2020-2021

Middle School Handbook

Procedures in this handbook are subject to change based on guidelines from ISBE & IDPH due to Covid-19

A Guide for Parents and Students
# Table of Contents

**WELCOME LETTER** .................................................................................................................. 1

**MIDDLE SCHOOL BUILDINGS** .................................................................................................. 2
District 7 Board of Education
Administration Building

**IMPORTANT DATES** .................................................................................................................. 3
A Special Note to Parents & Guardians

**GENERAL INFORMATION ABOUT DISTRICT 7** ............................................................... 5
Philosophy
Mission Statement
Vision Statement
Standards
How Parents Can Help
Safety Alert Program
School Closing Announcements
Telephone Numbers & Emails

**FINANCIAL INFORMATION** .................................................................................................... 8
Waiver of Fee Policy
Participation Fees
Food Service
Waiver of Student Fees Eligibility Criteria
Lost or Destroyed Books
Student Insurance

**VISITORS** .................................................................................................................................. 11
School Resource Officer Program
Video & Audio Monitoring Systems
Change of Address Information
Transfer from School
Student Information Sheet

**RESIDENCY REQUIREMENTS** .................................................................................................. 12
Registration
Health, Dental and Vision Examinations
Contagious Disease
Notification of Vision and Hearing Screening Services

**ACADEMIC INFORMATION** .................................................................................................. 15
Overview of the Curriculum
General Assessments Used for all Students
Special Education
Cooperative Referral Agencies
Requests for Teachers
Homework
 Schoology
Safety Drill Procedures and Conduct
Homebound Instruction
Grading System
Conduct Grade
High Math and Honors Language Arts Placement
Honor Roll
Progress Reports
Home Assignments and Study
Promotion Policy
Questions Regarding a Child’s Education & School-Relate Activities

ATTENDANCE INFORMATION ................................................................................................................. 23
Attendance Procedures
Truancy
Tardiness
Homework Requests
Hall Passes
Hallways
Closed Campus
Middle School Photo Identification Rules & Procedures

STUDENT BEHAVIOR ............................................................................................................................. 28
Responsible Student Behavior
Students’ Rights and Responsibilities
Conditions Which Favor the Development of Good School Discipline
The Roles of Parents and School Staff Members in Effective Discipline
Behavioral and Disciplinary Intervention and Consequences
Other Violations
Interviewing of Student by Police
Substance Abuse
Weapons Prohibition
Gang & Gang Activity Prohibited
Student Dress Code
No Smoking Policy
Teen Dating Violence Prohibited
Electronic Device Use
Use of Technology

SAFETY PLANS ........................................................................................................................................ 51

SEARCH AND SEIZURE ............................................................................................................................. 52
Information Sharing Agreement

DISTRICT HARASSMENT POLICY ......................................................................................................... 53
Prohibition of Bullying, Intimidation, and Harassment
Harassment Complaint Procedure
Civil Rights Coordinators

CONDUCT ON SCHOOL PROPERTY ...................................................................................................... 57
School Sponsored Publications and Websites
Non-School Publications
STUDENT SERVICES ........................................................................................................... 58
Health Services
Medication Policy
Students with Diabetes
Students with Life Threatening Food Allergies
Administration of Medical Cannabis
Social Work Services
Bus Conduct
Rules for Students Who Walk, Ride Bicycles, or are dropped off at School
Media Center
Locks and Lockers

STUDENT RECORDS ........................................................................................................... 62
Withdrawal/Transfer
Student Privacy and Parental Involvement Policies
Parental Leave

CODES OF CONDUCT ........................................................................................................... 67
Enforcement of Code of Conduct for Behavior Expectations
Activity Code Requirements
Special Rules Related to Criminal Offenses
Application of Athletic and Extracurricular Activities Code Requirements
Spectator Expectations at School Events

PHYSICAL EDUCATION ....................................................................................................... 72
Physical Education Exemption

PREVENTION PROGRAMS .................................................................................................... 73

WASHINGTON D.C. TRIP ....................................................................................................... 73

PARENT RESOURCES AND SUPPORT ................................................................................. 74
Child Sex Offenders
Homeless Students
Telephones & Messages
After Hours Voicemail
Lost & Found
Pest Control Schedule
Student Video Taping & Work Samples
Annual Asbestos Notification

EMERGENCY SCHOOL CLOSING .............................................................................................. 79
Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility

MIDDLE SCHOOL PREVENTION ACTIVITIES ........................................................................... 81
July 2020

Dear Parents/Guardians,

Welcome to Liberty or Lincoln Middle School. On behalf of our staff, we would like to share with you our commitment to providing positive experiences that will promote social, emotional, and physical growth, as well as intellectual growth. We are excited about getting to know your child. Additionally, we look forward to the opportunity to partner with you to make this a rewarding year for all.

While the Parent Handbook will not address every possible situation that could occur for your child, it will be a resource for you to better understand your child’s middle school experience. Your involvement in your child’s experience will pay great dividends towards his or her success.

We want our students to achieve great things that will prepare them for high school and beyond. Friends in Touch (FIT), Guidance in Operations (G.O. @ Lincoln) and Guided Leadership Opportunities (G.L.O. @ Liberty) play an integral part of middle school life. We encourage all students to become active participants in our extensive prevention program. Every experience that your child encounters at Liberty or Lincoln Middle School will contribute to your child’s future successes. What they learn today will provide a foundation for future learning experiences.

We are developing lifelong learners by constantly reminding our students of the necessity to achieve academically, participate in extracurricular activities, and to give back to the community through a variety of service opportunities. This is summarized best in our mission statement that is included later in this handbook. Policies, procedures, and opportunities are also discussed in this handbook. We will review this information at the beginning of the school year with your child. We urge you to read this information thoroughly and discuss its contents with your child. If you have questions, please contact me.

Have a great school year.

Sincerely,

Dr. Allen Duncan
Principal
Liberty Middle School

Ms. Jennifer Morgan
Principal
Lincoln Middle School
MIDDLE SCHOOL BUILDINGS

Liberty Middle School  
#1 District Dr.  
Edwardsville, IL 62025  
Phone: 618-655-6800  
Website: www.ecusd7.org/liberty  
Principal: Dr. Allen Duncan  
Asst. Principal: Melissa Edwards  
Asst. Principal: Michael Cory  
Email: aduncan@ecusd7.org  
medwards@ecusd7.org  
mcory@ecusd7.org  
Principal’s Secretary: kbaird@ecusd7.org

Lincoln Middle School  
145 West St.  
Edwardsville, IL 62025  
Phone: 618-656-0485  
Website: www.ecusd7.org/lincoln  
Principal: Ms. Jennifer Morgan  
Asst. Principal: Anthony McNeill  
Asst. Principal: Melissa Beck  
Email: jmorgan@ecusd7.org  
amcneill@ecusd7.org  
mbeck@ecusd7.org  
Principal’s Secretary: spennington@ecusd7.org

DISTRICT 7 BOARD OF EDUCATION

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

Jennifer Brumback  
Terri Dalla Riva  
John McDole  
Lelan Olsen

ADMINISTRATION BUILDING

708 St. Louis Street  
Edwardsville, IL 62025  
Phone: 618-656-1182  
Website: www.ecusd7.org

Superintendent  
Dr. Jason Henderson
Assistant Superintendent (Business & Operations)  
David Courtney
Assistant Superintendent (Personnel & Student Services)  
Dr. Adam Garrett
Director of Human Resources & Student Services  
Dr. Cornelia Smith
Director of Curriculum & Instruction  
Tara Fox
Director of Technology  
Bill Miener

<table>
<thead>
<tr>
<th>Buildings &amp; Grounds</th>
<th>District 7 Food Service</th>
<th>First Student (Bus Transportation)</th>
</tr>
</thead>
</table>
| Lincoln Middle School  
145 West Street  
Edwardsville, IL 62025  
Josh Ferry, Director  
Phone: 659-1266  
Breanna Gordon & Felicia Minor, Coordinators  
Phone: 656-1576  
John Mollett, Manager  
Phone: 656-0125 |
| 708 St. Louis Street  
Edwardsville, IL 62025  
 |
| P.O. Box 538  
Edwardsville, IL 62025  
 |

2020-2021 Middle School Handbook
## Important Dates

### School Calendar 2020-2021

- **Tuesday, August 4, 2020**: Wildcat Welcome (Lincoln 6th Grade) @ **Lincoln**
- **Thursday, August 6, 2020**: Panther Welcome (Liberty 6th Grade) @ **Liberty**
- **Thursday, August 13, 2020**: First Day of School - Full Day Student Attendance
- **Tuesday, August 18, 2020**: Parent Orientation 6:30 p.m. – 8:30 p.m.
- **Monday, September 7, 2020**: Labor Day - No Student Attendance
- **Friday, October 9, 2020**: Madison County Teacher Institute Day - No Student Attendance
- **Monday, October 12, 2020**: Columbus Day - No Student Attendance
- **Friday, October 16, 2020**: First Quarter Ends – ½ day Teacher In-service – No Student Attendance (PM)
- **October 28 – 30, 2020**: Parent Conferences
  - **Wednesday, October 28**: (5:30 p.m. – 8:30 p.m.) Full Day Student Attendance
  - **Thursday, October 29**: (1:00 p.m. – 7:30 p.m.) - No Student Attendance
  - **Friday, October 30**: (8:00 a.m. – 12:00 Noon) - No Student Attendance
- **Tuesday, November 3, 2020**: Election Day – No Student Attendance
- **Wednesday, November 11, 2020**: Veterans Day – No Student Attendance
- **November 25 – 27, 2020**: Thanksgiving Holiday - No Student Attendance
- **Friday, December 18, 2020**: End of First Semester
- **December 21, 2020 – January 1, 2021**: Holiday Break - No Student Attendance - School resumes January 4, 2021
- **Monday, January 18, 2021**: Martin Luther King, Jr. Holiday - No Student Attendance
- **Friday, January 29, 2021**: Trivia Night (Lincoln & Liberty) @ **Liberty**
- **Friday, February 12, 2021**: Teacher Institute – No Student Attendance
- **Monday, February 15, 2021**: Presidents Day - No Student Attendance
- **Friday, March 12, 2021**: End of Third Quarter – ½ day Teacher In-service – No Student Attendance (PM)
- **March 29 – April 5, 2021**: Spring Break – No Student Attendance – School resumes April 6, 2021
- **Friday, April 23, 2021**: ½ day Teacher In-service – No Student Attendance (PM)
- **Spring 2021**: Washington D.C. Trip
- **Monday, May 24, 2021**: Last Day of Student Attendance (Half Day)
  (If all five [5] snow days are used, last day for students is June 1, 2021)
- **Monday, May 31, 2021**: Memorial Day

*Dates may change. Please watch for changes via email and/or our website and Facebook.*
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.
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 website at 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 schools 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), Leclaire 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. 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 $4.6680 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.

PHILOSOPHY

We believe that each student at Liberty and Lincoln Middle Schools should be provided with an environment that encourages the continued development of the skills necessary for higher learning. We have a commitment to provide programs for each child’s continued development in all areas, aesthetic and creative, as well as intellectual, physical, moral, and social/emotional.

The school atmosphere will encourage, stimulate, and support each student’s development of a positive self-image, a respect for the ideas and feelings of others, a desire for learning, and a sense of physical and emotional stability. We will use the values of self-discipline and responsible citizenship to encourage the development of students as contributing members of our changing democratic society. Concurrently, each student will be provided the opportunity to become involved in the decision-making process and in the exploration of career opportunities.

The goals of Liberty and Lincoln Middle Schools are to accept each student as unique individuals and to provide opportunities that will encourage intellectual and personal growth. We share this goal with the home and community.

MISSION STATEMENT

Liberty and Lincoln Middle Schools will provide a comprehensive, integrated curriculum, within a safe, positive, and nurturing environment. Our learning environment will target the development of students’ abilities to think critically, to grow emotionally, to develop physically, to mature socially, to be creative, to make informed and reasoned judgments, and to produce and invent, as well as to critique and analyze. Our students will develop habits of personal responsibility and concern for others as they learn about themselves and their world.
VISION STATEMENT
Liberty and Lincoln Middle Schools are student-centered and recognize the uniqueness, importance, and formative nature of the young adolescent years in human development. We share a common commitment to build curricular programs and practices that are sensitive to the unique development of young adolescents. We believe that the curriculum and programs should support each student’s need to develop a positive personal identity, as well as the skills necessary to prepare for the future.

STANDARDS
- We believe students should take responsibility for their learning and their behavior; therefore, interactive instruction is provided in all subject areas.
- We believe regular home/school communication improves student success; therefore, parents are encouraged to take an active role in the education process.
- We believe in the value and potential of every individual; therefore, we provide personal and educational guidance for every student.
- We believe all students can and should achieve academic growth; therefore, we provide a variety of opportunities to learn within a rigorous curriculum.
- We believe all students have a right to learn each day; therefore, we provide opportunities for each student to develop the skills necessary for intellectual growth and opportunities to apply knowledge, skills, and attitudes to resolve real-life issues.
- We believe the middle school is a transitional program; therefore, we provide a smooth transition from elementary to senior high school.
- We believe that social responsibility is an integral component of learning; therefore, we provide a learning environment through which responsible decision-making and respect for self, others, and community are encouraged.
- We believe that middle school students are at a formative stage developmentally; therefore, we provide activities that encourage the development of attitudes, and behaviors that are conducive to developing and maintaining a healthy and meaningful life style.

HOW PARENTS CAN HELP
Parents often ask, “What can we do to help?” Perhaps the following information can be of some assistance:
1. Read this handbook thoroughly and carefully. Take time to discuss its contents with your child.
2. Get to know as much about the school as possible. Communicate with your child’s teachers. Perhaps come and visit with our staff. We encourage parents to request conferences with teachers when they see a need or feel it advisable. Please call us and we will be glad to arrange the conferences. Conferences will be scheduled when the teacher is not in class.
3. Become involved with LMS. Take advantage of the opportunities provided for communication with the school, such as orientation meetings, fall open house, and parent conference days.
4. Perhaps best of all, become a parent volunteer. We have had the good fortune of having a very dedicated group of parents offering their time and talents in assisting us in many ways. Hopefully, you can become a part of this group. If you are interested, please contact the prevention counselor at your building. It may stimulate more involvement in school activities by your child. Showing that you are interested in your child’s life is extremely important to his/her success in school.

SAFETY ALERT PROGRAM
In order to improve communication with parents, District 7 has instituted a new safety and weather alert system. The system will consist 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 discipline, including possible expulsion from school and criminal prosecution.

**SAFETY ALERTS – WEATHER**
The system will be used to alert parents to cancellation of school due to inclement weather.

**SAFETY ALERT NOTIFICATION**
A message will be posted on each alert component 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

**SCHOOL CLOSING ANNOUNCEMENTS**
KMOV-TV CHANNEL 4 NEWS
KSDK-TV CHANNEL 5 NEWS
FOX 2 NEWS
KMOX (AM-1120)

**TELEPHONE NUMBERS AND E-MAIL**

**Liberty Middle School**
Main Office: (618) 655-6800
Attendance: (618) 655-6802
Website: www.ecusd7.org/liberty

**Lincoln Middle School**
Main Office: (618) 656-0485
Attendance: (618) 692-7432
Website: www.ecusd7.org/lincoln

Staff is accessible via e-mail. Staff voicemail can be accessed through the main phone number. Web pages are updated frequently with student announcements and calendar changes. Staff is accessible via email. Email addresses are staff members’ first initial followed by their last name @ecusd7.org. As an example Lincoln principal’s email address is jmorgan@ecusd7.org.

**FINANCIAL INFORMATION**
The school establishes fees and charges to fund certain school activities. During the school year, various fees will need to be paid. These include: school fees, lunch charges, lost or damaged textbooks, science and art lab fees, library fines, lost or damaged uniforms, etc. Keep a record or receipt for all fees you pay.

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee.

Required Fees and/or Costs:

- Textbook Rental for all students **$90.00**
- Band/Orchestra Instrument Rental – see Director at your building
- Textbook Rental Fee is due at the time of registration.

Checks should be turned in to the main office made payable to Liberty or Lincoln Middle School.

Students will be charged for loss of or damage to school books or other school-owned materials. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.
**Waiver of Fee Policy**

The Illinois School Code requires each school district adopt a policy pursuant to the waiver of school fees. The Edwardsville School District Board of Education has adopted the required policy for the 2020-2021 school year. A fee waiver must be applied for and approved for every school year. Fee waivers cannot be applied for outstanding fees from previous school years.

A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The Superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; and 5) When one or more of the parents/guardians are involved in a work stoppage.

The student’s parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student’s fee. A separate application form shall be submitted for each fee assessed to each student. Questions regarding the fee waiver application process should be addressed to the Superintendent. The Superintendent will review the applications for qualification of a waiver.

**Failure to Pay Fees/Collection**

To maintain the quality of our educational programs, Edwardsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Near the end of the year, a notice will be sent home detailing unpaid fees. All fees must be paid before students participate in extracurricular activities including the end of year trips.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

**Participation Fees**

There is a $75.00 fee for participation in the following sports and activities, with a maximum of $150.00 per student/year.

- Sports—Football, Softball, Cross Country, Field Hockey, Volleyball, Fall/Winter Cheerleading, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Baseball
- Performing Arts—Band, Orchestra, Chorus/Show Choir, Fall/Spring Drama

All athletic fees will be due one week after rosters are set. Band, Orchestra and Chorus fees are due at the time of registration. Fall and spring drama fees are due one week after cast and crew have been determined.

- Athletic/Activities Fees — There is a $75.00 fee for participation in the following sports and activities with a maximum of $150.00 per student per year. Fees are waived for students on free and reduced lunch. In addition, parents may apply for a waiver of athletics/activities fees by supplying the principal with a statement of need.
- Sports—Football, Cross Country, Field Hockey, Volleyball, Fall/Winter Cheerleading, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Softball, Baseball
- Performing Arts—Band, Orchestra, Chorus, and Show Choir (one fee assessed even if student participates in all four, and fall/spring Drama

Instructional Materials Fee is due at the time of registration. Athletics/Activities Fees are due prior to the first
consideration, concert, or production. Checks should be turned in to the main office and made payable to Liberty or Lincoln Middle School.

**Food Service**

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 2020-2021 are as follows:

<table>
<thead>
<tr>
<th>BREAKFAST:</th>
<th>LUNCH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>Elementary</td>
</tr>
<tr>
<td>$ 1.25</td>
<td>$ 2.90</td>
</tr>
<tr>
<td>Middle School</td>
<td>Middle School</td>
</tr>
<tr>
<td>1.25</td>
<td>2.90</td>
</tr>
<tr>
<td>High School</td>
<td>High School</td>
</tr>
<tr>
<td>1.25</td>
<td>2.90</td>
</tr>
</tbody>
</table>

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

Grade levels are assigned one of three lunch periods. In order to facilitate a safe and orderly environment, there are prescribed routes to and from the cafeteria during lunch times. Additionally, students are to remain in the commons area during their assigned lunch periods.

Breakfast is served each morning beginning at 7:30 a.m. The first two rows of tables are reserved for those students eating breakfast. Students are expected to be in their classrooms at 8:00 a.m., and late passes will not be given from the cafeteria.

Students should have their badge/school ID with them before they get in line in the cafeteria. If a replacement is needed, they can be purchased in the Media Center throughout the year.

The Food Service Department utilizes *MySchoolBucks*, a service that allows parents to prepay for their child’s school breakfast, lunch, and a la carte food items using their credit or debit card. You may access the service at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). The service is optional.

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. Students must re-apply for free or reduced-priced lunches within 30 days of the start of each school year. Applications for free and reduced-priced meals may be obtained in the Main Office. Anonymity of these students will be maintained.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

**Waiver of Student Fees Eligibility Criteria**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Students whose parents are unable to afford student fees may receive a waiver of some fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. To maintain the quality of our educational programs, Edwardsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Students shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free and reduced meals program.

Building principal or Assistant Superintendent of Business Operations will give additional consideration where one or more of the following factors are present:

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

**LOST OR DESTROYED BOOKS**
The school district’s policy regarding lost or destroyed books is that students will be charged the replacement cost of textbooks. The classroom teacher will issue textbook fines for damaged and misused books.

**STUDENT INSURANCE**
Student accident insurance is offered to all students at a reasonable fee. Participation by the parents and students is voluntary except that all boys and girls participating in competitive sports are encouraged to carry insurance. School insurance covers students in athletics at the middle school. If interested, you may inquire during registration.

Any accidents should be reported to the clinic where the necessary forms will be completed. Any dispute over claims is a matter between the parent and the insurance company.

**VISITORS (Subject to change based on ISBE and IDPH Guidelines related to Covid-19)**
Parents are always welcome to visit the school. The Board of Education 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. However, District 7 policy requires that all persons entering a school building sign in at the building office and report to a designated school official, which is the School Safety Officer stationed at the entrance of 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.

Parents, who would like to visit in their child’s classroom, please plan such visits with the classroom teacher and the principal. All other individuals desiring to visit or observe in a classroom must first request an appointment in writing with the Building Principal, setting forth the proposed purpose and duration of the visit. The principal will determine whether to permit the visit or observation. In determining whether to grant a visit to a classroom, the principal will consider a variety of factors, including the reason for the visit, the potential impact of the visit upon the environment, whether alternative means exist for achieving the same purpose, any past request of the individual to visit, and the proposed duration of the visit. Any visit or observation to the classroom must not interfere with or disrupt the educational process. Visits to the classroom will be limited in duration. The visitor may be escorted by an authorized District 7 representative. However, it is our policy to discourage students from bringing guests with them to their classes. Many times there are distracting factors associated with student visitors. The District shall also permit visits in compliance with Section 14-8.02(g-5) of the School Code.

**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 middle 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.

**VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel only. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

**CHANGE OF ADDRESS INFORMATION**

Should there be any changes of address, email, or phone number during the school year, please call the school office and give us the information. Please remember to let us know if there is a change in work phone numbers as well. There are times when we need to get in contact with students and/or parents, and at such times this information is essential.

**TRANSFER FROM SCHOOL**

We have many students each year who transfer in or out after the year begins. If it becomes necessary for a student to transfer from the school, please let us know as soon as possible. Prior to the student’s last day of attendance, the parent should contact the Main Office (preferably in person) to assure that the proper transfer forms, procedures, and obligations have been completed.

**STUDENT INFORMATION SHEET**

The student information sheet is distributed at registration or at the time of enrollment. The purpose of the Student Information Sheet is to provide the school with the necessary emergency and other information about the student. Parents are required to complete the student information sheet and keep all information current.

**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 three (3) 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.

**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 health examination (Illinois student physical form only). Students entering kindergarten, second, sixth and ninth must also have a dental exam.
2. STUDENTS NEW TO DISTRICT 7

New students need to complete the above-mentioned forms, plus provide a certified birth certificate, a Vision Exam form, and complete the Home Language Survey, as well as the US Department of Education Race and Ethnicity Data Standards Form. If a birth certificate is not presented, the person enrolling the student will be notified that within 30 days he or she must provide a certified copy of the student’s birth certificate. If a certified copy of the student’s birth certificate is not provided, local law enforcement will be notified. A student will be enrolled without a birth certificate. 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, vision examination 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.

HEALTH, DENTAL AND VISION EXAMINATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering kindergarten/first grade, sixth grade, and ninth grade. Students transferring into District 7 must have the appropriate health examination form forwarded with their other records. All health 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 15.

The physical examination form must include evidence of compliance with the schedule of required immunizations. Proof of immunization against meningococcal disease is required for students in grades 6 and 12. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences.

Students entering kindergarten, second, sixth grade, and ninth must present proof of having had a dental examination by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. If the student does not present such proof, the District may hold the student’s report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

All students 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 must present proof of an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist performed within one year prior to entry of Kindergarten or the school by October 15 of the school year. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.
Exemptions

Students will be exempt from the health, vision, and/or dental examinations for the following reasons:

1. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption.

   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 Edwardsville School District.

   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:  

2. Health examination or immunization requirements on medical grounds if a physician, advanced registered practice nurse, or physician assistant provides written verification.

3. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

4. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Contagious Disease

At times it is necessary to exclude students from school for certain conditions that may be contagious to the other students. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.
1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The decision to allow attendance will be made by the school nurse.

3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

**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 October 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 Assistant Superintendent of Personnel & Student Services, 708 St. Louis Street, Edwardsville, Illinois 62025.

**ACADEMIC INFORMATION**

**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.

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 is required to administer the Illinois Science Assessment in grades 5, 8 and 11. District 7 will also administer the Dynamic Learning Maps Assessment for students with Intellectual Disabilities in grades 3-8 and 11. Physical fitness assessments will be administered for grades 3-12.

<table>
<thead>
<tr>
<th></th>
<th>SIXTH GRADE</th>
<th>SEVENTH GRADE</th>
<th>EIGHTH GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Year</td>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>Reading/Math Seminar</td>
<td>As Eligible*</td>
<td>As Eligible*</td>
<td>As Eligible*</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Year</td>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Year</td>
<td>Year Pre-Algebra 1</td>
<td>Year Algebra</td>
</tr>
<tr>
<td>Science</td>
<td>Year</td>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Three quarters</td>
<td>Three quarters</td>
<td>Two quarters</td>
</tr>
<tr>
<td>Band, Orchestra, Chorus</td>
<td>Year</td>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>(electives)</td>
<td>One quarter</td>
<td></td>
<td>One quarter</td>
</tr>
<tr>
<td>Art</td>
<td>One quarter</td>
<td>One quarter</td>
<td>One quarter</td>
</tr>
<tr>
<td>Music</td>
<td>One quarter</td>
<td>One quarter</td>
<td>One quarter</td>
</tr>
<tr>
<td>Computer</td>
<td>One quarter</td>
<td>One quarter</td>
<td>Two quarters</td>
</tr>
<tr>
<td>Health</td>
<td>One quarter</td>
<td>One quarter</td>
<td>One quarter</td>
</tr>
<tr>
<td>Spanish</td>
<td>One quarter</td>
<td>One quarter</td>
<td>One quarter</td>
</tr>
<tr>
<td>Middle School Study Skills</td>
<td>One quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Science</td>
<td>One quarter</td>
<td>One quarter</td>
<td>One quarter</td>
</tr>
</tbody>
</table>

* Students who do not demonstrate proficiency in reading or math may be placed in reading seminar or math seminar.

SPECIAL EDUCATION

1. PUBLIC NOTICE REGARDING THE AVAILABILITY OF SPECIAL EDUCATION SERVICES

Edwardsville Community Unit School District 7 offers a variety of special services. 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.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The Edwardsville School District provides a free appropriate public education and necessary related services to all children with disabilities residing within District, required under the Individuals with Disabilities Education Act
(“IDEA”) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children and disabilities means children between 3 and 21 for whom it is determined that special education services as needed. For additional information on the referral process or parents’ rights refer to the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act or contact District administration.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents who believe that their child may require special services can request that the child receive a full case study evaluation. This request may be made to the middle school principal or Dr. Adam Garrett, Assistant Superintendent of Personnel & Student Services at 656-1182. 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 a student is placed in a special education program or is to receive special education services, an Individualized Education Program will be completed before this placement or service shall begin.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 even though they do not require services pursuant to the IDEA. Pursuant to Public Act 100-1112 students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child

(i) has a physical or mental impairment that substantially limits one or more major life activities,

(ii) has a record of a physical or mental impairment, or

(iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of eligibility as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The rights of parents and students are protected through due process procedures. Contact Dr. Adam Garrett, Assistant Superintendent of Personnel & Student Services at 656-1182, to obtain additional information concerning special education services and a copy of the rules and regulations to govern the administration and operation of special education.

2. 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 Assistant Superintendent of Personnel & Student Services. The Assistant Superintendent 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 Assistant Superintendent of Personnel & Student Services at 655-6016.

3. 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 Assistant Superintendent of Personnel & Student Services 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.

Edwardsville School District will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents or guardians who require accommodations or who have questions about access should contact the building principal.

4. 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 Assistant Superintendent of Personnel & Student Services 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 Assistant Superintendent of Personnel & Student Services of such needs at the aforementioned number.

5. 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 a District Complaint Manager in accordance with Board Policy 2:260. The Complaint Manager shall file a written report with the Superintendent within thirty (30) school business days. The Superintendent shall issue a written decision to said complaint within five (5) school business 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 Board of Education. The Board will affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information within thirty (30) school business days.

6. 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 and the Illinois State Board of Education’s Special Education rules. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

7. BEHAVIOR INTERVENTION GUIDELINES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 Assistant Superintendent of Personnel & Student Services at 655-6016.

8. 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 Assistant Superintendent of Personnel & Student Services at 655-6016.

9. REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the building principal.

10. SEX EQUITY

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board’s resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

11. NOTICE OF NON-DISCRIMINATION

Notice is hereby given that Edwardsville Community Unit School District 7 provides equal educational and extracurricular opportunities to all students and does not discriminate on the basis of race, color, nationality, religion, sex, sexual orientation, ancestry, age, or physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy 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 20 of this Handbook.

12. RECORDING OF IEP AND SECTION 504 MEETINGS

The District has a policy prohibiting the use of audio, visual, and other recording devices at IEP and Section 504 meetings. Exceptions to this prohibition may be made when a parent/guardian, student, or employee is a qualified person with a disability under Section 504 or has a language barrier that prevents his or her access to or meaningful participation at such meetings and recording of such meeting is selected as a reasonable accommodation to ensure equal access and participation at the meetings. A parent/guardian wishing to request an exception should consult Board Policy 6.120.1. The request to record a meeting shall be submitted with supporting reasons/documentation at least three (3) business days prior to a meeting.
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 audiotape.

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 1977 (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 Assistant Superintendent of Personnel & Student Services 655-6016 at the Edwardsville School District Administrative Offices (Designated ADA/Section 504 Coordinator).

Cooperative Referral Agencies

We have a cooperative working relationship with agencies that give specialized help in the areas of mental health, delinquency, and programs for emotionally or physically disabled students. These agencies serve as valuable adjuncts to our efforts in working with individual students. If you would like information about these agencies, please call the counseling office for further details.

Requests for Teachers

District 7 staff strives 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 before registration.

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.

**Schoology**

District 7 utilizes Schoology, a Learning Management System. Schoology is an online learning management system that allows teachers to create, organize class content, and share content and resources. When students log-in to Schoology, they have access to all of their courses. Each student’s digital content and resources are specific to their needs – their courses, their groups, their calendar of due dates, homework assignments, etc.

Schoology is cloud-based and completely online. There’s no software to install, no extra equipment, and no maintenance required. Students can access their curricular content while in school, at home, or anywhere else that they have Internet connectivity. A personally owned device is not required to utilize Schoology.

**Safety Drill Procedures and Conduct**

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

**Homebound Instruction**

This service is available to those students who will be absent from school for at least two consecutive weeks or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to a medical condition. The purpose of homebound and hospital instructional service is to provide for the continued education of eligible students who are confined to their homes or to a hospital because of temporary or permanent medical conditions. If your doctor feels your child will be out for this length of time and is willing to sign the appropriate papers, contact the Nurse, the Attendance Office, or your child’s assigned administrator for details about this program.

**Grading System**

Four times during the school year, each student receives a report card indicating grades received. Report cards can be viewed and printed through TigerView accounts. Ending dates of each quarter are listed in the school calendar in this book. Each student will receive a letter A, B, C, D, or F to indicate the level of achievement for each subject area. The meaning of these letter grades is as follows:

A– An “A” student achieves all that is reasonable to expect in this grade level, subject, and group. The mark indicates outstanding initiative, which results in excellent work. The “A” student has mastered the necessary skills and can apply these skills independently. Point value=4.

B– A “B” student achieves most of what is reasonable to expect in this grade level, subject, and group. A “B” indicates very good work. The student has acquired most of the skills being taught and can use these skills independently with a minimum of assistance. Point value=3.

C– The “C” student achieves an acceptable amount of what is reasonable to expect in this grade level, subject, and group. The student has acquired some of the skills being taught but requires assistance in
doing most of the assignments. Point value=2.

D– A “D” student achieves very little of what is reasonable to expect in this grade level, subject, and group. A “D” indicates that the student is achieving or performing at a marginal level of learning. Point value=1.

F– An “F” student achieves almost none of what is reasonable to expect in this grade level, subject, and group. An “F” indicates that the student is not achieving or performing at an acceptable level of learning.

For all subjects, the grade given at the end of the quarter is a cumulative grade for the quarter. The semester grade is an average of the two quarter grades.

**Conduct Grade**
The numbers 1, 2, 3, or 4 will indicate your child’s conduct in each of his/her subjects. The meaning of the conduct number is as follows:

**Superior (1)** – This conduct is exemplary. The student is cooperative, respects the rights of others, uses class time wisely, and follows the school and class rules.

**Good (2)** – This conduct is generally acceptable. The student is usually courteous and respectful and seldom misbehaves. This student follows the school and class rules most of the time.

**Improvement Necessary (3)** – Conduct is sometimes not acceptable. The student at times fails to be courteous and respectful and sometimes misbehaves. This student at times fails to follow the school and class rules.

**Unacceptable (4)** – This conduct is unacceptable. The student is disruptive, uncooperative, disrespectful, and disregards the school and class rules.

If you should have any questions after viewing the report card, please call the school.

**High Math and Honors Language Arts Placement**
At the middle school level, the staff identifies students 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.

**Honor Roll**
We like to recognize those students who have done outstanding work in their school subjects. This will be done at the end of the first three quarters. To be on the Honor Roll, the student must have a 3.5 – 4.0 average in all subjects.

**Progress Reports**
About mid-point of each quarter, progress reports can be viewed through TigerView. This is an attempt to keep the parents informed of their child’s progress. Sending a report of unsatisfactory progress at this time enables parents to help remedy the situation. When a report is viewed, please discuss it with your child. If you would like to discuss anything on the report with the teacher, please contact him/her via email.

**Home Assignments and Study**
Lack of study skills and failure to turn in assignments are significant factors in a student’s lack of success at school. This year each student will be supplied with a Student Planner to help students keep track of their assignments and schoolwork. Students will be required to carry their Student Planners and are encouraged to write their assignments in them each day. If your student loses their planner, they can purchase an additional one in the main office.

**Promotion Policy**
Students in 6th, 7th, and 8th grades receiving passing grades in all or all but one subject shall be promoted to the next higher grade. Students failing two or more subjects may be retained at the present grade level pending a parent conference with an Assistant Principal. Evidence of attendance, growth, and effort will be considered in the decision to retain a student. Yearly grades are given in all subjects except the quarter courses, which are Agricultural Science, Computers, Health, Art, Music, and Spanish. For promotion purposes, the grades received in four quarter courses are the equivalent of one subject. Terms as used above shall be interpreted as follows:
Promoted  Advanced to the next grade level
Retained  Held at the same grade level

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.

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT TO KNOW, the Edwardsville School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child’s teacher or paraprofessional.

This information regarding the professional qualifications of your child’s teacher including, at a minimum, the following:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the District office.

ATTENDANCE INFORMATION

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.

The Illinois School Code states that parents/guardians shall cause their child to be present at school daily for as long as the child is enrolled. Regular student attendance is of great importance in the educational process. A student who is not present in school is not learning. Further, students who are absent without a valid reason are establishing a very poor habit. Therefore, we encourage parents to fulfill their legal obligation by making
sure that their child is in school daily. We have outstanding educational opportunities at Liberty and Lincoln Middle Schools. Help your child take advantage of these opportunities—SEND YOUR CHILD TO SCHOOL DAILY!

**Attendance Procedures**

If your child is unable to attend school, please call the attendance office (Liberty: 655-6802; Lincoln: 692-7432) before 9:00 a.m. In the event that the student is unable to attend school because of illness or other valid reason, the parent must notify the school. Failure to properly notify the school of an absence will result in the absence being recorded as unexcused. If a call has not been made to the school within the first two hours on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

In addition, students and parents are expected to comply with the following 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. Students must provide a doctor’s note within one week, or the absence is unexcused.
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 10% 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 attendance requirements from the Building Principal.
5. Students whose parent or legal guardian has been called to duty, is on leave, or immediately returned from deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. 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 or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to their medical condition as certified by a physician. Contact the building principal to begin the application process.

**EXCUSED AND PREARRANGED ABSENCES**

- Death in the student’s immediate family (e.g., parent, legal guardian, grandparent, or sibling)
- Illness of the student
- Doctor or dental appointments
- Family emergency
- Attending a military honors funeral to sound TAPS
- Circumstances beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety
- Observance of religious days
- Court appearance
• College visits for seniors and juniors on track for graduation
• Family trip, provided the following guidelines are followed:
  1. School is notified in advance of the absence
  2. All assigned work is made up at direction of individual teachers
  3. All assigned work is turned in per teacher’s instructions
• Special circumstances may be considered with administrative approval

Parents and students should consider carefully before deciding to participate in an activity that necessitates being absent from school. When students know in advance that they are going to be absent, they should apply for a prearranged absence. This absence must be from the excused list and should be applied for at least three school days in advance. A composed, written request from parent is required and must be approved by an administrator, signed by all the student’s teachers, and returned to proper administrator or Attendance Office.

NOTE: Field trips are considered prearranged absences. These are school-sponsored activities but will be counted as absences unless the proper procedures, including parental permission and teacher sign-off slips, are completed and returned to the sponsor.

**FAILURE TO FOLLOW THE PROCEDURES WILL RESULT IN THE ABSENCE BEING CLASSIFIED AS UNEXCUSED.**

**UNEXCUSED ABSENCES**

All absences not classified as excused will be considered unexcused or truant. Students with an unexcused absence are encouraged to make up classroom work missed, although full credit for such work will not be given. Partial credit for make-up work shall be given in the amount of 80% for a student’s first three unexcused absences in a school year that are not out-of-school suspensions. Subsequent unexcused absences will result in 50% credit for make-up work. Each teacher’s policy regarding make up work and course credit shall be distributed to the students at the beginning of the course, with a copy placed on file in the proper administrator’s office.

In order to receive partial credit, students shall receive the same number of days to make-up work as the number of days absent – not to exceed two (2) days.

A student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

The Illinois School Code defines chronic absenteeism as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

Absences that do not follow the circumstances to be valid causes for a student’s absence are considered unexcused absences. The school may require documentation explaining the reason for the student’s absence.

**Release Time for Religious Instruction/Observance**

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

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).
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. Students absent without parental approval or knowledge, or who are absent without valid cause, will be classified as truant, resulting in disciplinary action.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence. Students considered truant are subject to school discipline. A chronic or habitual truant is, as defined by the School Code of Illinois, “a child subject to compulsory school attendance who is absent without valid cause from attendance for 5 percent 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. If your child is absent from school without your permission, please contact the assistant principal or social worker. They will work with you to intervene in this potentially serious matter.

TRUANCY PROCEDURES
1. First offense: Call home, partial credit for make-up work
2. Second, Third and Fourth offenses: conference with parent or guardian, partial credit for make-up work
3. Fifth and subsequent offenses: conference with parent or guardian, no credit for make-up work
4. Ninth offense: referral to the ROE Truancy Officer which could lead to a Truancy Review Board meeting or a court appearance

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. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $500.00.

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. 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.

District 7 offers a number of supportive and preventive services to truants. The following resources and supportive services are available to students with attendance problems and their parents or guardians: conferences with school personnel; problem solving by the building level team; referral to community agencies; and 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.

A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years.

Tardiness
Every student is expected to be on time to all classes. When a student accumulates a first and second tardy, a warning will be issued to the student. For additional tardies, discipline will be administered on a case-by-case basis. Students who are five or more minutes late to class or school will be considered absent or truant and should report to their assistant principal upon arrival at school. To be considered excused, a student must have a note from the parent/guardian explaining the reason for the student’s tardiness. Otherwise, he or she will be considered truant. If your child has significant difficulty coming to school in the morning, please notify the assistant principal or social worker.
**Homework Requests**

Upon a student’s return to school, it is the student’s responsibility to see his or her teachers for school work missed as a result of being absent. The teaching staff will provide the student with a reasonable amount of time to turn in assignments missed due to an excused absence; however, work due the first day of an absence should generally be turned in on the day of the student’s return to school. Parents may request homework assignments for their student, although it is generally not necessary to request homework assignments unless a student is absent for two or more days. Requested homework may be picked up in the main office after 3:30 p.m. Please keep a copy of your student’s locker number and combination.

Students with an unexcused absence are encouraged to make up classroom work missed, although full credit for such work will not be given. Partial credit for make-up work shall be given in the amount of 80% for a student’s first three unexcused absences in a school year that are not out-of-school suspensions. Subsequent unexcused absences will result in 50% credit for make-up work. Each teacher’s policy regarding make up work and course credit shall be distributed to the students at the beginning of the course, with a copy placed on file in the proper administrator’s office.

In order to receive partial credit, students shall receive the same number of days to make-up work as the number of days absent – not to exceed two (2) days. order to pick up assignments on the same day that they are requested, it is necessary that the request be received by 9:30 a.m. This allows enough time for teachers to prepare assignments. Requests for homework assignments may be made by contacting the attendance office.

Most teachers post their assignments daily on our web site.

**Hall Passes**

A student is to have a pass any time he/she is in the hall while classes are in session. When a student is given a hall pass, he/she is expected to go directly about the specific business for which the pass was issued. Wandering the halls or making side trips while on a pass for a legitimate reason is not acceptable and will result in disciplinary action.

**Hallways - Liberty**

We expect students to use good common sense when moving through the hallways, and to always follow the directions of staff. Students should remain on the right hand side, not run, loiter or bunch up. Each specific grade level is generally designated a specific area of the building. Students should not be outside of their grade level area without permission from staff.

**Hallways - Lincoln**

We expect students to use good common sense when moving through the hallways, and to always follow the directions of staff. Students should remain on the right hand side, not run, loiter or bunch up. There are areas of the building that are not accessible to students. These include areas of the building that house the Maintenance Department, the Technology Department and the first floor of the older section of the building. These areas will be labeled with appropriate signage.

**Closed Campus**

All students are to remain on the middle school grounds from the time they arrive until school is dismissed or they have completed an after school activity. Any exception to this is to be made by parent or guardian request to the administration. We will honor such requests as medical or dental appointments and most requests when the parent will pick up and return the students to school. When permission is given for a student to leave, he/she must report to the attendance office to sign in and/or sign out. Requests should be handed in to the attendance office upon arrival at school or the day before such permission is requested. Failure to follow any of these procedures could result in the student being considered truant.

Students may not leave campus during the period between the end of school and the start of an after school event or activity. This includes athletic practices, after school activities, after school detention, and after school contests. Students must remain on campus until they are picked up by their parents, an activity bus, or, in the case of students who walk home, until they leave for the day.
Middle 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 disciplinary action.

STUDENT BEHAVIOR
Additional information regarding discipline may also be found in the student handbook section of your child’s planner.

Responsible Student Behavior
At Liberty and Lincoln Middle Schools, we expect and encourage responsible student behavior. Responsible student behavior includes regular attendance, active participation in the learning process, and respect for faculty, staff, and other students. Responsible students sometimes make mistakes; however, when they do, they take responsibility for their actions, admit their mistakes, and learn from their experience. At LMS, our student discipline program is designed to encourage responsible student behavior to the maximum extent possible.

We will do our best to keep you informed of situations where your child’s behavior is disruptive to the school or in violation of established school rules. Past experience has shown that we are most successful when those at home and at school work cooperatively in solving disciplinary problems.

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:

Rights
1. Each student has the right to pursue an education without the fear of personal harm or damage to personal property.
2. Each student has the right to participate in an educational experience free from disruptive, destructive, or distracting influences.
3. Each student has the right to expect a well-prepared and organized classroom procedure.

Responsibilities
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 responsibility to support efforts to maintain an environment free from disruptive, destructive, or distracting behavior and influences.
3. Each student has the responsibility to prepare for and participate in classroom activity to the best of his/her ability.
4. Each student at the secondary level has the right to participate in school operation and regulation through an active student government.

5. 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.

6. Each student has the right to appeal, as outlined in this publication, cases of suspension or expulsion.

7. Each student and parent has the right of privacy concerning their academic and personal records maintained by the school.

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.

9. Each student has the right to be treated fairly and equally without harassment, without regard to actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic by all teachers and staff of the school district.
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.

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.

11. Each student has the right to expect assistance from school employees responding in a reasonable manner in cases of illness or injury.

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.

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.

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.

**Behavioral and Disciplinary Intervention and Consequences**

Behavioral and disciplinary interventions and consequences will be determined on a case-by-case basis 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-mediation, 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.

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, or within sight of, school grounds at any time before, during or after school; 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; and anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. 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.

Discipline is determined on a case-by-case basis and is at the discretion of the administration and the Board of Education. The level of consequences imposed will be consistent with the *Illinois School Code*.

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.

Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.
The infractions on the following pages are examples of prohibited conduct. Students will be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, cannabidiol (CBD), and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
   f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
   g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
   h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) authorized under the Bring Your Device (BOYD) Program; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is 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, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference.

11. Engaging in teen dating violence.

12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

15. Being absent without a recognized excuse.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

Additional descriptions of prohibited conduct are as follows:
<table>
<thead>
<tr>
<th></th>
<th>Academic Dishonesty</th>
<th></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Arson</td>
<td>2.</td>
<td>Criminal damage by fire or explosive to another’s real or personal property.</td>
</tr>
<tr>
<td>2.</td>
<td>Assault, Simple</td>
<td>3.</td>
<td>Placing another in reasonable apprehension of receiving a battery.</td>
</tr>
<tr>
<td>3.</td>
<td>Assault, Aggravated</td>
<td>4.</td>
<td>Assaulting a student, school administrator, teacher, or any other school employee; assaulting any person with use of a deadly weapon.</td>
</tr>
<tr>
<td>4.</td>
<td>Battery, Simple</td>
<td>5.</td>
<td>Causing bodily harm or making physical contact in a provoking or insulting manner to another.</td>
</tr>
<tr>
<td>5.</td>
<td>Battery, Aggravated</td>
<td>6.</td>
<td>Battery to a student, school administrator, teacher, or any other school employee; causing great bodily harm, permanent disability, or disfigurement to another.</td>
</tr>
<tr>
<td>6.</td>
<td>Bullying</td>
<td>7.</td>
<td>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:</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2020-2021 Middle School Handbook
9. Closed Campus Violation
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
Conduct that disrupts the educational process.

11. Deceptive Practice
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
Acts which alarm or disturb another and cause a breach of the peace or which disrupt the educational process.

13. Disrespect
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
The act of distributing unauthorized materials on school property.

15. Dress Standards Violation
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
Failure to comply with rules or safety standards regulating the use of automobiles by students at Edwardsville High School.

17. Electronic harassment
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
The act of initiating a false fire alarm, or bomb threat, or other catastrophe.

19. Fireworks or Explosives
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
Making, altering, issuing, or delivering a document capable of defrauding another.
21. Gangs, Compelling Organization Membership  
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  
22. The act of gambling for money or valuables.

23. Gross Misconduct or Disobedience  
23. Any act which causes, or can reasonably be expected to cause, a substantial disruption of the school environment.

24. Harassment  
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, gender identity, gender-related identity or expression, sex, ancestry, national origin, age, military status, unfavorable discharge from military service, actual or potential marital or parental status including pregnancy, sexual orientation, order of protection status, status of being homeless, physical or mental disability, or association with a person or group with one or more of the aforementioned actual or perceived characteristics. To include anything displaying a swastika or the confederate flag on District property.

25. Hate Offenses  
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  
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  
27. Failure to comply with Student ID rules and procedures.

28. Inappropriate Displays of Affection  
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  
29. The encouragement of demonstrations, altercations, or protests that disrupt the normal educational process through words, acts, or deeds.
30. Indecency 30. The act of offending commonly recognized standards of appropriateness, health, or safety.

31. Insubordination 31. Refusing to follow the instructions of authorized school personnel.

32. Intimidation 32. Intending to cause another to perform or omit performance of any act by communicating certain threats of consequences.

33. Littering 33. The act of willfully littering on school property or on private property en route to and from school.

34. Loitering 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.

35. Mob Action 35. The assembly of two or more people to do an unlawful act when said individuals are physically involved.

36. Obscenity 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 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 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).


40. Reckless Conduct 40. Causing bodily harm or endangering the safety of another by lawful or unlawful reckless acts.
41. Robbery

41. Theft from the person or presence of another by the use of force or threat of force.

42. Robbery, Armed

42. Robbery involving the use of a dangerous weapon.

43. Sexual Abuse

43. Intentional fondling or touching directly or through clothing of intimate body parts of any person.

44. Sexual Assault

44. Commonly identified as “rape” and involving force, threatening force, bodily harm or threatening bodily harm.

45. Sexual Harassment

45. Sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex. 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 advances or comments.

46. Stalking

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.

47. Theft

47. Exerting and/or retaining unauthorized control over the property of another.

48. Tobacco Products

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

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

50. The act of unauthorized absence or lateness to school or classes for any period of time.

51. Unauthorized Sale or Distribution

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.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>52. Unauthorized Student Protest</td>
<td>52. The act of protesting which results in the disruption of the normal educational process.</td>
</tr>
<tr>
<td>53. Unlawful Drugs, Drug Paraphernalia and Behavior-Altering Substances</td>
<td>53. Possession, use, distribution, attempted distribution, purchase, arranging a purchase, being under the influence of, or sale of an alcoholic beverage, controlled substance, cannabis (including marijuana, hashish, cannabidiol (CBD), and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law), 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.</td>
</tr>
<tr>
<td>54. Vandalism, Criminal Damage to Property</td>
<td>54. Knowingly damaging property of another. Damage to property without consent.</td>
</tr>
<tr>
<td>55. Vandalism, Institutional</td>
<td>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.</td>
</tr>
<tr>
<td>56. Vaping</td>
<td>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.</td>
</tr>
<tr>
<td>57. Misuse of District 7's technology</td>
<td>57. Violation of District 7 Computer Use Policy and Acceptable Use Agreement</td>
</tr>
</tbody>
</table>
OTHER VIOLATIONS

1. Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook.

2. Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. The District and/or school reserve the right to establish additional standards for acceptable behavior as needed.

3. 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.

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.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. The Board of Education's behavioral and disciplinary interventions may include, but are not limited to, the following behavioral and disciplinary interventions:
1. Notifying parent(s)/guardian(s)
2. Conferences with the Student
3. Conference with the Parent/Guardian and/or Student
4. Counseling
5. Removal from the Classroom
6. Detention (Including Lunch Detention, Before School Detention and After School Detention)
7. Denial of Privileges, including Participation in Extracurricular Events and Activities
8. Return of Property or Restitution
9. Restorative Justice Measures/Conflict Resolution Activities
10. Behavior Contracts
11. After-school study or Saturday study
12. Community service
13. Seizure of contraband; confiscation and temporary retention of personal property
14. Suspension of bus riding privileges
15. In School Suspension
16. Out of School Suspension
17. Safety Exclusion
18. Referral to Law Enforcement
19. Transfer to An Alternative School
20. Expulsion
21. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

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

Out-of-school suspensions and expulsions are only used for legitimate educational purposes. The district will make all reasonable efforts to resolve disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not use zero-tolerance discipline except as required by federal law or the Illinois School Code. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus. This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The Superintendent, Principal and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary
measures other than suspension or expulsion shall be determined by the administration and established in
general regulations governing student discipline. Suspensions and expulsions shall be done in accordance with

Isolated Time Out/Physical Restraint
School officials have the right to use isolated time-outs and physical restraints as defined in the school code.
Isolated time-outs and physical restraints are to be used only to maintain a safe and orderly environment for
learning and preserve the safety of students and others, not as a form of punishment or a means of
disciplining a student. A parent can request a copy of the district’s policy by contacting the Superintendent.

Corporal Punishment
Corporal punishment is banned. Corporal punishment does not include reasonable force as needed to
maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.
Reasonable force or physical guidance may be used to restrain students in limited circumstances that include:
a) for their safety, b) if they are a threat to others, c) to prevent damage to school property, or d) if a student
behavior interferes with a classroom or other scheduled program.

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.

If a student becomes ill or is taken out of school for any reason and fails to complete a full day of in-
school suspension, that day will not count and the student will have to repeat a day in in-school
suspension. When in in-school suspension, the students must comply with the rules of the program. Any
failure to comply will result in one day of suspension from school. If a student has an unexcused absence
in conjunction with serving an in-school suspension, then make-up work will not be permitted.

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, including
homework and tests, during the period of suspension for equivalent academic credit.

A student’s out of school suspension assignment is determined on a case-by-case basis and is at the
discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with
the Illinois School Code. Students assigned to an out of school suspension will not be allowed on school district
property at any time during their out of school suspension. Out of School Suspensions are assigned only for
days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

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.

Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. The student’s parents should be notified via an attempted phone call.

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.

**Procedures for Expulsion**

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

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
- List the student's prior suspension(s), if applicable
- 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 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.

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

Support Services
A student who has been suspended out-of-school for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

Make-up Work Following Suspensions
School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up all any missed work, including homework and tests, for equivalent academic credit. Students will be granted one day of additional make-up time for each day of absence. The school principal may extend the period of makeup work for special circumstances.

Any unlawful act taking place on school property, buses, or bus stops not only makes the student subject to penalties which the school may prescribe, but may also result in criminal prosecution.

The same disciplinary guidelines and measures that govern student behavior during the school day also apply to all school-sponsored extracurricular activities and events regardless of location.
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. Before a student, who is under 18 years of age and is suspected of committing a criminal act, is questioned by Law Enforcement, School Resource Officer, or other school security personnel, the Superintendent, Principal or designee must confirm with Law Enforcement that notification or attempted notifications of the student’s parent or guardian were made and notate the time for administrative purposes.

3. The Superintendent, Principal or designee shall ensure a school social worker, a school psychologist, a school nurse, a school guidance counselor, or mental health professional are present during the questioning if the students parent/guardian are not present for the interview.

4. This does not apply to circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following:
   • Prevent bodily harm or injury to the student or any other person
   • Apprehend an armed or fleeing suspect.
   • Prevent the destruction of evidence.
   • Address an emergency or other dangerous situation.

5. 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.

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
   a. Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing;
   b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning, or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

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 assistance 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, cannabis (including marijuana, hashish, cannabidiol (CBD) and medical cannabis unless the student is authorized to be administered a medical cannabis infuse product under Ashley's Law), 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 disciplined, up to and including possible expulsion, for off-campus misconduct that is reasonably related to school or school activities.

Students violating this policy will disciplined on a case-by-case basis.

In the event a student is administered an out of school suspension or recommended for expulsion for a violation of this policy, 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 be offered 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 and is available only at the administration’s discretion. 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 may result in additional disciplinary consequences, which may include a recommendation for expulsion with no opportunity for the assessment/treatment alternative consequence. Discipline will imposed on a case-by-case basis.
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 may result in a significant disciplinary consequence, which may include recommendation for expulsion with no opportunity for alternative discipline. Discipline will be imposed on a case-by-case basis.

Alcohol and/or Drug Testing

When school staff suspects 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.

WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The 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, but are not limited to, firearms, ammunition, any type of knife (including pocket knives), mace, pepper mace.

Students should clearly understand that such things as a pocket knife may NOT be carried to school, even if there is no intent to use it in a harmful manner.

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the Board on a case-by-case basis. Evidence obtained will be confiscated and turned over
to the Superintendent and may be delivered to local authorities for possible prosecution, in all criminal cases. The student’s parents will be notified.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

In addition to school penalties, carrying or possessing certain weapons while in a building or on the grounds of any school is a Class 4 felony. 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.

**GANG & GANG ACTIVITY PROHIBITED**

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

**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, caps, 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, 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 make-up, such as face painting, creates disruption and distraction in the building and is not acceptable.
8. The wearing of dog collars, chains, and wallet chains is not acceptable.

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.

**NO SMOKING POLICY**

The possession, use, distribution, purchase, or sale of tobacco, cannabis (including marijuana, hashish and cannabidiol (CBD), 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, unless such possession or use of medical cannabis is authorized under Ashley’s Law and board policy. 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.

Discipline for violation of the No Smoking Policy shall be administered on a case-by-case basis.

**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 11 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.

**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.

**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 that 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.

Having access to the District Technology System is a privilege the district extends to its students. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students must have a signed parent/guardian permission form on file to gain access and agree to act in a considerate and responsible manner in compliance with the guidelines outlined in the district internet Acceptable Use Agreement. The loss of this privilege is one possible consequence of violating the Acceptable Use Agreement.

Students are responsible for their actions while using the District Technology System and Internet. Students can be punished if he/she purposely alters computers and technology equipment from its set functions or browses internet sites (including chat rooms) for non-educational purposes. Students will be responsible for payment for repair of equipment as a result of vandalism and horseplay and for any charges brought about by violating the Acceptable Use Policy.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District’s electronic networks or District computers and technology equipment. General rules for behavior
and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by school officials.

The District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

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

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

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

SAFETY PLANS
The District has developed a Suicide Risk Assessment Procedures & Intervention Policy to address and prevent depression, self-harm or suicide. A copy of these procedures is available upon request at the District office.

THREAT OF VIOLENCE
Purpose
Edwardsville School District is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the Edwardsville School District Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat or engaged in activity that is physically harmful to the student or another person. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined
A threat is an expression of intent to do harm or act violently against someone or something. The threat can be spoken, written, or gestured. Threats may be direct or indirect, and need not be communicated to the intended victim(s). If a student engages in activity that is physically harmful to the student or another person, it may be considered as threatening to the safety or students, staff, or the school or disruptive to the learning environment and/or operations of the school

Threat Assessment Team
Psychologist/Social Worker/and or Counselor – interviews the student, conducts the risk assessment, and helps to evaluate the threat; Assistant Principal – interviews the student, evaluates the threat, assigns appropriate discipline, and notifies the parent; School Resource Officer – interviews the student, helps to evaluate the threat, determines if further legal action is needed, and receives all information pertaining to the incident.

Procedure
1) The School Administrator is informed of the threat; 2) The local law enforcement agency is notified; 3) The threat assessment team conducts an investigation/interview; 4) The school social worker or counselor
conducts a threat assessment; 5) The threat assessment team determines the risk level of the threat; 6) Discipline is assigned by the Administrator; 7) The student is monitored; 8) A referral may be made to social worker/school counselor for anger management, coping skills, or conflict resolution; 9) The parents of all students involved are contacted; 10) Resources may be provided to student and parents; 11) Student released to parent/parent designee; 12) The parents, student, and threat assessment team may develop an Emergency Plan. Due to the safety of all involved, failure to follow through with the agreed upon follow up plan may result in the school contacting the Department of Children and Family Services Child Abuse Hotline; 13) There is communication with teachers/school counselors to make aware of conflict; 14) A request is sent to school counselor to separate students in class (if appropriate).

In a situation in which a student expresses suicidal thoughts and/or expressing thoughts of threats to others, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

**Discipline**

When considering the appropriate discipline for a student who has made a threat of violence, the student’s prior disciplinary records, as well as the nature of the threat are taken into account. All discipline is administered on a case-by-case basis.

**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.

Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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.

School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas or in the personal effects left in these areas.

**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 certified 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.

**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. When appropriate, such evidence may be transferred to law enforcement authorities.

**Information Sharing Agreement**

Maintaining safe schools requires the forging of partnerships to share information between schools and youth-serving agencies, including the police department, court system, and youth paroles and probation offices. 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 in, or at risk of entering, the juvenile justice system. 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.

**Notification Regarding Student Accounts or Profiles on Social Networking WEBSITES**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account or profile on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**DISTRICT HARASSMENT POLICY**

The District expressly prohibits any form of unlawful harassment of students based on their actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District 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.
Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or

2. Has the purpose or effect of:
   a. Substantially interfering with a student’s educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment;
   c. Depriving a student of educational aid, benefits, services, or treatment; or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
   e. Inappropriate flashing/mooning private body parts is prohibited.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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 non-school-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.

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

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

**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. Students may make a report of bullying or harassment to any staff member with whom the student is comfortable speaking. 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.

Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Nondiscrimination Coordinator:**
Dr. Adam Garrett, Asst. Superintendent of Personnel
Name
708 St. Louis Street, Edwardsville, IL 62025
Address
618-656-1182
Phone
agarrett@ecusd7.org
Email

**Complaint Managers:**
Dr. Adam Garrett, Asst. Superintendent of Personnel
Name
708 St. Louis Street, Edwardsville, IL 62025
Address
618-656-1182
Phone
agarrett@ecusd7.org
Email

Dr. Cornelia Smith, Director of Human Resources
Name
708 St. Louis Street, Edwardsville, IL 62025
Address
618-656-1182
Phone
csmith@ecusd7.org
Email

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. 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.

**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:

- Dr. Adam Garrett, 656-1182, agarrett@ecusd7.org
- Dr. Cornelia Smith, 656-1182, csmiti@ecusd7.org

**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. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another’s property;
5. Damage or deface school district property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products, including vaping devices, electronic cigarettes, or lookalikes.
8. Consume, possess, distribute, use, or be under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drugs;
9. Impede, delay, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred;
11. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley’s Law;
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

For purposes of this handbook, “School Property” means District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**School Sponsored Publications and Websites**

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.

Non-School Sponsored Publications

Students are prohibited from creating, distributing, and/or accessing at school any publication:
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, or sexting;
4. that is reasonably viewed as promoting illegal drug use;
5. that is primarily intended for the immediate solicitation of funds; or
6. that, is distributed 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 creation, distribution and/or accessing 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.

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or
distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial
disruption to school operations, or (2) interferes with the rights of other students or staff members.

STUDENT SERVICES

Health Services

The health services offered by the school district are to be viewed as a valuable support service. The health
clinic is located by the main office complex. A registered nurse is scheduled in our building and is available for
consultation by appointment.

Students may go to the nurse whenever the need arises. It is necessary for students to obtain clinic passes from
their teachers, administrator, or counselor before reporting to the clinic.
Under no circumstances may a student who is ill leave school without checking with the clinic or
administrator. The nurse, secretary, or administrator must contact parent/guardian prior to the student leaving
school. Students may not make their own arrangements to leave school.

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 injector. If authorized by the student’s physician and the student’s parent/guardian and
physician have completed the form entitled “make 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 Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a qualifying plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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.

If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen injector has been prescribed, the parent/guardian will be responsible for notifying the school nurse/principal and providing the necessary emergency documentation and medication.

**ADMINISTRATION OF MEDICAL CANNABIS** The Compassionate Use of Medical Cannabis program Act allows medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. Their parent/guardian, or designee, registered as a designated caregiver to administer medical cannabis to the student. Both the student and the designated caregiver must possess valid registry identification cards issued by the Illinois Department of Public Health (IDPH), copies of such to be provided to the District. After administering the product to the student, the designated caregiver will immediately remove it from school premises.

2. A properly trained school nurse or administrator

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

The student’s parent/guardian must complete a School Medication Authorization Form – Medical Cannabis.
The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

**Social Work Services**

Our social worker provides a wide range of services for students and parents. The assistant principals and social worker are always available to the students to help them develop a better understanding of their environment. Individual and small group counseling are offered to the students to help with personal, school, and social relationship problems.

Behavioral contracts and daily/weekly reports on class work can be offered upon request.

Parents are always welcome to meet with their student’s administrator or social worker to discuss their child’s progress, or any other matter of concern to them. If our staff can be of assistance to you, please call (655-6800 – Liberty) or (656-0485 – Lincoln).

Parent/teacher conferences are often arranged and can be helpful to your child in his/her adjustment in a particular class.

**Bus Conduct**

Please remind your child that the driver has the same authority on the bus that the teacher has in the classroom. Misbehavior on the bus will be dealt with in the same fashion as misbehavior in the classroom. Students may ride only the bus to which they are assigned. Exceptions are made only when approved by administration. To get approval each student must bring a note of permission from their parent/guardian.

All students who live more than one and one-half miles from the school they attend are eligible for bus transportation and for those students who live on the designated hazardous routes. 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 655-0125.

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 30-43 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 conversation 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 company to the building Principal.

2. 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 on a case-by-case basis. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

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. This request would need to be in written form and sent to the District office.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The suspended student will have 1 day for each day of bus suspension to complete the makeup work. It is the responsibility of the student’s parent/legal guardian to notify the District that the student does not have alternative transportation to school.

Should you have any questions regarding bus transportation, please call John Mollett, First Student Transportation Manager, at 656-0125.

**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.**
*Media Center*
We are proud of the Media Center and encourage all middle school students to make full use of it. The Media Center is open Monday through Friday from 7:45 a.m. until 3:00 p.m. In the event any material checked out is lost or damaged, the borrower is expected to pay for the material or its repair. It is the responsibility of the students to return materials by the due date. A student may lose privileges and/or be assigned detentions if he/she is delinquent in returning materials or paying assessed fines.

*Lockers and Lockers*
Each student is assigned a hall locker in which to keep personal or other supplies directly related to school business. The lock for the locker is to be supplied by the student. This may be either a key control or combination lock. Regardless of which type is used, it should be the proper size, shape, and design for the job to be done. Students using unassigned lockers may find their locks cut off and disciplinary action taken.

Lockers are owned by the school and may be opened by school authorities at their discretion. The school is not responsible for theft from lockers, has no insurance to cover losses, and will assume no liability for any items lost or stolen.

We ask parents to urge their children to:
1. Use only the assigned locker. Do not share their locker and combination with another student.
2. Keep locker clean and neat inside.
3. Leave items of significant value at home.
4. Check the locker and lock to see that they are shut securely.

To help prevent theft of articles in the P.E. locker room, it is strongly suggested that students follow the same precautions as listed above. It is most important that students lock their P.E. lockers daily.

Students are to keep only school related materials and supplies in their lockers. School authorities may confiscate materials other than these, and parents will be contacted. Locker misuse of any kind could result in disciplinary action.

All book bags must fit easily into the assigned locker. Parents are strongly advised not to buy a book bags with wheels. While book bags with wheels make the task of carrying books easier, those book bags are too large for the lockers. Students will not be allowed to use book bags that are too large to fit into the locker. The dimensions of the lockers are 9” wide by 10” deep by 45” high.

**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 days from the day the Building Principal receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. 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. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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. No one will be denied their right to copies of their records for inability to pay this cost.
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 or administrative 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his/her records would be in furtherance of the interest.

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. When a challenge is made at the time the student’s records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. School officials may also disclose information from a student’s education records in compliance with a lawfully issued court order. Before complying with such court order, the school will give prompt written notice to the student’s parent regarding the terms of the order, the nature and substance of the information proposed to be released and an opportunity to inspect and copy the school student records and to challenge their contents.

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

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

6. The Every Student Succeeds Act, which reauthorized the Elementary and Secondary Education Act of 1965, 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.

7. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

   Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

8. The right contained in this statement: **No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**

**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 non-educational persons, agencies, or organizations of clear relevance to the education of the student.
12. 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 five years after the student transfers, graduates, or withdraws. Individuals graduating, transferring or withdrawing during the 2020-2021 school year who want a copy of these records prior to destruction should notify the building principal at 656-7100, on or before June 1, 2025. Permanent records will be maintained for 60 years after the student graduates, transfers, or withdraws.

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 Tara Fox, Director of Curriculum & Instruction, 708 St. Louis Street, Edwardsville, Illinois.

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

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

The student’s parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

A student’s parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request. “Instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). Instructional materials includes teacher’s manuals, films, tapes, or supplementary materials which will be used connection with any survey, analysis, or evaluation of their child. The term does not include academic tests or academic assessments. Parents wishing to inspect instructional material should contact the appropriate teacher or building principal.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. Invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District’s extracurricular drug and alcohol testing program.
4. Is otherwise authorized by Board policy.

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). Personal information means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.

6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s personal information to a business organization or financial institution that issues credit or debit cards.

Parents may opt out of any of the above listed activities by filing with the appropriate school office a non-disclosure request form by September 1st of each school year, as per Board Policy 7:15 Student and Family Privacy Rights.

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 conferences, behavioral meetings, or academic meetings, 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.

CODE OF CONDUCT FOR 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 EXTRA-CURRICULAR 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.

Eligibility: 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. To participate in any extracurricular activity, a student must maintain a passing grade and a 2 or better in conduct in all classes. Some activities, at the discretion of the sponsor, may have higher entrance and/or participation requirements.

Eligibility will be checked on a regular basis, on Tuesdays, from the time a student joins an activity. Those found ineligible will not be allowed to participate in activities for the following week (Wednesday – Tuesday). If grades and/or conduct improve, the participation may resume after the next weekly eligibility check.

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.

These are lists of possible activities and athletics offered in middle school. Please check with your building principal for your school’s specific availability:
**Activities:** Friends In Touch, Drama Club (Act I), FCA, Chess Club, Club Unify, GO Committee, Guidance Leadership Opportunities (G.L.O.), Gay Straight Alliance (GSA), Game Club, Science Fair, Math Team, Band, Orchestra, Chorus, Show Choir, Technology Club, Young Authors, Ecology Club, Model United Nations, Botball, Scholar Bowl, Computer, Art Club and FFA.

**Athletics:** Baseball, Basketball (boys and girls), Wrestling, Volleyball (boys and girls), Football, Cheerleading, Track (boys and girls), Cross Country (boys and girls), Field Hockey, Softball, Intramural Tennis, Intramural Dance, Intramural Bowling, Intramural Golf, and Intramural Flag Football.

A student must have a current sports physical on file in the clinic before he or she can participate in any athletic activity including intramurals.

**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.

**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, cannabis (including marijuana, hashish, cannabidiol (CBD), and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law), 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.

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.
PHYSICAL EDUCATION (Subject to change based on ISBE and IDPH Guidelines related to Covid-19)

All students are required by state law to take physical education. All activities are appropriate for middle school age students. Each student should have the required physical education clothing (see below). The physical education uniform is available for purchase at the time of registration. The cost for the uniform (shirt and shorts) is $18.00.

- Liberty Middle School required PE clothing consists of black athletic shorts, gray T-shirt, soft-soled tennis shoes, and white socks.
- Lincoln Middle School required PE clothing consists of blue athletic shorts, orange T-shirt, soft-soled tennis shoes, and white socks.

Student’s name must be on the T-shirt and shorts. Tank tops, designer clothes, and cutoffs are not acceptable. We recommend that all P.E. equipment (clothing, towel, etc.) be laundered at least once a week. Because students frequently misuse aerosol cans or glass containers, we ask that students not have these items at school.

During cold weather students are to dress accordingly. Warm clothing (sweat suits, warm-ups, and lightweight jackets) over P.E. clothing is acceptable. Students are not to wear their school clothes at any time for P.E. activities.

The physical education curriculum emphasizes leisure/lifetime activities, dance, and team sports. It is important for each student to understand the need to incorporate physical activity as a daily routine to ensure a healthy and strong body throughout their lifetime.

Dressing out each day is required. The following plan will be followed to address students who don’t dress out. Discipline may be issued for students who fail to follow dressing out requirements. Discipline will be issued on a case-by-case basis.

Liberty Middle School
- First & Second No Dress – Dress grade is lowered 1 full letter grade each time for that unit.
- Third, Fourth, and Fifth No Dress – Loss of daily points.

Lincoln Middle School
- First No Dress – Warning issued by the teacher in student conference.
- Second No Dress – Loss of daily points, student conference, after-school detention may be assigned by teacher, and parental contact may be made by teacher (daily point reductions can be viewed weekly in TigerView – please check this frequently).
- Third & Beyond No Dress – Loss of daily points, office referral issued by teacher, student conference with administration (five or more no dress days will result in failure for the quarter).

PHYSICAL EDUCATION EXEMPTION

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

A student who is unable to get an immediate appointment to see a physician may be granted a medical excuse of no more than two days per semester by her/his administrator or school nurse. The parent/guardian must write a note stating the nature of the injury/illness to request this excuse.
Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student's doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. Special activities in physical education will be provided for a student who’s physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Parents are cautioned that medical excuses will not be granted for normal or periodic discomfort such as sore muscles, headaches, runny noses, or menstrual cramps, except with a physician's statement or in severe cases. Any injury or illness which prohibits moderate exercise should always be evaluated by a physician.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student’s participation ceases; and
2. The student’s class schedule.

PREVENTION PROGRAMS
The Middle School Prevention Programs service ALL students, staff, and parents. Leadership development and community service activities highlight the opportunities available to over 1,000 F.I.T (Friends In Touch), GO (Guidance In Operation) and G.L.O (Guided Leadership Opportunities) Team members. Parent volunteers, local police departments, various community businesses and organizations support the educational, motivational, and recreational activities for all middle school students.

WASHINGTON, DC TRIP (Subject to change based on ISBE and IDPH Guidelines related to Covid-19)
Each spring Liberty and Lincoln Middle Schools’ eighth graders have the opportunity to participate in a school sponsored trip to Washington D.C. Liberty and Lincoln Middle Schools reserve the right to refuse participation to any student who fails to meet behavioral and/or academic standards. Participants must have:

- Good conduct, with no more than one “3” or lower in conduct for first and second quarter.
- Passing grades, with no more than two “D’s” in all subject areas for the first and second quarters.
- Not have been suspended out of school for four or more school days.
- Good attendance, at least a 90% attendance rate.

Any unacceptable behavior on the trip could result in the student being sent home immediately at parent’s expense.

Students visit not only sites in Washington D.C., but they may also go to Jamestown, Williamsburg, Monticello, Gettysburg and Mount Vernon.
PREVENTION FOR PARENTS

10 WINNING WAYS TO DRUG-PROOF YOUR KIDS

1. Set a family standard on drug and alcohol use. Tell your children the family rules early. Let them know your expectations.
2. Establish consequences for violation of the rules. Make the consequences for violation of the family rules clear in advance and impose them without exception every time there is a violation of the family rules.
3. Set aside time every day to talk with your kids about what is happening in their lives, how they feel, and what they think. Let them talk, just actively listening, respecting your child’s experiences and feelings.
4. Help your child establish personal goals.
5. Know your child’s friends and spend time with them. Know the parents of your child’s friends. Spend time with them — they can enrich your life as well as help you be a better parent.
6. Help your children feel good about themselves and their achievements, large and small. Life is an adventure. Share the adventure with your kids; you won’t have them with you for very long.
7. Have a system for conflict resolution/family arguments.
8. Talk about your child’s future early and often.
9. Enjoy your kids. Work with your children to make your home a positive place for everyone, which means family teamwork and mutual respect.
10. Be a NOSY parent. Let your children know that you are being nosy because it is your job as their parent and because YOU LOVE THEM.

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**

<table>
<thead>
<tr>
<th>One Hope United</th>
<th>TASC, Inc.</th>
<th>Children’s Home &amp; Aid Society of Illinois</th>
</tr>
</thead>
<tbody>
<tr>
<td>907 N. Bluff Road, Suite 9</td>
<td>340 S. Fillmore</td>
<td>6 Crossroads Ct.</td>
</tr>
<tr>
<td>Collinsville, IL 62234</td>
<td>Edwardsville, IL 62025</td>
<td>Alton, IL 62002</td>
</tr>
<tr>
<td>345-9644</td>
<td>656-7672</td>
<td>462-2714</td>
</tr>
</tbody>
</table>
CHILD SEX OFFENDERS
This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/sor/.
You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/cmvo/.
Illinois State law prohibits a convicted 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.

**HOMELESS STUDENTS**

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency.

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 Tara Fox at Hadley House.

**TELEPHONES AND MESSAGES**

Students needing to call home during the school day or after school may use the telephone in the main office. If a student wishes to use a phone during the school day they need to obtain a pass from a teacher. Neither students nor teachers will be called from class to the phone except in cases of emergency. Parents should not ask for messages to be delivered unless it is extremely important or essential. We will honor such requests only from the parents, legal guardians, or an individual listed on the Student Information Sheet. Parents may leave messages for teachers via voice mail or e-mail and these will be promptly returned.

**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.

**LOST AND FOUND**

If your child is missing clothing, ask them to check in the office area to see if it has been turned in. If they should find an article that has been lost, inform them to bring it to the main office. Students having lost articles in their possession place themselves in a position to be blamed for stealing. Lost articles that are not
claimed will be given to charity after a reasonable period of time. Students may check in the office for small valuables, such as keys, glasses, purses or wallets.

**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, Leclaire Elementary, Midway Elementary, Nelson Elementary, Woodland Elementary, and Worden Elementary

The District uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. Please contact the building principal if you desire more information or desire to be put on a notification list.

**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.

**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.
EMERGENCY SCHOOL CLOSING

The District will use its message broadcast system, SchoolMessenger, to notify parents of school cancellation or altered bus schedules due to inclement weather.

SchoolMessenger will communicate the information in the following ways:
- deliver a recorded message via live answer or voicemail
- send an email to all parents’ email addresses with the same information
- send an SMS text message to your mobile device (for those who opt-in for text messages)

The system will utilize contact information that the District currently has on file in SchoolMessenger, which interfaces with the District’s student information system. Contact information was provided at registration by parents/guardians. Revised or updated contact information should be provided to your child’s school.

All information and contact numbers are secure and confidential and are used only for the purposes described above.

The following notification procedures will support the broadcast system:
- On days when inclement weather occurs or is pending, the decision to cancel school will be made by 5:00 a.m., if possible.
- On days that it may be necessary alter the bus schedule because of inclement weather, the decision will be made as early as possible (the message will be broadcast to home, work, and cell phones). Parents are encouraged to make arrangements to meet their children in the event of altered bus schedule days.
- The following radio/TV outlets will continue to carry school closing information: KMOV-TV CHANNEL 4 NEWS; KSDK-TV CHANNEL 5 NEWS; FOX 2 NEWS, KMOX (AM-1120).
- Parents may also check the district website at www.ecusd7.org.
- The District Facebook page will also be updated with school cancellation and early dismissal information, which can be accessed at https://www.facebook.com/ECUSD7.
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).

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**
# MIDDLE SCHOOL PREVENTION ACTIVITIES

## SUMMER ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT Enrollment*</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>GO Leadership Camp</td>
<td>8th Grade</td>
</tr>
<tr>
<td>Panther Welcome</td>
<td>6th Grade</td>
</tr>
<tr>
<td>Wildcat Welcome</td>
<td>6th Grade</td>
</tr>
</tbody>
</table>

## FALL ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th Grade Celebration**</td>
<td>6th Grade Lincoln &amp; Liberty</td>
</tr>
<tr>
<td>Red Ribbon Week</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Fall Fling during lunch</td>
<td>8th Grade</td>
</tr>
<tr>
<td>Party in the Park</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>G.O. Hayride</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Veterans Day Parade (FIT/GO)</td>
<td>6th, 7th, 8th Grade</td>
</tr>
</tbody>
</table>

## WINTER ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Toy &amp; Food Drive (FIT/GO)</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Wildey Movie Night</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Trivia Night</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Friends of Kids with Cancer Drive – Hat Day (FIT/GO)</td>
<td>6th, 7th, 8th Grade Lincoln &amp; Liberty</td>
</tr>
<tr>
<td>FIT Leadership Lock-In</td>
<td>7th &amp; 8th Grade</td>
</tr>
<tr>
<td>Late Night at YMCA</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Winter Mixer</td>
<td>7th &amp; 8th Grade</td>
</tr>
<tr>
<td>GO Leadership Lock-in</td>
<td>8th Grade</td>
</tr>
</tbody>
</table>

## SPRING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebrate Sober</td>
<td>7th Grade Lincoln</td>
</tr>
<tr>
<td>Pet Supply Drive (FIT/GO)</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>8th Grade Celebration</td>
<td>8th Grade Lincoln &amp; Liberty</td>
</tr>
<tr>
<td>Staff Appreciation Week</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Lip Sync Battle</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Leadership/Volunteer Awards (FIT/GO)</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Dodge Ball Tournament (benefiting local charity)</td>
<td>6th, 7th, 8th Grade Lincoln</td>
</tr>
<tr>
<td>Special Olympics Banquet</td>
<td>6th, 7th, 8th Grade</td>
</tr>
</tbody>
</table>

## ALL YEAR ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly FIT Parties</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Weekly FIT Council Meetings</td>
<td>6th &amp; 7th Grade</td>
</tr>
<tr>
<td>GO Meetings</td>
<td>8th Grade</td>
</tr>
<tr>
<td>After-School Community Service</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>After-School Kindness Campaign</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Wildcat &amp; Panther Mascot (FIT/GO)</td>
<td>6th, 7th, 8th Grade</td>
</tr>
<tr>
<td>Weekly Elementary Mentoring (FIT/GO)</td>
<td>6th, 7th, 8th Grade</td>
</tr>
</tbody>
</table>

* Students are encouraged to enroll at registration. This is the main enrollment period. However, students may join anytime during the year.

** Combined event held at the **school in Bold.**

This calendar is subject to change. Students should check announcements for additions, cancellations, and changes.

---

**Friends in Touch**

**G.O. (Guidance & Operations @ Lincoln)**

**G.L.O. Team (Guided Leadership Opportunities @ Liberty)**

2020-2021 Middle School Handbook