved with the activities and clubs that Triad has to offer will provide you with rich experiences outside of the classroom. These experiences will foster the development of teamwork, cooperation, self-esteem, and many other character traits that will help you become a well-rounded student. Stay involved and contribute to making Triad High School a great place! We look forward to seeing the positive development that will occur throughout this year. If you have any questions, do not hesitate to stop and ask any administrator, faculty, or staff member. We are all here to help you succeed! Good luck and have an outstanding year!

Sincerely,

*Mrs. Kelli Barbour
Triad High School Principal*

Mission Statement of Triad Community Unit No. 2

The mission of the Triad Community Unit No. 2 is to provide a quality education in a safe, positive, and accessible environment; that inspires life-long learning.

Vision Statement of Triad High School

The Triad High School community will inspire productive global citizens who are excited about learning and capable of making responsible, informed decisions and developing positive relationships.

Belief Statements of Triad High School

Triad High School students:

- will attend a safe and comfortable school.
- are actively engaged in the learning process.
- are influenced by their interests, goals, and experiences.
- are exposed to a variety of instructional approaches.
- are held accountable for learning due to staff's high expectations.
- are supported by teachers, administrators, parents, and the community.
- will become productive citizens capable of making responsible decisions and developing positive relationships.

Triad
Relationships
Inspire
Academic
Development

BOARD OF EDUCATION

Jeff Hewitt, President

Lori Daiber, Vice President

Katy Little, Secretary

Board Members

Brittany Evans

Ken Miller

Amy Moss

Chris Wasser

ADMINISTRATION

Jason Henderson

Superintendent

Rodney Winslow

Associate Superintendent

Linda Kowalski

Director of Special Education

Sandra Padak

Director of Student and Staff Wellness

Jay Simpson

Director of Human Resources

Renee Voegelé

Director of Student Programs and Services

Mike Wielgus

Director of Technology Services

Kelli Barbour

Principal

Josh Ackerman

Asst. Principal/Attendance Officer

Kenny Deatherage

Asst. Principal/Athletic Director

Laure Ryterski

Asst. Principal/Special Education

Jason Kapp

Director of Student Services

FACULTY

Mariah Adams

Special Ed

Cristina Alvarado

Spanish

Beau Barbour

Math

Steve Bay

Spanish

Chloe Beauchamp

English

Hannah Bernaix

Media Specialist

Lucas Bernal

History

Andy Brendel

CTE

Kate Brendel

School Counselor

Jesse Bugger

P.E.

Jack Carmody

Science

Nathan Clark

Special Ed

Aaron Cole

Math

Lexie Cuppett

Vision

Matthew Dennison

Band

Kevin Devany

Band

Sam Drake

History

Hannah Duffin

Special Ed

Devan Faulkenberg

Spanish

Dianna Foglemann	English
Bailey Frank	Math
Beth Frank	Math
Ian Gagich	CTE
Brandi Garlich	Social Worker
Jennifer Gensert	School Psychologist
Mike Georgeff	Drivers Ed/Health
Matt Gessford	Math
Todd Grigg	Business
Jessica Hasemann	Science
Brandi Hodges	P.E.
Heidi Houchins	School Counselor
Jessica Hurrelbrink	Speech
Meaghan Jaeger	Special Ed
Katie Kasper	Business
Austin Kastl	English
Jennifer Keller	Art
Katie Kelly	Math
Kevin King	CTE
Kris Kleeman	Science
Sara Knobloch	Science
Carlie Konuch	English
Jennifer Lewis	Math
Kendra Litteken	Special Ed
Allison Loehr	Special Ed
Jennifer Mallette	Math
Shannon Mallrich	English
Keely McFarland	Special Ed
Kyle Metze	Business
Lauren Maedge	Family and Consumer Sciences
Kathy Mersinger	Special Ed
Kelsey Neill	English
Wilson Neill	Math
Jami Parker	Social Worker
Beth Perry	English
Mike Perry	Social Studies
Calvin Potthast	Special Ed
Stephanie Potthast	Business
Natalie Probst	Nurse
Katie Rahar	Science
Zachary Rardin	French
Veronica Rice	Music/Choir

Kenny Rodgers	Science
Claire Schaal	Math
Hannah Schrage	Special Ed
Andria Schram	P.E.
Morgan Schram	Science
Nathen Schram	Social Studies
Mae Scott	Special Ed
Mike Smargiassi	Driver's Ed./P.E.
Donald Smith	CTE
Michelle Speer	Special Ed
Bailey Stack	Special Ed/Science
Sydney Strole	Science
Natalie Thiems	Special Ed
Kelly Thomason	School Psychologist
Ariel Tschannen	English
Hannah Valbert	History
Samuel Weber	History
Brian Weiss	Science
Melissa Wiegers	English
Emily Wittenauer	FCS/Education Pathway
Tyler Zappia	Special Ed
Chelsea Zelasko	School Counselor

SECRETARIES: Vickie Gibson, Karen Howard, Michelle Mesenbrink, Chris McCulley, Victoria Murray

GENERAL INFORMATION

Earthquake Procedures

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of the ground shaking. During a major or moderate earthquake, the greatest immediate hazard is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters. General safety precautions are as follows:

IF INDOORS, drop and take cover under a sturdy desk, table, counter, or bench & hold on, or sit against an interior wall. Face away from windows & glass. If in the halls or open areas indoors, move to an interior wall, crouch down, and cover your head with your arms. Remain calm and stay where you are until the shaking stops. Beware of electrical wires, broken glass, gas leaks, or hazardous materials as you evacuate the building after the earthquake.

IF OUTDOORS, stay there. Move away from the buildings, utility poles, wires, and street lamps.

IF DRIVING, stop as quickly as safety permits and stay inside the vehicle. Avoid stopping under buildings, overpasses, utility poles, wires, or trees. When the shaking stops, proceed driving cautiously watching for road and bridge damage. After an earthquake, be prepared for aftershocks that can cause additional damage to already weakened structures. Avoid using candles, matches, or flames indoors because of possible gas leaks. Teachers should keep their classes together and check roll to account for all students.

Emergency Procedures

Students are instructed that they could hear two emergency signals while in attendance at school:

1. The BUZZER means EVACUATE the building in an orderly fashion.
2. The SUSTAINED BELL means to proceed in an orderly fashion to the designated SHELTER AREAS (Level I, inner halls in the Blue, Green, or Red wings - Areas E & F).

Emergency procedures are posted in all classrooms. Students are to follow their teachers' instructions in all emergency situations closely.

Emergency School Closings and/or E-Learning Days

In the instance of a school closing, Triad may designate an E-Learning Day with remote instruction. Students will be expected to participate in E-Learning Days as required by the school and district. Parents are responsible for assuring the participation of their children. Students who do not participate in the E-Learning Days with remote learning will be considered absent. **Students are expected to be logged in and follow their teachers' instructions during designated school hours.**

From time to time, inclement weather conditions or equipment malfunctions can interfere with the school schedule. It is not unusual for Triad schools to close due to inclement weather based on the fact that the majority of our students are transported on buses. Even smaller amounts of snow when combined with high winds pose real problems in terms of drifting in the rural areas of Marine, St. Jacob, and Troy. Cold temperatures alone typically don't necessitate the need to cancel school unless the temperature combined with negative wind chills or hazardous road conditions make it too unsafe to transport the students by bus.

Student safety is the district's number one priority. It is not always easy to predict how the weather will impact the road conditions and parking lots in our area. Area superintendents work together when determining school closures; however, the weather does not always affect all surrounding communities the same way. Parents can expect information regarding the closing of school, an early dismissal, and/or an E-Learning Day to be released to the following:

- Parent Notification System (voice message, email, and text messaging - be sure to subscribe to your school's messaging system.
- Triad App- download the app on Android: [Triad CUSD #2, IL - Apps on Google Play](#) or iPhone: [Triad CUSD #2, IL on the App Store](#).
- News Media - FOX 2, KMOV 4, and KSDK 5
- District Website - www.tcusd2.org
- District Social Media Accounts [www.facebook.com/TCUSD2] or [www.twitter.com/triadnews] or follow @triadnews]

We strongly encourage parents to have a current phone number and email address (that is easily accessible) in our school database system.

Once the students are in attendance, Triad schools rarely dismiss early because of inclement weather. In the event that weather conditions deteriorate quickly or equipment malfunctions happen during the school day, the district may be forced to dismiss early in the best interest of the safety of the students. If this happens, the district will activate the parent notification system to contact parents by phone, email, and text messaging. We also recommend having a plan in place for your child if your child were to arrive home early. On extremely poor weather days, it has been past practice to begin the longer bus routes earlier than normal, so that students will arrive home as close to their regular time as possible. In the event that weather conditions are deteriorating rapidly, parents may pick up their child(ren) early from school.

During inclement weather or when temperatures and wind chills are in the single digits and below, we recommend that parents review the bulleted suggestions to ensure their students are safe.

- Parents should ensure that their children are wearing coats and other cold weather clothing such as hats and gloves--especially if waiting at the bus stop.
- Have students wait in a vehicle at the bus stop or a nearby residence until the bus is seen approaching the stop. At stops with several students getting on the bus, parents should work together to share this responsibility.
- Parents who are unable to provide a warm place for students to wait should take their students to school or arrange a carpooling system in advance for these cold weather days.
- Always make decisions about your child's attendance in inclement weather considering safety first. Make the decision based on what is best for your child. Student safety will always be the district's number one priority. For many families, having their students in school is the safest option.

Insurance

Student accident insurance is NOT provided by the school district. A supplemental plan is available for purchase by the student's parent or guardian that will reimburse most expenses resulting from accidents which occur at school or school-sponsored activities (including all sports except football), or while traveling to and from school, as per their policy. Other options including dental insurance and a 24-hour accident plan are also available for purchase. All athletes are required to provide proof of appropriate accident coverage either through their parent or guardian's health insurance plan or by purchasing a supplemental insurance plan appropriate for the specific sport's season.

Lost and Found

Lost articles should be reported to the teacher or the office. Students who find articles should bring them to the office where they may be identified and claimed by the owners. Students should not take belongings from the lost and found that are not theirs.

Office Hours

The high school office is open on regular school days from 7:15 a.m. to 3:15 p.m. Summer hours are from 7:30 a.m. to 2:30 p.m.

School Day Schedule/Activity Day

If activity periods are scheduled students will be required to sign out of their 2nd hour class to attend an Activity Period club or group meeting. Sponsors of the meetings are asked to have students sign in to the meeting as well. Faculty sponsors are asked to keep the students in the meeting area for the entire length of the Activity Period. The regular school day schedule is provided below.

	<u>Time</u>	<u>Minutes</u>
EB	6:50 - 7:40	50
1	7:45 - 8:38	53
2	8:43 - 9:33	50
3	9:38 - 10:28	50
4	10:33 - 11:23	50
4a HR	10:33 - 10:58	25
4b HR	10:58 - 11:23	25
5	11:28 - 12:18	50
5a HR	11:28 - 11:53	25
5b HR	11:53 - 12:18	25
6	12:23-1:15	52
7	1:20-2:10	50

Health and Wellness

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

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

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their children. Students who do not participate in blended or remote learning will be considered absent. **Students are expected to be logged in and follow their teachers' instructions during designated school hours.**
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. Frequent hand washing and hand sanitizing help prevent the spread of disease. Students and staff members should clean their hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, the district is equipping all classrooms and entryways with an alcohol-based hand sanitizer that contains 80% alcohol that can also be used.

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

Physical Exams/Immunizations

Illinois law requires all incoming freshmen and transfer students to have a physical examination and updated immunizations. This examination must be completed before the student will be permitted to attend classes. Transfer students from out-of-state must have their health record or a physical completed within one month. In-state transfers have two weeks to produce their current physical. Athletes must complete a physical each year before they begin to practice in any sport.

All medical requirements must be completed before the first day of school. Students who do not comply with requirements will not be permitted to attend school until proof of compliance is presented. Proof of

exam and immunizations in accordance with the laws and rules of the Department of Public Health is required for students entering 9th grade and students transferring from an out-of-state school, irrespective of grade. The health examination shall be conducted by a licensed physician. Chiropractic exams are unacceptable. Parents, who object to immunizations or health exams on religious grounds, must present a written signed statement of such objections. Objections to immunizations for medical reasons must be documented with a signed physician statement.

Students Who Become Ill at School

Any student who is ill should secure a pass from the classroom teacher, and report to the nurse's office or the high school office. If in the opinion of the nurse, the student is ill, the parents will be contacted. In case the nurse is not available, the student should see an assistant principal. Anyone who is ill must have permission from the nurse, the assistant principal, or the principal before leaving the school grounds (see Student Medication Policy in this handbook).

Summary of Fire/Evacuation Procedures

In the event of a fire or any other event or circumstances requiring the evacuation of the building, the BUZZER will sound or instructions will be given over the school's public address system. *Follow the faculty's directions* and/or the posted evacuation procedures in your classroom. Evacuate the building through the nearest exit. Move at least 300 feet away from the building. Stay with your class so attendance may be checked outdoors.

Summary of Disaster/Tornado Procedures

In the event of a tornado warning or any other circumstances requiring students to be sheltered, a SUSTAINED BELL will sound or directions will be given over the public address system. The interior hallways of the Red, Blue, and Green first floor hallways are areas covered by reinforced concrete and are the schools' designated shelter areas. All teachers and students with classes in the Red hallway should move to the first floor Red hallway. All teachers and students with classes in the Blue hallway should move to the first floor Blue hallway. All teachers and students with classes in the Green hallway should move to the first floor Green hallway. Students in the PE and Tech Ed classrooms should go to the downstairs blue or green hallway. Students should sit down facing towards the interior wall with their hands covering their heads. Follow your teacher's instructions and proceed directly to these assigned areas.

Telephone Information

The courtesy phone in the high school office may be used with permission from the school receptionist or an assistant principal. If students desire to make a private call, they may do so in the Student Services office or in an administrator's office.

Vision Screening

Vision screening will be done at mandated levels during each school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to

undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is NOT an option. If a record of a vision examination is not on file at the school for your child, your child will be screened.

Work Permits

Students may secure a work permit in the high school office once a job is secured. These permits are issued in compliance with the rules and regulations established by the Department of Labor.

POLICIES AND PROCEDURES

Attendance Policy

Regular attendance including active participation in class is imperative for a student's success in school. An integral part of the learning experience is the interaction between students and teachers. Only in the classroom can the student take full advantage of fellow classmates' ideas, the teacher's explanations, and other enrichment activities. A good attendance record is also one indication of an individual's dependability. Students are more likely to have greater success in fulfilling their academic potential and meeting their educational goals with a good attendance record.

Every student is expected to be in school every day and to attend every assigned class. Parents are requested to encourage good attendance habits. An excused absence will be granted for the following reasons only: 1) student illness, 2) family emergency, 3) bereavement, 4) observance of a religious holiday, 5) court appearances, and 6) prearranged absences with the attendance officer.

In order for an absence to be considered excused, a parent or guardian must call the Attendance Hotline at 667-5409 ext. 7998 prior to 9 a.m. the day of the absence. Failure to give proper notification to the school will result in an absence being considered as an unexcused absence. The determination as to whether an absence is classified as excused or unexcused will be made by the high school attendance officer.

A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child's absence may be in violation of the law. Pursuant to Illinois State Statute Chapter 105, Section 26-1 et. al., which provides that parents or guardians of children ages 7 to 17 are responsible for the child's attendance the entire time that school is in session. If your responsibilities are not met under this statute you could be found guilty of a Class C Misdemeanor and punished by 30 days imprisonment and/or a fine up to \$500.00. Furthermore, a Juvenile Petition per 705 Illinois Compiled Statute 405/3-33 Truant Minor in Need of Supervision can be filed against your child. Disposition of this type of adjudication can carry fines up to \$100.00 per day missed from school without valid cause, public service work, and driver's license suspension. The Regional Office of Education may be sent a copy of the student's attendance record who may, in turn, initiate proceedings against you and your child if she/he does not attend school.

1. When a student's total absences, excused or unexcused, accumulate to 5 days or more, parents will be provided an informational written notice via email and/or mail as a reminder to provide documentation for further student absences.
2. ***Upon 9 days of total absences, all subsequent absences must be validated with appropriate documentation (doctor's note, court documents, death notice, etc.) that will be confirmed by the school's attendance officer. If the parents are unable to make an appointment to see a doctor, the school nurse is available to determine whether the student is too ill to attend school. It is the parent's responsibility to present verifiable documentation to the school attendance officer within 2 school days of the absence if it is to be considered excused. If a student exhibits a habitual pattern of nonattendance the school's attendance officer may make a referral to the Madison County Truant Officer.***
3. When a student's total absences, excused or unexcused, accumulate to 10 days or more parents will be contacted via email, letter, and /or phone to encourage school attendance. The letter will remind the family of the attendance policy and that if attendance does not improve, Truancy could be involved.
4. When a student has been absent 15 days or more of excused or unexcused absences parents will be contacted via email/ or letter. **Additional contact may be made with the parent via phone and a meeting may be scheduled with the parents and student** to determine how to support regular school attendance. The parents will be given written notification that if attendance does not improve or medical documentation is not provided with each subsequent absence a Truancy report may be filed.
5. If the student continues to be absent from school the administration may refer the student to Truancy through the Madison County Regional Office of Education. The State of Illinois considers a student ***Chronically Absent after 18 days of excused or unexcused absences*** unless a student provides hospitalization documentation.

If a student exhibits a habitual pattern of nonattendance without documentation, the school's attendance officer may make a referral to the Madison County Truant Officer.

Cafeteria

Students are to eat their lunches in the cafeteria area, not in classrooms. No food or drinks are to be taken from the cafeteria. Students are responsible for returning their own trays and silverware or disposing of their materials if they bring their own lunch.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, instruments, furniture, equipment and facilities supplied by the Board of Education. **THE COST OF REPAIRING OR REPLACING SCHOOL PROPERTY THAT HAS BEEN CARELESSLY OR DELIBERATELY DAMAGED WILL BE CHARGED TO THE RESPONSIBLE STUDENT.** Students will not be able to participate in extracurricular activities until these fees are paid.

Cell Phones and other Electronic Devices

The possession or use of cell phones and other electronic devices is subject to the following rules:

1. In order to maintain a quiet and orderly learning environment, students are not allowed to use any cell phone or any other electronic signaling device while in any of the gymnasiums, restrooms, locker rooms, or library at any time without the permission of a classroom teacher or administrator. This rule will also apply to students enrolled in Early Bird classes.
2. Cell phones and other listening devices may be stored with the student during the school day as long as they remain out of sight and are in the off position or in silent mode.
3. Students may be required to place their cell phones in a designated area within the classroom to maintain a quiet and orderly learning environment.
4. Cell phones and other devices may be used in the cafeteria during a student's assigned lunch hour or during passing periods unless otherwise instructed by a teacher or administrator.
5. The use of listening devices such as headphones, air pods, earbuds, etc. are prohibited during class unless permission is granted by the teacher.
6. The following are inappropriate uses of all electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams/quizzes, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use communication including messaging to invade personal privacy, harass another person, disrupt the instructional day, or engage in dishonest acts.
7. Students should not take a picture/video of other students or staff without their permission.
8. Students are not allowed to have laser pointers at school.
9. Violation of the terms of this policy may result in disciplinary action including but not limited to the student being assigned detention, Extended Detention, In-School Directed Study, STOP, suspension, or recommended expulsion from school and having the electronic device confiscated from the student and returned to the parent.

Closed Campus/Checking Out

Triad High School has a closed-campus policy. Students are not allowed to leave school for lunch. This means that students are to remain on campus after they arrive at school until the entire scheduled school day ends. When parents need to pick up students during the school day, they should do so in the high school office.

STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL UNLESS:

1. Their parent or legal guardian signs them out with one of the high school office administrators or the attendance secretary in the high school office.
2. Their parent or legal guardian contacts the high school office by phone **PRIOR** to the student leaving school giving their permission. In this case, the student must contact a high school office administrator or the attendance secretary in the office to verify a call was received and for permission to sign out and leave campus.
3. Students arriving late or leaving for a doctor's appointment during the school day are required to return with documentation from the doctor's office of their appointment.
4. Students will not be permitted to check out or leave school without **PRIOR** parental permission.
5. If the student should return to school during the regular school day, he/she must sign in at the high school office.

STUDENT ID POLICY

1. The purpose of a student's ID is to provide a safe, secure, and educationally sound environment at THS. Students will need to be able to produce identification while in the building.
2. Students must have their school ID to purchase lunch, check out materials in the library, check into Student Services, etc.
3. **Students may be assigned a disciplinary consequence for refusing to produce their school ID. These consequences may include** a warning, detention, Extended Detention, ISDS, STOP, or OSS
4. False IDs: Any student displaying an ID that is not his/her own or an ID from a previous school year may be assigned a warning, detention, Extended Detention, ISDS, STOP, or OSS.
5. Students who forget/lose their ID before school starts: Students may request a temporary ID two times per year at no charge. After two free temporary IDs a student may purchase a temporary ID for \$1. If the student's ID and/or lanyard are lost he/she must purchase a new permanent ID for \$3 and/or a lanyard for \$1. Any replacement ID that is charged must be paid before a student participates in an extra-curricular event. Student fees must be paid in full to participate in extracurricular activities. Students may be assigned a warning, detention, or Extended Detention for fees not paid within 1 week.

Dress Code

Student dress and grooming are important issues in creating a safe and orderly educational environment. The responsibility for establishing an environment conducive to learning is the shared responsibility of the parent, the school administration, and the student.

1. Any student's dress or choice of clothing that threatens the health, safety, or welfare of the individual or the student body as a whole, which might cause defacement of school property and/or equipment, which disrupts the educational process, or has comments, pictures, slogans, or designs that are obscene, lewd or vulgar is prohibited.
2. Students are to wear clothing that is clean and safe.
3. Shoes must be worn at all times.
4. Clothing that is revealing or suggestive may not be worn. The high school administration will be the judge of what is revealing and/or suggestive. Any see-through clothing or clothing with holes that reveal bare stomachs, cleavage, backs, sides, or underwear is considered inappropriate for school.
5. Clothing which are revealing such as halter tops, spaghetti strap tops, strapless tops, or tops with only one strap is inappropriate at school.
6. Headgear may NOT be worn in the building. Wearing hoods, hats, caps, bandanas, scarves, hair rollers, hairnets, picks, and combs are not permitted.
7. Sunglasses and dark glasses, unless required for a medical condition with a doctor's note, are not to be worn in school.
8. Shoes with skates of any kind may not be worn to school.
9. Clothing or jewelry that has vulgar, profane, suggestive messages, or pictures or slogans of illegal substances, weapons, drug or drug-related items, alcoholic beverages, tobacco products, or represents an industry that violates school policy is inappropriate for school and is prohibited.

10. Chains, metal or plastic spikes, or any other apparel which could be a safety concern is prohibited.
11. No caps, clothing, coloring, insignia, or other symbol or combination of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with intimidation, violence, drugs, or illegal activity will not be allowed on school grounds or at school-related activities. Students may be suspended and/or recommended for expulsion for displaying or engaging in any gang-related activity.

Students may be required to change clothing, assigned detention, Extended Detention, ISDS, STOP, or suspended for these dress code violations. Class time missed due to dress concerns will be counted as unexcused.

Final Exam Policy

All students are required to take 1st Semester exams. All Students are also required to take 2nd Semester exams, but may be exempt from taking 2nd Semester exams depending on their attendance, grades, and discipline during the entire school year. The high school will run a closed campus schedule on all semester exam dates.

The semester exams are to count for 20% of a student's semester grade. ***Students may be excused from taking 2nd-semester exams and will not be required to attend school the day(s) of those exams if the following criteria are met:***

1. The student must have no discipline resulting in in-school-directed study, out-of-school suspension, or assignment to the STOP program for the entire school year.
2. The student must have 8 or fewer absences for the school year, as recorded by a student's daily attendance. A student missing 1, 2, or 3 periods will result in a ½ day absence. If a student checks in 25 minutes after the start of the school day, the student will be considered a ½ day absent. A student missing more than 3 periods in a school day will be considered a full-day absence. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence.
3. The student must have completed all course requirements.
 - a. The student must have a passing grade for the semester.
 - b. The student must have all class assignments turned in and completed to the satisfaction of the teacher.
4. Final exams are to be taken 1) during the class period(s) and 2) on the day(s) assigned. Finals are not to be taken early.
5. Students EARN the privilege of being excused from 2nd-semester final exams through, HARD WORK, GOOD GRADES and GOOD BEHAVIOR.
6. Students who meet the criteria to be excused from 2nd-semester final exams may opt to take final exams to try to raise their grade at no risk of lowering their grade unless students are caught cheating on the exam.

Library Procedures

Library Hours: Open from 7:15 am to 3:00 pm.

Students may check out material at the library circulation desk. Materials may be renewed on or before the due date. Fines for overdue books will not exceed \$5.00. Charges for lost books include the retail price of the book plus \$3.00 for processing (a minimum of \$ 8.00). Students are responsible for returning or paying for all items checked out before additional materials may be checked out from the library. Students may use the library facilities during their study hall periods by requesting a pass from their classroom teachers. A student may get a pass from his teacher if he/she has a need to be in the library for an assignment in that teacher's class. Passes must be obtained BEFORE the period that students wish to work in the library. While in the library, the student is to work on those library assignments for which he/she received the pass. The student will report directly to the study hall or homeroom first at the beginning of the period. After checking the roll, the teacher will send students with passes to the library. A student should bring all necessary supplies to the library. When a student enters the library, he/she should place his/her library pass in the designated box for passes and sign in. Failure to sign in may result in an unexcused absence for that hour.

Makeup Work

Excused Absences/School Sanctioned Activities

1. An EXCUSED ABSENCE, as noted in the Attendance Policy, will be granted for:
 - student illness
 - family emergency
 - bereavement
 - court appearances
 - observance of a religious holiday
 - prearranged absences with the attendance officer
2. An excused absence must be called into the high school office by the parents as explained in the Attendance Policy.
3. Students who miss class due to an excused absence or school-sanctioned events including field trips and activities will be given one day for each day missed to make up work for full credit.
4. It is the responsibility of the student to talk to the teacher the day they return from an absence to determine the nature of the work missed.
5. The teacher may require the student to remain after school to complete labs or work that requires the teacher's assistance.
6. Work assigned prior to and due the day(s) of the absence is due the day the student returns to school; also, tests assigned prior to the day(s) of absence are to be taken the day the student returns to school unless other arrangements are made in advance with the instructor.

Unexcused Absences

1. An UNEXCUSED ABSENCE will be assigned for the following absences:
 - truancy (skipping school)
 - skipping or cutting class
 - any unauthorized absence
 - dress code violations where the student misses more than half of a class period.
2. Students assigned to the STOP or ISDS program who choose not to attend will be considered unexcused for the day.

PHYSICAL EDUCATION DEPARTMENT POLICIES

PE Dress Uniform:

1. Students are required to wear appropriate athletic clothing, this includes a Triad PE shirt, shorts or sweatpants.
2. Tennis Shoes must be worn at all times in PE class.

Medical Excuse for an injury or illness when a student is present at school.

1. Students not able to participate must present a physician's referral note or a note from a parent to the school nurse BEFORE SCHOOL to be excused from P.E.
2. Perform a modified activity which will be determined by a physician's referral form. Ten points may be earned based on performance and effort.
3. Any student not able to participate will read a health/sports/physical fitness magazine article and write a one-page summary. A copy of the article must accompany the summary. If the situation dictates, the teacher may send the student to the library.
4. Any student with a medical excuse stating no P.E. will be placed in a study hall with an alternative learning activity.
5. Any long-term medical condition that would require a student to be removed from P.E. for an extended period of time, will be evaluated by the administration.

Homebound

The administration and teacher will address homebound instruction per each individual case. The student will have an opportunity to earn full credit for the course.

Athletes on Game Days

Athletes will be expected to participate in physical education classes on the day of an athletic contest.

School Lockers/Personal Security

Security of personal property is the individual responsibility of each student. A locker is provided for each student. Locks are available for those lockers which do not have them built in. The administration urges all students to keep their Academic and P.E. lockers locked at all times. The school cannot be responsible for stolen and/or lost articles.

DO NOT UNDER ANY CIRCUMSTANCES REVEAL YOUR COMBINATION TO ANYONE, AND DO NOT ALLOW ANYONE TO LEARN IT BY WATCHING YOU OPEN YOUR LOCKER. ALSO, DO NOT LEARN OTHER COMBINATIONS OR USE LOCKERS OTHER THAN YOUR OWN.

Large sums of money and articles of considerable value should not be brought to school. Students may be disciplined for "sharing" lockers. Students are to use school-issued locks only; no locks from home should be put on school lockers. Locks are available to all students in the high school office. Lockers are school property. For the health, safety, and welfare of the students, the School District retains the right to open and inspect student lockers whenever, in the opinion of appropriate school personnel, such opening of a locker is required. School lockers, cars on school property, and the school buildings in general could

be subject to searches by trained canine units, state, county, or local police, or drug enforcement units in addition to school authorities.

Student Medication Policy

Medication required by a student shall not be administered or self-administered at school. For purposes of this policy, medication includes all prescription and non-prescription drugs (including common and widely used preparations such as aspirin).

However, students recovering from temporary illness or students on long-term medication who require medication during the school day may bring medication to school following these guidelines:

1. A written, signed statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration shall be required. The telephone number of the physician shall be indicated.
2. A written request and permission from the parent to administer the drug shall be required.
3. Prescription medication shall be brought to school in the pharmacy-labeled container. The name of the student and the name and phone number of the pharmacy shall be indicated on the container. In the case of a non-prescription medication, the drug shall be brought to school and stored in the manufacturer's original labeled container with the student's name affixed to the container.

Medication shall be administered by the certified school nurse or school administrator or their designee.

On a case-by-case basis the certified school nurse, with the physician and parent/guardian, may decide whether self-administration by a student will be allowed. All medications shall be stored in a locked area with the school nurse. Students are not to be in possession of any prescription or non-prescription medication on school property. In all cases, the school retains the discretion to reject a request for administering medication. Students may be warned, assigned detention, or suspended for not following the school's medication policy.

Emergency Epinephrine Act: Allows K–12 schools to have undesignated epinephrine injectors on hand. Our schools are prepared to treat allergic reactions in the event a student's personal epinephrine injector isn't available, in the event additional doses are needed, or if a student is having (or thought to be having) a reaction but has not been previously diagnosed and thus would not have an epinephrine injector. A severe food allergy is a potentially life-threatening immune response to eating specific foods or food additives. Eight types of food account for the majority of allergic reactions: milk, egg, peanut, tree nuts, fish, shellfish, soy, and wheat. Food allergies may result in a severe reaction, including: obstructive swelling of the lips, tongue, and/or throat; trouble swallowing; shortness of breath or wheezing; turning blue; drop in blood pressure; loss of consciousness; chest pain; and/or a weak pulse, any of which require urgent medical attention and, if left untreated, may cause death. (Severe food allergies should not be confused with food intolerances, which present with gastrointestinal symptoms and not life-threatening reactions.) The school district has standing protocol for the administration of epinephrine should a student (with either diagnosed or undiagnosed food allergy) need it during school hours.

Emergency Asthma Inhaler Act: Allows K–12 schools to maintain a supply of undesignated asthma medication (albuterol), in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Signs of respiratory distress can include fast breathing, extreme shortness of breath, nasal flaring, bluish skin tone or retractions (areas in the ribs or neck sink in when inhaling). A school nurse or trained personnel may carry undesignated asthma medication on his or her person while in school or at a school-sponsored activity

Emergency Opioid Antagonists Act: Requires K-12 schools to maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug (narcain), that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. See the [website](#) for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

A copy of the Board of Education Policy, 7:270 - *Administering Medicines to Students*, may be found on the [Triad District Policy Manual](#).

Undesignated Medication Disclaimers and Notifications

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication (epinephrine injector, asthma medication, or opioid antagonist). This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications(s).

Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. If an undesignated epinephrine injector, asthma medication (albuterol), or opioid antagonist (narcain) is administered, immediate activation of the EMS system will take place, including notification to the student's parent and/or guardian. Additional notification will take place to the suppliers of the medication as well as the [Illinois State Board of Education](#).

Study Hall and Homeroom Procedures

Study halls and homerooms should be used to prepare class work. To maintain an atmosphere which will aid study, the following rules will be observed:

1. All students must bring study materials with them to their study hall and homeroom.
2. No talking without permission from the teacher. (The same rule applies to students using the library.)
3. No cards or games will be allowed in study halls, classrooms, or the cafeteria (at any time during school hours).
4. No student should leave the study hall until attendance has been checked. After the roll is taken passes should be presented to the teacher.
5. After those students with passes leave, no more than one person should leave the study hall at one time, and then only to the restroom or locker after obtaining permission and signing out.
6. Permanent passes may be issued by a teacher who gains administrative approval. However, passes may be revoked at the discretion of the administration.
7. Those students who obtain permanent passes should report immediately to the designated area and remain for the entire period.
8. Students who have a pass to the library should report to the study hall or homeroom first.

Tardiness/Punctuality

No one can expect to do well in school now or to succeed on the job later in life without being prompt and punctual. The skillful management of time is a mark of a responsible, reliable, and productive individual. Prospective employers are always concerned with the "work habits" of an individual. Perhaps no other quality exemplifies good work habits than that of punctuality. The administration at Triad High School feels that this is an important lesson for all students. With this in mind, we intend to emphasize punctual attendance in all classes.

Transportation and Student Driving Policy

Bus transportation is available to all Triad High School students. It is recommended that students use bus transportation to get to and from school. Students who ride the bus from home will be expected to remain on the bus all the way to Triad. Those who leave by bus are expected to remain on the bus unless picked up by their parents.

Students attending a school-sponsored field trip or competition and athletes participating in athletic contests are expected to ride the bus to and from all school-related events when bus transportation is provided. Other arrangements for transportation to and from field trips, competitions, and/or athletic contests should be requested by the parent or guardian in writing and presented to the administration for approval prior to the date of the event.

Students must present a valid driver's license and have no outstanding fees owed to the school district in order to purchase a student parking permit. A fee of \$75.00 will be assessed for a student parking permit. The following rules will apply to students who drive to school:

1. Applications for parking permits must be obtained from the office.
 - A. Students obtaining a parking permit must have a verification form signed by their parents and all information on the form must be completed..
 - B. The parking permit must be permanently affixed to the lower passenger side of the vehicle's windshield.
 - C. The parking permit can be denied or revoked at any time because of irresponsible/reckless driving or failure to park in your designated spot.
 - D. The parking permit can be denied or revoked at any time because of any misbehavior at school involving automobiles (smoking, drugs, alcohol, skipping, stealing, etc.)
 - E. Revocation of parking privileges is defined as and includes the student driver and his/her vehicle and any other vehicle he/she may drive.
 - F. Parking privileges may be revoked for repeat offenders.
2. Students must park in parking spots in lots B, C, and D ONLY. Parking spaces will be awarded based on a lottery system.
 - A. Students may not park in the faculty parking lot (lot A) or in the front row of lot D, which is also faculty parking. Students are not permitted to park in Visitor's parking, handicap-accessible spots, on the ring road, or in any spot marked off by stripes or without a number.
 - B. Students should vacate their cars immediately upon arrival at school. They should make sure they are locked, and then go into the building.
 - C. Students should not be in the parking lot without permission from the office.
 - D. There should be no cars parked in the parking lot without either a parking sticker or the driver signing the car in at the security desk. If, under certain circumstances, students must drive a vehicle without a parking sticker, upon arrival, the student must sign in the car and pay a \$1.00 fee per day. Students may pay the \$1.00 fee for a maximum of ten days. If the car is not signed in, or \$1.00 is not paid, the student will receive discipline.
 - E. Students who continue to park without purchasing a \$75.00 sticker will be subject to additional disciplinary action and may have this fee added to their school fees for the following school year.
 - F. Student-owned and operated vehicles parked on school property are subject to search when appropriate school personnel determine that a reasonable basis for such a search exists.
 - G. Students should vacate the parking lot at the conclusion of their school day or practice session unless they have other school business to attend to.
 - H. Triad is not responsible for the security of items left in cars. We will monitor the parking lot to the best of our ability but can not guarantee surveillance at all times.

TRIAD ATHLETIC CODE OF CONDUCT

A. Philosophy

This code of conduct is an attempt to state expectations and to influence positive behavior for those students representing Triad High School in extracurricular athletic participation, including cheerleading and dance teams. The Triad Board of Education, Administration, and Coaching Staff have determined that it is a privilege to participate in such extracurricular activities.

One of the major educational objectives of interscholastic athletics is to promote good citizenship and responsible personal conduct. As representatives of Triad High School and the community it serves, students participating in these extracurricular programs will be held to high standards in accordance with this objective.

This athletic code of conduct shall be enforced on a year-round basis. Students will be under the auspices of this policy: 1) upon receipt of the Triad Student/Parent Handbook, or 2) upon signed receipt of this policy.

Disciplinary consequences for violations when a student is "out-of-season" or during the summer will be levied in the student's next period of competition or performance.

This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy and pertains only to members of athletic teams.

B. Consequences

The Board of Education, Administration, and Coaching Staff of Triad High School consider the following as violations of the code of conduct that warrant the indicated actions:

1. USE OR POSSESSION OF ANY TOBACCO SUBSTANCE OR E-CIGARETTE

First Offense: Participants will be suspended from participation for a period representing 50% of scheduled competitive contests for that season. If the 50% is not fulfilled in that season, then the suspension would carry over into the next sports season in which the student participates. If the offense occurs while the student is out of season, the suspension will be enforced during the next sports season in which the student participates.

Second Offense (during the same school year): Participants will be suspended from participation for the remainder of scheduled competitive contests for that season and 50% of the following season within the same academic year or the following year. If the student provides the athletic director with written verification of counseling, the penalty of the second offense will be reduced to 22% of scheduled competitive contests for that season plus a carry over to the next sports season if the 22% is not fulfilled during that season. If the offense occurs while the student is out of season, the suspension will be enforced during the next sports season in which the student participates.

Third Offense (during the same school year): The participant will be suspended from participation in all contests/competitions for one calendar year from the date of the incident.

2. USE OR POSSESSION OF AN ALCOHOLIC BEVERAGE, A HALLUCINOGENIC OR CONTROLLED SUBSTANCE, OR A LOOK-ALIKE DRUG

First Offense: Participant will be suspended from participation for a period representing 50% of scheduled competitive contests for that season, plus a carryover to the next sports season if the 50% is not fulfilled during that season. If the student provides the athletic director with written verification of counseling by a licensed drug counseling agency, the penalty for the first offense will be reduced to 22% of scheduled competitive contests for that season, plus a carryover to the next sports season if the 22% is not fulfilled during that season. If the offense occurs while the student is out of season, the suspension will be enforced during the next sports season in which the student participates.

Second Offense (during the student's high school career): The student, whether in-season or out-of-season, will be suspended from participation in all contests/competitions for one calendar year from the date of the incident.

Third Offense (during the student's high school career): The student, whether in-season or out-of-season, will be suspended from all contests or competitions for the remainder of his/her high school career.

3. CONDUCT DETRIMENTAL TO THE TEAM

Conduct deemed by the coach or the Triad Athletic Council to be detrimental to the team, including but not limited to any illegal or inappropriate behaviors, according to the stated philosophy and objectives of the Triad High School Athletic Code, will be considered on an individual basis and may result in disciplinary action up to and including removal from the team.

Clarifications:

- A. The participant must attend all practices and contests during the time he/she is serving the consequence unless the consequence results in removal from the team.
- B. The participant must complete the entire sports season for the consequences to be considered served unless the consequence results in removal from the team.
- C. For the consequences to be considered served, the student must start the season on the IHSA-designated starting dates for that sport's season.
- D. "In-season" violations will carry over into the next sports season in which the student participates.
- E. "Out-of-season" violations will be enforced in the next sports season in which the student participates.
- F. An athlete who quits a team during its season will not be permitted to join another team during that season unless mutually agreed upon by the coaches of both teams involved. A student will not be permitted to participate on an athletic team, cheerleading, or dance team if he/she has any outstanding code of conduct violations.
- G. The penalty for a code of conduct violation occurring after school is completed for the second semester and before the IHSA sports seasons begin in August will be assessed during the next sports season in which the student participates.
- H. In administering an athlete's suspension during a sports season, if the athlete is involved in a team sport, each opportunity for the team to compete in a tournament will count as one date. If the athlete is involved in an individual sport (golf, wrestling, track, tennis) each opportunity for the individual to compete will count as one date.
- I. The guaranteed minimum number of athletic contests scheduled for a sports season will be used to determine an athlete's suspension.
- J. Valid reports will come from police reports, Triad District faculty/coaches reports, Triad District administrator's reports, or reports from members of the Triad Board of Education, IHSA officials, or other credible sources as determined by the Triad Athletic Council.

C. TRIAD ATHLETIC COUNCIL

A student will be advised of alleged behaviors in violation of the Triad Athletic Code of Conduct and be given the opportunity to respond to the charges. The student and his/her parents or guardians will be notified in writing by the athletic director of any disciplinary action taken as a result of the charges.

The student or his/her parents or guardians may appeal the disciplinary action taken by responding in writing to the athletic director or principal within three days of receiving notice of the disciplinary action taken. The Triad Athletic Council, consisting of the principal, the assistant principals, the athletic director, and the coaches (or any combination appointed by the principal), shall convene at the earliest possible date following the incident to review the case. The student-athlete and his/her parents or guardian shall attend the review.

<u>Athletic Teams</u>	<u>Contests</u>	<u>11%</u>	<u>22%</u>	<u>50%</u>
Football	9	1	2	4
Cross Country	15	1	3	7
Golf	16	1	3	8
Soccer	17	1	3	8
Tennis	18	1	3	9
Volleyball	20	2	4	10
Basketball	20	2	4	10
Bowling	18	1	3	9
Wrestling	18	1	3	9
Baseball	35	3	7	17
Softball	35	3	7	17
Track	21	2	4	10

Triad BOE Policy 7:300
Extracurricular Athletic Drug Testing Policy

I. Testing Policy

It is the District's position that drug usage is inconsistent with participation in extracurricular athletic activities. Students representing the school district in extracurricular athletic activities are respected and admired by a large segment of the student body and the community. To participate in such activities, students are expected to hold themselves as good examples of conduct, citizenship, sportsmanship, and training. This includes avoiding drug usage. Drug use causes serious physical, mental, and emotional harm. A student-athlete who uses drugs is a danger to him or herself as well as other students. The School District's students are entitled to drug-free participation in athletics.

Triad School District #2 reserves the right to conduct a program of random testing of students participating in athletics for the use of controlled substances, as defined by applicable law, which may present a safety risk during such activities. Other purposes of the program include the prevention of drug abuse; education of students and their parents or guardians about the serious physical, mental, and emotional harm caused by alcohol and drug abuse; advising and referring students regarding counseling services when applicable; and maintaining a school environment where students can be free from alcohol and drug abuse. As participating and competing in athletic programs at the high school level is an important aspect of many students' lives, this policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs and alcohol.

The Random Athletic Drug Testing Program is mandatory for all students participating in extracurricular athletic programs under the District's sponsorship. Students who do not participate in the Random Athletic Drug Testing Program will suffer no adverse consequences, but may not participate in any of these activities.

The Random Athletic Drug Testing Program does not affect other policies and practices of the School District in dealing with drug possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here. Reasonable suspicion may be determined of student drug use by observing one or more of the following indicators: slurred speech, unsteady gait, impaired motor control, unruly or erratic conduct, and or smell of drugs and/or smoke on breath, clothing, or person.

II. Prohibited Conduct

This policy is written and enforced to ensure that students who participate in high school extracurricular athletic activities at Triad School District #2 remain in compliance with the District’s policies regarding controlled substances. Students are not permitted to possess, sell, distribute, or be under the influence of any controlled substance while a member of an athletic team at any time during the calendar year.

III. Testing Procedures

In order to ensure and encourage Triad High School students to abide by the regulations regarding the conduct of extracurricular athletic participants, the following testing procedures shall be followed.

A. **Consent:** Before any student can participate in school-sponsored extracurricular athletics, both the student and the parents or guardians must consent to the student’s participation in the Random Athletic Drug Testing Program. Students and their parents will be given a copy of Triad CU#2 “Extracurricular Athletic Consent Agreement and Random Drug Testing Consent Form.” Students and their parents/guardians will also be provided a copy of this policy and appropriate sections from the Student-Parent Handbook for their review. Both the student and the parents or guardians must complete the attached consent form indicating that they understand the policies and procedures involved and agree the student may participate. The form must be signed by both the student and a custodial parent or guardian. Students will not be permitted to participate in extracurricular athletic activities without returning the consent form completed and signed.

B. **Testable Items:** Controlled substances are those substances prohibited by the Illinois Controlled Substances Act, 720 ILCS 570/101 *et seq.* and the Cannabis Control Act, 720 ILCS 550/1 *et. seq* and include, but are not limited to the following:

- | | | |
|-------------------|--------------------|------------------|
| * amphetamines | * marijuana | * phencyclidine |
| * barbiturates | * methamphetamines | * MDMA (Ecstasy) |
| * benzodiazepines | * oxycodone | * cocaine |
| * opiates | | |

C. **Student Selection:** All extracurricular athletic participants may be tested at the beginning of each sport season. Extracurricular athletic participants may then be tested randomly over the course of the year. The District specifically reserves the right to test any extracurricular athletic participant at any time where reasonable suspicion is found to exist. At intervals of the sports season, testing may be conducted at random, unannounced times. For testing purposes, students will be identified by their own school ID number. The Principal, in conjunction with the Athletic Director, shall

make a list of all student names cross-referencing the student and his/her respective ID number. The list of the names and their contents shall remain confidential with the Principal and the Athletic Director. Students will be randomly selected from that list in an appropriate manner by the testing agent. Five student numbers will be randomly selected at random points throughout the school year for testing. **Refusal to submit to a test when selected will result in a one-calendar-year suspension from all extracurricular participation.** After testing, a student's ID number will be returned to the testing population and be subject to re-selection. The only school personnel who will know of a selection shall be the Principal, the Assistant Principal(s), the Athletic Director, and the School Nurse. The only persons who shall be informed of the results of the test are the student, his/her parents, custodial parents or guardian, the Principal, the Assistant Principal(s), and the Athletic Director.

- D. **Testing:** The testing method will be a urinalysis. Appropriate steps will be taken to respect the privacy of students in accordance with state and federal law, while also preventing the falsification of testing. However, drug testing results will be shared between the testing agent, school officials, parents, legal guardians, and the student, as provided herein. Upon being selected for testing the student will be escorted to the Nurse's Office where the collection of samples will occur. Students will be escorted to the Nurse's Office by a member of the administration, including the Athletic Director, or the School Nurse.

After completing the chain of custody documentation the student shall provide a sample of his/her urine in a verifiable manner. The student will not be under direct visual observation while providing the sample unless there is a reason to believe that the student will alter or substitute the specimen to be provided. The sample will be labeled with the date and the student's ID number. School and/or agency personnel shall verify with the student the accuracy of the cross-reference number to ensure that it is the student's ID number. **Students will be kept in the Nurse's office until they are able to produce a urine sample.**

Be advised that the specimen is NOT split unless the test cup indicates a non-negative reading. If that does occur, the specimen is then split into 2 vials. Both vials are sent to the lab with properly completed chain-of-custody forms. One vial is processed and quantified and the other vial is retained by the lab for up to one year. KMA Certified Testing does not retain any specimens. If the results are challenged, it is the responsibility of the challenging party to contact the lab and request testing of the retained vial and it will be their responsibility to pay for that test. The student will be allowed to participate in any extracurricular athletic activity until the results of the second test have been determined. If appealed, the results of the third test should be conducted in a reasonable amount of time and will be considered final. The student will be unable to participate in any extracurricular athletic activity until the third test has been determined. The District and the testing laboratory shall closely monitor and record the chain of custody of the sample to assure the accuracy and anonymity of the testing procedure.

All files regarding the drug-testing program will be kept separate from the mandatory school files required for each student. The test results shall not be made known to any other school officials other than the Principal, Assistant Principal(s), and Athletic Director. Any negligent or intentional disclosure of test results by any school official may be grounds for disciplinary action. Furthermore, if the student tests positive, the administration will not use or reveal a positive test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or other law enforcement authorities without a court order and the administration will not disclose test results, without a court order, for purposes of criminal investigation.

- E. **“Positive Test”:** If after testing and verification, a student tests positive, it will be treated as competent and substantial evidence that the student has used the substance for which that student tested positive. The student will be penalized according to guidelines contained within the District’s Extra-Curricular Athletic Code of Conduct. Students penalized under this policy will be eligible to request a review of their situation by the Extra-Curricular Athletic Council as per the guidelines in the Student-Parent Handbook.

Also, drug counseling and assistance programs will be urged by the District for any student testing positive under this policy. If requested by the parents or guardians, school personnel will provide assistance in obtaining help for the student. The District will not be responsible for the costs of any counseling, testing, or subsequent treatment that is part of a substance abuse treatment program. The Building Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedures shall be followed.

- F. **Disclosure of Other Medications:** All currently available Drug Tests have the possibility of producing a “false-positive.” This means that, if the student is taking any over-the-counter or prescription medications, the test may produce a positive reading. In addition, certain foods have been known to produce false-positive results. *KMA Certified Testing will not accept, nor pass to the lab any information pertaining to prescription or over-the-counter medications the student may be taking. Once a specimen has been processed by the lab, the quantitative results are sent to a medical review officer (physician) who will then contact the student (and/or parent) to inquire about any medications that may have been taken. [You will note that we request contact phone numbers on the CoC form.] If prescriptions are involved, the physician will contact the pharmacy to confirm the prescription is legitimate. The physician will also be able to determine, via the quantification, that the medication is being taken as directed or prescribed. Once these bases are covered, the MRO will then make a determination as to whether the specimen is positive or negative. A report of those findings will be sent to KMA Certified Testing who will then send the report to the designated representative at Triad CU#2.*

- G. **Notification of Test Results:** Notification of the test results will be handled as follows:

1. *Notification from the testing company:* Test results will be given to the principal or designee to share with the selected student and the student’s parents or guardians who were tested.
2. *Notification to the students:* The principal or designee will contact the students regarding both positive and negative test results.
3. *Notification to the parents:* The principal or designee will contact the parents or guardians of tested students upon receiving the test results.

Positive Test: The principal or designee will ask parents of students who test positive to meet and discuss the results of the tests in detail. At this meeting, the principal or designee will also discuss the consequences of a positive test and educational opportunities for students and families.

Negative Test: The principal or designee will contact parents to inform them of the negative test results.

4. *Notification to Athletic Coaches:* The principal or designee will contact the coaches to discuss the suspension of the students involved in the sport. The principal or designee should also remind each coach of the confidentiality involved with the suspension.

- H. **Coordination with Other District Policies:** Nothing in this policy shall prohibit or limit the

application of the District's regular student disciplinary rules, regulations, and board policies to athletic participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline including but not limited to the Student-Parent Handbook and the extracurricular athletic code of conduct.

- I. **Testing Agent:** Sample collection, maintaining an appropriate chain of custody, and testing shall be performed by a qualified and competent service provider approved by the Triad CU#2 Board of Education. District administration will verify that the provider's personnel have been adequately trained and certified in collection and chain of custody issues. Verification of initial non-negative test results shall be conducted by a qualified laboratory selected by the sample collection service provider and approved by Triad CU#2.

VISITORS/TRESPASSING

Students are not allowed to bring visitors to school. Only those people with school-related business should be on campus. Those non-students providing rides for Triad students are not to be in the building and should wait in their cars in the circle drive, visitor parking, or A lot.

Those with school-related business to attend should report to the high school office for a visitor's pass or further instructions. Outsiders and non-students will be asked to leave the campus. Any outsider or non-student who refuses to leave after a school official asks them to leave shall be considered a trespasser and may be prosecuted in accordance with Illinois law. Any person, whether or not a student at Triad, who is on the school property after hours without valid reason and when there is no school activity in progress will be considered a trespasser and may be prosecuted in accordance with Illinois law. Students should not remain at school after dismissal unless they are involved in an activity and are responsible to one of the faculty members. If you miss the bus or have to remain for an after-school meeting, report to the office for instructions as to where to go. LOITERERS ARE ALWAYS VIEWED WITH SUSPICION.

GUIDANCE/STUDENT SERVICES

Triad High School offers students guidance services in vocational, educational, and personal areas. These services assist the individual in the process of making wise choices and adjustments. In general, the program includes the following:

1. Eighth grade to high school orientation.
2. Personal, vocational, college, and educational counseling.
3. Annual counseling with each student in planning his/her academic program.
4. Maintaining adequate individual records.
5. Providing admission counseling for college, vocational, and the military.
6. Providing college and vocational school financial aid and scholarship information. Students and parents are encouraged to make use of these guidance services.
7. Parent programs covering SAT & ACT preparation, college financial aid, and 9th grade orientation to the high school.

Grades/Report Cards/Honor Roll

Grades and attendance may be viewed online through Skysward. It is the joint responsibility of the student

and parent to make certain that all reports are seen and evaluated. Only semester grades become a part of the permanent record.

The following letter grades and GPA calculations will be used for all courses. Honors courses will be on a weighted GPA scale.

Letter	%	Unweighted GPA	Weighted GPA
A	93-100	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	1.33
D	63-66	1.00	1.00
D-	60-62	0.67	0.67
F	59-0	0.00	0.00

Incomplete grades are the student's responsibility. Up to two weeks after the grading period (quarter or semester) are normally allowed for completion.

- Class rank is tallied after the first semester of the junior year. It is then re-tallied after the end of each successive semester until graduation.
- Class rank will be determined using the weighted GPA.
- Students will receive an unweighted GPA and a weighted GPA indicator on their report cards and transcripts.
- For the unweighted GPA, all course grades will be counted toward the GPA. For the weighted GPA, all course grades except for early bird, summer school, or other classes earned outside the traditional 7-period school day will be included.
- Students who earn a weighted GPA above 4.0 and take a study hall will have a weight modifier added to the total number of classes taken on their weighted GPA. This is intended to guarantee that with all other factors being equal, the student who takes a study hall will not have an advantage in class rank over one who does not take the study hall.
- *In order to be Valedictorian or Salutatorian, the student cannot have taken a study hall during*

their high school career.

Honor Roll

Students with an average of 4.0 or better on the weighted GPA will be placed on the High Honor Roll. Students with an average of 3.5-3.99 on the weighted GPA will be placed on the Honor Roll. ALL GRADES WILL BE USED IN COMPILING THE HONOR ROLL, including P.E., Band, and Chorus. Students with an incomplete grade will not be on the Honor Roll. Honor Roll for the first and second semesters is based on the semester grade.

A grade should indicate how well a student is performing in a particular area in relation to his ability. Since it is very difficult, if not impossible, to accurately measure and report, the administration strongly urges all teachers to utilize various methods of evaluating and reporting student progress in addition to the traditional numerical and letter grading systems. These would include conferences, written narratives, comparisons with national norms, self-evaluations, etc. Parents should make an effort to periodically contact teachers, the Student Services department and the principal's office to learn as much as possible about their child's progress, including his/her strengths, weaknesses, and areas of needed improvement. GRADES ARE IMPORTANT, BUT MORE IMPORTANT IS THE FACT THAT STUDENTS ARE MEASURING UP TO THEIR POTENTIAL AND THAT THEY ARE LEARNING THOSE SKILLS NECESSARY TO ADEQUATELY PREPARE THEM FOR COLLEGE AND/OR AN IMMEDIATE VOCATIONAL CHOICE, AS WELL AS HOW TO FUNCTION AS RESPONSIBLE MEMBERS OF SOCIETY AND LIVE STABLE AND SATISFYING PERSONAL LIVES.

Graduation Requirements

(21.00 credits required for graduation)

Model UN, Color Guard, Career Exploration, Driver's Education, Fundamental Study Skills, and Study Skills are .25 credits per semester.

Required credits include the following:

4	Units English
3	Units Math to include 1 Unit Algebra and 1 Unit Geometry
2	Units Science
1	Unit U.S. History (Junior Year)
0.50	Unit World History (Senior Year)
0.50	Unit American Government (Senior Year)
3.0	Units P.E. (PE exemptions explained in #3 below)
0.50	Unit Health (Freshman year)
0.25/0.25	Unit Driver Education/Career Exploration
0.50	Unit Consumer Education

All students must have 2 Units of Writing Intensive Coursework, One of which must be a part of the English requirements.)

- 1) One elective credit chosen from one of the following areas: art, foreign language, music or vocational education.
- 2) Seniors must carry a full load. A full load is FIVE academic units. (Exception: Students returning for a 9th semester may take a shortened schedule.)
- 3) Juniors and seniors may request an exemption from physical education during pre-registration. Excuses from physical education are generally for a medical reason, participation in varsity athletics, or the need of a specific course for college or graduation. Exempted juniors or seniors need to take a minimum of five academic classes.
- 4) A Carnegie unit of credit is used to compare credits earned from high school to high school. One hundred twenty (120) hours is the minimum amount of class time for one (1) unit of credit. Triad High School classes meet in excess of one hundred forty (140) hours per school year.

Credit for Non-District Experiences:

1. Students will not be permitted to take more than 1 credit in a correspondence, virtual, or online course over their high school experience. This credit must be approved by either the Director of Student Services or the High School Principal. The student assumes the responsibility for all fees (Maximum of 1.0 credit). With approval from either the Director of Student Services or the high school principal, students needing credit recovery coursework may exceed this maximum of 1 credit, but for credit-recovery purposes only.
2. Independent study courses may be taken by seniors during the 8th semester if credit is needed for graduation. Such credit must be approved in advance by the Director of Student Services. (Maximum of .50 credit)
3. It is the responsibility of the student to notify the Office of Student Services of any and all credits earned in a non-Triad summer program.

General Academic Policies

1. A student must carry at least 5 subjects each semester.
2. Requests to change a class needs to be completed by April 1st of the year students register for classes. Registration for classes is usually completed by mid-February. Students can only make changes to the classes they have selected by April 1st of that year.
3. Schedule changes will not be allowed for the following reasons:
 - Teacher requests/changes (unless the students have previously failed with the teacher)
 - Homeroom/Lunch changes
 - Specific class hour requests
 - *Other requests will be evaluated by the Student Services department.
4. NO SCHEDULE CHANGES FOR either semester will be made after April 1st of the year the student registers except for failures, low grades, or to move down from honors to regular classes during the first two weeks of the 1st semester.
5. Ordinarily, a student will not be permitted to drop a course in which they are receiving a passing grade.
6. No student will be permitted to take a course without having passed the prerequisite.
7. Incomplete work must be made up within 2 weeks (unless there are extenuating circumstances) or the grade becomes an F.

Graduation – Academic Honors

To be eligible for valedictorian/salutatorian honors at Triad High School, the graduating senior must have been enrolled at Triad High School for a minimum of 2 semesters of study. This honor is based on 8 semesters of high school.

- The valedictorian will be the graduating senior or seniors with the highest grade point average.
- The salutatorian will be the graduating senior or seniors with the second-highest grade point average.

The Latin Honors System uses a student's weighted GPA. This honor will be based on the first 7 semesters of high school. The following will be used for Students graduating Summa Cum Laude - with highest honors - who have earned a 4.0 or higher grade point average and are honored during the graduation ceremony by wearing gold medallions. Students graduating Magna Cum Laude – with high honors – have earned a 3.99 – 3.75 grade point average and are honored during the graduation ceremony by wearing silver medallions. Students graduating Cum Laude – with honors – have earned a 3.74 – 3.50 grade point average and are honored during the graduation ceremony by wearing a bronze medallion.

Homebound Instruction

Homebound instruction will be provided for students who are unable to attend classes for an extended period (at least 2 weeks) because of sickness, injury, pregnancy or miscarriage, or other disabilities. Approval of the principal and a doctor's certificate are required. **The school principal should be contacted to discuss the instructional service. Students on homebound instruction may receive credit for their scheduled classes by completing all required work in the class.**

Summer School

A summer school program will be provided if there are a sufficient number of students interested and teachers available. For additional information students should check with the principal or school counselors in May.

STUDENT DISCIPLINE/CONDUCT

Student Rights and Responsibilities

The Board of Education of Triad CUSD #2 in support of the aims of public education believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education believes that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, pupils who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

A. Citizenship and Moral Responsibilities

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

B. Rights

1. To attend school
2. To expect that the school is a safe place for all students to gain an education.
3. To be represented, when appropriate, by an active student government selected by free school elections.

C. Responsibilities

1. To become informed of and adhere to rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety
5. To be punctual and present in the regular or assigned school program to the best of one's ability
6. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process
7. To maintain the best possible level of academic achievement

8. To respect the authority of school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

Interrogation & Searches

Desks and lockers and other school property provided to the students for the storage of school supplies or personal effects are public property, and school authorities may make reasonable regulations regarding their use. School officials may inspect desks, lockers, and other similar property when there is reasonable cause for suspecting that such search will turn up evidence that a student has violated or is violating the law or the rules of the School District. The scope of all searches will be reasonably related to the objectives of the search and the nature of the infraction. School lockers, cars on school property, and the school buildings in general could be subject to searches by trained canine units, state, county, or local police, or drug enforcement units in addition to school authorities.

Stolen items and items which are prohibited by law, Board policy, or school regulations may be removed and impounded. When there is reasonable suspicion to believe that a search of the student's property will turn up evidence that a student is violating the law or the rules of the School District, he/she may be requested to empty pockets, purses, bags, etc., so that the contents may be examined. If the student refuses to cooperate with that request, he/she may be kept under surveillance until proper authorities and the student's parents are notified and arrive.

"Strip" searches will not be conducted by school personnel. In cases when there are reasonable grounds to suspect that a search of the student will turn up evidence that the student has violated or is violating the law, or the rules of the School District, proper authorities will be called to handle the situation and the student's parents will be notified.

Expected Student Conduct

The Board expects student conduct to be such as to contribute to a productive learning climate.

Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property.

The Board endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth to the end that every student shall be assisted to the limit of his ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered is an obligation of the school as well as the student.

DISCIPLINE MEASURES:

1. Personal counseling.
2. Reflective activities based on the discipline incident.
3. Removal from the classroom
4. Withholding of privileges.
5. Notification of parent(s) /guardian(s).
6. Bus riding privileges revoked.
7. Extended Detention .
8. In-School Directed Study (ISDS)
9. Short-Term Option Program (STOP)
10. Suspension from school.
11. Seizure of contraband.
12. Notification of juvenile and law enforcement authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or where there is violent conduct causing injury to person or property damage.
13. Exclusion from school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed.
14. Alternative Education Placement

Specific Acts of Misconduct

1. Problem: Academic Dishonesty

Policy: Student learning is assessed at Triad High School using a variety of formal and informal measures: tests, quizzes, papers, projects, etc. Students are expected to submit their own original work for each assignment given or assessment taken, unless group work is otherwise specified by the teacher. **I will not use a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff.** Copying, cheating, text messaging, using a cell phone or any other electronic device during a quiz or test, forging passes, being dishonest with teachers or office personnel, or any other academic or school-related dishonesty may result in disciplinary action. Engaging in cheating, plagiarism, and using artificial intelligence is dishonest and unacceptable behavior for THS students.

Discipline: Students engaging in any sort of academic dishonesty may be assigned detention, Extended Detention, ISDS, STOP and/or given zero credit for tests and/or assignments.

2. Problem: Acts of Intimidation/Bullying

Policy: Students are to respect the rights of all students, faculty, and staff to attend school without fear of any form of intimidation or fear tactics, including but not limited to bullying, hazing, harassment, or threats of any kind.

Discipline: Any student who interferes with the educational process by threatening the physical or emotional well-being of any student, faculty, or staff member may be assigned detention, Extended Detention, In-School Directed Study, STOP, Out-of-School Suspension, recommended for expulsion, or prosecuted as the circumstances warrant.

3. Problem: Using Cell Phones and other Electronic Devices During Unapproved Times

Policy: Students are not allowed to use any cell phone, listening device, or any other electronic signaling device during school hours except in the cafeteria during a student's assigned lunch, passing periods, or with the permission of a classroom teacher or administrator for an academic purpose. **Students may be required to put their cell phones in a specified location within the classroom or school.** This rule will also apply to students enrolled in Early Bird classes.

Discipline: A student not adhering to this policy may be assigned a warning, detention, Extended Detention, In-School Directed Study, STOP, or Out-of-School Suspension. In addition, the electronic device may be confiscated and returned to the student at the end of the school day for a 1st offense. Multiple offenses may result in the electronic device being returned to a parent or guardian.

4. Problem: Dangerous and/or Illegal Weapons - Explosive Objects

Policy: Knives of any type including pocket knives, guns, toy guns or look-alikes, explosive objects, or any other dangerous and/or illegal weapons or replicas are not to be brought to school or in the possession of any student while on school property on school buses or at bus stops. Any item brandished as a weapon could result in school discipline.

Discipline: Any student 1) possessing a dangerous weapon or an explosive object, 2) responsible for bringing a weapon or explosive object onto school property or bus transportation, or 3) brandishing any item as a weapon may be assigned a warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended for expulsion and/or charged with criminal misconduct.

5. Problem: Not Presenting a Student ID

Policy: To ensure the safety of staff and students, all students must be able to produce a digital or physical ID while at school.

Discipline: A student not adhering to this policy may be assigned a warning, Detention, Extended Detention, In-School Directed Study, STOP, or Out of School Suspension.

6. Problem: Display of Affection

Policy: The display of affection should not occur on school property at any time. The holding of hands is all that is considered acceptable at school.

Discipline: Students may be assigned, a warning, Detention, Extended Detention, In-School Directed Study, STOP, or Out of School Suspension.

7. Problem: Disrespectful Behavior

Policy: Students are not to insult, call derogatory names, or in any other manner abuse, verbally or in writing, any member of the school staff or student body.

Discipline: A student not adhering to this policy may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, or recommended for expulsion.

8. Problem: Disruptive Behavior:

Policy: Students should behave reasonably, respectfully & responsibly in all school-related circumstances. Any behavior which disrupts and impedes the educational process is unacceptable. Examples of

disruptive behavior include: loud talking, talking without permission, not paying attention, not being prepared for class, wasting class time, not staying on task, using cell phones, hand-held games, toys (including but not limited to such items as cards, hacky sacks, Frisbees, balls, or skateboards), or other distractions into the school.

Discipline: Any behavior that interferes with & impedes the educational process may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, or Out of School Suspension.

9. Problem: Distributing Inappropriate Publications Off-Campus

Policy: A student engaging in misconduct may be disciplined for creating and/or distributing a publication that : (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to Triad District school operations, or (2) interferes with the rights of other students or staff members. A publication for purposes of this policy includes, without limitation: (1) written or electromagnetic media (e.g., images, files, flash memory, etc.), or combinations of these whether off-line (e.g., cell phone text messages, a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.)

Discipline: Any student who interferes with the educational process by creating or distributing inappropriate publications off-campus may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended for expulsion, or prosecuted as the circumstances warrant.

10. Problem: Driving

Policy: Driving to school is a privilege. Students may drive only after their parking permit application has been filed, fees paid, and approved. To keep their driving privileges the student must drive in a responsible manner, adhere to all school rules, and obey the parking lot attendant.

Discipline: Students may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, or may have his/her driving privileges suspended for violating this policy. Any student seen not following the instructions of a staff member or driving in an irresponsible or careless manner on school property or leaving school without permission will have his/her driving privileges suspended. After a student's 3rd parking referral without proper payment/permission, students will be charged the full-year parking fee and will not be issued a parking sticker until this fee is paid.

11. Problem: Drugs & Alcohol/Mind Altering or Illegal Substances

NOTE: All rules and penalties relating to any incidents covered under this policy will be cumulative over the student's high school years. For example, the first offense might occur during the freshman year & the second offense could occur during the sophomore, junior, or senior year.

Policy: The illicit possession, use, promotion of use, distribution, or sale of drugs, hallucinogens or mind-altering substances, alcohol, or any other illegal or look-alike substances or drug paraphernalia is prohibited on school buses, in school buildings, on school grounds, or at school-related activities on or off school grounds. The school parking lot and building may be periodically checked by legal authorities, drug agents, and/or canine units in addition to local school authorities.

Discipline: Any student possessing, using, being under the influence of, or promoting the use of any illegal or look-alike substance, including drugs or alcohol, and including drug paraphernalia may be suspended from school or assigned STOP for ten school days unless verification of counseling by a licensed drug counseling agency is provided. If such professional counseling is verified and the student agrees to random drug testing and/or searches for the following 365 days, the suspension may be reduced to five days for the first offense. Students may be suspended from school for ten days and/or recommended for expulsion on the second offense. Students may be recommended for expulsion on the third offense. All such incidents will be referred to legal authorities for possible prosecution. Any student selling, dealing, or distributing illegal, mind-altering or look-alike substances on school buses, school grounds, or at any school-related event on or off school grounds, may be suspended for ten days and recommended for expulsion.

12. Problem: Fire Alarms

Policy: The fire alarm system is for emergency use only. Unauthorized use of the fire alarm system may result in being assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

Discipline: Any student involved in the tampering or unauthorized use of the school fire alarm system may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

13. Problem: Fighting

Policy: Fighting on campus, on the school buses, or at a school activity is prohibited.

Discipline: Students may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action. Students fighting at school will be referred to the School Resource Officer for possible prosecution.

14. Problem: Insubordination

Policy: Students should obey proper and reasonable orders and instructions given them by teachers and authorized personnel in all school-related circumstances. Disrespectful behavior will not be tolerated.

Discipline: Any student who is insubordinate may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action depending on the circumstances.

15. Problem: Profanity/Obscenity/Inappropriate Language

Policy: The use of inappropriate language including cursing, profanity, obscenity, and crudity is not acceptable school behavior.

Discipline: Students who use inappropriate language at school, on the school buses, or at school-related events may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

16. Problem: Reporting to the Office

Policy: Students sent from class to the office are to report immediately to one of the assistant principals or should stay in the office until they do report; do not assume that you may leave the office because the bell rings.

Discipline: Failure to report directly to the office is classified as insubordination and may result in being assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

17. Problem: Sharing Lockers

Policy: Students are to use their assigned locks and lockers only. Sharing locks and lockers defeats the purpose of providing them for students' security. Students not locking athletic/PE/academic lockers may be subject to discipline.

Discipline: Students may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

18. Problem: Students in the Halls

Policy: Students must have a pass to be in the halls for any reason during class time or after the five-minute passing period.

Discipline: Students may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

19. Problem: Tardiness

Policy: Students are required to be in the classroom when the bell rings or to obtain a pass from their previous teacher if that teacher detains them.

Discipline: Since tardiness impedes the educational process of all class members, the following disciplinary actions will result from each referral from a given class to the office (every 2 tardies).

1st referral - warning and letter home

Each subsequent referral per semester may result in being assigned to Extended Detention.

20. Problem: Unauthorized Absence/Skipping

Policy: Unless the high school office has prior notification from a parent or legal guardians, students should be in all assigned classes, study halls, & lunch for a full school day. The attendance office must receive parental permission prior to the student signing out in the high school office and leaving campus.

Discipline: Students may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action. Students may receive a zero for each period of unauthorized absence. Students who do not follow the sign-out procedures in the high school prior to leaving school: 1) may be assigned Extended Detention and 2) if they drive off campus, may have their driving privileges revoked for ten school days.

21. Problem: Unauthorized Areas/Parking Lots

Policy: Students are to immediately lock and vacate their cars and enter the high school upon arriving at school. Students should not be in the parking lot areas or outside the school building or in any unauthorized area without permission from the high school office at any time during the school day.

Discipline: Students may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, or Out of School Suspension

22. Problem: Unlawful Acts

Policy: Students are to observe the law while on school property, at all school-related events & while on school buses.

Discipline: Any unlawful acts such as arson, stealing or being in possession of another person's property, assault, vandalism, trespassing, possession of a weapon, or brandishing any object as a weapon may result in being assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion, possible legal action and/or possible confiscation of materials.

23. Problem: Unsafe Behavior

Policy: Students should behave in an orderly and safe manner. Students should conduct themselves in such a way as to never put the safety and welfare of anyone in jeopardy while on school property or school bus transportation. Careless, reckless, or irresponsible behavior can cause harm to others, whether intentionally or unintentionally committed. Running in the halls, possession of matches or lighters, throwing or launching projectiles, possession of laser pointers, pushing, tripping, horseplay of any kind, etc., are all examples of unsafe behavior.

Discipline: Careless, reckless & irresponsible behavior may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

24. Problem: Use of or Possession of Tobacco/E-cigarette/Vaping Devices

Policy: The use of or possession of any tobacco product/e-cigarette/e-cigarette liquid/vaping device is prohibited on school property, on school buses & at all school-related events.

Discipline: Students found using or possessing tobacco/e-cigarette products on school property, on the bus, or at any school-related event may be assigned a Warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, recommended expulsion and/or possible legal action.

25. Problem: Inappropriate Use of Cell Phones and other Electronic Devices

Policy: Students are not allowed to use any electronic signaling devices for the following purposes: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams/quizzes, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use communication including messaging to invade personal privacy, harass another person, disrupt the instructional day, or engage in dishonest acts. Students may not use the devices to record, transmit, or post photos, video, or other media of a person or

persons on school property. Nor can any media recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.

Discipline: A student not adhering to this policy may be assigned a warning, Detention, Extended Detention, In-School Directed Study, STOP, Out of School Suspension, or recommended for expulsion, or be required to turn their cell phone into the office at the beginning of each day. In addition, the electronic device will be confiscated and may be returned to a parent.

26. Problem: Not Prepared for Class/School including Chromebook

Policy: Students are required to arrive at school and each class with the necessary materials. This includes a fully charged Chromebook and other necessary materials required by the teacher. Being prepared for class includes completing all homework assignments as assigned by the teacher.

Discipline: A student not adhering to this policy may be assigned a warning, Detention, Extended Detention, In-School Directed Study, STOP, or Out of School Suspension.

The following is the suggested disciplinary actions for receiving loaner Chromebooks when you forget your Chromebook or for when it is uncharged.

- 5th time - Written warning
- 8th time - Detention
- 11th time - 2 Detentions
- 14th time - Extended Detention
- After the 14th time - the Principal's Discretion

GANG-RELATED ACTIVITY/BEHAVIOR

Gang-related activities are not permitted in public schools. The Illinois School Code mandates that a school board may suspend or expel any pupil who is a member or who becomes or promises to become a member, or who solicits any other person to join any fraternity, sorority, or secret society.

Students are prohibited from promoting, participating in, displaying, or engaging in any gang-related activities on or about school grounds, on school buses, or off school grounds at any school activity.

Students will be suspended from school for three days with a parental conference for the 1st offense. Students will be suspended from school for ten days and recommended for expulsion for the 2nd offense.

Gang-related activities and behaviors include but are not limited to:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, cap, jewelry, emblem, badge, tattoo, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Committing any act or using any speech or language, either verbal or nonverbal (such as gestures, handshakes, signs, etc.) showing membership or affiliation in a gang.
3. Writing, drawing, or distributing any gang-related symbols or literature.
4. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 - A. Soliciting others for membership in the gang;
 - B. Requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - C. Committing any other illegal act or other violation of school policies;
 - D. Inciting other students to act with physical violence upon any other person.

Guidelines for Detention

1. A student assigned to detention will report to room 143 no later than 7:15 a.m. Detention is held from 7:15 a.m. to 7:40 a.m. Detention may be served Monday through Friday.
2. The only students assigned detention after school will be those who are enrolled in Early Bird classes. They are to report to the high school office immediately after school.
3. Detention will be assigned for the following school day. Students not serving their assigned detention within 3 days of the assigned date will be assigned to Extended Detention.
4. Students who accumulate 5 detentions will be assigned Extended Detention in lieu of the detentions.
5. Students assigned to detention will be asked to write a restorative reflection exercise concerning the incident of misbehavior.
6. Students who refuse to follow instructions during detention will be assigned to the Extended Detention or suspended.
7. Transportation to detention is the responsibility of the student and his/her parents; when there is no other means of transportation available, the student may get a pass to ride an Early Bird bus.
8. All questions pertaining to detentions should be directed to an Administrator.

Extended Detention Guidelines

1. Extended Detention is provided as an intermediate disciplinary step between detention and suspension.
2. Students who fail to serve an assigned Extended Detention may be suspended from school or assigned to STOP for two (2) days.
3. Extended Detention will be held on the assigned school day from no later than 2:15 p.m. to 5:15 p.m. Late attendees will not be admitted to Extended Detention.
4. Students assigned to Extended Detention may be asked to write a restorative reflection exercise concerning the incident of misbehavior.
5. Extended Detention assignments do NOT accumulate. Students may be assigned 2 days of STOP rather than accumulating two Extended Detentions.
6. Transportation from Extended Detention is the responsibility of the student and his/her parents. Bus transportation will not be provided.
7. The agenda for Extended Detention is as follows:
 - Absolutely NO talking.
 - Absolutely NO sleeping.
 - No food or drink (other than water) brought in or consumed during Extended Detention.
 - Students will read, do homework, and study. Nothing else.
 - Students are to bring their own books and materials.
 - Students should arrange for transportation concluding the dismissal at noon.
 - Students will be assigned seats.
 - All school rules apply. Behavior is expected to be exemplary or students may be asked to leave and receive no credit for attendance.
8. Students not following the agenda may be suspended or assigned to STOP for two days (minimum) in lieu of Extended Detention.
9. Questions pertaining to Extended Detention assignments should be directed to an Assistant Principal, who will supervise and coordinate the Extended Detention program.

In-School Directed Study

1. On each day of assignment to ISDS the student must report to the high school office immediately upon arriving at school. Students arriving after 7:45 am on the day(s) of the ISDS assignment will forfeit their opportunity to attend ISDS on that day. This will result in the student receiving no credit for his/her work.
2. Students will be given, and expected to complete, all homework assignments for the day. Assignments will be submitted to the appropriate teacher for grading.
3. Classes will begin at 7:45 a.m. and will be dismissed at 2:10 p.m.
4. An unexcused absence from school on the scheduled ISDS assignment will result in a student receiving no credit for their work.
5. The student is responsible for providing his/her own sack lunch or purchasing one from the cafeteria to be eaten during ISDS. Additional snacks or beverages other than lunch items are not allowed in the ISDS classroom.
6. Any infraction of the program rules or high school handbook policies may result in loss of credit for ISDS for that date, failure to abide by these standards will result in forfeiture of the ISDS placement, and the student may be assigned to STOP or Suspended.
7. Students assigned to this program will not be allowed to participate in school assemblies or activities during the school day; however, they may participate in extracurricular activities after school.
8. Students may not leave their assigned seats unless given permission by their instructor. Hall passes are not permitted out of the ISDS room.
9. Talking is permitted only after receiving permission from the instructor.
10. Students sleeping or putting their heads on their desks in ISDS will be warned on the first occurrence. Any further incidence of sleeping or placing their head on their desk during ISDS will result in a loss of credit for ISDS for that school day. Students will be given the opportunity to use the restroom facilities and water fountain during the day only at the discretion of the instructor.
11. The use of private reading material will require the permission of the instructor.
12. Students are responsible for bringing all necessary materials and must work at all times on appropriate assignment material. Students may be asked to complete a reflection assignment based on the discipline assigned and/or general assignments to increase academic skills.
13. Students scheduled with more than 2 consecutive days of assignment to ISDS will receive counseling through the Office of Student Services to discuss academic or personal problems as they relate to their assignment to ISDS.
14. A student can be assigned to ISDS for a maximum of 10 consecutive days and a maximum of 20 days per semester.
15. Students assigned to ISDS will not be allowed to attend co-op or CJT on that day.
16. If a student is kicked out of ISDS, he/she may receive additional disciplinary actions.
17. Students assigned to ISDS may be housed at our STOP campus or our Success Academy when availability permits, Students will be transported from the Triad Campus to the alternative site.

STOP

STOP (Short-Term Option Program) is an intermediate, disciplinary step between an ISDS and an out-of-school suspension. The administration has the authority to offer a STOP assignment to a student as an alternative to an out-of-school suspension based on the severity of the infraction and availability at the STOP site.

The following procedures will be followed with the STOP program:

- The THS handbook's rules are in effect during STOP.
- Parents may be asked to escort their child to the High School Office on the morning of the STOP assignment and from the High School Office in the afternoon of their STOP assignment. Students arriving after 7:45 am on the day(s) of the STOP assignment will forfeit their opportunity to attend STOP on that day.
- Students will be escorted to their lockers to get their textbooks and study materials.
- Students may be transported by bus to an alternative location within the Triad School District where they will be met by certified personnel and escorted to their classroom.
- Students will be given, and expected to complete, all homework assignments for the day. Assignments will be submitted to the appropriate teacher for grading.
- Students will have an opportunity to purchase a nutritional sack lunch.
- If STOP is held at an alternative location, students will be transported back to THS by bus and will report to the high school office before being dismissed from school for the day.
- **Students attending STOP are not permitted to participate in any extracurricular activities, athletic practices, or contests on the days of their STOP assignments.**

Procedures for Out-Of-School Suspension

1. Students suspended out of school will be suspended from all school-related activities and events (including Co-op and CJT) for the duration of the suspension. Unless prior arrangements have been made with an administrator, students suspended out-of-school are NOT to be on campus during the days of suspension.
2. Students suspended out of school may be offered the option to attend the STOP program. If the administration deems that the STOP program is not a viable option for the student, then the student suspended out of school will be allowed to submit all work assigned during the suspension for credit on the first regular school day following the suspension.
3. The parents or guardian of any student suspended will receive a report of the suspension giving the reason for the suspension, the days suspended, and notifying them of their right to a review.
4. To request a review/hearing, the parents or guardian should contact the high school principal at 667-5409. If the principal issued the suspension, the request for a review may be directed to the Triad Superintendent of Schools at 667-8851. Parents may request a hearing with the Board of Education through the Superintendent.
5. Students will not be suspended for more than 10 consecutive days without action of the Board of Education.
6. The rules regarding the suspension of a student identified as in need of special education are different, and the discipline will depend upon the facts in the case.

Procedures for Expulsion

According to state and federal law, the Board of Education shall be authorized to expel a student from school or to suspend a student from school for a period of over ten (10) days according to the following conditions:

1. The Board or its designee shall notify the parents or guardians of the proposed expulsion and of the impending hearing by registered or certified mail.
2. Such notice shall reference the reasons for the expulsion, the time and place of the hearing, and the parents' right to appear and present evidence to refute the charges.
3. The Board shall hold a hearing or shall appoint a hearing officer to hold a hearing on the matter. Such a hearing shall be held in executive session at a specific time and place.
4. The only persons allowed at the hearing shall be the parties, their representatives, and their witnesses.
5. In cases where a hearing officer is used, the hearing officer shall provide the Board with a written summary of the hearing.
6. The Board shall discuss the matter in executive session.
7. Final action by the Board shall be taken in public session.
8. The Board or designee shall notify the parents in writing of the action taken by the Board.
9. The District shall expel a student only in cases of extreme or repeated misconduct or disobedience. Gross disobedience or misconduct providing just cause for expulsion shall include:
 - Repeated, willful disobedience of reasonable directives of members of the staff or administration. Repeated or extreme instances of possession or use of drugs, alcohol, or tobacco
 - Willful serious injury to a staff member or another student.
 - Repeated threats of injury to staff members or other students.
 - Willful and/or repeated severe destruction or defacement of the school building or other school property.
 - Willful and repeated use of profanity and/or verbal threats in the presence of staff members or other students.
 - Possession and/or use of a dangerous weapon
 - Such other serious behavior as the Board deems seriously undermines the continued safety of the school staff, students, or property, or is otherwise inconsistent with maintaining a constructive instructional climate in the school.

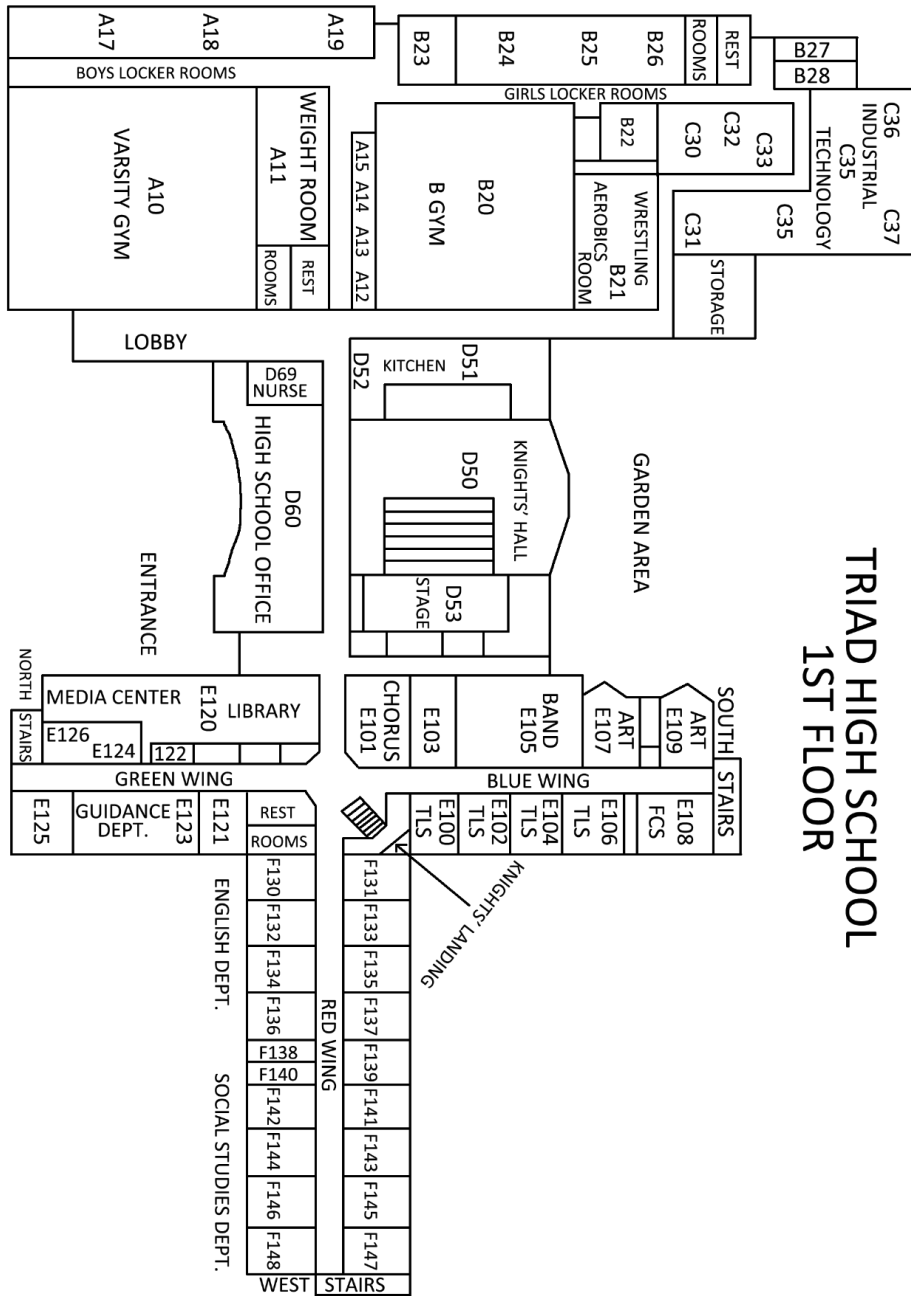
BUS SAFETY AND CONDUCT

Safety is a paramount consideration in the transportation of students on school buses. Students are expected to readily obey and cooperate with their drivers. Courteous and cooperative behavior on the bus routes is a simple matter of safety. Any behavior which is distracting or discourteous to the driver could result in disciplinary action for that student, including his/her removal from bus transportation for up to 10 days. In extreme cases, a student could be removed for up to a semester by action of the Board of Education. In particular, a student could be suspended from bus transportation for any of the following: disrespectful/distracting behavior toward the driver, profane or disreputable language, destruction of personal or school property, fighting, the harassment of other students, or bringing dangerous or

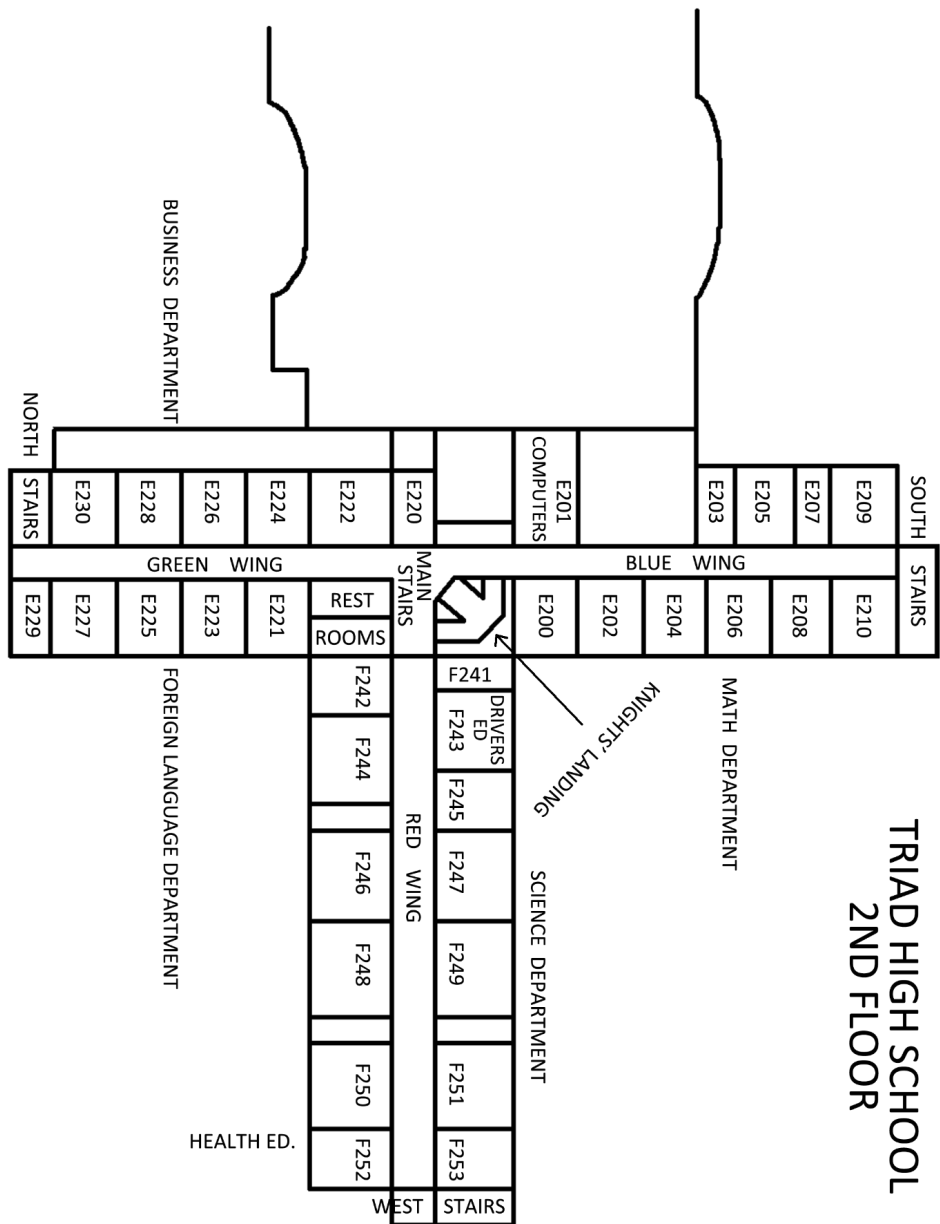
distracting items on the bus. Students are expected to follow the following rules and procedures:

1. The DRIVER is in absolute charge; students must obey the driver promptly. This is paramount.
2. Classroom conduct is to be observed by students while riding on the bus, except for ordinary conversation.
3. Students must be on time; the bus cannot wait.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.
5. Students should never stand in the roadway while waiting for the bus.
6. Keep hands and head inside the bus at all times after entering & until leaving the vehicle.
7. Assist in every way in keeping your bus safe and sanitary at all times.
8. Students must not try to get on or off or move about within the bus while it is in motion.
9. Bus equipment is expensive; treat it as you would valuable furniture in your own home. Any damage to the interior of the bus should be reported at once to the driver. Any student causing damage to a bus shall be required to pay for repairs.
10. Do not litter inside or outside your bus. Be careful not to leave books, lunches, instruments, or other articles on your bus.
11. Never throw anything out of the bus windows.
12. DO NOT LEAVE YOUR SEAT WHILE THE BUS IS IN MOTION. While seated on the bus, pupils will face forward, with both feet on the floor and inside the seat boundary, not out in the aisle.
13. Be absolutely quiet when approaching a railroad crossing stop.
14. In case of emergency, remain in the bus until instructions are given out by the driver.
15. NEVER run on or off the bus. MOST INJURIES OCCUR ON THE BUSES BECAUSE STUDENTS SLIP ON THE STEPS, HURRYING ON OR OFF THE BUS.
16. Do not ask the driver to stop at places other than the regular stop; he/she is not permitted to do this except with proper authorization from a school official.
17. EATING OF FOOD OR CANDY, CHEWING GUM, DRINKING BEVERAGES, ETC., WILL NOT BE ALLOWED ON THE SCHOOL BUSES.
18. A parent must communicate orally with a school administrator their desire to have their son/daughter discharged from the bus at any location other than their regularly assigned bus stop. Students will only be discharged from the bus at designated bus stops along the route. The student must present a bus pass signed by a school administrator to the bus driver indicating the change in the drop-off point.
19. Bus drivers will expect students to comply with all rules for bus safety. Any failure to comply will be reported to the school's Administration. A disciplinary report will then be made by the principal to the home.

Triad Floor Plan - First Floor



Triad Floor Plan - Second Floor



**TRIAD HIGH SCHOOL
2ND FLOOR**

A WORD ON "SPIRIT"

All citizens of the United States of America share the benefits that come with living in a free society. The conditions whereby you may pursue your goals in life are made possible by a common sharing of responsibility. At various times, citizens demonstrate their commitment to a free society by singing our National Anthem. Of course, it is hoped that all citizens will join in singing the anthem. At Triad, it is expected that all students will stand and be orderly during the singing of the anthem at all times.

Just as the anthem is representative of the common goals of our nation, our school song represents Triad High School as a community of students. The same rules apply to the singing of our school song as the National Anthem. It is hoped that students will join in singing it. But if they elect not to, it is expected that they will stand and be orderly during its singing. Our Triad High School song is listed below.

LOYALTY SONG

(Tune: "ON WISCONSIN")

Triad High School, Triad High School,
Best school in the land,
You're the only, there's no other,
We all think you're grand!
RAH! RAH! RAH!

T.H.S.--our team's the best,
And never will be downed,
We'll back our team, the Knights,
For fame, we're bound!

K-K-KNI--G-G-GHTS, KNI-GHTS!
Knights! Knights! Knights!