

## MIDDLE SCHOOL INDEX

SUBJECT	PAGE
Index .....	1 - 2
Asbestos.....	3
School Calendar.....	4
Student Responsibilities and Rights.....	5
Mission Statement.....	6
Equal Education Opportunities.....	6
Board of Education.....	6
Administration.....	6
Daily Schedule.....	6
Homeroom Activity Period Schedule.....	6
2:10 Dismissal.....	6
Administrative Authority.....	7
<b>ATTENDANCE POLICY</b>	
Excused Absences.....	7
Unexcused Absence.....	8
<b>GENERAL INFORMATION</b>	
Alternative Education Room.....	9
Announcements.....	9
Assemblies.....	9
Book bags.....	9
Books & School Property.....	9
Cafeteria.....	9
Cancellation of School.....	9
Chain of Command.....	10
Cheating.....	10
Class cutting.....	10
Class Changes.....	10
Closed Campus Violations.....	10
Coats.....	11
Dances.....	11
Detentions(Lunch).....	11
<b>Discipline (Philosophy).....</b>	<b>12</b>
Student Conduct.....	13
Dispensing of Medication.....	14
Dress & Appearance.....	15
End of School Day/ Beginning of School Day.....	16
Ejection from Class or Study Hall.....	16
Electronic Paging Devices.....	16
Enrollment Policy for Middle School.....	16
Exams & Semester Grades.....	17
Faculty Members.....	17
Fan Bus.....	17
Field Trips/ All School Events.....	17
Gang Activity.....	18
Gifted Identification.....	18
Grades.....	18
Grade Cards.....	18
Gum.....	18

Hats.....	18
Hazing.....	18
Home Schooling.....	18
Honor Roll.....	18
Insufficient Funds .....	19
Insurance.....	19
Illness at School.....	19
Inappropriate Display of Affection.....	19
Law Enforcement Cooperation Policy.....	19
Locker Policy.....	19
Lost & Found.....	20
Make-up Work.....	20
Media Center.....	20
Note Writing.....	20
Noon Hour.....	20
Parties.....	20
Passes.....	21
Physical Education Excuses from Class.....	21
Physical Education Locker Fees.....	21
Progress Reports.....	21
Promotion Requirements.....	21
School Events.....	22
Security Video System.....	22
Sexual Harassment.....	22
Signing Out to Leave School.....	22
Skateboards and Rollerblades.....	23
<b>STUDENT CLASSIFICATIONS.....</b>	<b>23</b>
Permanent Records.....	23
Temporary Records.....	23
Release of Information.....	23
Directory Information.....	24
Challenge Procedures.....	24
Emergency Release of Information.....	24
Student Fees, Fines and Charges.....	25
Student Organizations and Clubs.....	25
Study Hall Rules.....	25
Suspensions.....	25
Expulsions.....	25
Tardiness.....	25
Telephone use by Students.....	26
Visitors Policy.....	26
<b>OTHER INFORMATION</b>	
Athletic Rules & Regulations.....	27-30
Bus Transportation Rules.....	31-33
I.E.S.A. Eligibility Rules.....	34

***VIRDEN COMMUNITY UNIT  
SCHOOL DISTRICT #4***

*Office of Superintendent  
231 West Fortune Street  
Virden, IL 62690  
217/965-4226  
(Telephone & Fax)*

**NOTIFICATION**

All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning Asbestos containing building materials. These documents are available for review in the School Administrative Office.

All employees, students, parents, guardians, and general public will be notified of inspections, response actions, post response actions, and other matters concerning any activity with Asbestos containing building materials by general newsletter.

I, the undersigned, do hereby attest that the Notification, and Subsequent Notification, will be distributed to all employees, students, parents, guardians, and general public by newsletter.

Signed: \_\_\_\_\_  
School Administrator

Dated: 8/19/05

**COMMUNITY UNIT SCHOOL DISTRICT #4**  
**2005-06 SCHOOL CALENDAR & EARLY DISMISSAL DATES**

**\*\*\* STUDENT RESPONSIBILITIES \*\*\***

Obey School Rules  
Avoid Abusive Language  
Dress Appropriately  
Respect Rights of Fellow Students and School Personnel  
Seek the Highest Possible Academic Level  
Be Responsible for Own Actions and Accept Consequences  
Avoid Disrupting the Educational Process  
Regularly Attend School and Be On Time  
Be Aware of School Rules and Regulations and Methods of Discipline

**\*\*\* STUDENTS RIGHTS \*\*\***

An Environment Free From Disruption  
Protection from Verbal or Physical Abuse/Threats  
A Meaningful Learning Environment Experience  
An Appropriate and Challenging Curriculum  
Be Disciplined in a Humane and Appropriate Manner  
Knowledge of the Reasons for Any Discipline which may be Administered  
A Written Code of Discipline - Clear and Concise  
Due Process in Matters of Disciplinary Actions  
Assistance in Making Decisions of Educational Goals

**\*\*\* MISSION STATEMENT \*\*\***

The Virden Community Unit School District No. 4 believes that our school should provide an educational program which enables each student to develop skills and attitudes resulting in self-realization of goals, understanding human relationships, achieving economic efficiency and developing civic responsibility.

**\*\*\* EQUAL EDUCATION OPPORTUNITIES \*\*\***

The Virden Community Unit School District #4 insures that equal education opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the Superintendent's office, 231 West Fortune Street, Virden.

**VIRDEN BOARD OF EDUCATION**

Jeff Carter                      Stephen Furman                      Beth Kiel  
Richard Weerts      Mark Reichert                      Mitch Wernsing      Jim Ringer

**ADMINISTRATION**

Jim Kirbach, Superintendent  
Ron Graham, Principal  
Bruce Paisley, Student Dean/Athletic Director

**\*\*\* DAILY SCHEDULE \*\*\***

First Bell.....	8:05
Tardy Bell.....	8:08
1st Period.....	8:10 to 8:48
2nd Period.....	9:01 to 9:49
3rd Period.....	9:52 to 10:40
HOMEROOM.....	10:43 to 10:59
4A Period.....	11:01 to 11:28
4B Period.....	11:31 to 12:01
4C Period.....	12:04 to 12:30
5th Period.....	12:34 to 1:22
6th Period.....	1:25 to 2:13
7th Period.....	2:15 to 3:04
<b>STUDENT DISMISSAL.....</b>	<b>3:04</b>
Teacher Prep.....	3:04 to 3:42

Students must be present at least 150 minutes per day to count for one-half day attendance and at least 300 minutes per day for a full day attendance. This time does not count the passing time between classes or the lunch period time.

\*\*\*\*\*

**HOMEROOM ACTIVITY PERIOD SCHEDULE --- 10:43 to 10:59**

Announcements  
Channel One

\*\*\*\*\*

**2:10 P.M. DISMISSAL SCHEDULE**

AM.....	Regular daily schedule
5th period.....	12:31 to 1:01
6th period.....	1:04 to 1:33
7th period.....	1:36 to 2:10

## **ADMINISTRATIVE AUTHORITY**

The administration reserves the right to make any rules that are necessary and proper to insure order and to protect the health, life, and safety of the faculty, employees, and student body.

## **ATTENDANCE POLICY**

It is expected that students will be in regular attendance in accordance with the following rules and laws of the State of Illinois. Participation in the classroom on a regular basis is of utmost importance. Regular classroom attendance is the legal responsibility of the parents/guardians.

## **ABSENCES (EXCUSED)**

Excused absences are those that fall into the categories listed below. For each excused absence the student can make up all the work missed and receive full credit.

- A. Death in the immediate family (parents, brothers, sisters, and grandparents).
- B. Medical or dental appointment for the student which cannot be taken care of after school or on weekends. The student must present a medical excuse signed by the doctor.
- C. Marriage within the immediate family.
- D. Obligation to church, family, or friends to carry out a part of a funeral service.
- E. Serious illness of a member of the immediate family requiring a student's presence at home.
- F. Personal illness.
- G. Family trips or vacations which include a parent, or guardian, or foster parent.
- I. Attending the funeral of a relative not in the immediate family.
- J. Emergency situations.

There are 2 (two) ways a student will receive an excused admit for being absent:

- A. The school office must be notified by the parent or guardian by phone on the day of the absence.
- B. The student must present a note from the parent or guardian within two days of the student's return to school.

The note or phone call must state a specific valid reason for the absence.

House Bill 51 and Senate Bill 210 require schools to make a reasonable effort to telephone and notify the parent/guardian of a child enrolled in grades K-8 of the child's absence if the child is absent without valid cause.

The failure to present each classroom teacher with an excused admit from the office within two days after the student's return to class will result in an "unexcused" absence. If a student has a chronic illness or one that forces the student to be absent from school for an extended period of time, the school shall be so informed. The administration will then contact and consult the parents and the physician.

Any student having a dental or medical appointment (except in an emergency) must bring in a properly signed pre-absence form (available in offices). Upon returning to school the student must produce a signed statement from the doctor attesting to the student's appointment.

The office will only approve absences due to family trips or school-approved trips if all schoolwork has been completed or arrangements have been made with individual teams. Otherwise, it will be considered an unexcused absence. Students are responsible for getting their assignments prior to going on field trips, family trips, etc.

Upon returning to school, all students are to report to the Middle School office to receive a permit to re-enter classes.

### **ABSENCES (UNEXCUSED)**

Unexcused absences fall into the following categories (students receiving an unexcused absence will be advised of the work they missed but no credit will be given):

- A. Leaving school without permission of Principal.
- B. Truancy.
- C. Cutting classes.
- D. Out-of-school suspension.
- E. Absences not approved by the Administration such as:
  - 1. Working
  - 2. Visiting friends
  - 3. Hair appointments
  - 4. Moving
  - 5. Baby-sitting
  - 6. Shopping trips
  - 7. Missing the school bus
  - 8. Car trouble when student lives in walking distance of school or could ride school bus

Students who are not well enough to be at school during the day WILL NOT attend school activities.

If you question whether or not an absence will be excused or unexcused, call the school and check it out ahead of time. Once you return to school it is too late.

## GENERAL INFORMATION

**ALTERNATIVE EDUCATION ROOM** – The Alternative Education Room is the location used for students that may have received an In-School suspension (ISS) or a Class Ejection. When the student is serving an ISS or class ejection, the student will receive 60% credit for work completed.

**ANNOUNCEMENTS** - Will be made daily. All announcements must have the signature of the sponsor or instructor and should be submitted to the Middle School office.

**ASSEMBLIES** - Pep Assemblies and Special Assemblies are scheduled in the New and Old Gyms.

**BOOKS AND SCHOOL PROPERTY** – The books you rent are your responsibility - if they are lost or mutilated you will be charged for them accordingly. Do not write or draw in or on them - they will be checked. Damaged books must be paid for.

**BICYCLE USE:** Bicycle drivers are expected to observe rules of the road on school property. Bicycles must be placed in the designated area upon the arrival at school.

**BOOKBAGS** - Bookbags shall not be carried in the building during the school day except upon arrival and /or departure from school.

**CAFETERIA** - All students shall eat in the Cafeteria. Students are not to eat in the New or Old Gyms. Students must have a Scan ticket and present them daily. Students are responsible for their account. Students are not to order food from outside the cafeteria. The school district will not allow a negative balance over \$5.00 per individual and \$15.00 per family.

*Cost:*

Reduced Price Breakfast.....	\$ .30
Breakfast.....	\$1.00
Reduced Price Lunch.....	\$ .40
Full Type A Lunch.....	\$2.00
Ala carte special lunch (sandwich, fries fruit and milk).....	\$2.00
Salad Bar.....	\$2.00
Milk.....	\$ .25
Staff Type A Lunch.....	\$2.25

**CANCELLATION OF SCHOOL** - In case of snow or other emergencies listen to stations WNNM/WMAY(98.7), WIBI(91.1), WSMI(106), WTAX (1240) WDBR (103.7), WCVS/WFMB(96.7), WICS-TV (20) after 7:00 AM to see if school has been canceled.

Please do not call the school or the radio station. Students may be detained at school in the case of an extreme emergency.

**CHAIN OF COMMAND** - If a student/parent/guardian has a concern, please use the proper chain of command. School personnel should be contacted in this order:

1. Teacher - Coach – Supervisor
2. Principal
3. Superintendent.
4. School Board

When you make a call with your concern, you will be asked if you followed the chain of command.

**CHEATING** - This behavior will not be tolerated. First offense will result in a “0” for that assignment/test and a phone call to parents/guardians. If the student repeats this offense the student will be suspended.

**CLASS CHANGES** - After the first week of a semester has passed, student requests for class changes must be made in writing to the principal. If, in the opinion of the principal, a change seems warranted, a conference with the principal, student, student's parents/guardians and involved teacher will be held. Any others who may be able to contribute necessary information may be included at the principal's discretion. The final decision concerning the change will rest with the principal.

**CLASS CUT** - When a student is absent from any scheduled period during the school day or leaves class, the library, or Study Hall without permission it is considered a class cut. The following penalties, as accumulated over the school year, will apply:

1. First Cut Violation - the student will receive a 1 day in-school suspension.
2. Second Cut Violation - 1-3 days of in-school suspension will be assigned.
3. Third and Subsequent Cuts - The student may be suspended out of school for up to 10 days.

**CLOSED CAMPUS VIOLATIONS** - All students who ride in cars to school must park in the west parking lot. No one is permitted to stay in their cars once they are on school property. Upon arrival at school, the car is to be locked and the student is to leave the parking lot area. No one is permitted to return to their car during the school day without the permission of the Principal. The noon hour will be closed and no student is permitted to go home for lunch or leave the school campus. All students must eat in the cafeteria whether they bring their lunch or purchase meals from the menu provided in the cafeteria. Once students have completed their lunch they must remain in the cafeteria or report to designated supervised areas. No student is to be in the parking lot or in the building while on lunch break without special permission. Leaving school during the lunch period without permission of the Principal is a violation of the closed campus policy.

Violations of the Closed Campus Policy will be:

- 1st offense - 3 day suspension
- 2nd offense - 10 day suspension

### 3rd offense - Recommendation for expulsion

**COATS** - Coats will not be allowed in the classroom unless the teacher gives permission.

**DANCES** - All dances will be under the supervision of the school and the organizational sponsors. All students who attend the dances will remain in the building until the end of the dance. Any student who leaves the building without specific permission to do so will not be permitted to re-enter and will be suspended from school. Only Middle School students may attend Middle School dances and only High School students may attend High School dances unless prior written approval has been granted by the school administration.

**DETENTIONS** - Failure to serve a regular detention will result in 2 (two) additional detentions being given. If any one of these three detentions is not served a suspension will be issued. Attendance at religious classes or no available ride home will not be considered a reason to change the day the detention will be served. Special consideration may be extended for doctor's appointments when evidence of the appointment is given to the Principal.

If a student receives an excessive number of detentions in a 9 week period it may result in a suspension.

**DETENTIONS (LUNCH):** Lunch detentions will be issued if a student fails to complete a homework assignment. Students that are absent from school (excused) will have as many days to make up assignments as they are absent. No lunchroom detentions will be given. Lunch detentions will count toward field trips and all school events.

The student will receive 60% credit for homework turned in during lunch detentions.

If a student exceeds 5 lunchroom detentions per class per quarter he/she will not be given a lunchroom detention but will receive a zero for any incomplete assignments given for the remainder of the quarter.

If the supervising teacher has to send a student from lunchroom detention for misconduct, the student will receive no credit for the detention period and classroom ejection policies will be followed.

A student who has been assigned a lunchroom detention for the third (3rd) time in a nine-week period is subject to a parent notification and/or conference.

## **DISCIPLINE (PHILOSOPHY)**

Schools in many ways reflect the larger picture and are influenced by the society in which they exist. Schools are also agents for change in our society. It is the responsibility of our schools to see that each student does learn through school experiences to recognize individual worth, to respect rights of others, to cooperate for the welfare of the group, to critique one's own work, and to feel personal satisfaction in individual and group success. That is a huge task. Parents and community also play key parts in citizenship training since schools cannot do the job alone.

Order is a vital prerequisite to learning. Purposeful, on going, discipline practices encourages active, cooperative participation by each student and include positive reinforcement for productive behavior. Behaviors disruptive to the learning process cannot be dealt with effectively by a simple list of prescriptive punishments; effective solutions must also address themselves to the causes and the climate of unacceptable behavior. Disciplinary consequences for inappropriate behavior should be administered in a constructive manner aimed at contributing to the student's development of self-discipline.

This is a commitment which requires everyone - members of the Board of Education, school district personnel and teachers, parents and students - to assume their share of responsibility. To do otherwise would be a great disservice to the young people of Virden.

**STUDENT CONDUCT** - Suspension, Expulsion and Due Process: Section 10-22.6 of the school code of Illinois gives the Board of Education the power to suspend or to expel a student "guilty of gross disobedience or misconduct". So that all students of District #4 and their parents may know what might be considered "gross disobedience or misconduct", the Board of Education stipulates that any or all of the following acts may be considered as evidence of "gross disobedience or misconduct", and may be cause for suspension or expulsion:

- A. Fighting
- B. Assault on a student, teacher or any school employee
- C. Arson
- D. Creating false fire alarm
- E. Truancy
- F. Repeated tardiness
- G. Verbal abuse or profanity or threats directed toward a student, teacher or any other school personnel
- H. Refusal to follow orders or directions or stated school rules (insubordination)
- I. Smoking on school property or use of tobacco or tobacco products of any form.
- J. The following acts will be recommended for expulsion by the administration:
  - Possession, using or under the influence of any alcoholic beverage or illegal/non-prescription drugs while on the school premises or at any school function and the possession of any drug paraphernalia while on school premises or at any school function.
- K. Gambling on school grounds
- L. Destruction of property
- M. Theft
- N. Possession of weapons
- O. Forgery or the use of forged notes or excuses
- P. Closed campus violation
- Q. Display or use of fireworks
- R. Acts that obstruct or interrupt the instructional process in the classroom
- S. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- T. Any other acts that endanger the well-being of students, teachers or any school employee.

## **DISPENSING OF MEDICATION**

The *Recommended Guidelines of Medication Administration in Schools*, developed by the Illinois Department of Public Health, states that "Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered." All medications, including non-prescription drugs, given in school shall be prescribed by a licensed physician. If you must send prescription medication to school to be given to your child, please do the following:

- 1) Make sure that the dosage prescribed by the doctor is clearly stated on the label of the package or the bottle.
- 2) Send a note with the medication clearly stating that the nurse or the child's teacher has your permission to dispense the medication.
- 3) Attach your signature and date(s) in which the medication is to be dispensed. Notes of this type without your signature are worthless and school personnel will refuse to dispense the medication.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the prescribing physician and student's parent/guardian have completed and signed a "School Medication Authorization Form".

Although Aspirin and Tylenol are common household drugs, they are still drugs and cannot be given to children indiscriminately. If your child will need to take these or any non-prescription drugs during school hours, similar guidelines will need to be followed. Please do the following:

- 1) Enclose signed written permission for school personnel to dispense the medication.
- 2) Include the dosage - how much and what time the medication is to be given.
- 3) The date(s) the medication is to be given.
- 4) Bring medication to the office immediately to the office upon arrival at school.

It is mandatory that all students taking daily medication must have a "REQUEST FOR ADMINISTERING STUDENT MEDICINE" form signed by the prescribing physician on file in the nurse's office. This form must be updated annually.

## **DRESS AND APPEARANCE –**

Dress and Appearance: Standards of student dress and grooming are established to protect the health and safety of Virden Middle School students, to establish an atmosphere conducive to business-like learning, and to guide students in developing habits appropriate in the adult world. To that end, the following guidelines provide students and their parents or guardian direction in the area of student dress and grooming.

- A. Students shall wear clothing that is safe, clean, and promotes good health. Shoes or some other appropriate footwear must be worn at all times.
- B. Students may not wear clothing or hair styles that can be hazardous to themselves or to others in school activities such as physical education, laboratory work, food preparations, etc.
- C. Unacceptable styles of dress and/or grooming which tend to disrupt, distract, or diminish the learning environment are not permitted. Examples of unacceptable styles include, but are not limited to, hair which is severely spiked or garishly dyed (unnatural hair colors), costumes which reflect a cult following, excessively heavy and/or noisy chain adornments, pierced jewelry other than earrings worn in the ear, inappropriate markings on any exposed skin.
- D. Students shall not wear clothing with writing or symbols which:
  - 1. Promote or advertise drugs, alcohol, or tobacco products
  - 2. Are sexually explicit or suggestive
  - 3. Denigrate others
  - 4. Are gang-related
- E. Students shall not wear hats, caps, or other headwear in the building.
- F. Students' dress shall be modest and appropriate for a business setting in the Virden community.
  - 1. Examples of appropriate attire are jeans, slacks, skirts, dresses, sport shirts, T-shirts, sweatshirts, split skirts, blouses, sweaters, shorts, and other such items as one would find in the world of work in Virden. Clothing with holes, or made of transparent or fishnet fabric, or clothing that exposes the chest, abdomen, genital area, or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the building.
  - 2. Examples of inappropriate attire are all shirts that do not cover at least 3 inches of the shoulder such as tank tops, muscle shirts, halter tops, and tube tops.
  - 3. Changing fashions are part of student dress standards at Virden Middle School. Students and their parents are encouraged to call the school principal if they have questions about specific items of student dress.
- G. Coats are to be left in student lockers. They are not to be worn in classrooms or hallways.
- H. Students who wear clothing in violation of this rule may be required to change clothes or may be sent home for the remainder of the day. Such students also will be subjected to the regular disciplinary process. Any absence as a result of violation of this rule will be counted as an unexcused absence from any class period missed.

**END OF SCHOOL DAY/BEGINNING OF SCHOOL DAY** - Students are to be out of the building within 10 minutes after their school day ends (2:52 PM) unless they are involved in an activity under the supervision of a staff member, attending a detention hall, or in the office. Unless the weather is bad and/or students have been given permission by the administration to enter the building and go to auditorium (high school) or library (middle school) students are not to be in the building prior to 8:10 AM when the first bell rings. Students cannot go to their lockers before going to study hall or library (on days when they can enter the building at 8:10 AM) nor should they be in the halls or any classroom unless they are talking with a teacher and that teacher is present at the time. If a student is in an unsupervised or unauthorized area before or after school disciplinary actions will be taken.

**EJECTION FROM CLASS OR STUDY HALL** - Parent conference before readmission to class may be requested by the teacher(s). A teacher may grant up to 60% credit for assignments during the time of class ejection's.

- 1st time - student will be removed from any class or study hall for a minimum of 1 day or maximum of 3 days.
- 2nd time - student will be removed from any class or study hall for a minimum of 3 days or maximum of 5 days.
- 3rd time - student could be suspended up to 5 days.
- 4th time - student could be suspended from school for up to 10 days.

\*\*If student is in study hall/alternative room due to class ejection, they are expected to follow study hall/alternative room rules and/or is ejected from study hall/alternative room for disciplinary reasons, then student is suspended for 5 days.

**ELECTRONIC DEVICES ON SCHOOL PROPERTY** – At no time shall a student have a pocket pager, cellular phone, personal music systems or any other similar electronic device turned on while in any school building or on school property, unless the use of such device by the student has first been expressly authorized by the building principal.

**ENROLLMENT POLICY FOR MIDDLE SCHOOL STUDENTS** - All students will be required to enroll for at least 5 academic classes plus P.E., Keyboarding, and Health class. Other elective classes may be required (Art, Home EC, Computer Skills, and Chorus). Students with a medical excuse or an approved waiver from P.E. will be waived from P.E. requirements under the guidelines governing said waiver. Non resident students will not be enrolled during the term of any disciplinary action from another school district.

If you enroll a student who does not fall within one of the five types of custody discussed in the Illinois School Code: you are guilty of a Class C misdemeanor. The school district will charge you tuition for all the time the student attended school in our district.

**EXAMS AND SEMESTER GRADES** - Middle School students do not take final exams.

**FACULTY MEMBERS HAVE COMPLETE AUTHORITY** - Students must comply with a request from any teacher promptly and courteously. As long as students are on school property, they are under the supervision and authority of the faculty. Students are to address teachers as: Miss, Mrs., or Mr. Disrespect for teachers or fellow students is considered a serious offense.

**FAN BUS** - Fan buses will be provided whenever feasible. Staff members and/or parents will supervise all fan buses.

**FIELD TRIPS / All SCHOOL EVENTS** - A student's privilege of participating in school sponsored trips may be denied by the administration based upon his/her poor behavior record during the current school year.

Any 6th 7th or 8th grader who has missed 18 days of school will not be able to attend their class trip unless a Doctor medically excuses the days.

Students that receive more than 2 detentions or lunch detentions, 1 class ejection, or who has been suspended from school for any reason in a nine weeks period, will not be allowed to attend school functions such as dances or field trips.

Students are expected to behave on trips away from school and follow the same rules and regulations as apply on school property. Students traveling on the bus to such events are also expected to return on the bus unless returning with their own parents or guardian and permission must be given by the sponsor accompanying the students or the Principal (permission must be obtained in advance).

If a student(s) returns from the trip with an unauthorized person the following disciplinary measure will be taken (and other actions where appropriate):

- 1st violation - 3 day suspension
- 2nd violation - 5 day suspension
- 3rd violation - 10 day suspension

School sponsored field trips and athletic dismissals **WILL NOT** be counted against the student's attendance record. Vacations, medical appointments, illness, etc. will be counted as absences from class/school.

A student that attends an after school activity may not re-enter that activity once they leave.

**GANG ACTIVITY** – Students are prohibited from engaging in gang activity.

**GIFTED IDENTIFICATION** - Students who have been identified in the gifted program at the elementary will remain in the program from grades 6 through 8.

**GRADES** - Break down of grades in the Middle School are:

- A.....90 - 100
- B.....80 - 89
- C.....70 - 79
- D.....60 - 69
- F.....59

**GRADE CARDS** - Students will be given a grade report card each 9 weeks. This grade card need not be returned to the school.

**GUM** - Gum, candy, etc., are not permitted at school unless previously approved by the office for special occasions. Violations may result in a detention.

**HATS** - Hats are not to be worn in the school building. This includes the cafeteria. Hats that are worn will be collected by school personnel and may be returned at a later date.

**HAZING** – Soliciting, encouraging, aiding, or engaging in hazing is prohibited.

**HOME SCHOOLING** - Students who are taught and are wanting to return to Virden Middle School, may be required to take certain tests to determine their grade level.

**HONOR ROLL** - The Middle School Honor Roll does take into consideration all classes in determining its members. High Honor Roll consists of students with a grade point average of 4.50 and above. The Regular Honor Roll includes student having a grade point average of 4.00 through 4.49.

**INSUFFICIENT FUNDS** – If the school district receives two (2) checks from any individual or family for insufficient funds, the school district will not honor anymore of their checks.

The Superintendent or designee will contact the State's Attorney whenever necessary to collect the returned check amount, fee, collection cost and expenses for checks written to the District which are not honored upon presentation to the respective bank.

**INSURANCE** – All students are covered with school time accident insurance. Insurance for 24-hour coverage is available. Covered accidents must be reported to the insurance company within ninety (90) days of the accident or injury.

**ILLNESS AT SCHOOL** - If students leave school without permission of the administration, their absence is unexcused and they will be subject to disciplinary action under a violation of the "closed campus" policy. Students feeling ill should report to the office. They are not to remain in the restroom during a class period without permission from the teacher or the office. Students not reporting to the office will receive an unexcused absence for any class period(s) missed and class-cutting procedures will be effect. If a student is too ill to leave the restroom, another student should notify the office of the situation.

**INAPPROPRIATE DISPLAY OF AFFECTION** - This type of activity will not be allowed at school or at school functions and may result in disciplinary action.

**LAW ENFORCEMENT COOPERATION POLICY** - It is the policy of the board of Education and the administration to cooperate with civil authorities and peace officers whenever necessary or desirable. If a request is made by civil authorities to question a student during the school day the Superintendent, Principal, and/or agent representing them shall be present at the questioning.

**LOCKER POLICY** - The school district has a number of lockers and locks it has purchased for student use. While the district may permit a student to use a locker and may assign a locker to a student, the locker remains the property of the school district. The Board of Education, in order to preserve its property and to ensure the security, cleanliness, and physical integrity of the locker and the safety and well-being of the students and faculty, reserves the right to inspect, through its agents, any or all lockers. All inspections of the lockers shall be made in the presence of one or more members of the administration.

Middle School Students are permitted to go to their lockers. If however they are late to class because of their locker, the student will carry their books for one week. Students are expected to keep their lockers locked at all times. The school cannot be responsible for articles taken from lockers (both hall, physical education, and athletic) which are left unlocked. No stickers are to be used in the locker.

**LOST AND FOUND** - Articles, which are found, should be returned to the office. Lost textbooks are returned to the students and will not be stored for any length of time in lost and found. All unclaimed items will be turned over to charitable organizations at the end of every year.

**MAKE-UP WORK** - All make-up work must be promptly finished and handed in. Students are allowed as many days as they have been absent to make up the work. "No make-up work...No credit". The teacher or the Principal will set the deadline date when make-up work will no longer be accepted. If a student returns after a brief absence (1-2 days) and has ample time for preparation for a long range assignment (examples include but are not limited to: a quarter or chapter project or a test announced prior to the absence where no new work is involved), the student shall be held responsible for that work the day of return. Students who have unexcused absences from class or school will not have the privilege of making up any missed work. If a student misses only a portion of a day, he/she is responsible for previously assigned homework or projects for that day (this is not applicable to tests). Students are responsible for going to miss classes to find out about assignments, which have been made for the next day.

**MEDIA CENTER** - Virden Middle/Sr. High Media Center is open from 8:00-3:40 Monday through Friday. Students requiring the use of media materials are welcome during study hall, after school, or with a class. In addition to the materials housed in the media center, students may request materials be ordered through Illicit or the Lewis and Clark Library System. With the exception of reference materials and periodicals, the Media Center materials may be checked out for a period of two weeks. An overdue fine of 5 cents per instructional day will be assessed. Should a student damage any materials, the student will be billed for the replacement price of the materials. Students may not check out reference books or periodicals; however, copies may be made in the media center at a cost of 5 cents per page.

The media center is a place for active research and study. Students are expected to respect the rights of others and cooperate in maintaining an atmosphere conducive to study. Should a student fail to do so, he/she will be returned to study hall or class.

\*\*\*Students must follow the Internet Policy as adopted by the Virden School Board.

**NOTE WRITING** - Violations of this may result in a detention.

**NOON HOUR** - During inclement weather students are to be either in the supervised areas of the cafeteria. No one is allowed in the halls at this time unless given special permission. High School and Middle School students cannot leave school or go to their cars without permission from the Principal or they will violate closed campus policy.

**PARTIES** - Are to be given only on special occasions and with prior notice from the office.

- PASSES** -
1. A student must use a pass (assignment notebook when possible) for a conference with an instructor or to participate in extra-curricular activities (band, etc) before school.
  2. Passes must be issued by the teacher who will be directly responsible for the student and will be actually present during the period in which the pass will be issued.
  3. No permanent passes will be issued.
  4. A student will be considered tardy if the student goes to the office between classes and has not received prior permission from their next hour teacher.

**P.E. CLASS -EXCUSES**

1. All students are expected to dress every day for physical activity. A student can only be excused from participation in class if:
  - a) A note is presented to the instructor from a doctor, the school nurse, the school administrator. The note should state how long the student is to be excused from the class.
  - b) There is an obvious injury.
2. If the student has an injury or an extended illness, which occurs during the year, this will prohibit continuation of regular physical education participation, a note from a physician must be brought to the office when the student returns to school. The note is taken to the proper school office and then to the P.E. teacher. The student is then assigned to study hall for the period of time he/she is out of P.E. where an alternative assignment will be given.
3. Medicals - No medicals will be given as a grade in Middle School P.E. If a student is out of P.E. class because of a medical he/she must go to Study Hall and do the assigned work, given by the P.E. instructor, to receive their grade.

**P.E. LOCKER FEE** - A \$5.00 fee must be paid to the school at registration. A lock will then be given to the student to keep his/her belongings in a locker. The school is not responsible for clothing and other belongings if the locker is not locked. The \$5.00 will be refunded on the return of the lock to the HS office.

**PROGRESS REPORTS** - If a student is not making satisfactory progress in any class, he/she will be given a deficiency/progress report at the mid-term of each grading period. Middle school student will receive a progress report during the first quarter on the third and sixth week.

**PROMOTION REQUIREMENTS** - A student must receive a passing grade in four of the five core subjects as follows in order to be promoted to the next grade: Literature, Language Arts, Science, Math, and Social Studies. An 8<sup>th</sup> grade student who has not met this requirement will not be allowed to participate in the promotion ceremony.

A student who does not meet the above criteria must successfully complete the Virden School District summer school program or if not available, an out of district program approved by the Principal in order to be placed in the next grade. The summer school program would also be available to any student who may have failed a single subject.

**SCHOOL EVENTS** - No person is allowed to act in a way intended to disrupt the performance, continuance, proper observance of or participation of school events.

**SECURITY SYSTEM** – A security video system has been installed in the District buildings and will be in use. This video monitoring system will provide a visual and record of activities in the hallways, cafeteria, and gym areas. If a discipline problem is observed the administration may use this information as part of an investigation. A presentation to parent(s) or guardian(s) of students shown in the tape and/or school board members will be conducted if necessary. Any tape filmed on the security video system will only be shown to the personnel of the school or parents of students shown in the tape.

**SEXUAL HARASSMENT** - The practice of sexual harassment is contrary to law and the policy of the school district. Sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature or the creation of an intimidating, hostile, or offensive environment constitutes sexual harassment.

Employees who engage in conduct, which constitutes sexual harassment, shall be subject to disciplinary action including termination for cause.

Any student who believes they have been subject to sexual harassment may file a complaint with the Superintendent or any school administrator or teacher who shall promptly refer the matter to the Superintendent who will conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent or Board President will make a written report of his conclusions and recommendations, which he may have drawn. In the event the student presenting the complaint is dissatisfied with the recommendation and conclusions of the Superintendent or Board President; an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the Superintendent's or Board President's recommendations and conclusions within 30 days of the presentations of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statutes.

**SIGNING OUT TO LEAVE SCHOOL** - (Illness, Doctors Appointment, Personal, etc.) A student is expected to always sign out when leaving the school even if they have a pre-absence form or early dismissal form. Sign-out sheets are located in both the high school and middle school offices. If a student must leave school for illness or personal

reasons, even for a short period of time, they will be in violation of the Closed Campus Policy if they do not obtain permission to leave/sign out from the Principal.

**SKATEBOARDS AND ROLLERBLADES** – Skateboards and rollerblades are not allowed on school property at any time.

## **STUDENT RECORDS**

**STUDENT CLASSIFICATION** - Two types of records are maintained by the school district: Permanent Records and Temporary Records.

Permanent Records consist of the students and parents names and address, birth date and place of birth, gender, grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, attendance record and a record of release of permanent records.

Temporary Records may consist of family background information, intelligence test scores, aptitude and achievement test scores, records of psychological examinations, participation in extracurricular activities, honors and awards, teachers and anecdotal records, disciplinary information, special education files, and certified reports or information from non-education persons, agencies or organizations of clear relevance to the education of the student, and records of the release of temporary record information. Upon graduation the students are given all temporary records.

Parent and students have the right to inspect and copy records that are in the custody of the school. The fee per page charge will not exceed .35 cents and those who are unable to pay will not be denied copies.

**RELEASE OF INFORMATION** - The records will be sent to another school in which the student has enrolled or intends to enroll upon request from the other school. The parent has 10 days to inspect, copy, and/or challenge the student records. Student records will be accessible, with proper authorization, to persons required by State or Federal law to gain such access. Proper identification must be exhibited as well as a copy of the statute authorizing access. The parent will receive prior written notice. If more than 25 students are involved. Local newspaper notice will be given.

Access to, or release of information from, student records without parental consent or notification will be given to:

- (1) An employee or official of the school district or State Board of Education providing they have a current demonstrative educational or administrative interest in the student and the records are in furtherance of such interest.
- (2) To any person for the purpose of research, statistical reporting, or planning providing permission has been given by the state Superintendent of Education and no student or parent can be identified from the information released.

- (3) Pursuant to a court order provided that the procedures outline in Illinois rev. Stats. 1975, Ch. 122, Article 50-6(a), (5) are observed. Any release of information other than specified in the statements above requires prior, dated written consent of the parent(s).

**School based services/medical claims and student records:**

One of the provisions of the school records act is the maintenance of student directory information. Information kept in this directory is generally considered as minimal and may be released without parental consent. This may include attendance data such student name, general types of services provided, and dates of services. This information may be released to the Illinois Department of Public Aid for Medicaid eligible students. Parents have the opportunity to request that such information not be released by calling the MS office at 965-3942.

**DIRECTORY INFORMATION** - This information will be limited to name, address, gender, grade level, birth date and place, parent's name and address(es), academic awards, degrees and honors; information in relations to school-sponsored activities, organizations and athletics; major field of study; period of attendance in the school.

**CHALLENGE PROCEDURES** - Parents have the right to challenge any entry exclusive of grades in the school records on the basis of accuracy, relevance and/or propriety. Procedures for challenge are available at the school office during regular school hours.

**EMERGENCY RELEASE OF INFORMATION** - Information may be released without parent/legal guardian consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons. Parents may be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

**STUDENT FEES, FINES, AND CHARGES** - Students should not be denied educational services or privileges such as classes, report cards, academic credit, record transfer, or library services due to the inability or unwillingness of parents or guardians to pay textbook or other school fees. The parent is legally responsible for the charges, not the student, and any action taken by the school to collect the fees should be taken against the parent.

School fees for students from indigent families should be waived. The principal or district superintendent should be contacted for applications and/or information concerning the waiving of these fees. Parents/Guardians must come to the middle school office to pick up the application.

**STUDENT ORGANIZATIONS AND CLUBS:** The formation of student organizations or clubs must meet with board approval, have a staff sponsor, and comply with the rules and regulations of that organization or club and those of the student handbook.

**STUDY HALL RULES** - the same rules apply in study halls as in a regular classroom.

### **SUSPENSIONS**

The Principal will assign the suspension day(s) and that will normally be the day following the infraction except where more than one student is involved and the different days will be assigned to the students if at all possible. Students will not be allowed to choose their day(s) of suspension and shall not be permitted to make up class work ahead of time or afterward to avoid loss of credit if the suspension is out of school. Students who are suspended from school are not to be on school property or in the proximity of school property during the time of their suspension. Failure to abide by this regulation will subject the student to arrest for trespassing and/or additional days of suspension.

**IN-SCHOOL SUSPENSION (ISS)**- is defined as the temporary termination of the student's rights to attend class for no more than 10 consecutive days. A student can receive no more than 60% of the work if work is completed on time. If the day is not served appropriately the student must make up the day. **OUT OF SCHOOL SUSPENSION (OSS)** is defined as the temporary termination of the student's rights to attend school for no more than 10 consecutive days. No make up work will be excepted for grades. **EXPULSION** - is defined as the exclusion of the student from school for 11 or more consecutive days.

**TARDINESS** - Any student who has been tardy in a nine-week period either 1st period or the first class after lunch will report to their office for a tardy slip. Tardiness caused by such things as "overslept, alarm didn't go off, Mother didn't wake me, car wouldn't start (except in extremely cold or inclement weather), ride didn't come", will not be excused and will result in a detention. A student subject to chronic tardiness may be suspended. Tardiness to their class periods may result in a detention.

**TELEPHONE USE BY STUDENTS** - Students will not be allowed to use the phone during the day except for cases of emergency. Emergencies shall be defined as illness,

program changes (e.g. athletic practice changes), or circumstances deemed appropriate by the administration. Inappropriate reasons are: calling for a book, assignment, asking permission to walk or change a ride home, asking for lunch card, etc.

**VISITOR POLICY** - Visitors are welcome at Virden Unit #4. A visitor should go directly to the Principal's office to be issued a proper pass. A student who wishes to bring a guest must speak to the Principal before the school day begins (if the guest is currently enrolled in another school they are only permitted to visit Virden Unit #4 when their school is not in session). No visitor will be permitted to visit Virden schools during the opening week of school or during semester exam week. Visitors must abide by not only school rules but also the rules of individual classrooms. Visitors will not be permitted if their school is in session that day.

## **VIRDEN ATHLETIC RULES AND REGULATIONS**

It is the obligation of all student athletes, the coaching staff, the Board of Education, and all other official representatives of Virden Community #4 school in all interscholastic relationships to practice and promote the highest principles of sportsmanship and the ethics of competition. The following rules apply to all sports participants, cheerleaders, and managers.

1. All athletes must have a health physical and a signed waiver of insurance coverage or athletic insurance in the school office before they can participate in either practice or games. Managers must have a signed waiver of insurance coverage or athletic insurance.

2. Eligibility for athletes, cheerleaders and managers will be checked every Thursday. A student in Middle School must be passing all classes each week according to the IESA Rules on Eligibility.

3. All players must wear the uniform supplied by the School or clothing that is agreed upon by the coaching staff of that particular sport.

4. Smoking or the use of tobacco in any form on or off the school premises carries the following penalties:

1st offense: participant suspended from two (2) games.

2nd offense: participant off the team for that particular sport for the entire season.

3rd offense: participant will forfeit his/her eligibility for the remainder of the school year.

5. The Board of Education and staff of Virden Community Unit District No. 4 School believe in the educational value of school sponsored extra-curricular activities. Participation in such activities develops a student's social prowess, time-management skills, self-discipline, and leadership qualities. Since participants in such activities are official representatives of Virden Community Unit Schools, it is the philosophy of the Board of Education that participation in school sponsored extra-curricular activities is a privilege and not a right. Therefore, strict adherence to the rules and policies set forth in the school activity code is a responsibility which accompanies the privilege of participation. The purpose of this code is to communicate to students and parent(s) or guardian(s) the conditions under which such privileges may be curbed or lost if a participant fails to meet this responsibility and to outline the procedures for such measurers. The following code has been established to provide equal treatment for all extra-curricular activity participants.

An activity participant at Virden Community Unit Schools is a student that participates in Football, Volleyball, Boys Basketball, Girls Basketball, Boys Track, Girls Track, Baseball, Softball, Cheerleading and Scholastic Bowl. Any student denied participation in any extra-curricular activities under the terms of this policy shall be offered therapy/ counseling assistance through the Student's Assistance Program.

1. Any participant in one or more extra-curricular activities will be subject to discipline in accordance with terms of this policy if found to have committed any of the following acts.

Use, possession or distribution of alcohol or controlled substances including marijuana, as documented by the police or certified school personnel or self-admission.

2. Nonresident students will not be enrolled in the Virden Community School District No. 4 during the term of a disciplinary suspension or expulsion from another school district. Parent(s) or guardian(s) seeking to enroll nonresident students may be asked to provide evidence of whether or not their children are subject to disciplinary proceedings in their previous school.

### **Discipline Options**

1st offense.....School administration will contact parent(s) or guardian(s) for conference as soon as possible. The school will present options to the students for assistance in drug-abuse prevention and other therapeutic options, from which the student will be expected to choose, and in which the student will be expected to participate. Further, the student will not be allowed to participate in any extra-curricular activity(ies) in which he/she may be involved, for a period equivalent to 10% of the activity's total contests. If the student fails to participate fully in the therapeutic option which he/she has chosen, the student will not be allowed to participate in any extra-curricular activity(ies) for the period equivalent to 50% of the activity's total contests.

2nd offense.....School administration will contact the parent(s) or guardian(s) for a conference as soon as possible. The student will not be allowed to participate in any extra-curricular activity(ies) for the remainder of the school year from the date of the infraction.

Procedure----

When a violation occurs, there will be a meeting of the building principal(s) and coach(es) or sponsor(s) of the activity(ies) in which the student is currently participating. The facts will be presented, and after all individuals present discuss the case, a decision will be made for disciplinary action. The violation and disciplinary action will be discussed with the student. Certified letter will notify the parent(s) or guardian(s). The letter will list the specifics of the suspension (contest, activities, dates, etc.) and the dates of the probation period.

If a student is suspended from participation in an extra-curricular activity(ies), the student and/or parent(s) or guardian(s) shall have five (5) school days to appeal the disciplinary action. Those present during the appeals process shall be the building principal(s), coach(es) or sponsor(s) of the activity(ies). If you do not agree with the building level decision you may appeal in writing within the (10) days. If you elect to appeal, the Board of Education will set a hearing date.

6. Regulations regarding athletic practice sessions include:

- a) Any player at school that day and not in attendance at a scheduled practice or game must inform the coach prior to the practice or game. When the player returns he/she must have a written note from either a parent or guardian (if requested by the coach).
- b) No player may practice for any sport or play in any game during the time they have a medical excuse (from a doctor, or administration) taking them out of a P.E. class.
- c) The coach will determine which excuses are "excused" or "unexcused".
- d) NO player may practice until they have an IESA physical, insurance or insurance wavier, and birth certificate on file in the Middle School Office.

7. If an athlete receives an "unexcused absence" the following will apply:

- 1st offense.....athlete suspended one (1) game
- 2nd offense.....athlete suspended from the next two (2) games
- 3rd offense.....athlete dismissed from the athletic team

8. To practice or to play in an athletic game the player must be in school for ALL classes on the day of the game or practice (exception - a player with a medical appointment or a death in the immediate family or personal problem may be excused by the Principal). A pre-arranged doctor or dental appointment will be acceptable anytime during the school day.

9. Detention hall takes precedence over all other activities such as athletics, band, dramatics, or outside employment. This also includes practice for sports or participating in any athletic competition/games.

10. Any athlete who is suspended or expelled from school will not be allowed to participate in games or practices during the time of his/her suspension or expulsion.
11. A player is expected to leave and return by the transportation supplied by or arranged by the school and to follow the bus regulations. Players, cheerleaders, or managers may return from the game with a parent only if the request is made directly to, and approved by, the coach.
12. All athletes, cheerleaders, and managers are expected to follow the rules in the Student Handbook and the Athletic Rules and Regulations section. As a member of an athletic team or a cheerleading squad, remember you represent the Virden School system and everyone associated with it. Behave as a gentleman or lady and practice good sportsmanship at all times (in school and out, on the bus, in the locker room at games, both at home and away, and in the classroom). Remember that you are playing for coaches who will not tolerate any breaking of training rules.
13. An athlete has up to five (5) practices or before the first (1) game in which to drop one sport and join another. In order to change the athlete must have the consent of the coaches of the sport he/she is joining, and the Athletic Director.

## **BUS TRANSPORTATION RULES**

The following rules and regulations apply to bus transportation to and from school, extra-curricular events, class trips, and field trips, etc. Students traveling on the bus to such events are also to return on the bus unless returning with their own parents or guardians. (Permission must be obtained from authorized personnel on the trip or prior approval for the Principal.) Students involved in security or legal violations on such trips will be remanded to the custody of the appropriate security or law enforcement officer.

The rules have been given careful considerations and the school feels they are in the best interest of your child. Please read them carefully and impress upon your child the importance of observing the rules. When transporting students to and from school, only authorized personnel shall be permitted on the bus.

### **A. Students and Parents Responsibility:**

1. Students shall be ready to board the bus at the designated times.
2. Students shall be careful in approaching the school bus. They should wait until the bus is at a complete standstill before attempting to enter.
3. Students shall remain off the road at all times and conduct themselves in a safe manner while waiting for the bus.
4. Students must ride the appropriate bus and no other students may ride the bus unless authorization is granted through the office.

B. The bus driver is in full charge of the students and bus. Classroom conduct must be observed at all times when riding the bus. The privilege of riding on the school bus is dependent upon good behavior and observance of the rules and regulations.

### **STUDENTS SHALL:**

- a) Refrain from using profane or indecent language
- b) Not smoke or possess tobacco products on the bus
- c) Assist in keeping the bus as safe and sanitary as possible at all times
- d) Avoid unnecessary noise, which might divert the driver's attention and cause an accident
- e) Never stick hands, arms, or any other part of the body outside the bus
- f) Pay for damage intentionally caused to seats or other interior parts of the bus
- g) Never experiment or tamper with the bus or any of its equipment
- h) Leave nothing in the bus such as lunches, clothing, or books
- i) Keep personal possessions out of the aisles
- j) Never throw anything out the bus windows or anything into the bus
- k) Remain in assigned seats until the bus has stopped and avoid rowdiness and horseplay while on the bus
- l) Practice courtesy to fellow students and the bus driver
- m) Remain quiet while the bus is approaching and crossing a railroad

- n) Obey the school bus driver and in case of emergency they shall remain in the bus unless instructed by the individual in authority
- o) Be good school bus citizens in every way possible
- p) Not possess, use, or sell alcohol or other drugs (illegal)

C. The following rules shall be observed when leaving the Bus:

1. The older students shall help look after the safety of smaller children
2. Students shall be careful and wait for the alert signal from the school bus driver
3. When necessary to cross the road after getting off the bus, the student will cross 12 feet in front of the bus after looking both ways to make sure no traffic is approaching. The driver shall wait for them to cross
4. Students shall get off at the stop designated for them unless their parents have made arrangements with the driver and a school administrator to authorize their departure from the bus at some other places
5. Whenever a road becomes impassable or dangerous to travel or whenever a bus cannot safely be turned around for efficient routing, the Director of Transportation shall be empowered to change a route to avoid this situation: he shall always act in this manner on a reasonable and just basis and should inform the Unit Superintendent of his actions.

D. Violation of Bus Conduct Rules:

1. Violation of bus conduct rules will result in disciplinary action to be taken by the school administration.

Action may include the following:

1. Conference with the student
2. Discipline notice sent home
3. Suspension of bus riding privileges and/or suspension from school or other appropriate discipline as outlined in the Discipline Code

2. If a student is suspended from the bus, his/her parents will be required to furnish his/her transportation to and from school during the entire period of the suspension, except for CACC students who will be unexcused and suspended from attending their classes or possibly removed from the CACC program.

3. A video system has been installed on some of the District buses and will be in use. When this video monitoring system is present, the camera will provide a visual and audible record of activities on the bus. If a discipline problem is recorded a VHS cassette tape will be made for presentation. A presentation to parent(s) or guardian(s) of students shown in the tape and/or school board members will be conducted if necessary. Any tape filmed on a school vehicle will only be shown to the personnel of the school or parents of students shown in the tape.

If criminal actions are recorded on the tape a copy of said tape may be provided to law enforcement personnel.

Dear Parent/Guardians:

The Virden Community Unit School District #4 insures that equal education opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the Principal's office at 231 West Fortune Street, Virden, IL 62690.

The school system expects regular attendance from all students in accordance with the following rules and laws of the State of Illinois.

Attendance regulations/rules are based on the premise that good attendance at school will foster good work habits, good academic ability, and develop good attendance habits which will be necessary in work experience after the student graduates from school. Regular classroom attendance is the legal responsibilities of the parent.

There are two types of absences – excused and unexcused. Students will normally receive an excused absence when the parents or guardians call or write the appropriate school personnel. A number of approved reasons for excused absences are listed in the student handbook. For each excused absence the student will be permitted to make up all work that has been missed and will receive full credit. Reasons for unexcused absences are also listed in full in the handbook. Students receiving an unexcused admit will be advised of work they missed, but no credit will be given for an unexcused absence.

A student who becomes ill at school or encounters another type of emergency must check out with the administration prior to leaving the school grounds. If a student does not follow this procedure when leaving during the school day, they will be considered as violating the closed campus policy.

We hope that you will read through the information in the Student Handbook and should you have any questions please do not hesitate to contact us. We appreciate your cooperation and support.

Sincerely,

Ron Graham,  
Principal

