



## 2019-2020 HANDBOOK

A Guide for  
Parents and Students

Dr. Jason Henderson  
Superintendent

## **A SPECIAL NOTE TO PARENTS & GUARDIANS:**

The Edwardsville Community School District 7 sincerely believes that a child's success in school is directly related to effective communication between home and school, parental support of learning activities, respect for individual rights, and personal responsibility.

### **COMMUNICATION:**

This handbook is one of the District's primary means of communicating. Parents are urged to read this book carefully and to discuss it with their children.

### **PARENTAL SUPPORT:**

Parents are encouraged to support their children's efforts in school by emphasizing the importance of education, reading with their children, and making sure that children complete assignments and attend school regularly.

### **INDIVIDUAL RIGHTS:**

We live in a country where each person has the right to be treated with justice. It is therefore the responsibility of each student to treat others justly, with respect and dignity. The District will not tolerate behavior that violates these human relations standards.

### **PERSONAL RESPONSIBILITY:**

Children are responsible for obeying the laws of society as well as all District regulations. The District has a close working relationship with local law enforcement agencies and will contact them if violent or other criminal activity takes place. Parents should also be aware that they themselves are legally responsible and financially liable for their children's actions.

Together parents and the schools can provide a safe, happy, and orderly atmosphere for all children.

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# **2019-2020 DISTRICT CALENDAR**

## **FIRST DAY OF PUPIL ATTENDANCE - HALF DAY**

**August 13, 2019**

### **DAYS STUDENTS NOT IN SCHOOL**

Labor Day	September 2, 2019
District 7 Teacher Institute Day	October 4, 2019
Columbus Day	October 14, 2019
Parent/Teacher Conferences 1:00 - 7:30 p.m.	October 24, 2019
Parent/Teacher Conferences 8:00 a.m. - 12 noon	October 25, 2019
Veterans Day	November 11, 2019
Thanksgiving Break	November 27-29, 2019
Holiday Break (Students return January 6)	December 23, 2019 - January 3, 2020
Martin Luther King Holiday	January 20, 2020
Presidents Day	February 17, 2020
Spring Break	April 6-13, 2020

### **HALF DAYS FOR STUDENTS**

First Day of School	August 13, 2019
End of First Quarter (Teacher Inservice)	October 11, 2019
District 7 Teacher Institute Day	April 24, 2020
Last Day of School	May 21, 2020

### **GRADING PERIODS**

First Quarter ends	October 11, 2019
Second Quarter ends (end of 1st semester)	December 20, 2019
Third Quarter ends	March 6, 2020
Fourth Quarter ends (end of 2nd semester)	May 21, 2020

### **LAST DAY OF PUPIL ATTENDANCE - HALF DAY**

May 21, 2020, unless snow days are used.

(One day of attendance ADDED for each snow day taken to a maximum of 5)

May 29, 2020, if ALL snow days used.

### **GRADUATION**

**May 23, 2020**

**SCHOOL DIRECTORY**  
**Edwardsville Community Schools**  
**708 St. Louis Street**  
**Edwardsville, IL 62025**  
**618-656-1182**

Jill Bertels, President  
 Katie Robberson, Vice President  
 Debra Pitts, Secretary

Jennifer Brumback, Member  
 Terri Dalla Riva, Member  
 John McDole, Member  
 Lelan Olsen, Member

<b>SCHOOL</b>	<b>GRADES</b>	<b>STUDENT HOURS</b>	<b>PRINCIPAL</b>
<b>Albert Cassens Elementary</b> 1014 Glen Crossing Road Glen Carbon, IL 62034 655-6150	3-5	9:15 a.m. - 3:30 p.m.  Fax # 288-9630	Dr. Tanya Patton
<b>Columbus Elementary</b> 315 N. Kansas Edwardsville, IL 62025 656-5167	3-5	9:15 a.m. - 3:30 p.m.  Fax # 655-1099	Julie Matarelli
<b>Glen Carbon Elementary</b> 141 Birger Road Glen Carbon, IL 62034 692-7460	K-2	9:15 a.m. - 3:30 p.m.  Fax # 288-1356	Kiersten Saenz
<b>Goshen Elementary</b> 101 District Drive Edwardsville, IL 62025 655-6250	K-2	9:15 a.m. - 3:30 p.m.  Fax # 659-9960	Curt Schumacher
<b>Hamel Elementary</b> 400 W. State Route 140 Hamel, IL 62046 633-2242/692-7444	K-2	9:15 a.m. - 3:30 p.m.  Fax # 633-1702	Matt Sidarous
<b>Leclaire Elementary</b> 801 Franklin Road Edwardsville, IL 62025 656-3825	K-2	9:15 a.m. - 3:30 p.m.  Fax # 655-1038	Dr. Cornelia Smith
<b>Midway Elementary</b> 6321 Midway Drive Moro, IL 62067 377-9714/692-7446	K-2	9:15 a.m. - 3:30 p.m.  Fax # 377-2577	Matt Sidarous

<b>SCHOOL</b>	<b>GRADES</b>	<b>STUDENT HOURS</b>	<b>PRINCIPAL</b>
<b>Nelson Elementary</b> 1225 West High Street Edwardsville, IL 62025 656-8480	K-2	9:15 a.m. - 3:30 p.m.  Fax # 655-1063	Andrew Gipson
<b>Woodland Elementary</b> 59 State Rte. 157 Edwardsville, IL 62025 692-8791	3-5	9:15 a.m. - 3:30 p.m.  Fax # 692-7467	Tara Fox
<b>Worden Elementary</b> 110 N. Main Street Worden, IL 62097 692-7442	3-5	9:15 a.m. - 3:30 p.m.  Fax # 459-2174	Dr. Beth Renth
<b>Liberty Middle School</b> 1 District Drive Edwardsville, IL 62025 655-6800 655-6802 (Attendance)	6-8	8:00 a.m. - 2:45 p.m.  Fax # 692-9264	Beth Crumbacher
<b>Lincoln Middle School</b> 145 West Street Edwardsville, IL 62025 656-0485 692-7432 (Attendance)	6-8	8:00 a.m. - 2:45 p.m.  Fax # 659-1268	Dr. Steve Stuart
<b>Edwardsville High School</b> 6161 Center Grove Road Edwardsville, IL 62025 656-7100 <b>Attendance:</b> Ext. 20112 or 20113  <b>SRO Coordinator:</b> Matt Breihan <b>Desk:</b> Ext. 20121 <b>Pager:</b> 738-3475 <b>Email:</b> mbreihan@ecusd7.org <b>Web site:</b> www.ecusd7.org/ehs/sro	9-12	7:20 a.m. - 1:50 p.m.  <b>Early Bird:</b> 6:30 - 7:15 a.m.  Fax # 655-1037	Dr. Dennis Cramsey
<b>Edwardsville High School South</b> 6148 Center Grove Road Edwardsville, IL 62025 692-7466	9-12	7:10 a.m. - 1:40 p.m.	Dr. Dennis Cramsey

## OFFICE HOURS

Elementary Schools	8:00 a.m. - 4:30 p.m.
Middle Schools	7:00 a.m. - 4:00 p.m.
High School	6:15 a.m. - 4:15 p.m.
Administrative Office	7:30 a.m. - 4:30 p.m.

### Summer Hours:

Middle school and high school offices are open from 7:00 a.m. to 4:00 p.m.

Elementary offices are closed during the summer months.

THE DISTRICT'S PHONE SYSTEM SHUTS DOWN AT 4:30 P.M. DAILY AND ON WEEKENDS AND SCHOOL HOLIDAYS.

## DISTRICT-WIDE OFFICES (656-1182)

Superintendent Assistant Superintendent (Business & Operations) Assistant Superintendent (Personnel) Director of Student Services & Special Education Director of Curriculum & Instruction Director of Technology	Dr. Jason Henderson David Courtney Dr. Nancy Spina Adam Garrett Cathie Wright Bill Miener
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Buildings & Grounds Lincoln Middle School 145 West Street Edwardsville, IL 62025	District 7 Food Service 708 St. Louis Street Edwardsville, IL 62025	First Student (Bus Transportation) P.O. Box 538 Edwardsville, IL 62025
Rich Fore, Director Phone: 659-1266	Breanna Gordon & Felicia Minor, Directors Phone: 656-1576	John Mollett, Manager Phone: 656-0125

## **I. GENERAL INFORMATION ABOUT DISTRICT 7**

### **A. HISTORY OF THE DISTRICT**

The first public school in Edwardsville, the Dale School, opened in the year 1864, beginning a tradition of excellence that endures today. The school district and the community grew and flourished together as more elementary schools were added, and a separate high school was built. Eventually the country schools from the rural areas surrounding Edwardsville joined to form District 7 as we know it today.

Historic landmarks include:

- Hadley House, established in 1875, which houses the District's administrative service center
- Columbus School, built in 1886, which is the District's oldest school and the oldest school building in continuous use in Madison County.

The District's heritage of excellence in education is reflected today in the outstanding achievements of all its schools. For a detailed history of District 7 schools, visit the District 7 web site at [www.ecusd7.org](http://www.ecusd7.org).

### **B. THE FACILITIES**

District 7 facilities, including fourteen schools and the central administrative office (Hadley House), total more than one million square feet. The District's facilities are located on approximately 265 acres of land, including the 47-acre Sports Complex on Center Grove Road.

Edwardsville High School serves grades 9-12 in its main building on Center Grove Road and at Lewis and Clark Community College's N.O. Nelson Campus. At-risk students are served by the Alternative High School, which is housed in the building known as EHS South, located across the street from the main high school building. Lincoln Middle School and Liberty Middle School house grades 6-8.

The elementary grades are served in primary and intermediate attendance centers. Primary attendance centers include Glen Carbon Elementary School (grades K-2), Goshen Elementary School (grades K-2), Hamel Elementary School (grades K-2), Leclair Elementary School (grades K-2), Midway Elementary School (grades K-2), and Nelson Elementary School (grades K-2). Intermediate centers include Albert Cassens Elementary School (grades 3-5), Columbus Elementary School (grades 3-5), Woodland Elementary School (grades 3-5), and Worden Elementary School (grades 3-5).

### **C. THE STAFF**

With over 920 employees, 437 of whom are teachers, District 7 is the third largest employer in the Edwardsville area. District 7, along with Southern Illinois University, helps make education the city's number one source of employment.

District 7's personnel policy is to hire superior staff members - the very best available for that particular position. Our teachers rank far above state averages in the amount of experience and the level of education. Professional growth is a continuous process stimulated by a variety of in-service opportunities for both teachers and support staff.

Parents of children who attend schools that receive Title I funds are entitled to receive specific information regarding their children's teachers' credentials. Parents seeking this information should contact their children's building principal.

### **D. THE BOARD**

A seven-member board of education is responsible for setting the policies of the District. Board members, who receive no pay for their work, are elected to four-year terms. Board meetings are held at Woodland School on the second and fourth Mondays of the month. During the months of June, July, and December, meetings are held on the third Monday of the month. The public is invited. For specific dates, interested parties may call the Administrative Offices at 656-1182, extension 10000, or visit the District's website at [www.ecusd7.org](http://www.ecusd7.org). Board meetings are also televised on the local community access television channel — ECTV, Channel 993.

### **E. DISTRICT FINANCES**

The total tax rate for District 7 is \$4.6754 per \$100 of assessed valuation.

### **F. PARENT/CITIZEN INVOLVEMENT**

District 7 parents are strongly urged to become active participants in the educational process. Parents' interest in their children's education and the level of cooperation between home and school are key elements to success in school.

Volunteer opportunities, through the parent-teacher organization or the building principal, are virtually unlimited. PTOs make a valuable contribution to the schools through their fundraising and social activities. Interested volunteers should call the individual schools.



The Citizens Advisory Council is an appointed committee of laypersons. Its function is to study various issues and provide advice and recommendations to the Board of Education. The CAC meets monthly during the school year.

## **G. HOW DOES DISTRICT 7 RATE?**

The State of Illinois does not have a formal system of rating school districts, although it does conduct evaluation visits. District 7 receives highly positive comments during such visits and is a fully accredited system.

Excellence has always been the hallmark of the District 7 schools. There are many indicators that demonstrate a district's level of achievement. Our commitment to academic excellence is aptly reflected in the District's test scores. The District has been a downstate leader in the annual number of National Merit Scholars and in the performance of our academic teams.

Although such achievement is very important, a school system should be judged not just on test scores, but rather on how all children, whether gifted, average, or at risk, are given opportunities to grow and learn. Specific information about the District's programs, as well as the most recent test scores, may be obtained at Hadley House or on the District's website at [www.ecusd7.org](http://www.ecusd7.org).

## **II. RESIDENCY/REGISTRATION**

### **A. RESIDENCY REQUIREMENTS**

The residence of a person who has legal custody of a student is deemed to be the residence of the student. Accordingly, before a student may be registered to attend a District 7 school, a parent, guardian, or someone with legal custody of the student **must show proof that he or she resides within District 7 boundaries**. It is the responsibility of the adult enrolling a student to prove both custody and residency as defined by Illinois School Code. Proof will include **at least two (2)** forms of identification and **adequate documentation** to prove residency. The building principal has the authority to rule on residency; that decision may be addressed as per board policy. School Code provides that any person who attempts to enroll or present false information for the purpose of enrolling a nonresident shall be guilty of a Class C misdemeanor.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to and/or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of state law, and must not be charged tuition.

### **B. REGISTRATION**

#### **1. ALL STUDENTS**

Registration involves the completion of several forms that are used to document residency and custody. In addition, students entering kindergarten, sixth, or ninth grade need a physical (Illinois student physical form only).

#### **2. STUDENTS NEW TO DISTRICT 7**

New students need to complete the above-mentioned forms, plus show their birth certificate with county seal and complete the Home Language Survey, as well as the US Department of Education Race and Ethnicity Data Standards Form. All students will be registered under their legal name as it appears on their birth certificate. If a student has had a legal name change, documentation of that name change must be supplied at the time of registration. All students enrolling in District 7 must meet all state requirements related to physical examinations, dental examinations, and immunizations. See section regarding Student Attendance and Health Policies for more information. All students transferring from another public school in Illinois will need to provide the Illinois Student Transfer Form from the Illinois State Board of Education.

THE STUDENT INFORMATION FORM is distributed at the time of registration. The purpose of the form is to provide the school with student information as well as emergency information. Parents are required to complete and keep current the student information form, including at least two emergency telephone numbers in the metropolitan bi-state area.

### **III. CURRICULUM/STUDENT SERVICES**

#### **A. OVERVIEW OF THE CURRICULUM**

District 7 offers a comprehensive curriculum designed to meet the needs of the individual student. The curriculum is a result of a research-based study by K-12 committees of teachers, parents, and administrators into the best practices in instruction of the particular content area. The comprehensive core curriculum includes instruction in language arts, math, social science, and science.

In addition to the basic academic subjects, elementary schools also offer specialist classes in art, vocal music, Spanish, and physical education, as well as instrumental music and orchestra at the intermediate level. A regular program of gifted experiences is available for qualified students. Although each school has its unique features and special interests, the elementary curriculum is identical in all ten schools.

Advanced classes are available at the middle schools and high school. Students at Edwardsville High School may select from 15 Advanced Placement courses. Qualifying high school students may also participate in a series of work experience situations under teacher supervision.

In fall 2003, the historic N.O. Nelson Campus opened as a branch of Lewis & Clark Community College (LCCC). One building serves Edwardsville High School students during the day, and LCCC students in the late afternoon and evening, allowing nearly 600 Edwardsville High School students to attend class in either the morning or afternoon session.

Fine arts also play an important role in the curriculum. The District's music program has won a number of prestigious awards for its band, orchestra, and choir. The drama program is frequently recognized at the all-state level with our students participating in the state drama productions.

A highly varied program of extracurricular activities also exists, particularly at the middle schools and high school. Our sports teams have done exceptionally well in recent years, with state-level appearances by many of the high school athletic teams.

#### **B. GENERAL ASSESSMENTS USED FOR ALL STUDENTS**

General assessments and achievement testing are utilized throughout the District to monitor academic growth and achievement and to inform instruction. District 7 is required to administer the Illinois Assessment of Readiness (IAR) in grades 3-8, the PSAT 8/9 in grade 9, the PSAT 10 in grade 10, and the SAT to all 11th grade students. District 7 will also administer the Dynamic Learning Maps Assessment for students with Intellectual Disabilities in grades 3-8 and 11.

#### **C. USE OF TECHNOLOGY**

The District Technology System was established to comprise part of the school curriculum and is intended to function in support of that curriculum and of students' mastery of the curriculum. Although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene, indecent or inconsistent with the District's educational mission. The use of all elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum. The effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The District has adopted and enforced guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System. Any student whose personal web site, blog or other form of digital presence or other activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment may be subject to discipline, without regard to whether that activity or disruption involved use of the District Technology System.

#### **D. ELIGIBILITY FOR THE CHALLENGE/HONORS PROGRAM**

All students in District 7 will be viewed as potential candidates for enrichment and accelerated programs. The program serving gifted students is divided into three levels: the elementary Challenge Program, the middle school Honors Program, and the high school Honors Program. A student's participation in the program may range from one to all levels throughout his/her school experience.

##### **Elementary Level**

The elementary level Challenge Program serves students in the fourth and fifth grade. At this level, identified students work with a gifted education specialist one hour per week with grade level peers. Fourth and fifth graders are also clustered together into regular classrooms where the classroom teacher differentiates the curriculum to meet the needs of these students.

In addition to the pull-out sessions, identified students are offered extension opportunities in the general classroom.

### **Middle School Level High Math and Honors Language Arts Placement**

At the middle level, the staff identifies students for High Math in sixth grade, for Accelerated Math in seventh and eighth grade, and Honors Language Arts in grades seven and eight. The purpose of these programs is to serve those students who demonstrate a high aptitude in these subjects.

### **High School Level**

High school students are recommended for honors or advanced placement classes, or they may self-select these classes. Students must maintain a B average in a content area to select advanced classes the following year. High school counselors will work with students each year to register for appropriate level courses.

## **E. EDWARDSVILLE HIGH SCHOOL**

### **DRIVER EDUCATION**

Public Act 95-0310 created the Graduated Driver Licensing (GDL) Program in Illinois. A key component of the law extends the learner's permit time from three to nine months. In addition:

- The oldest freshmen (15 years of age minimum) would take Driver Education during second, third or fourth quarter.
- Once students have completed the requirements for the classroom portion of Driver's Education, they are eligible to pay and sign up for the Behind The Wheel portion of Driver's Education. Students that have paid and signed up would be assigned to a certified instructor to complete their 12 hours (6 hours observing and 6 hours driving).
- Students would need to begin the nine-month permit holding time, and the logging of the minimum 50-hour driving time with their parent(s) or responsible adult.
- Upon successful completion of all requirements, students would be eligible for a driver's license.

The remaining freshmen would enroll in classroom Driver Education during the first or second quarter of their sophomore year and follow the same process.

### **STUDENT GRADE REVIEW**

Students at Edwardsville High School shall have one opportunity to retake a course and substitute the higher grade earned the second time the course is taken if the following conditions are met:

- The student must be enrolled at Edwardsville High School
- The student must have previously taken the course in question and earned a "D" or "F" the first time he or she took the course; and
- The student must earn a higher grade during the second taking of the course.

If all such conditions are met, the higher grade earned shall be formally substituted on the student's transcript and permanent record. A student shall be permitted only one opportunity to earn a substitute grade in any one course. Nothing in these procedures requires the District to re-offer a course no longer contained in the District's curriculum or to offer a course at any particular time.

If a student's grade is to be substituted on his or her transcript and permanent record, the administration may alter the initial grade given to the student in accordance with the following procedures:

- The teacher who gave the initial grade in the course must be notified concerning the new grade earned the second time the course was taken and the reasons for the change; and
- The administrator making this change in grade must assume responsibility for the grade and initial the change.

### **GRADUATION**

#### *Graduation Requirements*

A minimum of 20 credits is required for graduation, 16 of which must be earned in academic subjects. Physical education, and driver education are not included in the GPA. Each semester course passed is worth ½ credit, except for Driver Education and Quarter P.E. classes, which are each worth ¼ credit. All students must be enrolled in a minimum of 5 credits, 2 ½ per semester.

A student may earn no more than two external credits through night school or correspondence. Students desiring to graduate early may not use credit earned through correspondence. Students must be enrolled for a minimum of an entire semester and have met the minimum graduation requirements before receiving a diploma. Extenuating circumstances may be reviewed by the administration.

### *Credit through Correspondence Courses*

Only those students who are deficient in credits and are at risk of not graduating with their class may elect to earn credit through correspondence courses. Only elective classes may be taken, and no more than two (2) credits may be earned through this method. Students wishing to exercise this option must have the prior approval of their counselor.

### *Required Courses*

A complete listing of required courses based on date of entry into ninth grade can be found in the College and Career Planning section of the Edwardsville High School 2019-2020 Course Handbook.

### *Early Graduation*

A student may apply for early graduation if he/she has met all the requirements for graduation. In addition to meeting the requirements for early graduation, a letter signed by the parent/guardian requesting such a privilege must be filed with the student's counselor. Letters may be obtained from a counselor. All graduation requests must be turned in to the appropriate counselor and assistant principal no later than two (2) weeks prior to the end of the semester. No early graduation requests will be accepted or considered after this time.

### *Accepting Transfer Credits*

When a student transfers into the Edwardsville School District, it shall be the policy to equate transferred credits and grade placement as fairly and equitably as possible to the local school curriculum and graduation requirements.

High school credits will be accepted from transfer students who attended high schools recognized and/or accredited by the North Central Association under strand 2.71 of the POLICIES AND STANDARDS FOR THE ACCREDITATION OF SECONDARY SCHOOLS. Credits from other high schools may be established through conferences with the student and the administration.

Educational efforts such as evening school, correspondence proficiency examination, military, or life experiences may be granted at the discretion of the building principal. Credits transferred will be transposed to equal the value of credits granted by like classes at Edwardsville High School. Special education transfers will be evaluated through a comprehensive screening appropriate to the handicapping condition and the Individual Education Plan.

## **F. STUDENT SERVICES & SPECIAL EDUCATION**

An extensive special education program exists for children who are eligible for special education and related services pursuant to the criteria established in the Individuals with Disabilities Education Act (IDEA), Article 14 of The School Code and their respective implementing regulations.

### **1. PUBLIC NOTICE REGARDING THE AVAILABILITY OF SPECIAL EDUCATION SERVICES**

The Edwardsville School District offers a full continuum of services for those eligible for special education and related services.

Parent(s) who believe that their child may require special services should contact the local building principal or the Director of Student Services & Special Education, at 655-6016. If it is determined that a case study evaluation is needed to determine eligibility for special education services, parent(s) will be required to consent to such a case study evaluation being conducted and have the right to a report of the evaluation information and attend any meetings to determine eligibility for services. If parents have questions regarding their child's referral for a case study evaluation, please direct questions to the Director of Student Services and Special Education 655-6016.

Additional information concerning special education services may be obtained by contacting the Director of Student Services and Special Education at 655-6016.

### **2. NOTICE OF INTENT TO OFFER HOME/HOSPITAL INSTRUCTIONAL SERVICES**

Parents/guardians should contact their student's building principal if a student has a diagnosed medical condition that may cause absences from the school. A student may be eligible for homebound instruction whenever it is anticipated a student will be absent for at least two consecutive weeks or for at least two consecutive days periodically throughout the school year due to their medical condition. The Director of Student Services and Special Education will review the parent application for home/hospital services and communicate with the student's physician to determine eligibility for homebound services.

### **3. SPECIAL EDUCATION COMPLAINT RESOLUTION PROCEDURE FOR INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

Complaints alleging violations of rights accorded parents and eligible special education students shall be referred to the Director of Student Services & Special Education. The Director will work with the parents and building principal

to resolve the issues and concerns. If the issues cannot be resolved, the parent has the right to request mediation and or pursue a due process hearing. Please refer to the procedural safeguards provided to parents. For further questions, contact the Director of Student Services and Special Education at 655-6016.

#### 4. ACCESSIBILITY

“Reasonable accommodations” will be made for students deemed disabled in accordance with Section 504 of the Rehabilitation Act or the Americans with Disabilities Act. Parent(s) should immediately notify the Director of Student Services and Special Education at 655-6016 if he/she/they have reason to believe a reasonable accommodation is necessary for his/her/their child. A reasonable accommodation may require that the student be transferred to another building in the District to meet the child’s needs.

#### 5. CONFERENCES/OTHER SPECIAL NEEDS

Should anyone require special hearing assistance devices or an interpreter (TTD, TTY, etc) for parent conferences and school-wide/district-wide meetings as they relate to their child’s education, he/she should call the Director of Student Services & Special Education at 655-6016 at least three (3) working days in advance of the date of the meeting or event. Similarly, if anyone desires to receive information that is distributed by the school district in Braille, large print, or on audiocassette, he/she should also notify the Director of Student Services and Special Education of such needs at the aforementioned number.

#### 6. PROCEDURES FOR COMPLAINTS

In the event that anyone has a complaint in regard to the school district handling of any American Disabilities Act related matter, such complaint must be filed, in writing, with the Superintendent of Schools. The Superintendent shall issue a written response to said complaint within thirty (30) days. In the event the complainant wishes to appeal the Superintendent’s decision, or no response is received within the time set forth, said complainant may appeal the decision to the Facilities Committee of the Board of Education, which shall hear such complaint or grievance related to the District’s compliance with the ADA within 30 days of receipt of such written notice of appeal. The Facilities Committee shall respond in writing within 14 days of date of hearing. Finally, if the complainant desires further consideration, they may appeal to the full Board of Education in the same manner as set forth for appeal to the Facilities Committee.

#### 7. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

All discipline procedures for special education students shall be in compliance with the Individuals with Disabilities Education Act and its implementing regulations.

#### 8. BEHAVIOR INTERVENTION GUIDELINES

The Board of Education of Edwardsville Community Unit School District No. 7 has adopted policies and procedures relating to behavior interventions for students who are eligible for special education services. A copy of the District’s policy and procedures can be obtained by contacting the Director of Student Services and Special Education at 655-6016.

#### 9. MEDICAID FUNDING

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. For students who receive special education services, therapy and diagnostic services provided to the student may be partially reimbursable. The reimbursement supports vital special education services.

The reimbursement process requires the school district to provide Medicaid with your child’s name, date of birth and Medicaid number. This hereby serves as the District’s annual notification to release student data to Medicaid.

If you object to the release of information to Medicaid, you may state your objection in writing and forward it to your child’s building principal. If you have questions regarding Medicaid and school based health services, please contact the Director of Student Services and Special Education at 655-6016.

#### 10. NOTICE OF NON-DISCRIMINATION

Notice is hereby given that Edwardsville Community Unit School District 7 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to its programs and activities. Any person having inquiries concerning Edwardsville Community Unit School District 7’s compliance with regulations implementing either the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act should refer to page 12 of this Handbook.

# EDWARDSVILLE SCHOOL DISTRICT

## Public Notice

### AMERICANS WITH DISABILITIES ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973

The Americans with Disabilities Act of 1990 (“ADA”) protects individuals with disabilities. The ADA requires equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

### TITLE II - SCHOOL DISTRICT SERVICES

Under Subtitle A, Title II of the ADA, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of school district services, programs or activities, or be subjected to discrimination by the school district. School district services, programs and activities, when viewed as a whole, are required to be accessible to qualified persons with disabilities, and communications with persons with disabilities are to be as effective as communications with others.

The school district is required to reasonably accommodate persons with disabilities where necessary to comply with these requirements. Retaliation for exercising rights under the ADA, making a complaint, or participating in an ADA investigation is prohibited. Persons may not be discriminated against because of a relationship or association with a person with a disability.

The school district has conducted a transition plan for compliance with the ADA and will allow interested persons to participate by submitting comments. The transition plan is a public document. A copy of this Public Notice is available upon request in Braille, large print, or on audiocassette.

### SECTION 504

Pursuant to Board of Education Policy (Section 507) this school district does not discriminate against students on the basis of disability as defined under regulations implementing Section 504 of the Rehabilitation Act of 1997 (hereinafter “Section 504”) as regards to, or the use of, the district’s programs, services, and activities.

A copy of the school district’s policy regarding Section 504 services and the District’s ADA transition plan can be obtained by contacting the Director of Student Services & Special Education 655-6016 at the Edwardsville School District Administrative Offices (Designated ADA/Section 504 Coordinator).

### G. REQUESTS FOR TEACHERS

District 7 employs an excellent teaching staff, all of whom strive to meet the needs of each child. Children are placed in a particular classroom based on a number of educational factors designed to keep classes balanced. For these reasons, we do not accept requests for a specific teacher. Any parent who may have a serious educational concern that could be affected by his/her child’s placement should contact the principal on or before District registration day.

### H. HOMEWORK

In District 7, we believe that homework is an integral part of the learning process. Homework fosters skill building through repetition, allows the teacher to assess student development on a regular basis, and teaches children to learn independently.

Parents should expect that their children will be assigned homework throughout the course of their education in District 7. The amount of homework tends to increase as the child becomes older. Parents should check with their children on a daily basis to make sure that homework is brought home and completed in a timely manner. If a child rarely brings homework home, parents should immediately check with the teacher. Specifics regarding homework can be obtained by contacting their child’s teacher.

**District 7 Grading Practices Regarding Submission of Late Work:** Each teacher is responsible for developing grading guidelines that are communicated to parents and students via their school handbook, course syllabi, or information that is sent home at the beginning of each year. This information would include the submission of late assignments for credit. Individual teachers may provide exceptions to their practices based on individual circumstances as they occur.

District 7 has several grading practices that are implemented district-wide:

- a. Students who have an excused absence receive one day per each day of excused absence to turn in late work (e.g., a two-day excused absence allows the students two additional days to submit late assignments)

- b. Students who are suspended out-of-school will be allowed to make up missed assignments for equivalent academic credit provided that the work is completed and turned in to the teacher in a timely manner.

**I. LUNCH PROGRAM**

The District will continue to provide a complete, nutritious lunch and breakfast program in all schools. Students in the elementary schools have a choice of entrees at lunch; middle school and high school students have a variety of choices, including snack bars and salads. Prices for 2019-2020 are as follows:

BREAKFAST:		LUNCH:	
Elementary	\$ 1.25	Elementary	2.80
Middle School	1.25	Middle School	2.80
High School	1.25	High School	2.80

Snack and a la carte items are available for purchase at an additional cost. Students who bring their lunches from home may purchase milk.

A free and reduced lunch program is offered for eligible students as per federal guidelines. Applications are sent home at registration time or on the first day of school. Parents are welcome to join their children at breakfast or lunch.

**J. QUESTIONS REGARDING A CHILD’S EDUCATION & SCHOOL-RELATED ACTIVITIES**

If parents have a question or concern about their child’s progress in school or school-related activities, the FIRST person to see is the TEACHER/SPONSOR/COACH. They are always the best source of information regarding a child, for they work with him/her on a daily basis and share parents’ concerns. One of the most valuable things parents can do for their child’s education is to keep in close contact with his/her teachers/sponsors/coaches.

If parents have further concerns or questions of a more general nature, then they should call the school principal. In District 7, building principals are looked upon as instructional leaders. They are extremely knowledgeable about their students and staff and are an excellent source for assistance.

The next step is the central office (Hadley House). There are seven offices in Hadley House: Business, Food Service, IS&S, Personnel, Curriculum & Instruction, Student Services & Special Education, and the Superintendent’s Office. Any of the administrators in these offices can assist parents with their questions. For specific questions, parents may call the following:

Bus Routes & Information	655-6019
Food Service (free/reduced program)	656-1586
Student Services & Special Education	655-6016
Curriculum Office	655-6021

Interested parties who have a general question about the District may call Hadley House at 656-1182.

**K. SCHOOL RESOURCE OFFICER PROGRAM**

The Edwardsville Police School Resource Officer Program places experienced law enforcement professionals at Edwardsville High School, the Alternative High School, Liberty Middle School, and Lincoln Middle School. The School Resource Officer Program reflects a community partnership between Edwardsville Community School District 7 and the City of Edwardsville Police Department to ensure that our schools have safe, secure, and orderly learning environments.

The SRO fulfills three roles by using a triad approach. The officer acts as law enforcement officer, a law-related counselor, and law-related presenter. As a law enforcement officer, the primary purpose is to “keep the peace.” As a law-related counselor, the officer provides resource guidance to students, parents, teachers, and staff and acts as a link to support services both inside and outside the high school. As a law-related presenter, the officer will share special law enforcement expertise by presentations in the classroom to promote a better understanding of our laws. Furthermore, the SRO also serves as a positive role model for the students on campus during school hours and off campus at extracurricular activities.

**L. SCHOOL SAFETY OFFICER PROGRAM**

The Board of Education is committed to safety measures that include locking all but the front doors after school begins and placing a School Safety Officer in each building. The officers ensure that access to the building is limited to authorized individuals; that building security and safety procedures are followed; and that Board Policies related to security, safety, and conduct are followed.

Any visitor to school is required to check in with the School Safety Officer upon entering the building. Visitors must have a government issued photo ID to gain entrance to the schools.

#### IV. DISTRICT 7 PHILOSOPHY OF DISCIPLINE

##### A. STUDENTS' RIGHTS AND RESPONSIBILITIES

Education cannot proceed effectively without appropriate behavioral and disciplinary interventions. Appropriate behavior and discipline are best thought of as positive, not negative—helping a student to adjust, rather than be punished.

The dignity of individuals should be protected, with proper consideration displayed for their personal feelings, which may be associated with race, color, creed, cultural heritage, and intellectual and physical characteristics. Educators as well as students should be respectful to each individual in his/her daily life and develop a sincere appreciation for the different ethnic, economic, religious, and social backgrounds of groups.

In District 7 we believe our students have certain rights that must be protected. We also believe that they have definite responsibilities, which must be fulfilled in order to ensure that all students succeed in school. These rights and responsibilities are as follows:

<b>Rights</b>	<b>Responsibilities</b>
1. Each student has the right to pursue an education without the fear of personal harm or damage to personal property.	1. Each student has the responsibility to restrain him/herself and actively discourage others from inflicting personal harm or damage to another student's property.
2. Each student has the right to participate in an educational experience free from disruptive, destructive, or distracting influences.	2. Each student has the responsibility to support efforts to maintain an environment free from disruptive, destructive, or distractive behavior and influences.
3. Each student has the right to expect a well-prepared and organized classroom procedure.	3. Each student has the responsibility to prepare for and participate in classroom activity to the best of his/her ability.
4. Each student has the right to express him/herself and his/her opinions verbally and in writing in accordance with District policy. This includes student publications and the right to petition.	4. Each student has the responsibility to express opinions in a respectful manner so as not to offend or slander others. Freedom of expression should not interfere with the educational process.
5. Each student at the secondary level has the right to participate in school operation and regulation through an active student government.	5. Each student at the secondary level has the responsibility to participate actively in student government through running for office, conscientious voting, and making student concerns known to school administration.
6. Each student has the right to appeal, as outlined in this publication, cases of suspension or expulsion.	6. Each student has the responsibility to abide by decisions reached through the appeal process.
7. Each student and parent has the right of privacy concerning their academic and personal records maintained by the school.	7. Each student has the responsibility to respect the privacy of others concerning academic and personal records.
8. Each student has the right to dress in such a way as to express the student's personality in accordance with the District's dress code.	8. Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, which does not disrupt or interrupt the educational process; indicate affiliation with any group that advocates dangerous or distasteful activities; or indicate support for drug, alcohol, or tobacco usage, including vaping devices and electronic cigarettes.



- |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>9. Each student has the right to be treated fairly and equally without harassment, without regard to race, color, religion, creed, gender, gender identity, national origin, age, marital status, sexual orientation, or the presence of handicaps or disabilities by all teachers and staff of the school district as well as visitors to the school.</p> | <p>9. Each student has the responsibility to respect the authority of teachers and staff of the school district.</p>                                                                                                 |
| <p>10. Each student has the opportunity to participate in extracurricular activities in accordance with the Code of Conduct and the No Pass/No Play policy.</p>                                                                                                                                                                                               | <p>10. Each student has the responsibility to uphold grades while participating in extracurricular activities and to conduct him/herself in a respectable manner during and in connection with those activities.</p> |
| <p>11. Each student has the right to expect assistance from school employees responding in a reasonable manner in cases of illness or injury.</p>                                                                                                                                                                                                             | <p>11. Each student has the responsibility to report illness and/or injury (to self or others) to the school employee in charge at that time.</p>                                                                    |

**B. CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE**

1. *An adequate home that:*
  - a. Assumes the primary responsibility for the discipline of the child.
  - b. Is aware of the child's responsibilities and obligations in the school as well as in the community and establishes home conditions that are favorable to success in school.
  - c. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
  - d. Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
2. *A responsible student who:*
  - a. Respects constituted authority, which includes not only obedience to school rules and regulations but also conformity to the laws of the community, state, and nation.
  - b. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
3. *A responsible school in which the professional staff:*
  - a. Encourages the use of good guidance and appropriate procedures.
  - b. Maintains an atmosphere conducive to good behavior.
  - c. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
  - d. Plans a flexible curriculum to meet the needs of all students.
  - e. Promotes effective training or discipline based upon fair and impartial treatment of all students.
  - f. Develops a good rapport among the teaching staff and among the administration and the teaching staff.
  - g. Endeavors to involve the entire community in order to improve the quality of life in that community.

**C. THE ROLES OF PARENTS AND SCHOOL STAFF MEMBERS IN EFFECTIVE DISCIPLINE**

Both the school staff and the parents share the responsibility of providing a positive role model for the children.

It is the task of the administration to implement the District's philosophy through the careful enforcement of the regulations contained herein. For this reason all administrators involved in discipline meet at least once a year to discuss the fair and consistent application of the contents of this handbook.

If a question arises regarding a particular policy, administrators consult with each other and other expert sources to ensure that any disciplinary measures taken are prudent and reasonable.

The administrator's role in discipline may also include working with the student and his/her family and teacher to prevent further problems. The best discipline is preventive in nature. For this reason, the District has developed a comprehensive set of behavioral and disciplinary interventions designed to promote safe, responsible, and respectful pro-social behavior for all students. As part of these interventions, the administrator may also choose to involve the school counselor or social worker in order to provide a therapeutic approach to discipline.

Parents have the responsibility to cooperate with the District in its efforts to maintain a safe and orderly atmosphere in the schools. Parents are urged to familiarize themselves with the school staff and policies and to maintain regular communication with the schools. Regular communication between school and home is one of the keys to effective discipline.

#### **D. DISTRICT HARASSMENT POLICY**

The District expressly prohibits any form of unlawful harassment of students based on their race, color, religion, creed, gender, national origin, age, marital status, sexual orientation, or the presence of handicaps or disabilities. The District prohibits such harassment of students, whether that harassment comes from students, District employees, or other third parties. Such harassment is prohibited in all forms: written, verbal, physical, and gestural and includes electronic communications or communications made through the use of technology, including social media. A student or employee who harasses any student is subject to discipline, up to and including expulsion or termination (as appropriate). The District will take appropriate action against third parties who harass students. The District will not tolerate conduct from anyone that creates an intimidating, hostile, or offensive academic environment.

Some examples of sexual harassment, in particular, include:

- a. Unwelcome sexual advances
- b. Touching (of a sexual nature)
- c. Graffiti (of a sexual nature)
- d. Displaying or distributing sexually explicit drawings, pictures, and written materials
- e. Sexual gestures
- f. Sexual or “dirty” jokes
- g. Pressure for sexual favors
- h. Touching oneself sexually or talking about one’s sexual activity in front of others
- i. Spreading rumors about or rating other students on their sexual activity or performance
- j. Intimidating, harassing, teasing/joking or spreading rumors about a student’s alleged or perceived sexual orientation

#### **E. TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Parents, staff or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District’s Harassment Complaint Procedure.

#### **F. PROHIBITION OF BULLYING, INTIMIDATION, AND HARASSMENT**

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

Bullying, harassment, or intimidation on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

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

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

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

Complaints of bullying, intimidation or harassment may be made in accordance with the District Harassment Procedure.

## **G. HARASSMENT COMPLAINT PROCEDURE**

The administrative officers (principal and assistant principals, if available) are generally responsible for addressing complaints of harassment at each school in the District. This includes dealing with complaints that students bring to their attention, as well as identifying harassing situations on their own.

Complaints against students, employees, or third parties shall be immediately brought, in the first instance, to one of the assistant principals, if available (if none available, then to the principal). If the student does not feel comfortable, for any reason, reporting the harassment to any one of the assistant principals, or if there is no assistant principal available, then he or she should use the alternative procedure of reporting the harassment to the principal. If there is not an available assistant principal and the student does not feel comfortable, for any reason, reporting the harassment to the principal, then he or she should use the alternative procedure of reporting the harassment to the superintendent of the District. The selected administrative official will promptly investigate the matter and, if the allegation is sustained, the responsible party will be disciplined in a manner appropriate for ensuring that the harassing conduct ceases. In situations covered under the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq), District 7 will comply with all reporting procedures, including mandated contact with the Department of Children & Family Services.

All persons involved in the complaint and investigation will keep all related information confidential to the maximum extent possible. This means that all persons involved will share such information only with persons who have a need to know. The District shall keep the student who filed the complaint informed of the status of the investigation. Additionally, notice of the outcome of the complaint shall be provided to the parties involved.

If the investigating administrative officer determines, after investigating a complaint of harassment or unlawful discrimination, that a student has provided false information regarding the complaint, then disciplinary action may be taken against the student who filed the false complaint or gave the false information. The District prohibits, however, retaliation of any kind against a student for filing a good faith complaint or participating, with good faith, in an investigation.

All disciplinary decisions by the investigative officer shall be subject to review (at the request of either the complainant or the accused) by the Superintendent of the District or, if appropriate, the Board of Education.

## H. CIVIL RIGHTS COORDINATORS

A civil rights coordinator is an individual who coordinates compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis. Civil rights laws that prohibit discrimination include:

- Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex).
- Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the bases of race, color, or national origin).
- Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability).
- Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability by public entities (including public schools), whether or not they receive Federal financial assistance).

Complaints of discrimination should be brought to one of the District 7 complaint coordinators.

Civil Rights Coordinators' Contact Information

- Title IX – Nancy Spina, 656-1182, nspina@ecusd7.org
- Title VI – Nancy Spina, 656-1182, nspina@ecusd7.org
- Section 504 and/or Title II – Adam Garrett, 655-6016, agarrett@ecusd7.org

## I. NO SMOKING POLICY

The possession, use, distribution, purchase, or sale of tobacco or nicotine materials, including without limitation, any device that simulates tobacco or nicotine use (e.g., an electronic cigarette, vaporizer, or any other electronic nicotine delivery system or any device capable of delivering nicotine) IS STRICTLY PROHIBITED in school buildings, on school property, and in school vehicles at any time, by any person, for any reason. The Board of Education considers the use, possession, distribution, purchase or sale of tobacco or nicotine materials to be a threat to student, staff and school safety. The first offense of this policy by a student at any District school could result in an out-of-school suspension. The consequences of violations of the no-smoking policy by elementary students will be determined by the principal according to the age of the child.

Senior high and middle school students may refer to their individual school handbooks for further information regarding the No Smoking Policy.

## V. VIOLATIONS OF SCHOOL RULES

### A. A SPECIAL EMPHASIS ON SAFETY IN THE SCHOOLS

The maintenance of a safe, pleasant school environment that is conducive to learning is the highest priority of District 7. For this reason students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon or look-alike weapon are subject to extremely serious penalties. These penalties may include not only a multiple-day suspension of up to and including ten days, but also expulsion.

**The ban on the carrying or use of any type of weapon or look-alike weapon should be carefully noted by both students and parents. Weapons include firearms, ammunition, any type of knife (including pocket knives), mace, pepper mace, or any other object which may be used as a weapon.**

**Students should clearly understand that such things as a pocket knife may NOT be carried to school, even if there is not intent to use it in a harmful manner. Expulsion or suspension will be levied on any student who is found to be carrying a weapon or a look-alike weapon to, from, or within the school—or to, from, or at any school activity.**

A student who is found to have brought a weapon, such as a firearm, to school or who is in possession of a weapon such as a firearm, at school will be recommended for expulsion from school for a period of not less than one calendar year. The prohibition against firearms as defined in the Gun-Free Schools Act of 1994 includes any weapon which expels (or is designed to expel) a projectile by action of an explosive, and any “destructive device” meaning “any explosive, incendiary, or poison gas,” including bombs, grenades, rockets, missiles, or mines.

In addition to school penalties, carrying or possessing certain lethal weapons while in a building or on the grounds of any school is a Class 4 felony as per House Bill #2162. A Class 4 felony carries a minimum penalty of one year in a penitentiary.

**Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons will be reported to police. Further, it shall be the policy of the Board of Education to recover damages from the parents or guardians of any minor or from any person who has initiated or taken part in such acts.**

## **B. SEARCH AND SEIZURE**

### *Of School Property*

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

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

### *Of Students and Their Personal Effects*

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

When feasible, the search will be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

### *Alcohol and/or Drug Testing*

When school staff suspect that a student may be under the influence of alcohol and/or drugs, the student will be escorted to the school nurse where a school administrator and school nurse will assess the student to determine whether there are reasonable grounds for suspecting the student is under the influence of alcohol and/or drugs. If a school nurse is not available or not on duty, the school administrator will make this assessment. If reasonable grounds exist to suspect the student may be under the influence of alcohol or drugs, the student will be asked to submit to an oral fluids test and/or breath scan test.

If it is determined that the student shall submit to an oral fluids test and/or breath scan test, the student will be provided a copy of this policy and the test(s) will be administered by the school nurse or other trained staff member in a private location outside the view of others. Students who refuse to submit to an oral fluids test and/or breath scan test will be deemed insubordinate in violation of the District's student conduct rules. Refusal to submit to such tests may also be deemed an admission by the student that the student is guilty of violating this policy.

If the test(s) is positive, the student's parents/guardians will be promptly contacted regarding the test(s) results and to provide medical services as necessary and appropriate.

Parents/guardians wishing to contest the results of a drug test may independently, and at their own expense, have their child re-tested at the Treatment Alternatives for Safe Communities (TASC) office located in Edwardsville, provided, however that the student report to the TASC office within thirty minutes of the student leaving the school building. The Superintendent will develop administrative procedures to implement this provision.

Drug/alcohol test results shall be preserved in accordance with administrative procedures, which shall be developed by the Superintendent.

### *Seizure of Property*

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. This includes any contraband located in a search conducted through the use of specially trained dogs. When appropriate, such evidence may be transferred to law enforcement authorities.

### *Notification Regarding Student Accounts or Profiles on Social Networking Websites*

State law requires the District to notify students and their parents/guardians that school officials may request a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

### **C. CONDUCT ON SCHOOL PROPERTY**

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface school district property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco products, including vaping devices, electronic cigarettes, or lookalikes.
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding, or
11. Violate other District policies or regulations, or an authorized District employee's directive.

For purposes of this handbook, "School Property" means school buildings, vehicles used for school purposes, and school grounds.

### **D. SCHOOL-SPONSORED PUBLICATIONS AND WEB SITES**

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### **E. NON-SCHOOL SPONSORED PUBLICATIONS**

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

1. that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. that is primarily intended for the immediate solicitation of funds; or
5. that, in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes.

Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.

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

Accessing or distributing “at school” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for accessing or distributing forbidden material, or for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

## **F. STUDENT DRESS CODE**

Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness while not disrupting the educational process. The following guidelines describe some types of dress that are NOT ACCEPTABLE in the school setting:

1. Dress indicating affiliation with any group that advocates dangerous or unlawful activity is not acceptable and will not be tolerated.
2. Hats, headgear, caps, hoods, and outerwear such as coats and jackets may not be worn in the building during the school day and must be stored in the student’s locker or book bag.
3. Clothes displaying vulgar or suggestive writing, pictures, or images are not acceptable.
4. Clothes displaying alcohol or drug-related images, words, phrases, or logos are not acceptable.
5. Clothes that expose a student’s undergarments by being excessively loose and sagging, sheer, small, or having holes in them are not acceptable.
6. Clothes that expose the back, sides, or midriff of a student are not appropriate for the school setting and are not acceptable.
7. The use of unusual makeup, such as face-painting, creates disruption and distraction in the building and is not acceptable.
8. The wearing of dog collars, chains, or wallet chains is not acceptable.
9. Leggings should not be worn without some type of cover up such as a long blouse, shirt, sweater, or tunic that completely covers the hips.

Teachers and administrators will screen students for dress that is inappropriate for the school environment. Students in violation of the dress code may be sent home to change clothes and will receive unexcused absences for all classes they miss. Repeated violations by a student may result in additional disciplinary action. Parents must assume the responsibility to see that their child is appropriately clothed for school.

## **G. DEFINITIONS OF VARIOUS INFRACTIONS AND POSSIBLE CONSEQUENCES**

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct that occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, while being transported to and from school-sponsored activities or events, at any event or activity reasonably related to school or any event or activity which causes or is reasonably forecast to cause substantial disruption to school or school events or activities. Students may also be disciplined when the misconduct is directed against school employees, their families or property because of their status as employees.

The Board of Education has given building administrators the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Building administrators have attempted to provide guidance to students as to prohibited conduct for which the student may be disciplined. These rules, along with common sense, good judgment, ethics and morality all come together to determine what is appropriate behavior in a given situation.

As a guideline for students and administrators, prohibited student conduct is identified by the following three levels:

- Level One infractions are those infractions that are punishable by a maximum of five (5) days out-of-school suspension.
- Level Two infractions are those infractions that are punishable by a maximum of 10 days out-of-school suspension.
- Level Three infractions are those infractions that are punishable by a maximum of 10 days of out-of-school suspension with a possible recommendation for expulsion.

Students are reminded that these levels are merely guidelines. The building administrator may determine that, based upon factors such as repeated infractions; the nature and/or severity of the infraction; the student’s discipline history; harm (physical or emotional) to others or to property; whether warnings have been issued to the student; evidence of planning or premeditation; threats to the safety of students, staff, or the school; disruption to the learning environment or the operations of the school; or other factors determined relevant by the school administration, a greater discipline may be imposed than those recommended in these guidelines, including counseling as required by the administration.

The infractions on the following pages are examples of prohibited conduct. Students will be disciplined for inappropriate conduct. Inappropriate conduct is defined as any conduct, behavior, or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students, school personnel and/or visitors.

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| <p>1. Academic Dishonesty (previously Cheating) (Level 3)</p> | <p>1. An act of dishonesty related to academic performance or activities such as plagiarism; presentation of work not completed by the student; providing another student with completed work or assignments not completed by that student to be presented for credit/grading and/or acceptance of work completed by another student to be presented for credit/grading; sharing or publishing assessment questions, activities, answers or responses with other students. This includes the use of electronic devices (e.g., cell phones, text messages, etc.) to transmit information, including text, still images, audio, or video. The student/parent/guardian will be responsible for making restitution should the District be required to expend money due to an infraction of this provision.</p>                    |
| <p>2. Arson (Level 3)</p>                                     | <p>2. Criminal damage by fire or explosive to another's real or personal property.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>3. Assault, Simple (Level 2)</p>                           | <p>3. Placing another in reasonable apprehension of receiving a battery.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>4. Assault, Aggravated (Level 3)</p>                       | <p>4. Assaulting a student, school administrator, teacher, or any other school employee; assaulting any person with use of a deadly weapon.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>5. Battery, Simple (Level 2)</p>                           | <p>5. Causing bodily harm or making physical contact in a provoking or insulting manner to another.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>6. Battery, Aggravated (Level 3)</p>                       | <p>6. Battery to a student, school administrator, teacher, or any other school employee; causing great bodily harm, permanent disability, or disfigurement to another.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>7. Bullying (Level 3)</p>                                  | <p>7. Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Placing the student or students in reasonable fear of harm to the student's or students' person or property;</li> <li>• Causing a substantially detrimental effect on the student's or students' physical or mental health;</li> <li>• Substantially interfering with the student's or students' academic performance; or</li> <li>• Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.</li> </ul> |
| <p>8. Burglary (Level 3)</p>                                  | <p>8. Unlawful entry into buildings and vehicles.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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| 9. Closed Campus Violation (Level 1)                         | 9. The act of leaving the school campus without authorization at any time of the school day. (High school students refer to high school handbook for further information.)                                                                                                                                                                                                                             |
| 10. Continued Class Disruption (Level 1)                     | 10. Conduct that disrupts the educational process.                                                                                                                                                                                                                                                                                                                                                     |
| 11. Deceptive Practice (Level 1)                             | 11. Fraudulently issuing a check or other document disposing of property or by which a pecuniary obligation is incurred including “closed account” checks.                                                                                                                                                                                                                                             |
| 12. Disorderly Conduct (Level 2)                             | 12. Acts which alarm or disturb another and cause a breach of the peace or which disrupt the educational process.                                                                                                                                                                                                                                                                                      |
| 13. Disrespect (Level 2)                                     | 13. The insulting, name-calling, dishonor, or verbal or written abuse of any member of the school staff or student body.                                                                                                                                                                                                                                                                               |
| 14. Distribution of Unauthorized Printed Materials (Level 1) | 14. The act of distributing unauthorized materials on school property.                                                                                                                                                                                                                                                                                                                                 |
| 15. Dress Standards Violation (Level 1)                      | 15. The act of dressing in a manner that violates community standards of good taste, health, safety, and cleanliness; disrupts or interrupts the educational process; indicates affiliation with any group which advocates dangerous or unlawful activity; or indicates support for drug, alcohol, or tobacco usage, including vaping devices, electronic cigarettes, or lookalikes.                   |
| 16. Driving or Parking Violations (Level 1)                  | 16. Failure to comply with rules or safety standards regulating the use of automobiles by students at Edwardsville High School.                                                                                                                                                                                                                                                                        |
| 17. Electronic Harassment (Level 3)                          | 17. Any act or communication of an electronic nature (i.e., e-mail, instant messages, electronic postings, personal web pages/profiles) which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, creed, gender, national origin, age, marital status, sexual orientation, or disability. |
| 18. False Reports of Fire or Bomb (Level 3)                  | 18. The act of initiating a false fire alarm, or bomb threat, or other catastrophe.                                                                                                                                                                                                                                                                                                                    |
| 19. Fireworks or Explosives (Level 3)                        | 19. The act of possession, use, or threat to use any fireworks, explosive, incendiary device, or other such instruments capable of inflicting bodily injury.                                                                                                                                                                                                                                           |
| 20. Forgery (Level 1)                                        | 20. Making, altering, issuing, or delivering a document capable of defrauding another.                                                                                                                                                                                                                                                                                                                 |

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| 21. Gangs, Compelling Organization Membership<br>(Level 3) | 21. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang; Threatening or performing bodily harm to another or his family to solicit or cause membership in any association or organization.                                                     |
| 22. Gambling (Level 1)                                     | 22. The act of gambling for money or valuables.                                                                                                                                                                                                                                                                                                                                            |
| 23. Gross Misconduct or Disobedience<br>(Level 3)          | 23. Any act which causes, or can reasonably be expected to cause, a substantial disruption of the school environment.                                                                                                                                                                                                                                                                      |
| 24. Harassment<br>(Level 3)                                | 24. Any act or communication which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, creed, gender, national origin, age, marital status, sexual orientation or disability.                                                                                                 |
| 25. Hate Offenses (Level 3)                                | 25. The commission of any one or more infraction against another by reason of race, national origin, religion, gender, sexual orientation, or other such classification.                                                                                                                                                                                                                   |
| 26. Hazing (Level 3)                                       | 26. Any intentional knowing or reckless act directed against a student or class of students for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team or other school-related functions (whether or not school sanctioned or sponsored) whose members include other students.                     |
| 27. ID Badge Violation (Level 1)                           | 27. Failure to comply with Student ID rules and procedures.                                                                                                                                                                                                                                                                                                                                |
| 28. Inappropriate Displays of Affection<br>(Level 3)       | 28. Inappropriate displays of affection are prohibited at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation. Inappropriate, prohibited displays of affection include, but are not limited to, fondling, groping or grabbing body parts, lengthy kissing, and/or any other sexual acts, including oral sex or intercourse. |
| 29. Inciting Others to Violence (Level 3)                  | 29. The encouragement of demonstrations, altercations, or protests that disrupt the normal educational process through words, acts, or deeds.                                                                                                                                                                                                                                              |
| 30. Indecency (Level 2)                                    | 30. The act of offending commonly recognized standards of appropriateness, health, or safety.                                                                                                                                                                                                                                                                                              |
| 31. Insubordination (Level 2)                              | 31. Refusing to follow the instructions of authorized school personnel.                                                                                                                                                                                                                                                                                                                    |
| 32. Intimidation<br>(Level 3)                              | 32. Intending to cause another to perform or omit performance of any act by communicating certain threats of consequences.                                                                                                                                                                                                                                                                 |
| 33. Littering (Level 1)                                    | 33. The act of willfully littering on school property or on private property en route to and from school.                                                                                                                                                                                                                                                                                  |
| 34. Loitering (Level 1)                                    | 34. The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel.                                                                                                                                                                                       |

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| 35. Mob Action<br>(Level 3)                          | 35. The assembly of two or more people to do an unlawful act when said individuals are physically involved.                                                                                                                                                                                                                                                                                                                                   |
| 36. Obscenity (Level 1)                              | 36. The act of using/displaying obscene behavior or profane language in verbal/written form, or in pictures, caricatures, or obscene gestures.                                                                                                                                                                                                                                                                                                |
| 37. Unauthorized Use of Electronic Devices (Level 1) | 37. The unauthorized possession and/or use of any electronic device such as cellular telecommunication devices, video game devices, cameras, laser pointers, or eavesdropping devices. This also includes the taking of photographs of students, employees or guests without his/her consent. The taking of photographs in locker rooms, restrooms, or other areas where there is a reasonable expectation of privacy is strictly prohibited  |
| 38. Possession or Use of Weapons (Level 3)           | 38. a) The act of possessing, using, or threatening to use any weapon or “look-alike” weapon; or (b) The act of possessing, with an intent to cause bodily harm or to use in an unlawful manner, any other instrument capable of inflicting bodily harm. Weapons include guns, ammunition, knives (including pocket knives), mace or pepper mace, throwing stars, and any other weapon identified by the Illinois Statutes (735 ILCS 5/24-1). |
| 39. Possession or Use of a Firearm (Level 3)         | 39. The transportation, possession, or use of a firearm (as Defined by the Gun-Free Schools Act of 1994).                                                                                                                                                                                                                                                                                                                                     |
| 40. Reckless Conduct (Level 3)                       | 40. Causing bodily harm or endangering the safety of another by lawful or unlawful reckless acts.                                                                                                                                                                                                                                                                                                                                             |
| 41. Robbery (Level 3)                                | 41. Theft from the person or presence of another by the use of force or threat of force.                                                                                                                                                                                                                                                                                                                                                      |
| 42. Robbery, Armed (Level 3)                         | 42. Robbery involving the use of a dangerous weapon.                                                                                                                                                                                                                                                                                                                                                                                          |
| 43. Sexual Abuse (Level 3)                           | 43. Intentional fondling or touching directly or through clothing of intimate body parts of any person.                                                                                                                                                                                                                                                                                                                                       |
| 44. Sexual Assault (Level 3)                         | 44. Commonly identified as “rape” and involving force, threatening force, bodily harm or threatening bodily harm.                                                                                                                                                                                                                                                                                                                             |
| 45. Sexual Harassment (Level 3)                      | 45. Any type of unwelcome conduct directed toward a student, staff member, or other individual in the school because of his or her gender and/or sexual orientation. This conduct may include verbal comments about parts of the person’s body, name calling, spreading sexual rumors about a person, attempts to alter articles of clothing, pressure for sexual activity, or other unwelcome advances or comments.                          |
| 46. Stalking (Level 3)                               | 46. Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint and following or placing the intended victim under surveillance at least twice.                                                                                                                                                                                                                             |

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| 47. Theft (Level 3)                                                                      | 47. Exerting and/or retaining unauthorized control over the property of another.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 48. Tobacco Products (Level 1)                                                           | 48. Possession, use, distribution, purchase, or sale of tobacco or nicotine materials, including without limitation, vaping devices, electronic cigarettes or lookalikes, or any other electronic nicotine delivery system capable of delivering nicotine, in school buildings, on school property, or on school vehicles at any time, by any person, for any reason.                                                                                                                                                       |
| 49. Trespass (Level 1)                                                                   | 49. Entering or remaining upon the land or building without authority after receiving verbal, written, or posted notice. Students who are suspended or expelled are not allowed to be on the grounds of any District 7 school while the penalty is in effect.                                                                                                                                                                                                                                                               |
| 50. Truancy & Tardiness (Level 2)                                                        | 50. The act of unauthorized absence or lateness to school or classes for any period of time.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 51. Unauthorized Sale or Distribution (Level 3)                                          | 51. The act of selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property. Students selling, distributing, or attempting to distribute any unlawful drugs, look-alike drugs, prescription drugs, drug paraphernalia and/or behavior-altering substances or weapons shall be disciplined under the appropriate provisions of this handbook.                                        |
| 52. Unauthorized Student Protest (Level 2)                                               | 52. The act of protesting which results in the disruption of the normal educational process.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 53. Unlawful Drugs, Drug Paraphernalia, and Behavior-Altering Substances (Level 3)       | 53. Possession, use, distribution, attempted distribution, purchase, arranging a purchase, being under the influence of, or sale of an alcoholic beverage, controlled substance, look-alike drug (a substance, that because of its physical characteristics would lead someone to believe the substance is a controlled substance or it is represented to be a controlled substance), drug paraphernalia, illicit drug, prescription drug, or over-the-counter medication. See District 7 Medication Policy for exceptions. |
| 54. Vandalism, Criminal Damage to Property (Level 3)                                     | 54. Knowingly damaging property of another. Damage to property without consent.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 55. Vandalism, Institutional (Level 3)                                                   | 55. Criminal damage to a school or educational facility relating to issues of race, creed, color, or national origin of others where the loss is \$300 or more.                                                                                                                                                                                                                                                                                                                                                             |
| 56. Vaping (Level 1)                                                                     | 56. Possession, use, distribution, purchase, or sale of an electronic cigarette, which includes a Juul, pods, juice, and/or any item associated with an alternative nicotine/tobacco device, in school buildings, on school property, or on school vehicles at any time, by any person, for any reason                                                                                                                                                                                                                      |
| 57. Violation of District 7 Computer Use Policy and Acceptable Use Agreement (Level 1-3) | 57. Misuse of District 7's technology..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

On a building-by-building basis, appropriate “safety procedures” and/or “drills” will be in place to acquaint all occupants of proper plans, procedures, and practices.

## **H. OTHER VIOLATIONS**

1. Guidelines for acceptable behavior are by no means limited to those listed in this handbook. In addition, take note that a student may be suspended, removed, or expelled for off-campus misconduct that is reasonably related to school or school activities or for conduct which causes or may reasonably be forecast to cause substantial disruption to school or school-related activities. The District and/or school reserve the right to establish additional standards for acceptable behavior as needed.

2. Students, parents, and visitors to school district properties are advised that threats of violence toward District students, teachers, administrators, and employees or threats of destruction of school property will not be tolerated. This prohibition expressly includes any threats communicated via electronic means, such as e-mails, instant messages, websites, electronic postings, personal web pages, or profiles and the like. The District reserves the right to exercise its discretion to address immediately any such threats by any persons to the full extent of the civil and criminal laws, as well as under the District’s rules and regulations. Any such threats, to include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Threats of violence will be considered as threats to the safety of students, staff or the school, disruption to the learning environment and/or the operations of the school and will result in consequences. Student violators of this policy may be subject to expulsion and criminal prosecution.

## **VI. BEHAVIORAL AND DISCIPLINARY INTERVENTIONS**

To provide all necessary assurances to faculty, staff, students, and parents that District 7 has, in fact, taken reasonable precaution to ensure their safety, the administration may, when deemed necessary, require a statement from a mental health provider that the student does not pose a danger to himself/herself or others. If such a statement is not provided as requested, then District 7 will assume that a child is a danger to him/herself or others and proceed with necessary action to seek his/her removal from school.

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

### **A. BEHAVIORAL AND DISCIPLINARY INTERVENTION AND CONSEQUENCES**

Behavioral and disciplinary interventions and consequences will be determined based upon a variety of factors including but not limited to, the severity of the incident, the student’s past disciplinary record, harm (physical or emotional) to others or property, prior behavioral and disciplinary interventions attempted, evidence of planning or pre-meditation, the safety of other students, staff or members of the school community, the disruption or interference with other student’s learning opportunities or the operations of the school and other factors deemed relevant by the school administration.

The Board of Education’s behavioral and disciplinary interventions may include, but are not limited to, the following behavioral and disciplinary interventions:

1. Conferences with the Student
2. Conference with the Parent/Guardian and/or Student
3. Counseling
4. Removal from the Classroom
5. Detention (Including Lunch Detention, Before School Detention and After School Detention)
6. Denial of Privileges, including Participation in Extracurricular Events and Activities
7. Return of Property or Restitution
8. Restorative Justice Measures/Conflict Resolution Activities
9. Behavior Contracts
10. In School Suspension
11. Out of School Suspension
12. Safety Exclusion

13. Referral to Law Enforcement
13. Transfer to An Alternative School
14. Expulsion

*Procedures for In School and Out-of-School Suspension*

**In-School Suspension**

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

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

**Out-of-School Suspension**

The Superintendent, principals, assistant principals, deans and interim administrators are authorized to suspend any pupil guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. A student may be suspended out of school for three days or less if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. A student may be suspended out of school for four or more days if the student's continuing presence in school would pose a threat to the safety of other students, staff or members of the school community or substantially disrupt, impede or interfere with the operation of the school and the administration has determined that other appropriate and available behavioral and disciplinary interventions have been exhausted and that no other appropriate and available interventions existed for the student.

For a suspension of 5 or more school days, the administration shall determine what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

A student suspended out of school shall be given an opportunity to make up work missed during the period of suspension for equivalent academic credit.

A written notice of the suspension shall be sent to the parent(s)/guardian(s) and the student, which shall:

- a. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension;
- b. For a suspension of 5 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension;
- c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit; and
- d. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension.

Notice to parents shall be sent by certified mail. A copy of the notice shall be given to the Board of Education.

Upon request of the parents or guardian, the Board or a hearing officer appointed by the Board shall review such action of the Superintendent or principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail:

1. Whether the student committed the gross disobedience or misconduct as charged;
2. Whether the student's continuing presence in school would either:
  - a. For suspensions of 3 or fewer days: pose a threat to school safety, or a disruption to other students' learning opportunities.
  - b. For suspensions of 4 or more school days: pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school.

3. Whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions; and
4. The rationale as to the specific duration of the suspension.

*Procedures for Expulsion*

An elementary or secondary student may be removed from the school for up to two (2) calendar years. During that period of time, the student cannot receive credit, participate in school extracurricular activities, or be allowed on school property.

- a. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - Include the time, date, and place for the hearing
  - Briefly describe what will happen during the hearing
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion
  - State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- b. The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or the designee shall invite a representative from the Dept. of Human Services to consult with the Board.
- c. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student committed the act of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.
- d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue if the student committed the act of gross disobedience or misconduct and take such action as it finds appropriate. If the Board acts to expel the student, its written expulsion decision shall:
  - Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - Provide a rationale for the specific duration of the recommended expulsion.
  - Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

*The Board of Education has the sole authority in the expulsion of students.*

**B. INTERVIEWING OF STUDENTS BY POLICE**

1. It should be recognized by all that the police have the authority to remove a student from the school.
2. When police interview students who may be witness to an incident, the police do not need to notify parents/guardians; however, every effort will be made to notify the parent/guardian should a student become a suspect, which could result in an arrest.
3. If a student initiates a request to talk to the police, including an accident or incident report, such request will be considered and handled in confidence.

**C. SUBSTANCE ABUSE**

Substance abuse is a serious act of misconduct which jeopardizes the health and safety of students and will not be tolerated by District 7. The Board finds that substance abuse, as described in this policy poses a threat to the safety

of other students, staff or members of the school community and/or is likely to disrupt other students' learning opportunities and/or substantially disrupt, impede or interfere with the operation of the school or would lead school authorities to forecast a threat to the safety of other students, staff or members of the school community or a substantial disruption, or interference with the operation of the school. Students violating the District's substance abuse policy will be subject to behavioral and disciplinary interventions as well as assisted by the District to seek out treatment related to alcohol or drug abuse. The District has a strong tradition of cooperation with local law enforcement agencies, so local law enforcement may be contacted if students are found to be in violation of the Edwardsville School District Substance Abuse Policy.

#### *Possession, Use, Purchase or Act of Being Under the Influence of Prohibited Substances*

The possession, use, purchase, or act of being under the influence of any alcoholic beverage, controlled substance, look-alike drug (a substance that, because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance or illicit drug), drug paraphernalia, or illicit drugs poses a threat to the safety of other students, staff or members of the school community and/or is likely to disrupt other students' learning opportunities and/or substantially disrupt, impede or interfere with the operation of the school or would lead school authorities to forecast a threat to the safety of other students, staff or members of the school community or a substantial disruption, or interference with the operation of the school and is prohibited in school buildings, on school buses, and on all other school property at all times, or at school-related events or functions. Student possession and/or use of prescription drugs or over-the-counter medication is generally prohibited and shall take place only pursuant to the District's medication policy provided in this handbook. Selling or purchasing prescription drugs or over-the-counter medication is prohibited in school buildings, on school buses, and all other school property at all times. This policy extends to all trips and extracurricular and co-curricular events, whether held before or after school, evenings, or weekends or on or off campus. This policy also extends to off-campus substance abuse violations. A student may be suspended, removed, or expelled for off-campus misconduct that is reasonably related to school or school activities.

Students violating this policy will receive significant behavioral and disciplinary consequences, which may include out of school suspension and/or a recommendation for expulsion.

However, in lieu of serving all days of an assigned out of school suspension and/or a recommendation for expulsion, the student and parent/guardian may agree to an assessment/treatment alternative. This option shall be available only one time during a student's middle school career and one time during a student's high school career. Parents will meet with the school principal, who will explain this alternative. If the parents accept the assessment/treatment alternative, they will sign a release of information form for Chestnut Health Systems or, if they wish, parents may choose another provider and make the arrangements themselves. If another provider is selected, the provider must first be approved by the building principal. After the release of information is signed, the principal will contact the service provider's counselor with the student's name and date by which the appointment must be made. Parents must make contact within five days of the date of the student's misconduct and set up an appointment with the selected service provider. Parents are strongly encouraged to participate in the parent educational portion of the treatment program. Upon confirmation of the appointment, if a recommendation for expulsion has been made, it will be conditionally withdrawn.

After the appointment is made, the service provider will contact the principal to notify the principal of the initial assessment date. After the student's assessment is complete, the service provider will verify that the student was assessed and inform the principal of the expected length of treatment. If the treatment is long-term, the service provider will contact the principal minimally every two months to provide an update on the student's progress. Should the student terminate treatment prematurely or miss more than two appointments, the principal will be notified. A recommendation for expulsion or additional days of out of school suspension may be renewed should the student not complete the recommended treatment. When treatment is completed, the service provider will send the principal a final report verifying that treatment has been completed and any other appropriate information. Failure to complete the prescribed program will result in the institution of the original consequence.

Two violations of this substance abuse policy during a student's high school career or middle school career will result in a significant disciplinary consequence, which may include a recommendation for expulsion with no opportunity for the assessment/treatment alternative consequence.

#### *Sale or Distribution of Prohibited Substances*

The sale or distribution of any alcoholic beverage, controlled substance, lookalike drug, drug paraphernalia, illicit drugs, prescription drugs, or over-the-counter medication in school buildings, on school buses, or on school property poses a



threat to the safety of other students, staff or members of the school community and/or will substantially disrupt, impede or interfere with the operation of the school and will result in a significant disciplinary consequence, which may include recommendation for expulsion with no opportunity for alternative discipline.

#### *Alcohol and/or Drug Testing*

When school staff suspect that a student may be under the influence of alcohol and/or drugs, the student will be escorted to the school nurse where a school administrator and school nurse will assess the student to determine whether there are reasonable grounds for suspecting the student is under the influence of alcohol and/or drugs. If a school nurse is not available or not on duty, the school administrator will make this assessment. If reasonable grounds exist to suspect the student may be under the influence of alcohol or drugs, the student will be asked to submit to an oral fluids test and/or breath scan test.

If it is determined that the student shall submit to an oral fluids test and/or breath scan test, the student will be provided a copy of this policy and the test(s) will be administered by the school nurse or other trained staff member in a private location outside the view of others. Students who refuse to submit to an oral fluids test and/or breath scan test will be deemed insubordinate and in violation of the District's student conduct rules. Refusal to submit to such tests may also be deemed an admission by the student that the student is guilty of violating this policy.

If the test(s) is positive, the student's parents/guardians will be promptly contacted regarding the test(s) results and to provide medical services as necessary and appropriate.

Parents/guardians wishing to contest the results of a drug test may independently, and at their own expense, have their student re-tested at the Treatment Alternatives for Safe Communities (TASC) office located in Edwardsville; provided, however, that the student report to the TASC office and the retest be conducted within thirty minutes of the student leaving the school building. The Superintendent will develop administrative procedures to implement this provision.

Drug/alcohol test results shall be preserved in accordance with administrative procedures, which shall be developed by the Superintendent.

### **D. ELECTRONIC DEVICE USE**

The unauthorized use of any electronic telecommunication device, including but not limited to cell phones and similar devices, during the school day is prohibited. If a student possesses such an electronic device on school property, such device shall be properly stored by the student and shall not otherwise be displayed. In addition, such device shall not be turned on during the school day, unless needed for an emergency. Electronic telecommunication devices may be used at the conclusion of any after-school activities so long as the student is not being transported by a district vehicle and/or the use of the device does not interfere with any after-school activities or otherwise be used for illegal purposes. Any student that violates this policy may be disciplined by an administrator, including confiscation of the device for the remainder of the year.

## **VII. STUDENT ATTENDANCE AND HEALTH POLICIES**

### **A. THE IMPORTANCE OF REGULAR ATTENDANCE**

**All students are expected to be in class when school is in session.** The importance of regular school attendance cannot be emphasized too strongly. Children miss valuable opportunities for learning and may jeopardize their grades and credits when they are absent or tardy.

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance.

**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.**

In the event that the student is unable to attend school because of illness or other valid reason, the parent must notify the school. (School phone numbers may be found in the directory on pages 3-4.)

### **B. EXCUSED AND UNEXCUSED ABSENCES**

#### 1. Excused Absences

- Illness of the student
- Doctor or dental appointment for student
- Death in the student's immediate family
- Certain religious days
- Court appearance
- College visits for high school juniors and seniors

- Family trip, provided the following guidelines are followed:
  1. School is notified in advance of the absence
  2. Student obtains assignments in advance of the absence
  3. All assigned work is turned in upon returning to school
  4. All assigned work is made up at direction of individual teachers
- 2. Unexcused Absences - All absences not classified as excused will be considered unexcused or truant.

### **C. COMPLIANCE WITH ATTENDANCE REQUIREMENTS**

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 5% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.
5. Students whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the Superintendent or his/her designee. The parent or legal guardian should submit written requests related to such absences related to deployment or leave for military service to the Building Principal.

***Note: Home and Hospital Services may be available for a student who, due to a temporary physical or health impairment, must remain out of school for more than two consecutive weeks as certified by a physician. Contact the building principal to begin the application process.***

### **D. ATTENDANCE REQUIREMENTS AT EDWARDSVILLE HIGH SCHOOL**

The following attendance requirements shall apply for students to earn certain privileges.

#### ***Classroom Driver Education***

Students' eligibility to take classroom driver education in either their freshman or sophomore year (in birth date order) is dependent upon meeting the following two criteria:

- Maintain ten or fewer absences, including both excused, unexcused, partial and full day absences, during their 9th grade year; and
- Receive passing grades in all courses that apply toward graduation requirements during their 9th grade year.

#### ***Parking Privileges***

1. Sophomores, juniors, and seniors who have been issued a parking pass must maintain regular school attendance to maintain their parking privileges as follows:
  - If the student is absent 11 or more days during the current school year, including excused, unexcused, partial and full day absences, the student's parking pass will be revoked, and the student will be reissued a parking pass in the Sports Complex lot; and
  - If the student is absent 18 or more days during the current school year, including excused, unexcused, partial or full day absences, the student's parking pass will be revoked, and the student will have no parking privileges at Edwardsville High School.
2. Sophomores, juniors and seniors who seek to obtain a parking pass from Edwardsville High School must have maintained ten or fewer absences, including excused, unexcused, partial and full day absences, during the previous school year.

#### ***Appeals Process***

Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal. All applications for a waiver must be filed by June 15.

#### ***Partial Day Absences***

For purposes of this Edwardsville High School attendance procedure, a partial day absence is defined to include any school day a student misses one or more complete class period(s).

**PLEASE REFER TO INDIVIDUAL BUILDING HANDBOOKS FOR SPECIFIC DETAILS REGARDING ABSENCES.**

**E. TRUANCY**

A truant is defined in the state of Illinois as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy is an extremely serious situation that can be corrected only through a high degree of cooperation between home and school.

Chronic truants as defined by state statute will be referred to the School Resource Officer for follow-up investigation and possible referral to the State’s Attorney’s Office.

PARENTS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL. An attempt will be made to notify the parent each time a student is truant.

Chronic truancy is defined as absence without valid cause for 5% or more of the previous 180 regular attendance days. By law, the names of chronic truants and the person who has custody of them must be provided to the Regional Superintendent of Schools.

District 7 offers a number of supportive and preventive services to truants, including an alternative program for eligible high school students. The purpose of these programs is to provide an alternative learning situation to those students who are unable to function in the traditional school. Chronic truants are among those students who may experience greater success in an alternative setting. Interested parents should contact their child’s guidance counselor, social worker, or principal for more information about the alternative program.

**PLEASE REFER TO INDIVIDUAL BUILDING HANDBOOKS FOR SPECIFIC DETAILS ON TRUANCY.**

**F. PHYSICAL, DENTAL, AND VISION EXAMINATIONS**

Physical examinations are required by law for students entering kindergarten/first grade, sixth grade, and ninth grade. Students transferring into District 7 must have the appropriate physical examination form forwarded with their other records. All physical examinations must be recorded on the authorized state of Illinois form and turned in by the first day of school. Students will be excluded from school if examinations are not on file by October 1.

The physical examination form must include evidence of compliance with the schedule of required immunizations. Students entering kindergarten, second, sixth grade, and ninth must present proof of having had a dental examination by May 15 of the school year. If the student does not present such proof, the District may hold the student’s report card.

Illinois Public Act 95-671 requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination by October 15 of the school year.

**G. EXCLUSION FROM SCHOOL**

Parents are required by law to comply with the District’s policies on student physical examination, required immunizations, and presentation of birth certificate. A student whose parents fail to comply with these regulations will not be permitted to attend school until the deficiency is corrected. This practice is called exclusion.

Exclusion may occur for the following violations:

1. Physical Examinations

Physical examinations are required by law for students entering kindergarten/first grade, sixth grade, and ninth grade. Students transferring into District 7 must have the appropriate physical examination form forwarded with their other records. All physical examinations must be recorded on the authorized State of Illinois form. Students will be excluded from school if examinations are not on file by October 15.

2. Immunizations

The physical examination form must include evidence of compliance with the schedule of required immunizations. In compliance with Public Act 99-249, parents/guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to hearing and vision screening tests on religious grounds must submit a Certificate of Religious Exemption to make such an objection. The Certificate of Religious Exemption must:

1. Detail the grounds for the objection and the specific immunizations, tests, or examinations to which the parent/guardian objects;
2. Be signed by the parent/guardian; and
3. Be signed by the authorizing examining health care provider responsible for the performance of the child’s health examination.

The grounds for objection must set forth the specific religious belief that conflicts with the examination, tests, immunization, or other medical intervention. The religious objection stated need not be directed by the tenets of an established religious organization. However, general philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screenings, or dental examinations does not provide a sufficient basis for an exception to statutory requirements.

The parent's/guardian's signature serves to reflect his/her understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure.

The health care provider's signature serves as confirmation that the provider provided education to the parent/guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required in Illinois. The health care provider's signature reflects only that education was provided, and does not allow the health care provider grounds to determine a religious exemption. Parents/guardians claiming a religious objection must present the schools with a Certificate of Religious Exemption for each child prior to the child entering kindergarten, sixth grade, and ninth grade. Discretion to determine whether the content of a Certificate of Religious Exemption constitutes a valid religious objection lies with the local school authority.

The Certificate of Religious Exemption has been created by the Illinois Department of Public Health ("IDPH") and is available on the IDPH's website at [www.dph.illinois.gov/sites/default/files/forms/ohpformsil-certificate-religious-exemption-form-081815.pdf](http://www.dph.illinois.gov/sites/default/files/forms/ohpformsil-certificate-religious-exemption-form-081815.pdf)

## H. NOTIFICATION OF VISION AND HEARING SCREENING SERVICES

The Illinois School Code requires that students enrolled in an early childhood program, pre-kindergarten program, kindergarten, second grade, eighth grade, are in all special education classes for instruction, are referred by teachers and all transfer students must have a vision screening during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A 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. If a child has been seen by an optometrist or ophthalmologist within the previous 12 months, please provide the signed report form to the school nurse no later than September 15.

In addition, The Illinois School Code requires students enrolled in the following grade levels to have a hearing screening: early childhood program, pre-kindergarten program, kindergarten, first grade, second grade, third grade, or any student enrolled in special education courses. In addition, a student must be screened if the student transfers from another school district or the student is referred by a teacher.

If parents have questions regarding these screenings or their child's participation in these screenings, please contact the Director of Student Services & Special Education, 708 St. Louis Street, Edwardsville, Illinois 62025.

## I. MEDICATION POLICY

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for **Medication to be Administered at School** form. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has authorized the student to carry and self administer the medication and has completed and signed the form entitled "Request for Medication to be Administered at School." If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may carry and self administer an epinephrine auto-injector. If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan. Please see the building principal or nurse regarding the District's medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. It is **imperative** that the information on this form **be kept current** at all times.

### *Students With Diabetes*

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share information regarding the student's diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents

must provide the student's health care provider's instructions concerning the student's diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

### *Students with Life Threatening Food Allergies*

The District has implemented a life threatening food allergy management program which identifies students with life threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student's health care provider which identifies the allergy upon diagnosis and annually thereafter.

## **J. SAFETY EXCLUSION**

A Building Principal may exclude a student from school believed to be at risk for suicide or who has engaged in activity that is physically harmful to the student or to another person. Such behavior will be considered as threatening to the safety of students, staff, or the school or disruptive to the learning environment and/or the operations of the school. The Building Principal will meet with the parent/guardian prior to imposing a safety exclusion to discuss the District's concerns regarding the health and safety of the student and/or others in the school setting. The parent/guardian may contact the Superintendent if they have concerns regarding the safety exclusion imposed by the Building Principal. The student will be permitted to return to school upon the principal's receipt of written confirmation from a psychiatrist or certified clinical psychologist, licensed clinical social worker, or licensed clinical professional counselor that it is safe for the student to return and that the student is not in danger of hurting himself/herself or others. If the family requires assistance in obtaining an assessment of the student's status, the District will coordinate with Gateway Medical Center to authorize the student's assessment by a psychiatrist or certified clinical psychologist, licensed clinical social worker, or licensed clinical professional counselor that it is safe for the student to return and that the student is not in danger of hurting himself/herself or others.

School staff will be in contact with parents as part of this process to allow the parents and/or student to share information with the school staff. For the well-being of the student, the parent(s)/guardian(s) will be requested to provide a consent for release of information with the licensed professional conducting the safety assessment. This information is only for the purpose of providing a safe environment for students, employees, and visitors.

## **VIII. TRANSPORTATION GUIDELINES**

### **A. BUS REGULATIONS**

All students who live more than one and one-half miles from the school they attend are eligible for bus transportation. Bus transportation is available **ONLY** between the school and the child's designated bus stop.

Only in special, pre-approved situations may a student ride a bus other than his/her assigned bus or leave the bus at any stop other than the assigned one. In emergency situations, the bus company must be notified by the parent/guardian or school administrator of any change in a student's regular bus assignment. Questions concerning bus regulations should be directed to First Student at 656-0125.

Students are expected to exhibit the same good behavior on the school bus as they do in the classroom. The discipline guidelines explained on pages 14-29 are also enforced: 1) on the school bus, 2) at bus stops, 3) en route to athletic/extracurricular activities, 4) on field trips, and 5) on bus routes between the student's home and the school.

There are some situations unique to the school bus. Some examples of those are listed below:

1. Students should arrive promptly at their designated bus stop.
2. Students should stand away from the road while waiting for the bus.
3. Caution should be observed when approaching the bus. Students must wait for the bus to come to a complete stop.
4. Each student shall be seated immediately upon entering the bus. Students are not to stand or move from place to place while the bus is in motion.
5. Students should be alert to a danger signal from the driver.
6. In the event of an emergency, students should remain in the bus and wait for instructions from the driver.
7. Hands and head must be kept inside the bus. (Students should not use an open window to invite outside students over to the side of the bus.) Litter and other objects should not be thrown inside the bus or out bus windows.

8. Indecent conduct and/or loud, disruptive, or profane language will not be permitted.
9. Absolute quiet must be maintained when approaching a railroad crossing.
10. Vandalism is strictly prohibited. Any costs to repair damage to the bus must be paid by those responsible before transportation can be resumed.
11. Students should not touch or tamper with bus equipment.
12. Students should help keep the bus clean and safe at all times. The consumption of food or beverages is not permitted on the bus.
13. No live animals, including insects or reptiles, are permitted on the bus.
14. Books, coats, and instruments should be kept out of the aisles.
15. No article may be left on the bus.
16. Courtesy and consideration must be shown to the bus driver and other students on the bus.
17. Older students should help provide for the comfort and safety of younger children on the bus.
18. The driver can only stop at assigned stops.
19. Safety procedures should be carefully observed when unloading the bus. If crossing the roadway, students proceed to a point at least ten feet in front of the bus where traffic can clearly be seen from both directions and wait for a signal from the driver.
20. No tobacco products, including vaping devices, electronic cigarettes or other electronic delivery systems capable of delivering nicotine, controlled substances, or lookalikes are allowed on the bus.
21. Students may not use cellular telephones, pagers, text messaging devices and other digital devices (i.e., PDAs) while on the school bus.
22. Students in grades K-2 are required to have an adult present at the bus drop-off location.

We expect students to follow the direction of the bus driver as they would the teacher. Drivers may address student misbehavior through a conference with the student, a change in seating assignment, or the driver may refer the matter to the building principal via a conduct notice. Procedures follow:

1. A **conduct notice** will be issued electronically by the bus driver.
2. The original of the conduct notice is given to the student, who must have it signed by the parent or guardian, and then show it to the bus driver upon boarding the bus the following day.
3. The transportation manager will retain a copy of the conduct notice on file and forward the remaining two copies to the building principal for action.
4. The principal or his/her designee will take the appropriate disciplinary action as described in this handbook in Section IV. In addition, students are subject to a suspension or expulsion from the bus for serious or repeated misconduct. The length of the bus suspension will be determined at the building level by the principal/assistant principal. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.
5. The final copy of the conduct notice will be mailed to the parent by the principal after action has been taken.

A parent may request a suspension review meeting to review the appropriateness of the bus suspension. The suspension review meeting will be conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed, he shall prepare a written summary of the evidence presented and present it to the Board. The Board shall review the hearing officer's report and take such action as it finds appropriate.

A copy of all correspondence sent to the parents relative to transportation problems and the disciplinary action taken will be sent to the Director of Transportation.

## **B. USE OF AUTOMOBILES AND OTHER VEHICLES**

The Edwardsville School District provides free bus transportation to every student who lives more than a mile and a half from school. However, some students prefer to use the privilege of driving to school.

Students must apply for a parking permit and pay the fee involved before driving to school. Students must have paid book fees, overdue fines, and an emergency card on file. Students are allowed to park only in the designated student parking lot. Parking permits are issued through the Senior High School office. Please refer to the High School Handbook for specific regulations regarding the privilege of driving and parking in the student parking lot.

In addition, please refer to page 32 of this handbook for the impact of attendance guidelines on parking privileges. Student automobiles that are parked on school grounds shall be subject to search by school authorities, including searches conducted through the use of specially trained dogs.

### **C. RULES FOR STUDENTS WHO WALK, RIDE BICYCLES, OR ARE DROPPED OFF AT SCHOOL**

Children who walk or ride their bicycles to school must also observe safety rules and follow the directions of crossing guards. They should remember basic rules of courtesy and refrain from littering or walking on the lawns of the nearby residents. Students are expected to observe school rules and maintain safe and appropriate behavior on their way to and from school. When dropping off children at school, PLEASE check with each building for proper drop-off and pick-up places.

## **IX. CODE OF CONDUCT FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **A. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

District 7 has a policy that connects participation in school-sponsored or supported athletic and/or extracurricular activities to academic and behavioral expectations. Participating students are monitored by teaching and administrative staff on a weekly and semester basis. ALL STUDENTS WHO PARTICIPATE IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES ARE AUTOMATICALLY SUBJECT TO THIS CODE OF CONDUCT. The Code of Conduct shall be enforceable year round, regardless of whether school is in session or the student is currently participating in extracurricular activities (i.e., it is off season). Students may be asked to sign a pledge to reaffirm the commitment to the standards of the Code of Conduct, but receipt of a signed pledge is not required to enforce this Code of Conduct.

### **B. ENFORCEMENT OF ACADEMIC EXPECTATIONS**

District 7's Board of Education, community, and staff support the belief that academics must be first priority. All participants of school-sponsored athletics and/or extracurricular activities must adhere to these guidelines.

#### Weekly Reports

Classroom teachers monitor students' athletic and/or extracurricular eligibility on a weekly basis and provide information to the administrative staff. A student must satisfy the Illinois High School Association's scholastic standing requirements by passing the equivalent of five (5) full credit classes (25 credit hours of work) on a weekly basis. A student will be suspended from participating in any contest while this requirement is not being met.

#### Semester Reports

Students who participate in athletics and/or extracurricular activities must satisfy the Illinois High School Association's scholastic requirements by passing five (5) classes for the semester in order to remain eligible for the next semester. A student will be suspended from any participation in athletics or extracurricular activities until the semester following a semester in which five (5) classes are passed.

### **C. ENFORCEMENT OF CODE OF CONDUCT FOR BEHAVIOR EXPECTATIONS**

**This Code of Conduct will be enforced on a year-round basis — student behavior expectations may be enforced 24 hours per day/seven days per week. Disciplinary consequences for violations when a student is “out of season” or during the summer normally will be levied in the student’s next period of competition or performance. If a violation of this policy occurs during times when school is not in session (i.e., summer break), students may be disciplined the following school year. Further, discipline imposed at the end of the school year may be enforced the following school year. This includes any middle school to high school transition.**

District 7 offers a wide variety of athletics and extracurricular activities for the students of the middle schools and high school. Extracurricular refers to any activity scheduled outside the regular school day. Such activities include but are not limited to clubs, choir, band, academic groups, or any other school-sponsored activity. Participation in these activities is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. This participation also carries with it certain expectations beyond those found in the normal classroom.

Attention is constantly focused on the student in activities, and he/she will be expected to set a good example for the entire community. Participants must avoid situations that bring disrespect to themselves, their teammates, their sponsors or coaches, and their parents.

District 7 opposes the use of tobacco, alcohol, including vaping devices, and electronic cigarettes or lookalikes, or any other electronic nicotine delivery system capable of delivering nicotine, controlled substances, and/or lookalike substances

by any student. Through this position statement, District 7 seeks to help our students resist situations that are detrimental to the growth of our young citizens.

#### **D. ACTIVITY CODE REQUIREMENTS**

A student activity participant will be subject to disciplinary action if he/she violates any of the rules listed below. Violations and consequences are classified by level. Students are reminded that this Code of Conduct will be enforced year round — 24 hours per day/seven days per week for conduct occurring on and off school grounds.

##### **LEVEL A:**

###### **Violations:**

- The possession, use, purchase, or act of being under the influence of any alcoholic beverage, controlled substance, look-alike drug (a substance, that because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance), drug paraphernalia, illicit drug, or the misuse of prescription or over-the-counter medications.
- Violation of the rules and regulations of District 7 that results in-school and/or out of school suspension(s) greater than four (4) days total in a school year.
- Possession of a weapon, explosive, or incendiary device.

###### **Consequences:**

###### **First Offense:**

- *Athletics:* Participant will be suspended for one-third of the season, with limitations as set forth by the IHSA for high school participants. **A student may choose to complete the assessment phase of the substance abuse policy, at the administration's discretion, for a possible reduction in the number of games suspended. This option shall be available only one time during a student's middle school career and one time during a student's high school career (see Substance Abuse, p. 30)**
- *Activities:* Participant will be suspended for forty-five school days. **A student may choose to complete the assessment phase of the substance abuse policy, at the administration's discretion, for a possible reduction in the number of days suspended.** For those students participating in EHS Drama, the Code of Conduct will be implemented for the remainder of the production the student is currently participating in. If the student is not participating in any EHS Drama activity at the time the violation occurs, the student will not be permitted to participate in the next EHS Drama production. For those EHS students participating in band, the following consequences will be applied:
  - a. First semester: One-third of the Marching Band season
  - b. Second Semester: The student will not be able to participate for forty-five (45) school days.

###### **Second Offense:**

Participant will be suspended from all athletics/activities for period of one (1) calendar year.

###### **Third Offense:**

Participant will be suspended from all athletics/activities for the remainder of his/her middle school or high school career.

##### **LEVEL B:**

###### **Violations:**

- Use or possession of any tobacco substance, including all vaping devices and electronic cigarette products, or other electronic nicotine delivery systems capable of delivering nicotine.
- Stealing or vandalizing personal or school property.
- Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
- Activity that may be considered by the administration to be unsportsmanlike conduct. Such conduct may include, but is not limited to, violation of team rules, use of violence, force, coercion, hazing, threats, intimidation, fear,



bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct. This conduct can occur during a competition or participation in an activity governed by this Code. Such conduct can also occur off-campus and during non-participation in an activity governed by this section. Students are reminded that the 24 hours a day, 7 days a week, 365 days per year policy is also applicable to conduct defined above as unsportsmanlike.

**Consequences:**

**First Offense:**

- Athletics: Participant will be suspended from all athletics for a period of one-sixth of the competitive season, with limitations as set forth by the IHSA.
- Activities: Participant will be suspended from all activities for a period of two (2) weeks.

**Second Offense:**

Participant will be suspended from all athletic/activities for a period of ninety (90) calendar days.

**Third Offense:**

Participant will be suspended from all athletic/activities for a period of one (1) calendar year.

**LEVEL C:**

**Violations:**

- Suspensions totaling four (4) or fewer days in a school year for violation of the rules and regulations of District 7.
- Unexcused absence from a contest, performance, or practice.
- Misconduct at a contest, performance, or practice, or on an activity bus.

**Consequences:**

**First Offense:**

Punishment will be determined by the coach/sponsor with notification given to the athletic director/principal.

**Second Offense:**

Participant will be suspended from the team/activity. Length of time will be determined by the coach/sponsor with notification given to the athletic director/principal.

**SPECIAL RULES RELATED TO CRIMINAL OFFENSES**

If a student is charged with a criminal felony offense, an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code pertaining to weapons or firearms, the student will be excluded from participating in all athletic and extracurricular activities until the criminal charge is adjudicated or dismissed. If the student is convicted of a felony offense, adjudicated delinquent for an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code pertaining to weapons and firearms, the student shall be excluded from participation in all athletic and extracurricular activities for a period of one calendar year from the date of conviction.

If a student is charged with an offense reportable to the District pursuant to a reciprocal reporting agreement with local law enforcement and that offense is not already listed above as a Level A, B or C Offense, the student will be excluded from participating in all athletic and extracurricular activities for a period of time determined appropriate by the Administration.

**IMPACT OF DISTRICT 7 CODE OF CONDUCT VIOLATIONS**

<b>COVERED ACTIVITIES</b>	<b>IHSA DATES</b>	<b>ONE-SIXTH OF EVENTS</b>	<b>ONE-THIRD OF EVENTS</b>
Field Hockey	18	3	6
Football	9	2	3
Cross Country	15	3	5
Golf	18	3	6

Soccer	25	4	8
Tennis	20	3	6
Volleyball	35	5	11
Ice Hockey	18	3	6
Basketball	35	6	12
Wrestling	14-18	3	6
Baseball	35	6	12
Softball	35	6	12
Track & Field	18	3	6
<b>Trainers/Managers (sport-specific)</b>			
Cheer/Poms—Fall	9	2	3
Cheer/Poms—Winter	20	3	7
Bowling	25	4	8
Swim & Dive	14	2	4

Swimming \* Suspension will be based on official Edwardsville High School swim team schedule. Any swimmer who commits a Code of Conduct violation may also be unable to compete at the Sectional and/or State Swim Meet.

At Liberty and Lincoln Middle Schools, suspensions from athletics will be based on a percentage of contests scheduled in the affected sport. As an example, if six football contests are scheduled and a student is suspended for one-sixth of the events, then the student will not be eligible to participate in one football contest.

#### **COVERED EDWARDSVILLE HIGH SCHOOL ACTIVITIES:**

SCARE, National Honor Society, Student Newspaper, Future Teachers, Band, EHS Trend, Orchestra, Chorus, WYSE, Business Professionals of America, Model United Nations, Yearbook, Computer Team, Student Council, Fellowship of Christian Athletes, French Club, Math Team, Spanish Club, Literary Magazine, German Club, Chess Team, Student Venture, Drama Club, Thespian Troupe 1534, Medical Careers Club, Plays (Drama at EHS)—**Any extracurricular activity at EHS.**

#### **COVERED MIDDLE SCHOOL ACTIVITIES:**

Band, Jazz Band, Pep Band, Orchestra, Chorus, Show Choir, Act I, GO, Friends in Touch, Math Team, School Newspaper, Yearbook, Intramurals, Model United Nations—**Any extracurricular activity at Liberty and Lincoln Middle Schools.**

#### *Application of Athletic and Extracurricular Activities Code Requirements*

1. The participant must attend all practices and contests during the time he/she is serving the consequences.
2. The participant must complete the activity for the consequences to be considered served. (See #7)
3. For the consequences to be considered served, the student must start the activity or sport on the original starting date. Students are prohibited from circumventing the penalty by enrolling in an activity or sport in which he or she has not participated in during prior years.
4. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years.
5. "In season" violations will carry over into the next athletic/activity season in which the student participates.
6. "Out of season" violations normally will be enforced in the next athletic/activity season in which the student participates.
7. Disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach/sponsor's policies can exceed the listed disciplinary action when such information has been provided to the athlete in that coach/sponsor's sport or activity.

8. Students who participate in extracurricular activities that are required as part of a curriculum or academic class, such as performing arts (vocal and instrumental music and theater), will not have his/her academic class grades impacted as a result of serving consequences under the Code of Conduct.
9. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.
10. A student that participates in one or more sport(s) and/or one or more activity(ies) in the same season will receive the appropriate Code of Conduct penalty for each sport and/or activity. Please refer to this Code of Conduct for the penalty to be imposed for the sport(s) and/or activity(ies).

### **SPECTATOR EXPECTATIONS AT SCHOOL EVENTS**

Edwardsville School District is committed to creating a safe, comfortable, and enjoyable experience for all fans/spectators. We want all fans/spectators attending our games to enjoy the experience in a responsible fashion. When attending a game, we have the following expectations of student and community spectators:

- Observe the contest and do not verbally assault others.
- Remember that you are at the contest to support your team and enjoy the competition, not to intimidate or ridicule the other team, fans, or officials.
- Remember that interscholastic activities are an extension of the classroom and a learning experience for students. Mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves.
- Avoid criticism of game officials and sideline coaching, which detracts from the performance of the student athletes. Understand that the officials are doing their best.
- Recognize and show appreciation for outstanding play by either team.
- Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, gender, or sexual nature.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Follow the instructions of school personnel at all times.

Spectators at school events are responsible for their conduct. School staff will promptly intervene to support an environment where spectators, their guests, and other fans can enjoy the event free from the above behavior. Spectators who violate these provisions will be subject to ejection without refund and potential suspension from future school events.

### **Due Process**

When administrators interview students regarding an incident, administrators do not need to notify parents/guardians; however, notification will be given to the parent/guardian should a student receive discipline. A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The student and his/her parents will be advised by the administration of any disciplinary action taken as a result of the charges. The student or parents may appeal the disciplinary action by responding in writing to the principal within three days of receiving the results of the charges.

### **X. STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) affords students certain rights with respect to their education records. The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated. Once a student reaches age 18, rights under FERPA and ISSRA transfer to the student, provided the student has notified the administration in writing of the student's intent to exercise his/her rights under FERPA and ISSRA in lieu of his/her parent(s)/guardian(s). Below are the rights accorded under FERPA and ISSRA:

1. The right to inspect and review the student's education records within 10 business days or 45 calendar days, whichever is less from the day the Building Principal receives a request for access. The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where records may be inspected. The District charges per page for copying, after the first 50 pages of records are provided, or from page 1 of the records if the copies of the records have been previously provided. If the person is unable to pay these expenses, he/she should contact the Building Principal.

These rights will be denied if the District has received a court order specifically prohibiting access to a student's records. A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official written requests that identify the record(s) he/she wishes to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

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

A parent(s)/guardian(s) or eligible student may ask the District to amend a record that he/she believes is inaccurate, misleading, irrelevant, or improper. He/she should write the District official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, irrelevant, or improper.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will advise the parent(s)/guardian(s) or eligible student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and ISSRA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); a representative of a private or other alternative school to which the District may refer the student; or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibilities.

Upon request, the District may disclose education records without consent to an official of another school in which a student seeks or intends to enroll. In addition, school officials may provide records to any person specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. No challenge can be made with suspensions when the records are provided to another school to which the student is transferring. School officials may also disclose information from a student's education records in compliance with a lawfully issued subpoena or court order. Before complying with such a subpoena or court order, the school will make a reasonable effort to notify the student's parent. The school does not, however, need to notify the parent if the subpoena or court order has been issued for a law enforcement purpose and the court order or other issuing agency orders that the existence or contents of the subpoena not be disclosed.

School officials may disclose information from a student's education records to appropriate authorities in connection with an emergency in order to protect the health or safety of a student or other individuals.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Record Custodian or other official in writing before October of the current school year that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous education agency or institution attended. A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in any District 7 publication (which includes all District 7 yearbooks, newsletters and postings on the District 7 website) in which the student is identified.

The No Child Left Behind Act requires local school districts to disclose certain information regarding a high school student to military recruiters and institutions of higher learning. If parents do not want information disclosed to recruiters under this Act, they should notify the building principal, in writing, of their desire not to have this information disclosed.

## **WITHDRAWAL/TRANSFER**

Students who withdraw from school must notify the office and complete the required form. All student obligations must be cleared before official records will be released. No student will be enrolled in Edwardsville Community Unit School District No. 7 until a Certificate of Good Standing is received. Similarly, Edwardsville Community Unit School District No. 7 will provide a Certificate of Good Standing for any student transferring to any Illinois public school. This information will include whether the student is currently suspended or expelled from school.

Student records kept by the school are divided into two basic categories: **student permanent records** and **student temporary records**.

The student permanent record consists of basic identifying information: academic transcript including grades, class rank, graduation date, scores on college entrance examinations; attendance record; accident reports and health record; and record of release of permanent record information.

The student temporary record consists of all information not required to be in the student permanent record and may include:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from noneducational persons, agencies, or organizations
12. Other verified reports of clear relevance to the education of the student
13. Record of release of temporary record information

Notice is hereby given that all temporary records of a student who has graduated, transferred, or otherwise withdrawn from the school district will be destroyed on or after July 1, 2025. Individuals who want a copy of these records prior to destruction should notify the Edwardsville High School principal at 656-7100, on or before June 1, 2025. Permanent records will be destroyed on or after July 1, 2080.

## **STUDENT PRIVACY AND PARENTAL INVOLVEMENT POLICIES**

The Board has adopted and continues to use policies regarding student privacy, parental access to information, and parental involvement. Copies of the policies are available upon request. Please contact Cathie Wright, Director of Curriculum & Instruction, 708 St. Louis Street, Edwardsville, Illinois.

## **PARENTAL LEAVE**

Illinois law requires that parent(s)/guardian(s) be given release time to attend school conferences relating to their child/children. Upon written request, employers must grant employees leave of up to eight hours per school year (not to exceed four hours in any given day) to attend school-related functions, including behavior conferences and IEP meetings, which cannot be scheduled during non-work hours. For parent-teacher conferences, the school district will make available time during the school day and evening hours to meet with parents. The school district cannot, however, guarantee that an evening conference slot will be available. Such slots will be filled on a first request basis.

## **XI. PARENT RESOURCES AND SUPPORT**

The effects of alcohol and drug abuse are familiar to far too many parents. Drugged young people become terribly ill, injure themselves and others, steal, and sometimes die. Now there is reliable evidence that drugs are causing permanent brain damage to abusers and irreversible harm to their unborn children. The problem is common to young people across the nation. No one is immune, including the young people of our community.

Like all of us, teenagers enjoy being together, and it is no secret that social situations are conducive to the abuse of alcohol and drugs. In many cities, parents have discovered that banding together and agreeing to enforce common rules for teenagers' behavior can result in drug-free children.

We must teach our children that socializing can be fun without drugs or alcohol. The following guidelines are recommended to parents in order to provide uniform rules and regulations for their teenagers. Other communities have succeeded in providing healthy, drug-free environments for their youth, and, working together, we can do the same.

*Since some adults continue to illegally provide alcohol for underage persons at parties in their homes, it is highly recommended that if parents know such a party is in progress, they should notify their local police. Parents who knowingly permit underage drinking to take place are subject to serious penalties.*

- 1) Suggested guidelines for hosting a party—
  - a) Students should tell their friends ahead of time that drugs or alcohol will not be permitted at the party.
  - b) An adult should always be present. Serving snacks, chatting with guests, or having an older child or friend present can make chaperoning seem very natural.
  - c) Alcohol or other drugs should not be served or otherwise available. If guests bring these illegal substances, they should be ordered to leave. If they are intoxicated or under the influence of drugs, their parents should be called to take them home.
  - d) Anyone who leaves a party should not be allowed to return.
  - e) Encourage small parties with specific guest lists. Set time limits, enabling all guests to reach home before the curfew. Set ground rules with your teen beforehand. Plan plenty of food and non-alcoholic beverages.
  - f) Let neighbors know beforehand that a properly supervised party will take place.
  - g) If you must be out-of-town or away from home, forbid parties. Have a responsible adult in the house. Homes of absent parents are frequent party sites.
  - h) When spontaneous parties occur, try to follow the above guidelines. If, despite your precautions, things do get out of hand, do not hesitate to call the local police department for assistance.
- 2) Guidelines for when your child is attending a party
  - a) Contact the parents of the party giver to verify the occasion, to make certain that an adult will be present, and to verify there will be no alcohol or drugs permitted.
  - b) Know where your teen will be. Have the address and phone number of the party giver and insist that your teen inform you if there is any change of location.
  - c) Know how your teen will get to and from the party; let him/her know where you or another adult can be reached if there are any changes in plans.
  - d) Be certain your teens understand when they should be home; either wait up or have them awaken you when they return.
  - e) If your teen is staying overnight with a friend following the party, check with the friend's parents to verify the arrangement and the curfew.
- 3) Use of Alcohol/Illegal Substances by Adults  
No alcohol or illegal substance is permitted at any school or on any school grounds, on school buses, or at organized student activities. It is inappropriate for any adult to use alcohol or an illegal substance at any school-related activity for students, even if that activity takes place off school grounds.
- 4) Guidelines for Curfews  
Reasonable hours will keep teenagers safe and drug free. Teens should not “go out” on school nights unless they are attending a specific school or community function. For special events they should be expected home within a reasonable time after the conclusion of the party, game, or program. Local curfew for persons under 17 is 11:00 p.m. from Sunday through Thursday; and 12:00 midnight on Friday and Saturday, unless accompanied and supervised by a responsible person 18 or over who has been authorized by the parent/guardian. Drivers' licenses for students aged sixteen are not valid after curfew. It is unlawful, punishable by fine, for any parent to knowingly allow their child to break the curfew law.
- 5) Assistance for Parents
  - a) Within District 7: There are many school professionals who can assist a parent who is concerned about a child's possible involvement with drugs or alcohol. The principal, nurse, counselor, social worker, and teachers are all available to help families with this concern. Parents are urged to seek assistance if they suspect a drug or alcohol problem with their child.
  - b) Outside District 7: The following page lists local agencies (Edwardsville, Collinsville, and Alton area) outside the school district where parents can access counseling services and medical treatment for drug and alcohol abuse for their student. The District does not recommend specific agencies. This list is being provided as a resource to District 7 parents and students.

## **LOCAL SUPPORT AGENCIES**

**One Hope United**  
907 N. Bluff Road, Suite 9  
Collinsville, IL 62234  
345-9644

**TASC, Inc.**  
340 S. Fillmore  
Edwardsville, IL 62025  
656-7672

**Children's Home & Aid Society of Illinois**  
6 Crossroads Ct.  
Alton, IL 62002  
462-2714

**Behavioral Health System**  
2100 Madison Avenue  
Granite City, IL  
Resource Center 798-3888

**Chestnut Health Systems**  
2148 Vadalabene  
Maryville, IL 62062  
288-3100

**Hoyleton Youth & Family Services**  
2636 Villa Drive  
Highland, IL 62249  
654-8914

**Well Spring Resources**  
2615 Edwards St.  
Alton, IL 62002  
462-2331

### **Department of Children/Family Services:**

**Wood River DCFS**  
1407 Vaughn Road  
Wood River, IL 62095  
259-8400

**Granite City DCFS**  
1925B Madison Avenue  
Granite City, IL 62040  
876-8985

**Alton DCFS**  
200 N. Center, Suite D  
Alton, IL 62002  
466-7014

## **LOCAL LAW ENFORCEMENT AGENCIES**

<b>Edwardsville Police Department</b>	<b>656-2131</b>
<b>Glen Carbon Police Department</b>	<b>288-7226</b>
<b>Hamel Police Department</b>	<b>633-2777</b>
<b>Worden Police Department</b>	<b>459-3244</b>
<b>Madison County Sheriff</b>	<b>692-4433</b>
<b>Illinois State Police</b>	<b>346-3990</b>

## **XII. NOTIFICATIONS**

### **A. VISITORS TO SCHOOL BUILDINGS**

District 7 is committed to securing all of its buildings to maintain a safe and appropriate learning environment for all of its students. All school doors, except the front entrance doors, are locked during school hours. All those who seek access to school buildings when school is in session shall be required to present photo identification, state his or her purpose for visiting the school and be issued a visitor's badge. The visitor may then only access the school for the stated purpose. For those parents/guardians who will visit a classroom, they shall first request permission from the teacher and building principal and schedule an appointment for the visit. No visits shall disrupt the educational process. Accordingly, all visits shall be limited to a reasonable duration. The visitor may be escorted by an authorized District 7 representative.

Any other individuals desiring to visit a classroom or school program shall seek permission from the school principal who shall determine whether to grant permission. The principal shall consider a variety of factors in determining whether to grant a request, including, but not limited to, the reason for the requested visit, the potential impact upon the environment, whether alternative means exist for achieving the same purpose, any past requests from the individual to visit and the proposed duration of the visit.

The Nelson Campus is a closed campus which shall not be open to members of the public unless escorted by an authorized District 7 representative.

## Child Sex Offenders

Illinois State law prohibits a *child sex offender* from:

- Being present in any school building, on school grounds, in any school vehicle or at a school-related activity, unless the sex offender is a parent of a child attending the school under the conditions listed below; or
- Loitering within 500 feet of a school building or school grounds.

If the child sex offender is a parent of a student attending the school, the child sex offender parent may be present on school grounds under the following conditions:

- The parent is attending a conference at the school with school personnel to discuss the student's academic and/or social progress;
- The parent is participating in special education meetings related to evaluations and placement; or
- The parent is attending conferences to discuss retention and promotion.

If one of these situations arises, the child sex offender must obtain permission from the Building Principal or Superintendent to be present. If the Superintendent grants permission, he/she will notify the Building Principal of the purpose for the visit and the hour(s) during which the child sex offender will be present at school. The child sex offender must notify the principal's office when he/she arrives and departs from school property. If the child sex offender is to be present in the vicinity of children during the visit, he/she must remain under the direct supervision of a school official.

As circumstances warrant, the District's administrators shall take appropriate action in enforcement of this policy.

Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled, and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

## B. SAFETY ALERT PROGRAM

District 7's safety and weather alert system consists of three components: an email safety alert system, a telephone broadcast system, and the web "Alerts and Notices" page.

### **SAFETY ALERTS - VIOLENCE**

The system is used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

### **SAFETY ALERTS - WEATHER**

The system is used to alert parents to cancellation of school due to inclement weather.

### **SAFETY ALERT NOTIFICATION**

A message will be posted on each alert system stating one of the following

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in four ways:

- Text messages via the School Messenger App
- Email sent via School Messenger, using email listed on the Student Information Sheet
- Parents will receive messages by phone on the numbers listed on their child's Student Information Sheet
- Visit the District's website at [www.ecusd7.org/category/alerts-notifications](http://www.ecusd7.org/category/alerts-notifications)

## C. HOMELESS STUDENTS

If a District 7 student becomes homeless (i.e. lacks a regular, fixed, adequate nighttime place of abode or lives in a shelter), the student may be permitted to remain enrolled in District 7 while homeless or until the end of the school year in which the student obtains regular housing. Also, if the parents/guardians of a homeless child or youth enroll the child in the Edwardsville School District, the student will be enrolled; however, the contact information of the parent/guardian must be provided to school personnel upon enrollment.



Parents should contact the Regional Office of Education, Madison County Administration Building, 157 N. Main Street, Suite 438, Edwardsville, Illinois, if they need any information regarding the rights of a homeless student. Parents may also contact the District's Homeless Liaison Cathie Wright at Hadley House.

#### **D. AFTER-HOURS VOICE MAIL**

District 7's voice mail system is shut down at 4:30 p.m. daily. People who wish to leave voice mail should do so during regular business hours.

#### **E. PEST CONTROL SCHEDULE**

All schools in the District are treated yearly in the month of August. In addition, schools are either treated monthly or quarterly.

Schools treated monthly: Lincoln Middle School, Liberty Middle School, and Edwardsville High School

Schools treated quarterly: Albert Cassens Elementary, Columbus Elementary, EHS South, Glen Carbon Elementary, Goshen Elementary, Hamel Elementary, Leclair Elementary, Midway Elementary, Nelson Elementary, Woodland Elementary, and Worden Elementary

#### **F. STUDENT VIDEOTAPING AND WORK SAMPLES**

The Edwardsville School District partners with several local universities to provide both current and aspiring teachers with a high-quality, hands-on classroom experience. University Undergraduate Teacher Education Programs as well as Graduate level courses require educators to complete a variety of assignments and assessments in order to meet graduation requirements and/or obtain a teacher license. These requirements include the following:

- Educators enrolled in university coursework must submit examples of student work and assessment results as evidence of their teaching practice. Your child may be selected to participate in one-on-one assessments with the teacher or student teacher, and/or your child's class work may be selected for submission. This is not an assessment of your child's performance. This is an assessment of the educator's instructional practices.
- Educators must submit a video of themselves teaching a series of lessons in the classroom. During the course of video recording their teaching, your child may appear on the video.

Your child's name will not appear on any materials submitted, and all materials will be kept confidential at all times. The video recordings and student will not be made public in any way. Materials will be reviewed by University instructors, and they may also be used by test developers under secure conditions for program development and implementation, including scorer training, and to support continued program improvement activities such as future validity and reliability studies.

If for any reason you do not wish for your child to participate in the above activities, it is your responsibility to notify the building principal in writing.

#### **G. INFORMATION SHARING AGREEMENT**

Maintaining safe schools requires the forging of partnerships to share information among schools and youth-serving agencies, including the police department, court system, and youth parole and probation offices. These partnerships rely on effective information sharing among all the agencies responsible for delivering services to children. District educators who see the first warning signs of delinquency or who have critical information about juveniles involved in the juvenile justice system will help develop effective intervention strategies by sharing information with other justice and youth-serving agencies. At the same time, when the juvenile justice system is about to send an alleged or adjudicated juvenile offender back into the regular school system, justice officials will notify the school of timing and circumstances of a student's return so the school can take steps to provide needed support services for success. In addition, there are other circumstances in which it is both appropriate and necessary to share information to ensure public safety and the welfare of all of our students.

To facilitate this information sharing, the school district has entered into an Interagency Agreement with the Edwardsville Police Department and the Madison County Probation and Court Services. This agreement outlines procedures by which all three entities will share information regarding students alleged to be involved in criminal activity. All students are placed on notice that the parties to the agreement are committed to improving services to children in the juvenile justice system by sharing information, when appropriate and lawful, through all available media, including an integrated database network.

District 7 has a responsibility to report incidents involving weapons and/or drugs, and battery charges against a school employee to local law enforcement agencies and the Student Incident Reporting System (SIRS) at the Illinois State Board of Education.

#### **H. PICK-UP PROCEDURES IN THE EVENT OF THE EVACUATION OF STUDENTS TO AN ALTERNATE FACILITY**

- 1. PREPARE YOUR CHILD.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- 2. KEEP YOUR CHILD'S EMERGENCY CONTACT INFORMATION UP-TO-DATE.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
- 3. REMAIN CALM.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
- 4. DO NOT CALL SCHOOL AND TIE UP THE SCHOOL PHONE.** Information will be disseminated to parents through the school district's Telephone Broadcast System, Email Alerts, and Web Alerts ([www.ecusd7.org](http://www.ecusd7.org)).
- 5. IF POSSIBLE, WALK FROM YOUR HOME.** Parent parking areas will be congested. Ride with another parent if possible.
- 6. PARK ONLY IN AREAS DESIGNATED FOR PARENTS.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.
- 7. DO NOT ATTEMPT TO PICK UP YOUR CHILD DIRECTLY FROM THE STUDENT ASSEMBLY AREA.** Parents and authorized adults must first report to the Student Request Table.
- 8. BRING A GOVERNMENT-ISSUED, PHOTO ID WITH YOU TO THE STUDENT REQUEST TABLE AND STUDENT RELEASE TABLE.** Students will only be released to their parents or to an adult designated on the child's Student Information Sheet.
- 9. TALK TO THE PARENT INFORMATION OFFICER IF YOU HAVE ANY QUESTIONS.** This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
- 10. PICK UP ALL STUDENTS FOR WHOM YOU ARE AUTHORIZED.**
- 11. SIGN OUT AT THE STUDENT RELEASE TABLE. THE STAFF WILL LOCATE AND BRING YOUR CHILD TO YOU.** No student will be released without a parent signature, noting time of release, destination, and phone number.
- 12. LEAVE THE CAMPUS IMMEDIATELY AFTER BEING REUNITED WITH THE STUDENT.**
- 13. INFORMATION FROM THE SCHOOL DISTRICT ON RETRIEVING STUDENT PROPERTY THAT MAY STILL BE LEFT ON SCHOOL PROPERTY WILL BE FORTHCOMING**

#### **I. MIDDLE SCHOOL AND HIGH SCHOOL PHOTO IDENTIFICATION RULES AND PROCEDURES**

The purpose of wearing a Photo ID is to assist in providing a safe and secure educational environment at middle and high school levels. ID cards assist staff in identifying students and will also provide access to Media Center services and to various school-sponsored events.

Each student will be issued a complimentary ID card and lanyard at registration that he/she will be required to wear at all times while on school property and on the school bus.

Any student who loses his/her ID will be required to purchase a replacement ID card. Students not in possession of an ID will be required to obtain a temporary ID sticker. Students who habitually fail to display their IDs as required will face progressive disciplinary action.

Specific rules can be found in the Liberty Middle School Handbook, the Lincoln Middle School Handbook, and the Edwardsville High School Handbook.

#### **J. GUN FREE SCHOOLS ACT IMPACT ON SCHOOL SANCTIONED TRAP SHOOTING CLUB MEMBERS**

The EHS Trap Shooting Club uses the Edwardsville Gun Club as a school-sanctioned site for its activities, which

places it within the definition of school grounds. The Gun Free School Act requires a one-year expulsion of any student who possesses a firearm on school grounds. Exceptions to the Act may be made in limited circumstances, one of which is a school-sanctioned gun club. District 7 has adopted this exception to the law.

#### **K. ANNUAL ASBESTOS NOTIFICATION**

On May 1, 2017, the following notification was released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials in schools.

As required, the buildings of the Edwardsville Community Unit School District #7 were initially inspected for asbestos and the findings of the inspection were documented in the School's Asbestos Management Plan. As required under AHERA Rules and Regulations, Six Month Surveillances and Three Year Re-inspections are routinely conducted and any change in the condition of the asbestos materials is documented.

The Asbestos Inspection Report and Management Plan are on file in the Administrative Office (Facility Office) and are available for public review during normal business hours. Individuals interested in reviewing the Management Plan(s) are asked to submit a written request to the school.

#### **XIII. EMERGENCY SCHOOL CLOSING**

The following procedures will be followed in the event that school must be cancelled or dismissed early due to inclement weather. The school district will take the necessary precautionary measures to safely transport students to school and to their homes.

- On days when inclement weather occurs, or is pending, the decision to cancel school will be made by 5:00 a.m. whenever possible
- On days when it may be necessary to dismiss school early due to weather, the decision will be made by 11:00 a.m. whenever possible
- Parents will be notified in the event of early school closings
- Parents are encouraged to make the necessary arrangements to meet their children on early dismissal days.
- On days when inclement weather occurs or is pending, please watch the following TV broadcasts regarding school closings:

KMOV-TV CHANNEL 4 NEWS

KSDK-TV CHANNEL 5 NEWS

FOX 2 NEWS

ECTV, CHANNEL 993, LOCAL ACCESS TV

Parents may also check the District website [www.ecusd7.org](http://www.ecusd7.org) for closing information. Parents also have the option to receive the information by email and/or text message via the School Messenger App.