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SCHOOL INFORMATION

Vision Statement- One teacher can shape a child; one child can shape the world.

Mission Statement-The staff, faculty and administration of the Edinburg School System are committed to producing globally competitive citizens who are prepared for life in the twenty-first century and who are lifelong learners. We seek to enhance and promote education, and to provide a safe and positive environment for all students.

Preamble-This handbook, as approved by the Board of Education, acquaints students of Edinburg Community Unit School District and their families with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote academic achievement and to provide for the safety of the student population. This handbook may be amended during the course of the school year without notice. **This is only a summary of board policy. The full policy can be found on the web site and from the school office.**

Student Goals and Anticipated Outcomes-

The Edinburg School System provides services to encourage each student to:

- Achieve his or her academic potential
- Acquire analytical thinking and problem solving skills
- Utilize the guidance services for academic planning
- Develop a positive attitude toward learning
- Develop communication skills
- Attain and preserve good physical and mental health
- Grow as a responsible member of his or her family and community
- Accept the worth and dignity of all people
- To achieve a feeling of self-worth.

Statement of Non-Discrimination-

Edinburg CUSD #4 does not discriminate on the basis of age, color, race, national origin, sex, marital status, religion or disability.

Exceptional Children Rights- Exceptional children enjoy rights and privileges equal to those of other children in the District. Edinburg School District is a member of the Mid-State Special Education Cooperative. The Mid-State Special Education Cooperative maintains a comprehensive program of special education and support services for all exceptional children from ages three (3) through twenty-one (21) who reside within the district. These special programs are operated in compliance with the Illinois Rules and Regulations to

govern the Administration and Operation of Special Education. Parents may obtain a copy of this document upon request.

Equal Education Opportunities- Regular, Special, and Vocational Education opportunities are offered in the school district without regard to race, color, national origin, sex or disability. Inquiry regarding this policy may be made in writing to Superintendent of Schools, Edinburg Community Unit School District #4, 100 East Martin, Edinburg, IL 62531 or by calling (217) 623-5603.

English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners. Specifics of the program are detailed in board policy manual.

Education of Homeless Children - 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, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. Please refer to policy 6:140 for more information.

Convicted Child Sex Offender and Notification Laws

The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must

occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Asbestos Management Plan- The school district has asbestos within its school(s). The school district is required to annually notify students and parents of the asbestos and its containment. As required, the buildings were initially inspected for asbestos on October 12, 1992. Relevant law requires that a visual surveillance of asbestos containing areas is completed every six months, and a re-inspection conducted every three years. The inspection/management plan is available for public inspection in the district office.

Hazardous and Infectious Materials- The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

The Superintendent shall notify all students and their parent(s)/guardian(s) and employees in a school building at least 2 business days before a pesticide application in or on school buildings or grounds occurs.

Residency, Birth Certificate, and Tuition-To be eligible for attendance at in the school district, the pupil's legal residence must be within the school district's boundaries. A certified copy of the student's birth certificate must be provided upon registration. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation.

Non-resident students who do not qualify for tuition-free enrollment shall pay tuition at the rate of the per capita cost for the preceding year. Payment shall be made prior to the first day of school. Attendance of non-resident pupils must be approved by the board of education. Tuition students may ride a regular bus route. However, the bus shall not leave the established route to pick up tuition students. A student having established a bona fide residence in the district shall have the option of completing the school year tuition-free if he or she moves outside of the school district during the school year.

Transportation Policies:

The District shall provide free transportation for all students in the District if the student resides at a distance of at least one and one-half miles from the school or the student lives within one and one-half miles from the school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Bus schedules and routes shall be determined and altered by the Superintendent or designee. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible. No school employee may transport students in a school vehicle unless authorized by the administration. No school employee may transport students in a private vehicle except in emergency situations and with Superintendent Approval. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

Enrollment of Suspended/Expelled Students- Enrollment of students who have been suspended or expelled by another school district will be allowed but the student will not be able to attend classes in the Edinburg Community Unit School District #4 until the student has served the entire period of their suspension/expulsion given by the school in which the student has transferred.

Free and Reduced School Breakfast/Lunch Program-The Edinburg Community Unit School District #4 participates in the school free and reduced breakfast/lunch program. Further information may be obtained in the school office(s).

Fee Waiver –Process
The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.
The Building Principal will notify the parent(s)/guardian(s) promptly as to

whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Parent - Teacher Relations- The educational process is most efficient when parents and teachers work together to ensure student success. Good communication is important to achieving this goal. It is important for teachers to understand those things that influence a student from outside the classroom, and it is important for parents to understand classroom expectations. When parents have questions or concerns, we recommend they either email the person(s) in question or call the school to arrange for a conference with the teacher, counselor, or principal. Teachers and the guidance counselor can also answer questions with regard to academic concerns. The school offers academic assistance to students who are experiencing difficulty. These may include but are not limited to: assignment notebooks, contracts for assignments and behaviors, late-stays for assistance with academic tutoring, peer tutoring, counselor monitoring, and weekly progress reports. It is most effective when parents and schools are working together to ensure that daily work is being completed to the best of each child's ability. Teachers may make class/home work modifications if they feel the child is having difficulty. Please contact your child's teacher or the counselor to request assistance.

Title 1

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. The District shall maintain programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving

services, or enrolled in programs, under Title I.

Parents & Visitors- All parents and visitors to the school and its grounds are required to enter through the main entrance, E1.

Everyone will report to the office to identify themselves and the purpose of their visit. All persons granted permission to visit the school will sign in and out of the building and be given a visitor's pass. Parents and Visitors found in the school without this pass will be escorted to the office. The campus is closed to anyone but Edinburg students and/or authorized visitors. Unauthorized visitors will be asked to leave and considered trespassers and may be subject to prosecution. All visitors should please note that **all** the doors entering the school are locked during the regular school hours (8:10am-3:10pm).

Morning Student Arrival Procedures- Students will not be allowed to enter the building prior to 7:45 a.m. without prior arrangements because the doors will be locked. Any student wishing to eat breakfast will report to the cafeteria. Elementary students will sit in their designated areas in the cafeteria until 8:00. All junior high and high school students will report to the gym where they will sit until the 8:05 bell.

After School Pick-up by Parents – Parents will wait in the lobby area at the E1 entrance until 3:10 p.m. At that time, parents/guardians are free to walk to classrooms. Kindergarten and 1st grade students will be escorted by the classroom teacher or aide to the main entrance for pick-up.

School Cancellations- In the event school must be canceled, the decision to do so will be made (whenever possible) by 7:00 a.m. of that day. **The announcement will be sent to all families through our School Reach phone service. We will follow up the phone call by sending the cancellation information to the following television and radio stations:**

- WIBI 91.1 CARLINVILLE
- WMKR 94.3 TAYLORVILLE
- WRAN 98.3 TAYLORVILLE
- WTAX 1240 SPRINGFIELD
- WTSG 90.1 CARLINVILLE
- WMAY 920 SPRINGFIELD
- WTIM 97.3 TAYLORVILLE
- WCIA-TV 3 CHAMPAIGN
- WSOY 1340 DECATUR
- WICS-TV 20 DECATUR
- WFMB 104.5 SPRINGFIELD
- WAND-TV 17 SPRINGFIELD

Health Immunizations/ Physicals/ Vision/Dental Examinations- Proof of health examination and proof of immunization against preventable communicable disease are required upon entry to kindergarten, entry to pre-kindergarten, upon entering sixth and ninth grades, and upon first entry into any Illinois school. Vision examinations are mandatory for students entering kindergarten or upon first entry into an Illinois school beyond kindergarten, i.e., grades 1-12). If a child does not present proof of health examination, immunization, and eye exams by October 15 of a year in which such proof is required, the school is required to suspend the child from school until such proof is obtained.

Dental examinations are required by students entering Kindergarten, 2nd, and 6th grades. If a child does not present proof of a dental examination by May 15 of the present school year, reports can be withheld until the necessary requirement has been met.

Illness- Whenever school officials deem it appropriate, a student may be required to provide a note from a physician explaining a student's absence and/or capacity to safely return to school. If a student becomes ill during the school day, the student shall report to the office and/or the nurse. No student will be allowed to go home until a parent or designated emergency contact person has been notified. If a student has been vomiting or is sent home from school with a temperature of 101 or higher, it is strongly recommended that the child be kept home for a twenty-four (24) hour period. Incubation periods for any diagnosed communicable disease will vary depending on the specific disease.

Procedures for Dispensing Medicines- All student medications whether prescription or over-the-counter shall be taken to the nurse's office and stored until needed. **Failure to do so is considered a Level III offense because the student is being insubordinate.** A permission form must be completed and returned to the office by the parent(s)/guardian(s) of the student. Prescription medicines must be in the original container with the student's name, dosage, and other relevant information clearly legible. School personnel shall observe students self-administering the medication, and then log recording time, date, and other relevant information. Prescription medication will be administered by the school nurse from **9:00 a.m. to 1:00 p.m.** A student may bring his or her own non-prescription medications to school if accompanied by a note from a parent or guardian explaining the need for the medication. Such medications shall be brought to and stored in the school nurse's

office. Medications will be given to the student when needed, and a log recording time, date, and other relevant information shall be completed.

Self-Administration of Asthma Medication and Epi-pen "Self-administration" means a pupil's discretionary use of his or her prescribed asthma medication provided that the parents or guardians of the pupil provide to the school written authorization for the self-administration of medication. Also the parents or guardians of the pupil provide to the school a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information; the name and purpose of the medication, the prescribed dosage, and the time or times at which or the special circumstances under which the medication is to be administered. The information provided shall be kept on file in the office of the school nurse. The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section. A pupil with asthma **and severe allergies**, provided that the requirements are fulfilled, may possess and use his or her medication.

Control of Head Lice in the Home and the School

School's Responsibility & Actions:

1. Classes may be checked when requested
2. If lice or nits (eggs) are found on a child the following happens:
 - A. The child's classroom is checked,
 - B. All brothers/sisters are checked,
 - C. Parents of infested children are contacted,
 - D. All students having lice or nits are sent home,
 - E. Students/parents may be questioned about sleep-overs, day-care, etc. in order to try to ascertain the scope of spread of infestation.
3. If others in any class are found infested, a note is sent home to the whole class that will include the parent's/guardian's responsibility and actions in this matter.
4. Coats, hats, and personal belongings in class will be bagged up in plastic bags until under control
5. Day care facilities of infested children will be contacted.

Procedure to re-enter school:

1. Students must be treated.
2. Bring empty bottle to verify treatment.
3. Parent/Guardian must accompany child to school between 9:00 a.m. and 1:00 p.m.

4. The nurse will then check the student in presence of parent.
 - A. Student must have been treated.
 - B. Student must be nit free.
 - C. If child is lice/nit free, he/she may return to class.
 - D. If child is not, he/she will be returned home with parent/guardian
5. The nurse will perform follow up checks in 3 and 7 days
6. If student is nit free, he/she may return to class
 - A. If student is not nit free, parents/guardians will be called and arrangements shall be made for the child to go home and to be re-treated. Always be sure to follow directions on any medication.
7. Students sent home again must be brought in by a parent/guardian between the hours of 9:00 a.m. and 1:00 p.m. before the student will be allowed to re-enter school.
8. Students who miss more than two (2) days from school for this problem may be counted as truant and they can be referred to the Christian County Regional Office of Education as truants. Parents/Guardians of truants or chronic truants may be subject to fines according to the Illinois School Code, revised edition.
9. The single most important factor in this situation is the personal responsibility of the parent/guardian. Children cannot correct this problem alone.

Attendance-The parents or guardians shall telephone the school office before 9:00 a.m. on the morning of a student absence stating the reason for the absence. Parents or guardians who have not notified the office of an absence will be telephoned. Any student who has been absent shall report to the school office, with a note from his or her parent or guardian explaining the absence. The note must be signed and shall provide the student's name, the date(s) of the absence and the reason for the absence. Failure to provide the office with this information within 48 hours after the absence will result in an unexcused absence. It is the student's responsibility to ask the teacher about missing assignments.

Perfect Attendance –To obtain this honor, a student cannot missed school because of any absence, whether pre-arranged, excused, or unexcused. School related trips, college visits, and athletics are exempted.

These students will have not more than two (2) tardies of less than five (5) minutes

each. Students who qualify will be honored at the end of the school year. Semester exemptions are rewarded for high school students.

Absences- Parents may excuse their child 10 times per school year. **Students must have doctor's verification for all absences thereafter or the student will receive an unexcused absence for each day missed.** All verification must be turned into the office within 48 hours unless special arrangements are made with the principal. Also, any student absent due to illness for 5 or more consecutive school days will need doctor verification for the absence to be excused. Students whose absences are unexcused will receive zero (0) credit for the classes missed, **except during an out-of-school suspension.** Students with an unexcused absence are not permitted to attend school functions for that day.

Excused Absences-If an absence is excused, the student shall be permitted to make up all work for the days missed. It is the responsibility of the student to make any necessary arrangements with teachers to make up work missed. The student will be allowed the same amount of school days missed to make up any work. Students may be excused for:

- Personal illness (up to 10 without a need for Doctor verification);
- Doctor or dental appointments with validation slips;
- Serious illness or death in the family;
- Mandated court appearances
- Religious holidays;
- Other absences approved **48 HOURS IN ADVANCE** by the principal. **(three 3 days maximum per school year)**

Unexcused Absences- An unexcused absence is any absence without notification to the main office by the legal guardian in the forty-eight (48) hour period of time following the absence. An unexcused absence also includes any absence without a doctor's note following the tenth (10th) day of absence that is called-in by the legal guardian. Unexcused absences will be given for absences resulting from:

- Out-of-school suspension;
- Missing the school bus;
- **Parent transporting student;**
- Car trouble;
- Babysitting;
- Trips not PRE-APPROVED; and
- Other reasons not covered by the excused list.

Tardiness- Students, who are late to school, must sign in at the office. The office shall track all tardies and notify the student and necessary teacher(s) when a tardy will be unexcused. Students with excessive tardies will be subject to consequences deemed appropriate by the administration. **Junior high and high school students will receive one day of unexcused absence for every five (5) tardies they receive during the current school year (to school and class). These absences apply to their eligibility for extra-curricular activities and CACC.**

Truancy- Any person having custody or control of a child to whom notice has been given of a child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year is guilty of a Class C misdemeanor, the penalty for which is up to thirty (30) days in jail and/or a fine of up to \$1500.00. Truant is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Valid cause is an absence from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, or other situation beyond the control of the student as determined by the board of education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. A chronic or habitual truant is a child who is subject to compulsory school attendance and who is absent without a valid cause from such attendance for ten percent (10%) or more days of the previous one hundred eighty (180) regular attendance days. The principal shall refer all truants to the ROE CARE Program.

Pre-Arranged Absences- (3 maximum per year) - Any student absence, about which there is knowledge in advance, must be pre-arranged. If the absence will be because of a school-sponsored activity, the faculty member in charge of the activity shall provide each student with a pre-arranged absence form, which shall be signed by all the student's classroom teachers, parent/guardian and the principal at least (48) hours in advance of the activity. Absences for family vacations are strongly discouraged but may be approved under appropriate circumstances. A written request for a pre-arranged absence may be made at least (48) hours before the planned absence and a pre-arranged absence form shall be signed by each of the student's teachers, parent/guardian, and the principal prior to the absence. The student shall make arrangements to complete work missed during an excused absence. Work shall be due upon

the student's return to school or at the discretion of the individual teacher. Absences will not be allowed during exams or testing periods. Months that are traditionally used for testing, with exception of semesters, are October, March, and April. Please try not to plan vacations during these months.

College or Career Day-Each graduating senior shall be allowed two (2) college visitation or career days upon advance request of the counselor and upon approval of the principal. School officials may grant an additional day upon completion of the same procedure. A student absence that is not approved pursuant to the foregoing is unexcused. Juniors will be allowed one (1) college visitation or career day upon completion of the above procedures.

Locks and Lockers- All students in grades 7-12 will be issued a hallway locker and lock as well as a physical education locker and lock. Students shall keep their lockers locked. The locker must be kept orderly and presentable, free of waste materials, including food and drinks. Pasting or marking on the inside or outside of lockers is not permitted. Taping of photos and/or decorations in the locker will be allowed as long as the material is appropriate for school. Lockers are the property of the school and periodic locker searches will be performed. Students shall use the lockers assigned to them and shall not share lockers. Students shall remove all books, personal possessions, notebooks, taped material, etc. from lockers and return all locks at the end of the year. If a student loses a lock, he or she shall pay a replacement fee.

Personal Possessions- Students shall not bring large amounts of money, MP3 players/IPODS, hand-held video gaming devices, or cameras to school. Glasses or watches shall be kept on a student's person at all times. All book bags and winter coats must be left in the locker during the school day. **Students are encouraged not to leave valuables in their PE lockers.** Students who have personal belongings lost or stolen shall immediately report the loss to the school's main office.

Passport Procedure- All Students will be provided with a planner on the first day of school. A passport log will be provided in the back of each planner. Students must bring planners to each class in order to leave the room. Teachers will record and track students whereabouts. Students who lose their passports will have to purchase a new passport (**price will be determined yearly when ordered**) before they can leave the classroom.

Non-Returned or Damaged School

Property-Students who lose texts, locks, workbooks, uniforms, and/or school equipment of any kind are responsible for replacement costs. Lost school materials or equipment may be recovered from students or their parents or guardians or replacement costs assessed by any means deemed appropriate by school officials.

Homework-The assignment of homework is encouraged and is beneficial to the academic growth of students. Homework shall not be used as a punishment, and shall be assigned solely on the basis of academic utility.

Telephone Calls- School telephones are used for a variety of school-related matters. Phone use by students shall be kept to a minimum. A student shall obtain permission to use the phone in the office. Students should not request to use any phone for non-school-related matters. Students are not to use the phones located in the classrooms unless it is in the event of an emergency.

Cell Phones and Electronic Devices- **Cell phones and/or electronic devices must be turned OFF, and therefore should not be seen, heard, or in-use from 8:10 a.m. - 3:10 p.m. (The ONLY Exception - High school students may use their cell phones/electronic device during their lunch time. This is a privilege that can be revoked.) Students who choose to use cell phones to call or text versus using the phone in main office to do so will receive consequences.**

A cell phone/electronic device that has been used inappropriately will immediately be confiscated by school personnel and taken to the building principal. Failure to turn over the cell phone/electrical device is insubordination, which is a Level III offense.

Electronic Network Use-The district's goal in providing Internet access is to promote educational excellence by facilitating resource sharing, innovation, and communication. Parent authorization is required before a student may use the Internet. Parents and students should read the "Authorization for Electronic Network Access" forms together and discuss them. A student's violation of rules relative to the use of school computers may result in the loss of privilege or other disciplinary response. The school district prohibits student access to materials or sites that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting or inconsistent with the school's educational

mission. Although our school has a filtering system installed, an Internet user may access inappropriate material. Ultimately, parents and guardians are responsible for setting and conveying appropriate use standards for their children. The school district supports and respects each family's right to decide whether or not to authorize Internet access.

Student Publications- School-sponsored publications and productions are part of the curriculum and are not a public forum. School authorities may edit or delete material, which is inconsistent with the school district's educational mission.

Movies- All videos and movies shown to students must be directly related to the curriculum and must be approved by the Building Principal. No PG or PG-13 rated movie shall be shown to students unless prior approval is received from the Building Principal, and no R or NC-17 movies shall be shown under any circumstances.

Sexual Harassment Policy-The school district shall not tolerate sexual harassment. Sexual harassment is any sexual advance or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's standing as a student;
- Submission to or rejection of such conduct by an individual is used as the basis for student success within the school setting;
- Such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating an intimidating, hostile or offensive environment.

Sexual harassment is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that 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 substantially interferes with the educational environment ; creates an intimidating, hostile, or offensive educational environment; or making the submission to or rejection of such conduct the basis for the academic decisions affecting a student.

Any person who feels he or she is being sexually harassed shall bring the complaint to the attention of the principal. All sexual harassment complaints will be handled per Board policy. Penalties for sexual harassment

will lead to disciplinary action which may include suspensions and/or expulsion or other legal action.

weekly tests or unit tests	15% to 40%
projects	0% to 50%
classroom	10%
participation/behavior	

Fund Raising Activities- Each organization that fundraises at/through the school district shall meet at the beginning of each school year (the first Wednesday of the school year, August 19, 2009 at 2:10 p.m.) and choose their fundraiser and “fun” raiser projects and dates. The two (2) projects must be registered with the superintendent for approval.

---- Fundraiser – These are used to raise money for the organization.

---- “Fun” Raiser – These can be used to raise money, but the main goal is to bring the community together and build community support. No group shall be permitted to participate in any fun/fundraising activities or use the school’s name for such activities without receiving prior written approval from the superintendent. All funds must be collected at the time merchandise is ordered.

Grades, Grading System and Definitions-

The school district strives for fairness and consistency in grading. Each teacher shall present his or her grading criteria to the administration, parents and to his or her students. The grading system reports from the teachers to the parents and students on the academic progress of students. Grades become a part of the student’s permanent record. Each teacher teaches toward the Illinois Learning Standards for each subject. Grades are an evaluation of the student’s progress toward the accomplishment of those objectives. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Grade percentages are computed by dividing the points earned by the total possible points. Any student who has failed to complete work because of an excused absence shall be given an “I” (incomplete), and shall be provided with an accounting of work required and/or skills to be learned in order to pass. Each student shall be provided one (1) day to make up work for each day of excused absence. No credit will be awarded for work missed because of an unexcused absence. Each teacher shall explain the grading system to his or her students in advance of any grade being issued. Copies of the grading criteria shall be available to parents upon request. Guidelines for weekly grading to determine eligibility for representing the school in any non-credit, extracurricular activities are set forth in the Extracurricular Handbook.

Late Work Policy- Any student who has failed to turn in an assignment on the date that the said assignment is due will be allowed one (1) school day to turn said assignment in to the teacher **20% or 20 points** will automatically be reduced from the assignment. Any work or assignment turned in after the one-day policy will be recorded as a zero (0). Only three (3) late assignments will be accepted per quarter, thereafter any late assignments will be assigned a zero and the student may face further consequences.

Progress Reports- Progress reports shall be sent halfway through each nine-(9) week grading period to the parents or guardians. Teachers shall make regular contact with the parents of students whose academic performance is deficient.

Honor Roll-Highest honors are awarded students whose cumulative grade point average is 4.0 or higher without a grade below “B”. High honors are awarded students whose cumulative grade point average is 3.5 or higher without a grade below “C”. Honor students shall have a cumulative grade point average of 3.0 to 3.49 without a grade below “C”. All subjects are considered in the computation.

Elementary Promotion Grade Requirement- Each elementary school student must pass reading and math and two (2) out of the remaining four (4) core subjects. Core subjects include: reading, math, social studies, science/health, English, and spelling.

<u>Grading Scale</u>	<u>Grading System, Grades 6-12</u>
100=A+	A+ = 4.2
95-99=A	A = 4.0
94=A-	A- = 3.7
93=B+	B+ = 3.2
88-92=B	B = 3.0
87=B-	B- = 2.7
86=C+	C+ = 2.2
78-85=C	C = 2.0
77=C-	C- = 1.7
76=D+	D+ = 1.3
71-75=D	D = 1.0
70=D	D- = 0.7
0-69=F	F = 0.0
I=Incomplete	

Percentages for credit on course work are:
daily work/homework/quizzes 30% to 70%

Junior High School Promotion Grade Requirements- Each 7th and 8th grade student must pass six (6) out of eight (8) semester core courses as well as six (6) out of eight (8) non-core courses for promotion. 8th grade students must also pass the U.S. Constitution for promotion. Core classes include social studies, math, science, reading, and English.

High School Graduation Requirements- Students shall be granted a high school diploma upon the successful completion of required subjects, the acquisition of the required number of credits, and the completion of the PSAE. Students must also pass the Illinois and U.S. Constitution exams, and be recommended by the superintendent and approved by the Board of Education.

1. Each student graduating in the year 2009-2012 shall earn 25 units of credit in order to graduate. **Each student graduating in the year 2013 and after shall earn 26 units of credit in order to graduate.** If a student earns the requisite credit and wishes to graduate in less than eight (8) semesters, one (1) semester of physical education may be waived upon approval of the administration.
2. Each student must carry at least six (6) courses plus one (1) period of physical education during a semester of attendance in high school unless otherwise approved by the administration.
3. A student shall have:
 - 18 credits to be classified as a senior,
 - 12 credits to be classified as a junior,
 - 6.0 credits to be classified as a sophomore.
4. Courses and credits required for high school graduation for the Class of 2010 and all classes thereafter:
 - English-4.5 credits (.5 must be in speech)
 - Mathematics-3 credits (must take algebra and Geometry)
 - Science-2 credits (1 must be biology)
 - Social Studies 2.5 credits
 - a. 1 must be in U.S. history
 - b. .5 must be in American Government
 - c. Each student must pass the Constitution exam
 - Consumer Education 1/2 credit
 - Fine Arts/Vocational-2 credits (any combination)
 - Health Education 1/2 credit
 - Physical Education 4 years
 - Elective 9.5 credits

College Requirements- Students are encouraged to begin considering a college

education early in their freshman year. Weighted courses are strongly recommended for a college-bound student. Students considering entering an Illinois public university or community college after graduation from high school shall meet the following minimum high school course requirements:

English	4 years
Social Studies	3 years
Science	3 years
Electives	1 to 2 units
Mathematics	3 years through Algebra II
Foreign language	2 years
Fine Arts	2 years

Semester Exams- Each high school student shall be required to take a semester exam in each class in which the student is enrolled except when exempted pursuant hereto. Each senior with an "A" average in any full-year course **or semester class** is exempt from the second semester exam in that subject. **Seniors that "Meet" in math, reading, or science on the PSAE test may exempt their first (1st) semester exam in the equivalent course their senior year.** **Those that "Exceed" gain two (2) exemptions, one (1) in the equivalent course and one (1) for use in another classroom.** The exam result shall equal twenty percent (20%) of the student's semester grade. Semester grades are computed by using both nine (9) weeks grades, each equaling forty percent (40%). All grades, nine (9) weeks and semester, are computed on a percentage basis. A copy of each semester exam shall be submitted to the principal one (1) week in advance of the exam date. Any CACC, LLCC, Ag. 5, and exempt students that will not be taking a final exam during the morning hours that they attend Edinburg campus may be allowed to get permission from their parents to not attend school that morning. All paper work must be turned into the office in advance for the absence to be excused. No special arrangements can be made in order to gain this privilege.

Early Graduation- Edinburg Community Unit School District #4 will allow a student to graduate early after completing seven (7) semesters of attendance, providing the student has met all graduation requirements. A written request must be directed to the Board of Education stating the reason for the request. The letter should cite definite and obtainable vocational or educational goals and must be submitted to the principal by the end of the student's junior year. The student will no longer be eligible to participate in any school – related activities. He/She could only attend

Prom as the guest of a junior or senior and cannot participate in the senior trip. The early graduate can, however, participate in the spring commencement exercises. It is the student's responsibility to notify the principal of this intention during his/her seventh semester of attendance. Students must attend 8 consecutive semesters of high school to qualify for Valedictorian and Salutatorian. Home school students will be handled per Board Policy.

Correspondence and Reports to Parents- In the absence of any court order to the contrary and upon written request by a parent prior to the student reaching the age of 18, copies of the following documents may be mailed to the parent making the request: reports or records which reflect the pupil's academic progress; reports relative to the pupil's emotional and physical health; notices of school-initiated parent teacher conferences; notices of school-sponsored events, such as open houses which involve pupils; copies of the school calendar and or any material contained in the student's temporary or permanent record.

Release of Information- Information may be released without parental consent in connection with an emergency to appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, person, agency, or organization receiving the information, and the purpose of the release. The records of a student shall be transferred to the receiving school in which the student has enrolled or intends to enroll upon the request of the record custodian of the other school. The law governing access to and release of student records is contained in The Illinois School Student Records Act (105 ILCS 10/1, et seq.)

Directory Information- Directory information may be released to any individual or agency, unless a parent requests that any or all such information not be released regarding his/her child. Directory information is:

- name, address, gender, grade level, birth date, birthplace, parent's names and addresses;
- academic awards, degrees, and honors;
- information related to school-sponsored activities, organizations and athletics;
- major field of study; and/or
- period of attendance in the school.

Military Recruiter

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent(s)/guardian(s) request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

Student Surveys

The Superintendent or designee shall notify students' parents/guardians of the approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled. How to request access to any survey or other material described in this policy. This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

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 as identified in Board policy 6:10, *Educational Philosophy and 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. 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, and/or refuse to allow their child or ward to participate in the activity described above without penalty from the school district to the student whose parent(s)/guardian(s) exercised this option. Any instructional material used as part of their child/ward's educational curriculum may be inspected by a student's parent(s)/guardian(s) upon their request within a reasonable time of their request. The term "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). The term does not include academic tests or academic assessments.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Parent Rights to Notification

Schools receiving Title I money must notify parents/guardians: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*.

Maintaining Student Records- Student permanent records will be kept for at least sixty (60) years after the student has stopped attending the school. Student Temporary Records will be kept for at least five (5) years after the student has stopped attending the school.

Student Records

A photograph or video recording of an unnamed student is not a school record because the student is not individually identified. The district shall obtain the consent of a student's parent(s)/guardians before publishing a photograph or videotape in which the student is identified. The school district will include a *media release form* in the yearly registration packet that the parent(s)/guardian(s) must sign to give the school permission to publish the student's photo or video recording with their name in the press or on the website. Parent(s)/Guardian(s) have the right to deny the school the right to publish identifiable

data with no recourse being made by the district towards this student.

Challenge Procedure- Parents shall have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. Parents have the right to challenge certain records entries.

Class Scheduling- A student seeking a schedule change shall inform the counselor and the teacher(s) involved. The student shall obtain a class schedule change form from the counselor; obtain the necessary signatures from teachers involved, the counselor and his or her parents. The student shall continue to attend his/her regularly scheduled classes until the schedule change form is completed and returned from the counselor as approved. Class schedule changes may be made during the first five (5) school days at the beginning of each semester except when initiated by a teacher with parent approval. Students withdrawing from a course after the first five (5) days will receive "withdraw passing" or "withdraw failing" marks on their transcripts.

Curriculum Review- Curriculum content may contain certain topics/activities that a parent may find objectionable. Objections may be directed to the principal. When appropriate, a pupil may be excused from activities or materials to which his or her parent expresses objection. Parents may review textbooks and preview films or videos. Please contact the teacher, principal, or counselor to schedule a preview.

Health Instruction- Students shall participate in health instruction unless specific aspects of the curriculum are objectionable to their parents. A note will be sent home to notify parents of subject content.

Driver Education- To be eligible for enrollment in driver education prior to his or her sophomore year, a student must have received a passing grade in at least eight (8) classes during the two previous semesters.

The driver training instruction course provides each high school student the opportunity to complete thirty (30) clock hours of classroom instruction and a minimum of six (6) clock hours of individual behind-the-wheel instruction. **SPECIAL NOTE: A student must wait nine (9) months from the date that his/her permit was issued to obtain a driver's license.**

CACC Assignments- The following criteria must be met by students being considered for admission to the CACC cooperative programs, and must be met for re-admission:

1. Each student shall have no more than a total of three (3) whole or partial days of unexcused absence for each semester. Each student shall be in attendance at Edinburg by the beginning of second hour or the student shall not attend CACC classes that day. CACC students that are not in attendance due to an unexcused absence during periods 1-4 shall not be permitted to participate in school activities on that day.
2. Each student must have a "D" or above, in the previous semester of attendance prior to enrollment, and maintain a "D" or above in all classes to remain enrolled at CACC;
3. Each student shall display proper conduct and attitude as evidenced by having no more than two (2) office disciplinary charges in one (1) semester.
4. Each student shall have attained sufficient credits to attain junior or senior status;
5. While enrolled at CACC each student shall be subject to all rules and regulations governing Edinburg students;
6. The district shall pay tuition cost for those students approved for attendance;
7. Transportation shall be provided by the school district. All students approved for attendance shall ride the district transportation to and from CACC unless pre-approved by the administration by 9:00 a.m. on the day of attendance. All students, approved to drive, shall be required to complete the CACC driving privilege form and return it to the Edinburg Principal. No student will be allowed to drive due to work, unless such work is part of a CACC Internship Program or Early Employment Experience. Athletes must meet with the Athletic Director or the Principal to make arrangements for transportation in order to get back early for away contests. Students who choose to drive, or ride with another student to CACC will be immediately dropped from CACC classes, receive a failing grade, and will be re-enrolled full time at Edinburg High School.
8. All CACC students will be assigned a lunch period from 11:22 to 11:45 a.m. They shall remain in the cafeteria at a designated lunchroom table until transportation arrives.
9. Each potential CACC student shall be recommended for attendance by the high school principal.
10. Edinburg CACC students shall attend school in Springfield in accordance with the Area Vocational School calendar,

unless otherwise stipulated by the superintendent.

**Lincoln Land Community College
Assignment-**

1. Students being considered for admission to Lincoln Land Community College cooperative programs must meet the following criteria:
2. Senior students may attend LLCC for half days in the afternoon 5 days per week;
3. A student who seeks to attend LLCC in his or her senior year shall petition the high school principal for permission during the second semester of the student's junior year. Permission shall be subject to approval of the board of education;
4. A student seeking approval for admission shall have at least a **3.20** cumulative GPA for his or her first six (6) semesters of high school work;
5. The student shall meet all Edinburg High School graduation requirements;
6. Courses taken at LLCC shall not be courses available at Edinburg High School;
7. Students shall file a LLCC schedule with the Guidance Counselor for approval;
8. All LLCC students will be assigned a lunch period from 11:22 to 11:54 a.m. They shall remain in the cafeteria at a designated lunchroom table until 11:54a.m. at such time they shall report to the office to sign out before leaving for LLCC. Each student shall be responsible for his or her own transportation to and from LLCC. Once a LLCC student leaves school grounds they are not to return unless they are participating in a school event.
9. Each LLCC student shall have no more than a total of three (3) whole or partial days of unexcused absence for each semester; each student shall be in attendance at Edinburg by the beginning of second hour or the student shall not attend LLCC classes that day. LLCC students that are not in attendance due to illness during periods 1-4 shall not be permitted to participate in school activities on that day.
- 10. Each student shall be responsible for all costs.**

**Independent Study/Correspondence
Course Requirements-**

Independent Study and/or Correspondence courses may be offered to students of senior standing that are in need of making up course credits to stay on track for graduation with a maximum of 2 units of credit counting towards graduation. The student may not take a course currently offered at Edinburg High School unless, due to scheduling conflicts, it would not

be possible for the student to make up the course here on campus. Each independent study or correspondence course student shall be recommended for enrollment by the guidance counselor and/or principal and subject to approval by the board of education.

Due Process-Each student shall have a right to know what he or she is accused of doing and shall have an opportunity to offer an explanation of his or her version of the events in all situations that might result in discipline. A student may be provided additional due process when more serious consequences (expulsion, e.g.) are contemplated by school officials.

Handbook Orientation- Each teacher shall teach the student handbook to each student during the first day of school. Each student shall sign a statement acknowledging he or she has been taught the student handbook. The signed statement shall be submitted by the teacher to the office and maintained there. Parent(s)/Guardians will be given a copy of the student handbook at registration. All policies will be **Communicated to persons expected to execute and comply with them.**

Bus Policies-

Bus drivers have the authority to enforce all school regulations and rules. Misconduct on school buses is serious because the safety and well-being of students may be threatened by misconduct on a bus. Each student-passenger on a school bus shall: remain seated at all times while the bus is moving; be on time at the designated bus stop; not eat or drink on the bus; not extend any body part out of bus windows; report any damage to the driver immediately; **present a note to the bus driver, signed by the parent/guardian of the child requesting permission to ride the bus (the note must be initialed by the main office secretary before the student is allowed to ride a bus home with another student- notes must be turned into the office for initialing by 9 a.m.);** stay off the road while waiting for the bus; not move toward the bus until the bus has stopped; be quiet when the bus is approaching a railroad crossing.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead. The content of the electronic recordings are student

records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Bus Suspension- The superintendent and or principal may suspend a student from riding a school bus pursuant to the provisions of School Code Section 10-22.6 (105 ILCS 5/10-22.6).

Cafeteria Policies and Lunch Period Rules-

Each student shall use appropriate manners, a quiet voice all times. Student will be provided with an ID number and account at the beginning of the school year. The school district provides both breakfast and lunch meals. Any student wishing to eat breakfast must do so between 7:45 a.m. – 8:00 a.m. Parents are encouraged to place money in their child's account on a weekly basis. **The money placed on your child's account is good for both breakfast and lunch. If you would like your child to only eat lunch, please contact the cafeteria supervisor. If a student is over their weekly charge amount, the student will be asked to bring enough money for that day he/she wants to eat. The school district will send printouts home once a week with students who have outstanding charges. If there is no response, the forms are mailed home. We will never refuse a child a meal.**

Free and Reduced forms are available upon request from the cafeteria supervisor. This is a very confidential program that allows students to receive free or reduced price meals.

Driving Privileges- Any student wishing to drive to school shall request a driver's permit tag by submitting a form signed by his or her parent or guardian. No student may drive to school without a school driver's permit tag. The price of the permit tag is \$5.00. These tags should be displayed in the registered vehicle. Permit records and numbers are recorded and maintained in the office. Authorized freshman and sophomore drivers shall have a designated colored parking tag and must park in the west parking area. Upper class students will be provided with a designated colored parking tag and must park in the north parking area. Students shall not park on the street or any place other than the designated student parking areas. No student

shall return to his or her vehicle until the end of the school day unless given permission by the principal. Consequences will be administered if caught without permission. When a student parks his or her vehicle on school grounds, he or she thereby consents to search of the vehicle by school personnel or their designees. The school reserves the right to restrict and/or deny driving or parking privileges to any student. **Any student driving a vehicle that is not registered must report to the office to verify that the vehicle belongs to a student who has a registered vehicle. Students will be warned verbally and in writing (mail) about parking a non-registered vehicle in the lot before the vehicle is towed at the owner's expense.**

Drugs, Alcohol, and Tobacco- Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-a-like, tobacco or tobacco product or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school-sponsored event or on any other occasion the school shall have legitimate interest in regulating shall be subject to disciplinary consequences.

Bullying(Aggressive Behavior), Threats, Intimidation, and Harassment- Edinburg Community Unit School District #4 will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or

psychological harm to someone else and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. Edinburg CUSD #4 will seek to prevent such incidents and will investigate and take corrective actions for violations of aggressive behaviors. Any faculty and staff member or student at Edinburg CUSD #4, who has witnessed or has reliable information that a pupil or staff member has been subjected to "aggressive behavior," as defined above, or a person who has experienced the "aggressive behavior," shall report such incident to the principal and/or the assistant principal. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, retaliation against those who seek remedies under this policy is prohibited. If the investigation of said complaints concludes that a pupil has engaged in "aggressive behavior," the pupil shall be subject to appropriate disciplinary consequences.

Soda/Pop/Snacks- Soda/pop and snacks may not be consumed in the building without permission. Open bottles or cans are prohibited in any area except the cafeteria. The principal may approve soda/pop and snacks in the classrooms for class parties on special occasions. Such parties must be prearranged at least 48 hours in advance.

Initiations/ Hazing-The school does not sponsor any student initiations. Hazing is prohibited. Instances of hazing shall result in the discipline of those responsible

Unacceptable Attire- Students are expected to dress in a manner appropriate for school. Students whose manner of dress poses health or safety concerns for the student or others, or whose manner of dress disrupts the educational process may be counseled to alter his or her dress by school officials, or under extreme circumstances such students may be subject to discipline. House slippers and shoes with wheels in them are not allowed. Shoes shall be worn at all times. Offensive or suggestive slogans or material inconsistent with the school's educational mission shall be prohibited. Hats shall not be worn inside the building between 8:10 a.m. – 3:10 p.m. Clothing that exposes the back, chest, abdomen, buttocks, undergarments or the leg above mid-thigh shall be prohibited. Oversized, extremely baggy clothing or improperly fitted clothing that "sag" at the waist shall be prohibited. Pajamas are not allowed. Winter coats and book bags shall be prohibited in the classroom.

Search and Seizure- To maintain order and security school authorities may inspect and search school property and equipment owned or controlled by the school in places where students do not have an expectation of privacy (such as lockers, desks, and parking lots) without notice to or the consent of the student. In the event of any suspicion of drugs or illegal items, the items will be confiscated and the police will be notified.

Weapons- A student who uses, possesses, controls, or transfers, a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one (1) calendar year except that the expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two (2) calendar years. Weapon means possession, use, control, or transfer of any gun, rifle, shotgun, and knives defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code. Any other object if used or attempted to be used to cause bodily harm, including but not limited to brass knuckles, billy clubs, or "look alike" of any weapon as defined above may be considered weapons. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be weapons if used to cause bodily harm.

Gang Activity- Gang activity is prohibited on or near school grounds, on school buses, or off school grounds at any school activity. A gang is any group of two (2) or more persons whose purpose includes the commission of illegal acts. A student engaging in any gang-related activity will be subject to disciplinary consequences. No students on or near school grounds, on school buses, or off school grounds at any school activity shall engage in gang activities, including but not limited to:

1. Wearing, 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
2. Committing any act or omission, using any speech, either verbal or non-verbal (such as gestures or hand shakes) showing membership or affiliation in a gang
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in a gang;
 - b. Requesting any person to pay

- protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of school district policies
4. Inciting other students to act with physical violence upon any other person.

Misconduct by Students with Disabilities
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. For more information about the specifics of the interventions, policies, and procedures for students with disabilities, please look at 7:230 of the district policy manual.

Behavior Expectations of All Edinburg Students-

Each student shall:

1. Be prompt, prepared and responsible for their actions.
2. Respect authority, property, and the rights of others.
3. Display a concern for learning and set high performance expectations.
4. Display appropriate social skills by being kind and courteous.
5. Display appropriate character by being fair and trustworthy.

Edinburg School-Wide Discipline Code of Conduct-

School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. Every member of the school society has a responsibility to help obtain these goals. Edinburg School District #4 is committed to implementing methods and strategies to help our students learn and develop attitudes of respect and responsibility for themselves and others. We want the students to recognize, understand, and practice the traditional ideals of honesty, self-control, responsibility, cooperation, self-motivation, respect, and independent thinking. These qualities and traits are necessary for good citizenship. We strongly believe that parental involvement and support are essential to the effectiveness of the school discipline plan. Parents/guardians need to recognize that the teacher/administrator stands in place of the parents in matters relating to discipline and conduct at school. For the benefit and best interest of his/her child's development of the

above mentioned qualities and traits, cooperation with the school in fulfilling recommendations made and in carrying out any disciplinary actions taken would increase the effectiveness of the school disciplinary plan. Our goal is to provide a consistent and fair discipline plan that will be more proactive, including behavioral instruction rather than just assigning consequences. We will strive to teach and develop positive habits and better classroom behavior. Therefore, consequences assigned will be based on individual situations, number of offenses, whether the behavior is repeated and what will be the best strategy necessary to change the negative behavior.

Edinburg Discipline Beliefs/Principles- We believe that the ideal behavior management program is one in which:

1. Teachers are provided with the opportunity to teach and students with the opportunity to learn.
2. All people are treated with dignity and respect. Treat people the way you want to be treated.
3. Teachers model the behavior they want.
4. Encouragement, meeting basic needs and positive reinforcement are used to help change behavior.
5. Discipline is approached like other disciplines; English, math, science, social studies. Decision making, problem solving, respect and responsibility is taught, repeated and reinforced.
6. Misbehavior that is constant, illegal or endangers the safety of others is referred to the office immediately.
7. **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.**

Definitions of the Four Levels of Misconduct

LEVEL I- Acts that are minor, but interfere with normal classroom procedure, school operation, and /or bus operation.

LEVEL II- Frequent or serious acts that disrupt or interfere with the learning environment of the classroom, school, and/or the bus.

LEVEL III- Acts directed against persons or property that may endanger the health and safety of others in the school and which may be in violation of the law.

LEVEL IV- Behavior that is so severe as to require action that will result in at least a temporary removal of the student from school.

Referring Personnel- The superintendent, principal, teachers, staff members or support personnel including teacher aides, secretaries, custodians, lunchroom supervisors, cooks, and bus drivers can all refer students to the office for misconduct.

Levels of Misconduct and Consequences

LEVEL I- Examples of Misconduct (classroom level)

- Classroom disturbance
- **Extracurricular Behavior Disturbance**
- Dishonesty
- Tardiness to class
- Playground/lunchroom/bus misconduct
- Failure to follow instruction (including homework)
- No hall pass
- **Cell phone/Electrical Device – turned ON, in sight, heard, or in use. (1st offense)**

Consequences: *Any one or more of the following may occur for any given Level One offense:*

- Consequences as indicated in the teacher's approved and posted classroom management plan
- Conference with student and/or verbal reprimand
- Withdrawal of privileges
- Behavioral contract with the teacher
- Notification of unacceptable behavior
- Conference with parents (by phone or in person)
- Detention served with referring personnel (morning, after school, and/or noon)
- Temporary removal from the classroom (ISS)
- **Cell phone removed from student – Student can pick it up at end of school day. Loss of lunch privileges with cell phone for number of days.**
- **Withdrawal of privileges for extracurricular event for one (1) game.**

LEVEL II -Examples of Misconduct

- Continued or repeated Level One acts of misconduct
- **Extracurricular Behavior Disturbance**
- Forgery or use of forged notes and/or excuses
- Plagiarism

- Stealing
- Truancy and/or unnecessary, excessive absenteeism
- Failure to abide by corrective measures from misconduct
- Loitering
- **General verbal abuse and use of profanity**
- Internet use violation
- Use/or possession of a pager or cell phone during regular school hours
- Horseplay/rough housing/minor conflict
- Cell phone/Electrical Device – turned ON, in sight, heard, or in use. (2nd offense)

Consequences: The student is immediately referred to the office for disciplinary action. The assistant principal and/or principal will meet with the student and/or staff involved to determine the consequence(s). The office will maintain a proper and accurate record of the offense and disciplinary action taken. **Any one or more of the following may occur for any given Level Two offense:**

- Conference with parents (by phone or in person)
- Phone call home by student supervised by administrator
- Detention(s) served in office (morning, noon, and/or after school)
- Placed on a school-wide behavior contract as determined by the behavior management team
- In school suspension (short-term)
- Out of school suspension (not to exceed three (3) school days)
- **Cell phone removed from student – Parent must pick it up. Loss of lunch privileges with cell phone for number of days.**
- **Withdrawal of privileges for extracurricular event for series of games.**

LEVEL III- Examples of Misconduct

- Continued or repeated Level Two acts of misconduct
- **Extracurricular Behavior Disturbance**
- Disrespect or insubordination
- **Blatant verbal abuse or use of profanity**
- Possession or use of matches/lighters
- Possession or use of tobacco on or adjacent to school property
- Vandalism/destruction of property
- Use of written/oral racial expressions
- False fire alarm
- Bullying, threats, intimidation, and/or harassment

- **Cell phone/Electrical Device – turned ON, in sight, heard, or in use. (3rd offense)**

Consequences: The student is immediately referred to the office for disciplinary action. The assistant principal and/or principal will meet with the student and/or staff involved to determine the consequence(s). The parent will be notified. The office will maintain a proper and accurate account of the offense and disciplinary action taken. **Any one or more of the following may occur for any given Level Three offense:**

- In school suspension, Suspension of bus privileges (not to exceed 10 school days)
- After 3 repeated ISS penalties within a school year, social probation will be attached to subsequent ISS penalties. Social probation may last up to two weeks per occurrence and may have the following consequences: Students will not be allowed to meet socially with other students throughout the school day, participate in regular passing periods and will not be allowed to attend any school functions.
- Out of school suspension (not to exceed 10 school days)
- Financial restitution (for any damage or loss incurred)
- Referral to (and contact of) proper authority or agency
- Placement on school-wide behavior contract as determined by the behavior management team
- **Cell phone removed from student – Parent must pick it up. Loss of lunch privileges with cell phone for number of days. Student suspended in-school for -1-5 days due to being insubordinate**
- **Withdrawal of privileges for extracurricular event for rest of sport season.**

LEVEL IV- Examples of Misconduct

- Continued or repeated Level Three acts of misconduct
- **Pornographic material (published or drawn) – this includes the possession of indecent photos/videos on cell phones, cameras, etc.**
- **Sexting – sending pornographic or provocative images, videos, or text through cell phones**
- Profanity directed toward a district employee
- **Extracurricular Behavior Disturbance**

- Possession, use, or under the influence of alcohol or any controlled substance (drugs) or inappropriate use of inhalants
- Possession or use of any drug paraphernalia
- Possession and/or use of weapons
- Possession and/or sale of stolen property
- Sale and/or distribution of alcohol or any controlled substance (drugs)
- Arson or attempted arson
- Assault
- fighting
- Bomb threats
- Theft, burglary, or robbery
- Sexual Harassment
- **Cell phone/Electrical Device – turned ON, in sight, heard, or in use. (4th offense)**
- Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property

Consequences: The student is immediately referred to the office. The principal verifies the offense, confers with necessary personnel and the student. The student will be removed from school property as soon as possible and the parent will be notified. School officials will contact law enforcement officials if and when appropriate. A complete and accurate report will be submitted to the superintendent. **Any one or more of the following may occur for any given Level Four offense:**

- Out of school suspension (not to exceed ten (10) school days)
- Expulsion (not to exceed two (2) calendar years)
- Referral to proper authority or agency
- Alternative school placement
- Disciplinary board hearing
- **Cell phone removed from student – Parent must pick it up. Loss of lunch privileges with cell phone for remainder of calendar year. Student suspended out-of-school for 5-10 days for being insubordinate.**
- **Withdrawal of privileges for extracurricular event for rest of year**

The examples of misconduct are not to be considered all-inclusive. Additional misconduct may be identified and placed in any given level of conduct as deemed appropriate by the administration. Each offense, no matter the level of misconduct shall result in some form of disciplinary consequence appropriate to the facts surrounding the conduct and apropos to the situation. At any given level of misconduct, the consequences may include a behavior management team meeting.

Detention- Detentions assigned as a Level One consequence are to be served with the referring person at a time and place assigned by the referring person within a forty-eight (48) hour time period. Detentions may be assigned before school, after school, and/or at lunch. If a student fails to serve the detention, the detention is doubled

In-School Suspension- Each student assigned a short-term in-school suspension shall not attend his or her regularly assigned classes, but shall do his or her academic work isolated from the regular school population in an assigned area. A student shall realize no academic penalty for any in-school suspension if the student completes and submits the required class work to his/her teachers in a timely fashion.

Out-of-School Suspension-The administration may suspend a student pursuant to the provisions of the Illinois School Code (105 ILCS 5/10-22.6) for any instance of gross disobedience or misconduct. Out-of-school suspension is a short-term removal from school for a period of time not to exceed ten (10) consecutive school days. Out-of school suspension may be imposed pending expulsion. A student serving an out-of-school suspension shall not be present on school property or at any school-sponsored activity. An out-of-school suspension is considered an unexcused absence, but the student has the right to make up all homework and tests during this suspension.

Referral to Alternative School Placement- If a student's behavior has reached a point in which there has been no sign of improvement and continues to be disruptive to the learning process or the behavior threatens the safety of other students and/or staff, as an option prior to expulsion, the board of education may consider enrollment at ChrisMont Safe School. ChrisMont Safe School is the alternative school supported by the Regional Office of Education.

Expulsion- After a student has obtained ten (10) accumulated days of out-of-school suspensions, the administration shall recommend that the board of education expel that student. The board of education may expel a student for up to two (2) calendar years pursuant to the provisions of the Illinois School Code (105 ILCS 5/10-22.6) for any instance of gross disobedience or misconduct. A student may be suspended out-of-school pending an expulsion hearing. A student serving an expulsion shall not be present on school property or at any school-sponsored

activity.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his/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 should include:

- The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
- The time, date, and place for the hearing.
- A short description of what will happen during the hearing.
- A statement indicating that **The School Code** allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
- A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education 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.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Extra-Curricular Activities- Extracurricular

activity policies and guidelines shall be in addition to regular policies, which govern all school district students. The policies are contained in the Extra-Curricular Handbook. Participation in extracurricular organizations or activities is open to all students at the grade levels at which such participation is approved and when the student is eligible under local, state and national rules. All extra-curricular activities are to be considered as a privilege not a right.

Parties and Dances- Edinburg Junior and Senior High School has school parties and dances throughout the school year. The following rules apply to parties and dances:

1. No party or dance shall be arranged by an organization or class without the prior approval of the sponsors and the principal;
2. Parties and dances shall end not later than 11:00 p.m.
3. Attendance at high school parties and dances is limited to Edinburg students and their dates
4. Edinburg alumni and their dates may attend the homecoming dance
5. Non-Edinburg students who are dates of Edinburg students must be identified to school officials not later than the day prior to the dance
6. A student is not permitted to re-enter a party or dance after leaving;
7. Attendance at junior high school parties and dances is limited to Edinburg students
8. Junior high school students may not attend high school dances and high school students may not attend junior high school dances
9. High school students shall not bring junior high school students as dates to their dances
10. Any money collected in conjunction with a dance or party must be deposited in the proper activity fund.
11. **The Extra-curricular Activity handbook rules apply to all parties and dances.**

Field Trips/Club Trips/Class Trips- Field trips shall require administrative approval and all overnight or out of state field trips require the approval of the board of education. All participant permission slips must be pre-arranged and signed by the principal, parent/guardian, and each student's individual teacher at least forty-eight (48) hours in advance..

Permission to participate in a field trip, club trip or class trip shall be based upon a student's behavior and academic performance. A student whose behavior or academic efforts have proven less than acceptable may be withheld from participation. Parent chaperones are encouraged to attend field

trips. All students shall ride the bus to and from a trip.

- a. Student may participate in only one (1) eighth grade trip and one (1) senior trip
- b. Eighth grade participants must have passed all subjects at the end of the 1st semester and currently be passing 3 out of the 5 core subjects at the end of the third quarter to go on the eighth grade trip;
- c. Senior class participants must have passed all subjects at the end of the 1st semester and currently be passing all subjects at the end of the third quarter to go on the senior class trip;
- d. The senior trip is limited to a maximum of three (3) days, to include only one (1) day of school attendance missed.
- e. During the year of the class trip, any student with three (3) or more days of unexcused absences including out-of-school suspensions shall be excluded from participation in class trips.
- f. A student with three (3) or more days of unexcused absence including out-of-school suspensions during the course of any current school year will not be allowed to participate in any field trips and/or club trips for the remainder of that school year.

Student behavior at Extra-Curricular activities-

1. Spectators are encouraged to remain seated when the contest is in progress and
 - a. Shall only exit and/or enter the gym during time-outs, between quarters, or
 - b. Between games;
2. Loitering in the hallways shall not be allowed. Any spectator found in the hall must enter the gym or leave the school premises;
3. Any student leaving the building shall not be allowed to return;
4. Students under the 5th grade shall be accompanied by an adult and are encouraged to sit with their parents;
5. No beverages outside of bottled water will be permitted in the gym;
6. Students and fans shall stay off the gym floor at all times;
7. Students and fans shall exit the gym through the main entrance, not the emergency exits;
8. School rules and the school discipline policy shall apply;
9. Good sportsmanship is encouraged and bad sportsmanship will not be tolerated.
10. Edinburg School District maintains the right to ask anyone considered being unruly to leave the building and may ban them from attending any further contests

for the remainder of the school year.

11. If actions warrant police involvement, charges may be brought.
12. Edinburg students and fans shall abide by the rules of the host school.

Season Tickets- The school office shall issue individual season or all sport gate passes. Prices will differ yearly, depending on the number of home games scheduled. Senior Citizens sixty-five (65) and older may be issued a free pass in the office. Additional information concerning season tickets is contained in the athletic handbook and is also advertised in the local newspaper.

Admission Prices- Adults - Any person not presently attending elementary, junior or senior high school other than infants or senior citizens. There is no Senior Citizen discount for tournaments. **Students -** Any person of elementary, junior or senior high school age. **Infants -** Any child not of school age.

	Senior Citizens	Adults	Students	Infant
High School Basketball	Free	\$3.00	\$2.00	Free
High School Volleyball	Free	\$3.00	\$2.00	Free
Junior High Basketball	Free	\$3.00	\$1.00	Free
Junior High Volleyball	Free	\$3.00	\$1.00	Free
Fresh/JV Basketball	Free	\$2.00	\$1.00	Free
5th/6th Grade Basketball	Free	\$2.00	\$1.00	Free

Bell Schedule

<u>1st period</u>	8:10-8:55
<u>2nd Period</u>	8:59-9:44
<u>3rd Period</u>	9:48-10:33
<u>4th Period</u>	10:37-11:22
<u>5A JH Lunch</u>	(11:26-12:11)
<u>5A JH Class</u>	11:22-11:54
<u>5B HS Lunch</u>	(12:11-12:43)
<u>5B HS Class</u>	11:58-12:43
<u>6th Period</u>	12:47-1:32
<u>7th Period</u>	1:36-2:2
<u>8th Period</u>	2:25-3:10

11:26 Dismissal

<u>1st Period</u>	8:05-8:31
<u>2nd Period</u>	8:34-8:56
<u>3rd Period</u>	8:59-9:21
<u>4th Period</u>	9:24-9:46
<u>5th Period</u>	9:49-10:10
<u>6th Period</u>	10:14-10:36
<u>7th Period</u>	10:39-11:01
<u>8th Period</u>	11:04-11:26

2:10 Dismissal

<u>1st Hour</u>	8:10-8:45
<u>2nd Hour</u>	8:49-9:24
<u>3rd Hour</u>	9:28-10:03
<u>4th Hour</u>	10:07-10:42
<u>*6th Hour</u>	10:46-11:22
<u>5A JH Lunch</u>	(11:24-11:54)
<u>5A JH Class</u>	11:58-12:43
<u>5A HS Class</u>	11:26-12:11
<u>5th HS Lunch</u>	(12:13-12:43)
<u>*7th Hour</u>	12:47-1:27
<u>8th Hour</u>	1:31-2:10

Semester Exam Schedule

<u>1st or 2nd period</u>	8:10-9:29
<u>3rd or 4th period</u>	9:32-10:51
<u>5th or 6th period</u>	10:54-12:13
<u>JH & HS Lunch</u>	12:16-12:48
<u>7th or 8th period</u>	12:51-2:10
<u>JH and HS eat lunch together</u>	