

Dear Parent/Guardians:

The Virden Community Unit School District #4 ensures 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 responsibility of the parent.

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,

RANDY NILES,

Principal

August, 2009

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VIRDEN COMMUNITY UNIT SCHOOL DISTRICT #4
Office of Superintendent
231 W. Fortune Street
Virден, IL 62690
217/965-4226

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: Ron Graham,
School Superintendent

Dated: 8/19/09

COMMUNITY UNIT SCHOOL DISTRICT #4
2009-2010 SCHOOL CALENDAR & EARLY DISMISSAL DATES

REGULAR STUDENT SCHOOL DAY: MS/HS (8:00 a.m.-3:02p.m.) Elementary (8:17 a.m.-3:09p.m.)

<u>AUGUST</u>	17 th & 18 th	Teacher Institute Days (No Students present) 8:00 – 3:00
	19 th	Students Present / 8:00 – 10:30 a.m. (MS/HS) 8:17-10:40 a.m.-Elem. 12:00 p.m. – Luncheon/District Meeting – MS/HS Cafeteria Teacher Workshop / 1:00 – 3:00
	20 th -21 st	Early dismissal / 2:00 MS/HS 2:10 Elem.
	24 th	Full day of school
<u>SEPTEMBER</u>	4 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem.
	7 th	Labor Day / (No School)
	18 th	Early Dismissal / 12:50 MS/HS 1:00 Elem. - <u>Homecoming</u> Parade 3:00 /Football Game 7:00
	25 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem.
<u>OCTOBER</u>	9 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem.
	12 th	Columbus Day Observance / (No School)
	16 th	End of 1 st Quarter
	29 th	Early Dismissal / dismissal 1:40 MS/HS 1:50 Elem Parent/Teacher Conference (Evening)
	30 th	Parent/Teacher Conference (A.M.) (No Students)
<u>NOVEMBER</u>	2 nd	Parent/Teacher Conference (Day) (No Students)
	11 th	Veterans Day / (No School)
	20 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem.
	25 th	Early Dismissal/ 2:00 MS/HS 2:10 Elem.
	26 th & 27 th	Thanksgiving Recess / (No School)
<u>DECEMBER</u>	21 st & 22 nd	Early Dismissal / 2:00 MS/HS 2:10 Elem (End of 2 nd Quarter)
	23 rd -31 st	Winter Break / (No School)
<u>JANUARY</u>	1 st	New Years Day (No School)
	4 th	Teachers Institute Day / (No Students)
	5 th	Classes Resume at regular time
	15 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem.
	18 th	Martin Luther King Day Observance / (No School)
<u>FEBRUARY</u>	12 th	Lincoln’s Birthday Observance / (No School)
<u>MARCH</u>	1 st	Casimir Pulaski Day Observance / (No School)
	12 th	End of 3 rd Quarter
	19 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem
	31 st	Spring Break (No School)
<u>APRIL</u>	1 st – 5 th	Spring Break (No School)
	23 rd	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem.
<u>MAY</u>	14 th	School Improvement Day / dismissal – 12:50 MS/HS 1:00 Elem
	25 th & 26 th	Early Dismissal / 2:00 MS/HS 2:10 Elem
	27 th	Teachers Institute Day / (No Students) / Teachers 8:00 a.m. –3:00 p.m. 8 th grade Promotion - 7:00 p.m.
	28 th	<u>Last Pupil Attendance Day</u> / Report Cards 8:00 – 8:25 a.m. (Teachers 8:00 – 10:00 a.m.) HS Graduation – 7:00 p.m.

VIRDEN BOARD OF EDUCATION

Stephen J. Furman Tami Ireland Beth A. Kiel
Bob McCready Karen DeFevers Scott Etter Scott Myers

ADMINISTRATION

Ron Graham, Superintendent
Randy Niles, Principal
Bruce Paisley, Asst. MS/HS Principal, Athletic Director

***** DAILY SCHEDULE *****

Breakfast Bell7:45
First Bell7:58
Tardy Bell8:00
1st Period 8:03 to 8:49
2nd Period..... 8:52 to 9:38
3rd Period..... 9:41 to 10:27
4th Period..... 10:30 to 11:16
5A Period 11:19 to 11:28
5B Period 11:31 to 12:01
5C Period 12:04 to 1:35
6th Period..... 12:38 to 1:24
7th Period..... 1:27 to 2:13
8th Period..... 2:16 to 3:02
STUDENT DISMISSAL 3:02
Teacher Prep 3:05 to 3:40

2:00 P.M. DISMISSAL SCHEDULE

AM..... Regular daily schedule
6th period 12:38 to 1:03
7th period 1:06 to 1:31
8th period 1:34 to 2:00

***** VISION *****

To become a premier school district

***** MISSION STATEMENT *****

To challenge all students to encourage success in learning so they may reach their greatest potential.

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

The Virden Community Unit School District No. 4 insures that equal educational opportunities are offered to students, regardless of their races, colors, national origins, ages, genders, religious or

handicaps. Questions in reference to educational opportunities may be directed to:

Superintendent Office
231 West Fortune Street
Virden, IL 62690

***** 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

***** STUDENT RIGHTS *****

An Environment Free From Disruption
Protection from Verbal or Physical Abuse/Threats
A Meaningful Learning Environment Experience
An Appropriate and Challenging Curriculum
Disciplined administered 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

***** PHILOSOPHY OF DISCIPLINE *****

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 for 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 disserve to the young people of Virden.

***** FACTORS TO DETERMING CONSEQUENCES *****

Age, development, and maturity levels of the parties involved.

Degree of harm.

Surrounding circumstances

Nature and severity of the behavior(s)

Incidences of past or continuing patters(s) of behavior

Relationship between the parties involved

Context in which the alleged incident(s) occurred

***** 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

Participation in the classroom on a regular basis is of utmost importance. Therefore, students are expected to be in regular attendance in accordance with the laws of the State of Illinois, and the following rules. Regular classroom attendance is the legal responsibility of the parent(s) or guardian(s). Students must be present at least 150 minutes per day (4 periods) to count for one-half day attendance and at least 300 minutes per day (8 periods) for a full day attendance, not including the passing times between classes or the lunch period time. All attendance is kept on the computer (school based program). Virden Community Unit School District #4 follows the policy established by the Macoupin County Truancy Board.

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 /attendance at a funeral in the immediate family
- B. Medical or dental appointment for the student that cannot be taken care of after school or on weekends – only after the student has presented a medical excuse signed by the doctor.
- C. Marriage within the immediate family.
- D. Serious illness of a member of the immediate family requiring a student's presence at home at doctor request.
- E. Personal business
- F. Pre-arranged absence for family trips or vacation when the student is accompanied by or attending with the permission of the parent(s) or guardian(s). Pre-arranged absences will be approved when the student brings a note from parent(s) or guardian(s) or phone call from parents to the office.
- G. Absence required for emergency situations.
- H. Personal illness

A student will be excused for being absent in one of two ways:

- 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.

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.

Any absence toward the six days required to take final exams because of a student's attending the services of a fellow student will not be counted. A written note from a parent(s) or guardian(s) will be required for this absence.

Any student missing five (5) consecutive days must have a DOCTOR'S note to return to school. After a student has accumulated ten (10) days of absences in a semester, a DOCTOR'S note must be presented for every absence that follows. Failure to follow these guidelines will result in an unexcused absence. An unexcused absence will result in zero (0) points for the day(s) in question.

The parents of any student with a chronic illness or one that forces the student to be absent from school for an extended period of time shall so inform the relevant school authorities. The student or parent is responsible for contacting the administration so home board instruction can be arranged. Also, a medical excuse from a doctor is required with start and finish dates.

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 or other appropriate school personnel.
- B. Truancy.
- C. Cutting classes, leaving any class, a study hall, the media center, or designated lunch without the permission of the supervisor or the principal. The penalties for class cutting follow a three-incidence procedure:
 - 1. First cut violation – the student will receive one (1) day in the alternative education room.
 - 2. Second cut violation – the student will receive three (3) days out of school suspension.
 - 3. Third and subsequent cuts – the student may be suspended for up to ten (10) days out of school suspensions.
- D. Out-of-school suspension.
- E. Being absent for reasons not approved by the administration including, but not limited to, the following:
 - 1. Working.
 - 2. Visiting friends.
 - 3. Having hair or other voluntary 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 should not attend school activities.

Parent(s) or guardian(s) with questions about whether an absence will be excused or unexcused must call the school for a determination of the kind of absence before it is taken. Once the student returns to school, the principal's determination is final.

GENERAL INFORMATION

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

ACADEMIC DISHONESTY – The Virден Middle School administration, faculty, and staff shall not tolerate or condone academic dishonesty and/or disregard of principles of academic integrity in any form and intent. We considered academic dishonesty as an action intended to obtain, or assist in obtaining credit for work which is not one's own. The first assignment shall earn a zero and repeated offenses will follow the student conduct rules which could result in a suspension.

ALTERNATIVE EDUCATION ROOM – The Alternative Education Room is the location used for students that may have received an In-School Suspension. When the student is serving an in school suspension the student will receive 60% credit for work completed.

Any student is in the alternative education room for any reason is expected to follow all rules in the handbook. Students sent to the office from the alternative education room could be suspended out of school for up to five (5) days.

ANNOUNCEMENTS – 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 by the beginning of the school day.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) – Virden CUD # 4 currently has three (3) AED's located within the school district. Many staff members have been trained to use them.

BEGINNING OF SCHOOL DAY – Unless the weather is bad and/or students have been given permission by the administration to enter the building and go to the designated area, students are not to be in the building prior to the first bell. On days when they can enter the building, students cannot go to their lockers before going to the designated area, nor should they be in the halls or any classroom unless they are talking with a teacher who is present. A student in an unsupervised or unauthorized area before or after school will face disciplinary action.

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

BIO-METRIC IDENTIFICATION – Virden Community Unit School District No. 4 uses a fingerprinting scan for lunch accounts. Parents are required to sign the bio-metric permission form prior to each school year. After high school graduation, the student's bio-metric information will be destroyed.

BOOKBAGS – Book bags shall not be carried in the building during the school day except upon arrival and /or departure from school.

BOOKS AND SCHOOL PROPERTY – The care for and proper maintenance of books rented are the student's responsibility. Students will be charged for lost, defaced, or mutilated books. Teachers will check for writing or drawing in or on books and assess damages accordingly. Such fines must be paid in the middle school office before the student can take finals and/or receive a report card.

BULLYING/HARASSMENT/HAZING – Soliciting, encouraging, aiding, or engaging in bullying/harassment or hazing is prohibited.

Bullying/harassment is any type of behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Bullying/harassment behaviors may include, but are not limited to, behaviors in which another student, or group of students, harass or intimidate a student based upon student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, etc. Examples of prohibited conduct include, but are not limited to, using derogatory slurs, wearing or possessing items depicting or implying hatred or prejudice of one's character or exclusion. Student engaging in bullying, harassment or hazing may be subject to one or more of the disciplinary actions outlined in the "student conduct policy" of the student handbook.

Hazing means any intentional, knowing, or reckless act directed against a student by intimidating, forcing or influencing a student to do an act or failing to do an act against the student's will for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team, or activity which relates to a student's standing by way of age, gender, class affiliation or relationship with other students.

Students should report any type of bullying, harassment, and/or hazing by other student(s) to a teacher, counselor, nurse, principal, coach or any other school personnel. A student not comfortable with coming forward to any of these people, may use the drop box for reports in the school media center, which will be checked daily.

BUS TRANSPORTATION RULES – On any school sponsored trip, teachers, coaches, and bus driver are 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 and may be suspended or revoked for breaking these 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 to return with parents or guardians must be obtained from authorized personnel on the trip or prior approval from the principal. Students involved in security or legal violations on such trips will be remanded to the custody of the appropriate security of law enforcement officer.

The rules have been given careful considerations and the board and administration have designed them to be in the best interest of your child. Please read these rules 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.

Students and parent(s) or guardian(s) have the following responsibilities:

- A. Students shall be ready to board the bus at the designated times.
- B. Students shall be careful in approaching the school bus. They should wait until the bus is at a complete standstill before attempting to enter.
- C. Students shall remain off the road at all times and conduct themselves in a safe manner while waiting for the bus.
- D. Students must ride the assigned bus to and from school. Students must have permission from the office to ride a different bus.

Students shall observe the following rules:

- A. Refrain from using profane or indecent language.
- B. Do 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 remain in the bus unless instructed by the individual in authority.
- O. Do not possess, use, or sell alcohol or other drugs (illegal).
- P. Be good school bus citizens in every way possible.

Students shall observe the following rules when leaving the bus:

- A. The older students shall help look after the safety of smaller children.
- B. Students shall be careful and wait for the alert signal from the school bus driver.
- C. When necessary to cross the road after getting off the bus, the student will cross the legally determined safe distance in front of the bus after looking both ways to make sure no traffic is approaching. The driver shall wait for them to cross before advancing.
- D. 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.
- E. 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/she shall always act in this manner on a reasonable and just basis and should inform the unit superintendent of his actions.

**ALL TRIPS TAKEN DURING SCHOOL HOURS WILL PICK-UP/DROP-OFF
ON THE EAST SIDE PARKING-LOT UNLESS APPROVED
BY THE ADMINISTRATION**

Violation of Bus Conduct Rules:

- A. 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.
- B. The parents of a student suspended from the bus will be required to furnish his/her transportation to and from school during the entire period of the suspension.
- C. A video system has been installed on the district buses and may be in use. When this video monitoring system is present, the camera will provide a visual and audible record of activities on the bus. The use of such systems will allow the driver to focus on the safe operation of the school bus vehicle.
- D. If a discipline problem is recorded, a 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 the tape will be provided to law enforcement personnel upon request or deemed necessary by the administration.
- E. Illinois law requires that all bus-riding pupils must experience a practical school bus evacuation drill at least twice (2) each year. During the drill, students must move at least one hundred (100) feet away from the side of the school bus.

CAFETERIA – All students shall eat in the cafeteria. Students must use the procedure adopted by the district for purchasing meals. Students will access their accounts using a Bio-metric scan school program. Students are responsible for funding their accounts. Students are not to order food from outside the cafeteria. The school district will not allow a negative balance over \$7.50 per individual and \$20.00 per family.

<i>Cost:</i> Reduced Price Breakfast	\$.30
Breakfast	\$1.00
Reduced Price Lunch	\$.40
Full type A Lunch	\$2.00
Salad Bar	\$2.00
Milk	\$.25
Staff Type A Lunch	\$2.50

CANCELLATION OF SCHOOL – In case of snow or other emergencies listen to stations WNNS/WMAY(98.7), WIBI(91.1), WSMI(106.1), WTAX (1240AM) WDBR (103.7), WCVS/WFMB(96.7), WICS-TV (20) or check the school web page at www.virdenschools.com after 7:00 AM to see if school has been canceled. Please do not call the school or the radio stations. Students may be detained at school in the case of an extreme emergency occurring once school is in session..

CHAIN OF COMMAND – Parent(s) or guardian(s) with concerns must use the proper chain of command. School personnel must be contacted in this order:

- A. Teacher, coach or immediate supervisor.
- B. Middle school principal/assistant principal.
- C. Superintendent.
- D. School board.

CLASS CHANGES – Students are discouraged from making changes in class schedules, but changes may be made within the first three days of a semester. After the deadline, a student request for class changes must be made in writing to the administration by that student, or his/her parent(s) or guardian(s).

If, in the opinion of the administration, and with the permission of both instructors, a change seems warranted, a conference with the administration, student, student’s parent(s) or guardian(s) will be held. Any others who may be able to contribute necessary information may be included at the administration’s discretion. The final decision concerning the change will rest with the administration.

CLOSED CAMPUS VIOLATIONS – All middle school students who ride in cars to school may not stay in their cars once they are on school property. Upon arrival at school, the student is to lock and to leave the parking lot area. No one is permitted to return to their car during the school day without the permission of the administration. The noon hour is closed and no student is permitted to go home for lunch or to 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 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 administrator is a violation of the closed campus policy.

Violations of the Closed Campus Policy include the following:

1st offense – 3 days out of school suspension.

2nd offense – 5 days out of school suspension.

3rd offense – 10 days out of school suspension or recommendation for expulsion

CRISIS – EMERGENCY AND HOTLINE NUMBERS – These numbers are available upon request from guidance office or on the school website at www.virdenschools.com.

DANCES - All dances shall be supervised by school administrators and/or 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 Virden Middle School students may attend middle school dances.

DENTAL EXAMINATIONS – All students in kindergarten, second and sixth grade must have a dental examination. The school may hold the student's report card of a student who fails to present proof of having been examined by a dentist by May 15 of the school year, until one of the following occurs:

1. The student presents proof of a completed dental examination, or
2. the student presents proof that a dental examination will take place within sixty (60) days after May 15, or
3. the parents have a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

DETENTIONS – Detention will be served from 3:05 p.m. until 3:45 p.m. after school on Tuesdays, Wednesdays and Thursdays.

Failure to serve a regular detention will result in 2 (two) additional detentions being issued. Failure to serve any one of these three detentions will result in a suspension. Attendance at religious classes or the inability to find a ride home will not be considered reasons 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 administration.

The student shall receive no credit for the detention and may be suspended from school for behavior or misconduct that warrants ejection from the detention session.

A student earning an excessive number of detentions in a nine week period may earn a suspension.

A student with outstanding detentions will not be permitted to take semester exams or go on any class trip.

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." 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.

It is mandatory that all students taking daily medication have a “request for administering school medicine” form signed by the prescribing physician on file in the nurse’s office. This form must be updated annually.

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”.

When it is necessary for over-the-counter drugs to be given at school, the parent/guardian must sign a “Parent Permission for over the Counter” form to be filed with the nurse.

Unless approved by the nurse, **NO** medications will be given to a student before 12:00 p.m. (noon).

DRESS AND APPEARANCE – Standards of student dress and grooming are established to protect the health and safety of Virden Middle School students, to create 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’ dress shall be modest and appropriate for a business setting in the Virden community.

The following list includes examples of appropriate attire that may be worn in the building: jeans, slacks, dresses, sport shirts, T-shirts, sweatshirts, split skirts, blouses, sweaters, shorts, and other such items as one would find as normal business attire in Virden.

- A. Students shall not wear 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, body piercing, and inappropriate markings on any exposed skin.
- B. Students shall 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 preparation, etc.
- C. 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.
- D. Students shall not wear hats, caps, or other headwear in the building.
- E. Coats and hats are to be left in student lockers, are not to be worn in classrooms. This rule does not apply to team apparel such as windbreakers, hooded sweatshirts, and other similar clothing.

The following list includes examples of inappropriate attire that shall not be worn in the buildings:

- A. Clothing made of transparent or fishnet fabric, or clothing that exposes the chest, abdomen, genital area, buttocks, undergarments or the legs above mid-thigh.
- B. Shirts that do not cover at least 3 inches of the shoulder such as tank tops, muscle shirts, halter tops, and tube tops.

Students who wear clothing in violation of this rule may be required to change clothes, to wash off the markings, or to 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.

Changing fashions are part of student dress standards at Virden Middle School. Students and their parent(s) or guardian(s) are encouraged to call the administration if they have questions about specific items of student dress.

EJECTION FROM CLASS OR STUDY HALL – Parent conference before re-admission to class may be requested by the teacher(s). A teacher may grant 60% credit for assignments during the time of class ejections.

A student ejected from a class during second semester will be required to take second semester exams in that class.

Class ejections follow this timetable (per quarter):

- 1st time – Removed from any class or study hall for a minimum of 1 day of maximum of 3 days.
- 2nd time – Removed from any class or study hall for a minimum of 3 days or maximum of 5 days.
- 3rd time – Suspension out of school for up to 3 days.
- 4th or more time – Suspension out of school for 5 to 10 days.

A student is ejected or suspended from class(es) shall report to study hall for the affected period(s). Students in study hall due to class ejection are expected to follow those classroom rules or be ejected from study hall for disciplinary reasons. Students so ejected shall be suspended for 5 days.

ELECTRONIC DEVICES ON SCHOOL PROPERTY – All electronic devices must be turned off and put away upon entering all school buildings. Any use of a cell phone or electronic device, which includes calling, texting, playing games, or receiving messages on an electronic device, during school hours will be subject to the following penalties:

1. First violation – electronic device will be taken away from the student, given to the building administrator, and returned to the student after school along with a verbal warning.
2. Second violation – electronic device will be taken away from the student, given to the building administrator, and returned to the student after school along with three (3) after school detentions.
3. Third violation – electronic device will be taken away from the student, given to the building administrator, and returned to the student after school along with one (1) day alternative education.
4. Fourth violation – electronic device will be taken away from the student, given to the building administrator, and given back after school along with three (3) days out of school suspension.
5. Fifth violation or more – the student may be suspended out of school and a parent meeting will be requested.

If a student is found to have used their electronic device at any time during the day, the same penalties will be enforced.

END OF SCHOOL DAY – Students shall leave the building within ten (10) minutes after the final bell unless they are involved in an activity under the supervision of a staff member, attending a detention hall, or in the office.

ENROLLMENT POLICY FOR MIDDLE SCHOOL STUDENTS – All students will be required to enroll in at least 6 academic classes plus p.e., or health class. Other elective classes may be required. 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, but will be required to complete written work for physical education credit.

Non-resident students will not be enrolled during the term of any disciplinary action 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.

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

EXAMS AND SEMESTER GRADES – A semester grade is calculated as follows:

45%1st nine week grade
45%2nd nine week grade
10%Semester exam
100%Semester grade

Second (2nd) semester: Students with six (6) or fewer absences during the school year (in that specific period) and without an “F: for either the third (3rd) or fourth (4th) quarter grade will not be required to take second semester exams.

A student who is truant or suspended during a semester must take all semester exams as well as those students who have more than six (6) absences in a class per year (applies to 2nd semester only). If a student is ejected from a class during 2nd semester he/she will be required to take 2nd semester exams in that class.

This policy applies to individual classes. The teacher’s attendance records will be the official record. Any student who is truant from class, study hall, activity period, required assemblies, etc., or who has been suspended will be required to take final exams in all their classes. The office will record these offenses and compile a list of those students who are required to take final exams. This list will then be distributed to all teachers.

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 or school.

The semester exams are normally given during a two-day block of time. A student cannot ask the instructor to give the exam at an earlier or later date or change the exam schedule in any way without written approval of the administration. If an instructor wishes to change the date a semester exam will be given, it must be cleared with the administrator in advance.

EXTRACURRICULAR ACTIVITIES – When school is cancelled for the day or dismissed early due to inclement weather, all student extracurricular activities, athletic games and/or practices for the day shall be cancelled.

EXTRACURRICULAR ELIGIBILITY – Weekly eligibility for athletes, cheerleaders and participants will be checked every Thursday. Virден Middle School & I.E.S.A. require that any student/athlete must be passing all classes per week to retain his or her eligibility for the next week, including vacation days.

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, other school personnel, or fellow students is considered a serious offense.

FAMILY ACCESS – Family Access is available through our website, www.virdenschools.com. Family Access provides the ability for parents to view grades, discipline records, lunch accounts, and attendance via the Internet. To use this software you need to have access to the Internet and use your user name and password.

Please contact the appropriate office if you have any questions.

Once you log on to our homepage (www.virdenschools.com) you will find the “red schoolhouse” logo at the top of the page. Click on the “little red schoolhouse” and you will then be prompted to input your assigned user name and password.

FAN BUS – Fan buses will be provided whenever feasible. All fan buses will be supervised by staff members. Bus transportation rules apply to all students riding fan buses.

FIELD TRIPS /All SCHOOL EVENTS – A student's privilege of participating in school sponsored activities 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 eighteen (18) days of school will not be able to attend their class trip. Absences that are excused by a doctor, official of the court, principal or other person in an official capacity, will not count as one of the 18 days.

The criteria for trips and all school events will also include:

1. No more than 3 pink slips (ejections from class) for the semester of the trip.
2. No more than 8 green slips (detentions) for the semester of the trip.
3. Suspended out of school for any reason for no more than two (2) full days during the school year.
4. No more than 3 in school suspensions for the semester of the trip.
5. Must be participating in Virден’s 8th grade promotion exercises

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 has been given by the sponsor accompanying the students or the administrator (permission must be obtained in advance).

Student(s) returning from trips with unauthorized persons will earn the following disciplinary measures (and other actions where appropriate):

- 1st violation - 3 day out of school suspension
- 2nd violation - 5 day out of school suspension

3rd violation - 10 day out of school suspension

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

Students who attend an after school activity may not re-enter that activity once they leave.

FOOD AND DRINK – Students are not allowed to have food, candy, chewing gum, or drink in the classroom or hallways during school hours.

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

GRADING SCALE – Middle School teachers will use the following grading scale:

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

HEAD LICE – Virden School District follows nit-free guidelines. Students who are sent home due to head lice will not be allowed back at school until the school nurse or authorized personnel check the student's hair. Parents will be required to treat the hair for head lice and keep the student home until the following day or until there is no evidence of nits in the student's hair.

HOME SCHOOLING – Students who are accepted in part-time attendance, who are enrolled in private schools, or who are home schooled are subject to placement at appropriate grade and class level by the district. Parents of students who are accepted for enrollment may be required to provide information related to the level of the student's academic preparation and achievement sufficient to permit appropriate placement.

For the purposes of appropriate placement, the district may require, among other information, identity of textbooks used, examples of work performed, including homework, test scores and grades, course descriptions and requirements and time requirements for course work.

The district may also administer any achievement and placement testing it deems appropriate.

HOMEWORK (Late Assignment) – The student will receive at most 60% credit for the assignment. If an assignment is turned in after that day, it will be up to the teacher's discretion how much credit they will receive.

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 students having a grade point average of 4.00 through 4.49.

ILLNESS AT SCHOOL – Students leaving school without permission of the administration, will earn an unexcused absence, and 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 in effect. If a student is too ill to leave the restroom, another student should notify the office of

the situation. If a student goes home ill during school hours, the student may not return to school that day.

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

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

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.

LOAN OF SCHOOL ITEMS – A student wishing to use school property for personal use must sign a form obtained through the office and provide a \$25.00 refundable deposit for such items. Students are responsible for payment of such items if broken or lost.

LOCKER POLICY – The school district provides 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) that are left unlocked. No stickers or adhesives are to be used in the locker.

LOST AND FOUND – Articles that 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 semester.

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 administrator 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, including long range assignments as provided for above. A student who misses only a portion of a day is responsible for previously assigned homework

or projects for that day (this is not applicable to tests). Students are responsible for going to teachers of missed classes to find out about assignments which have been made for the next day.

MEDIA CENTER – 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 the Lewis and Clark Library System. With the exception of reference materials and periodicals, 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 five (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. Students who fail to do so will be returned to study hall or class.

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

INTERNET POLICY

Purpose

The purpose of the Virden Community Unit School District #4 computer network is to advance and promote educational opportunities, innovation and educational excellence, and to provide users access to a worldwide array of educational resources. Access to the resources of the network will improve learning and teaching through research, access to information, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

The Internet

The Internet is a vast, global network, linking computers with universities, schools, laboratories and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Due to its enormous size and resources, the Internet's educational potential is boundless. Users need to be aware that not all sources on the Internet provide information that is accurate, complete, current, or legal. Virden Community Unit School District #4 is not responsible for assuring the accuracy or usability of any information found on external networks. For safety purposes, Virden Community Unit School District #4 employs both a filter and firewall. Virden Community Unit School District #4 maintains compliance with CIPA – Children's Internet Protection Act. Users should take care to always protect personal information such as names, phone numbers, credit card information, etc. when using the Internet. Users of e-mail should be aware that in its present form, it cannot be secured and is, therefore, vulnerable to unauthorized access and modification.

User Access

Internet access is provided through the Virden Community Unit School District #4 network system. The use of the Internet and Virden network is a privilege, not a right, thus all users must submit a signed Acceptable Use Policy to gain access to the Internet and network. Use of the district computers and Internet is limited to those activities which support education, enrichment, and career development.

Grades K-6: Students in Grades K-6 will gain access to the Internet after they take part in a discussion of this policy with a teacher and a parent or guardian. A parent or guardian is required to sign the Acceptable Use Policy.

Grades 7-12: Students in Grades 7-12 will gain access to the Internet once the student and student's parent or guardian has submitted a signed Acceptable Use Policy.

Virden Public School Staff and visitors will gain access to the Internet once they have submitted a signed Acceptable Use Policy.

The district assumes no responsibility for damage to storage mediums including but not limited to diskettes, USB storage devices, or non-district computers.

Users' Responsibility

Your right to free speech applies to communication on the Internet. The Internet is considered a limited forum, similar to a school newspaper, and therefore the District may restrict speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

All student use of the Internet will be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student's use at every moment. Each student is expected to take individual responsibility for his or her appropriate use of the Internet.

Individual users shall at all times be responsible for the proper use of accounts issued in their names. Users may not share their account with anyone or leave the account open or unattended.

Passwords are confidential. All passwords should be protected by the user and not shared or displayed.

Users are responsible for making back-up copies of the documents that are critical to their use.

Staff members are responsible for regularly deleting e-mail as to conserve file space.

Subscriptions to Listservs, bulletin boards, and on-line services must be pre-approved by the systems administrator.

Users are responsible for immediately notifying the technology department of any possible security problems or of damage to the computer to which they are assigned.

The Virden Community Unit School District #4 assumes no responsibility for unauthorized charges, costs or illegal uses.

Internet Access

Inappropriate conduct on the Virden Community Unit School District #4 Internet will be subject to disciplinary action, in conformity with the Virden Public School Policy on Student Conduct and Discipline (which is published in school handbooks) and the disciplinary policies of individual schools. School officials may cancel user access to the network. Further, any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Virden Community Unit School District #4 network.

Privacy and Administrators' Access to User Files

Virden Community Unit School District #4 is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of

Information Act and open to public inspection. **Network storage areas (including user files) will be treated like school lockers may be subject to inspection.** Staff using the Internet (email) messages are public communication and are not private. All communications including text and images may be subject too applicable law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications (email, attachments, files) to maintain integrity system-wide and ensure that users are using the system in a responsible manner. Users should not assume that uses of the Virden Community Unit School District #4 network are private. All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Parents may obtain access to their child's Internet usage records and files.

Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Although Virden Community Unit School District #4 employs both a filter and firewall, screening the Internet for such inappropriate uses is still difficult. Therefore, users should never reveal their full name, address or telephone number, nor should they arrange a meeting with a person who was met on-line. Users should promptly inform their school administrator of any on-line communication that is threatening, harassing, or otherwise inappropriate.

Network Etiquette

Users are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language. Try to avoid sarcasm and humor; without face-to-face communication, your **comments** may be misinterpreted or viewed as criticism. Don't publicly criticize or anger others. Use all capitals only to highlight a word; if you use them for an entire message, people will think you're shouting at them.

Supervision and Monitoring

Student use of the Internet will be supervised by teachers in a manner that is appropriate for the age of the students and circumstances of use. The district will also monitor student Internet use. Users will be made aware that they have a very limited expectation of privacy when they use the Internet at school. Routine monitoring may reveal evidence of inappropriate activities and an individualized search of their activities or their personal files may occur if there is a reasonable suspicion of inappropriate activity.

Security

Network security is a high priority. If you can identify a security problem on the Internet you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet, as a system administrator will result in cancellation of the user privileges. Any user identified as a security risk may be denied access to the network.

Unacceptable Uses of the Virden Community Unit School District #4 Network

The following are unacceptable uses of the Virden Community Unit School District #4 network:

Harassing others.

Libeling or slandering other users.

Disrupting or unauthorized monitoring of electronic communication or unauthorized copying of copyright-protected material.

Using district computers for gambling or instant messaging.

Posting private or personal information about another person.

Attempting to access system files, security files or another person's files.

Accessing or transmitting obscene or pornographic material.

Posting chain letters or engaging in "spamming." ("Spamming," means sending annoying or unnecessary messages to large numbers of people.)

Engaging in sexual harassment. The Virden Community Unit School District #4 Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable internet conduct.

Participating in any communications that facilitate the illegal sale or use of drugs

or alcohol, that facilitate criminal gang activity, that threaten, intimidate, that harass any other person, or that facilitate gambling. Using the network for illegal purposes, in support of illegal activities or for any activity prohibited by district policy.

Communications. Users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language should be used to communicate on the Virden Community Unit School District #4 Network or on the Internet. Plagiarism. "Plagiarism" means taking material created by others and presenting it as if it were one's own words. The Virden Public School's policy on "plagiarism" (which is published in school handbooks) is applicable to Internet conduct.

Infringing copyrights. One copy of copyrighted material may be downloaded for a user's personal use. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner and systems administrator.

Inappropriate materials. Access of material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should disengage.

Participating in **private or commercial** activities that are not directly related to educational purposes of the Virden Community Unit School District #4.

No user shall engage in communication that represents personal views as those of the Virden Community Unit School District #4 or that could be misinterpreted as such.

Behaviors And Consequences

Appropriate Codes of Conduct and Disciplinary Measures are outlined in accordance with the school discipline code Misuse of the Internet may result in restrictions placed on student use of the Internet.

Tampering with computer security systems and/or applications and/or documents and/or equipment will be considered vandalism, destruction, and defacement of school property (see school handbook). Please be advised, it is a federal offense (Felony) to break into any security systems. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, student) and student's parent or guardian.

Vandalism will result in cancellation of privileges, disciplinary action and restitution for costs associated with hardware, software, and system restoration. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software or the network. This includes, but is not limited to, the uploading or creating of computer viruses.

In the event that there is a claim that a **user** has violated any of the Acceptable Use Policy, she/he will be provided with written notice of the suspected violation and given an opportunity to be heard by his/her school administrator.

Notifications

Any student, teacher, staff member or volunteer must notify the systems administrator or assistant systems administrator if they have identified a possible security problem. Do not go looking for security problems, as this may be construed as an illegal attempt to gain access to inappropriate areas. Further, they should report encounters with inappropriate material to their school administrator immediately.

Changes in Virden Acceptable Use Policy

The Virden Community Unit School District #4 reserves the right to change this policy at any time. Students, parents and/or guardians will receive written notification of any changes.

MEDICAL DEVICES – Wheelchairs, crutches, or other medical devices may be used only with a physician's written order.

NOTE WRITING – Violations of this prohibition may result in a detention.

PASSES –

- A) 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.
- B) 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.
- C) No permanent passes will be issued.
- D) 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.

PHYSICAL EXAMINATIONS AND IMMUNIZATION – The Illinois School Code requires all students prior to entering kindergarten, sixth grade and ninth grade and all other students who transfer

in to the Virden School District to place on file the results of a health examination and current immunization record.

The health examination must have taken place within one year of the period for which proof is required. Students who fail to submit proof of a health examination and current immunization requirements by October 1 or 30 days after entering school for new students to the district, shall be excluded from school unless such proof is presents.

PHYSICAL EDUCATION:

- A) All students are expected to dress every day for physical activity. A student can only be excused from participation in class or a note is presented to the instructor from a doctor, the school nurse, or the school administrator. The note should state how long the student is to be excused from the class.
- B) If the student has an injury or an extended illness which occurs during the year that 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.
- C) All students must have a padlock for PE lockers. If a student does not have a padlock a fee a minimum fee of \$5.00 must be paid to the school at registration for PE lock. A padlock 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 fee of \$5.00 will be refunded on the return of the lock to the 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 students will receive a progress report during the first quarter on the third and sixth week.

PROMOTION REQUIREMENTS – All students must have a 60% average for the year in 4 out of 5 core subject areas in order to be promoted to the next grade. For example, if a student received a 55% first semester the student must receive at least a 65% second semester. The core subject areas are literature, language arts, science, math, and social studies/history.

REPORT CARDS – Students will be given a report card each quarter. This grade card need not be returned to the school.

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. No one will be allowed to tailgate or cook. At any school event, air horns/bull horns are prohibited by the administration.

SEARCH AND SEIZURE – To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” include school liaison police officers.

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 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 be shown only 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 constitute 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 thirty (30) days from the filing of the complaint, the superintendent or board president will make a written report of his conclusions and recommendations. 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 delivery at the superintendent's 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 – A student is expected to sign out when leaving the school for any reason 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 administration.

SKATEBOARDS AND ROLLERBLADES – Skateboards, roller blades and skate shoes are not allowed on school property at any time.

STUDENT CONDUCT – Suspension, Expulsion and Due Process: 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) Academic dishonesty including but not limited to copying, using another student's work without a teacher's permission, and plagiarism.
- F) Truancy.
- G) Repeated tardiness.
- H) Verbal abuse or profanity or threats directed toward a student, teacher or any other school personnel.
- I) Refusal to follow orders or directions or stated school rules (insubordination).
- J) Smoking on school property or use of tobacco or tobacco products of any form.
- K) Possession, using or under the influence of any alcoholic beverage or illegal/non-prescription drugs or any drug paraphernalia while on the school premises or at any school function.
- L) Gambling on school grounds
- M) Destruction of property or vandalism.

- N) Theft.
- O) Possession of weapons.
- P) Forgery or the use of forged notes or excuses.
- Q) Closed campus violation.
- R) Display or use of fireworks.
- S) Acts that obstruct or interrupt the instructional process in the classroom.
- T) 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, hazing/bullying/harassment, discriminating, or other comparable conduct.
- U) Any other acts that endanger the well-being of students, teachers or any school employee.
- V) Inappropriate use of electronic communicator devices on school property.
- W) Unauthorized use of the district electronic network (see Internet Policy).

STUDENT CLASSIFICATION – Two types of records are maintained by the school district: permanent records and temporary records.

- A) Permanent records consist of the student and parent names, address, birth date, 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.
- B) 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.

Parents 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 ten (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 before the records are released and if more than twenty-five (25) students are involved notice will be printed in the local newspaper as well.

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

- A) 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.
- B) 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.
- C) 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 BASES 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 as 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 middle school office at 965-3942.

DIRECTORY INFORMATION – The maintenance of confidential information is under the Illinois School Student Records Act (105 IL 10). Basic information about a student contained in educational records that, if disclosed, would not generally be considered harmful or an invasion of property may be disclosed as required by law to various groups, and /or agencies. Such information includes, but is not limited to, student's name, address, birth date, dates of attendance, grade level, enrollment status, participation in activities and honors and awards. Parent(s) or guardian(s) who do not want such information released must notify the school in writing within 10 (ten) days of enrollment.

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 will 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 legal action taken by the school to collect the fees will be taken against the parent.

School fees for students from indigent families may 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 its national or state organization or club and those of the student handbook. Any member in an organization will be removed from the organization, with no refund of dues, if found to have committed any of the acts as listed in the student conduct section of the student handbook as documented by the police or certified school personnel or self admission.

STUDY HALL RULES – the same rules apply in study halls as in a regular classroom. Although individual teachers may have more specific rules, the following rules and regulations apply:

- A) Students are to be in their seats and ready to work when the tardy bell rings.
- B) Students are to remain in their seats until attendance is taken.
- C) Students must have a pass in order to leave the study hall. They are not permitted to go to another teacher's classroom unless they have a pass from that particular teacher. Students will

not be permitted to go to a teacher's room to be issued a pass during study hall. Passes must be issued prior to the time of study hall.

- D) Students are not permitted to sleep or to loaf in the study hall. It is the student's responsibility to bring assignments, books, and other necessary material to occupy their time in the study hall. Students will not be permitted to go back to their lockers to get materials after the tardy bell rings.
- E) Conferences during study hall should be discouraged. Only one student at a time will be permitted to engage in a conference with another student and this should be no longer than two (2) minutes.
- F) A student who has the teacher's permission to confer with another student must remain standing during the conference
- G) Only one student at a time shall converse with the study hall teacher.
- H) Only approved reading material shall be allowed to be read or studied in the study hall.

SUSPENSIONS – The administration will assign the suspension day(s) and that will normally be the day following the infraction. 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. 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.

- A) **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.
- B) **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. A student will receive a zero (0) for any assignment during the suspension.
- C) **EXPULSION** is defined as the exclusion of the student from school for 11 or more consecutive days.

TARDINESS – Any student who is tardy first period will report to the office for a tardy slip. Students are allowed one tardy per quarter; a detention will be issued thereafter. A student will receive a one (1) day in the alternative education room for every three (3) tardies to school. 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 other class periods will be handled by the individual teachers and 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 other 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.

VANDALISM – The board will seek restitution from students and their parent(s) or guardian(s) for vandalism or other student acts that cause damage to school property.

VISION SCREENINGS – Vision screening will be done for all students as mandated by the State of Illinois. Vision screening is not a substitute for a complete eye and visual evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has complete and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, and if your child is in a mandated age/group/grade they will be screened.

VISITOR POLICY – Visitors are welcome at Virden Community Unit District No.4. A visitor must go directly to the administrative office to sign in and be issued a proper pass. A student who wishes to bring a guest must speak to the principal before the school day begins. A guest currently enrolled in another school is permitted to visit Virden Unit #4 only 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.

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 Unit District No.4 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.

- A) 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.
- B) 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. All grades are accumulated per semester.
- C) All players must wear the uniform supplied by the school or clothing that is agreed upon by the coaching staff of that particular sport.
- D) Smoking or the use of tobacco in any form on or off the school premises carries the following penalties:
 - 1) 1st offense: the student will not be allowed to participate in any extra-curricular activity(ies) in which he/she may be involved for one game.
 - 2) 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) in which he/she may be involved, for a period equivalent to fifty percent (50%) of the activity's total contest. If the punishment can not be completed in the season it occurred, the punishment will carry over to the next season or year. 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 one hundred (100%) of the activity's total contest.
 - 3) 3rd offense: school administration will contact parent(s) or guardian(s) for conference as soon as possible. The students will be suspended from all sport participation for one calendar year.
 - 4) 4th offense: The student will be suspended from all sports the remainder of his/her middle school career.

- E) 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 that 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 measures. The following code has been established to provide equal treatment for all extra-curricular activity participants:

Any student denied participation in any extra-curricular activities under the terms of this policy shall be offered therapy/counseling assistance through the Student Assistance Program.

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:

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

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

Procedure----

When a violation occurs, the building principal(s) will meet with the 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. A 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 (10) days. If they elect to appeal, the Board of Education will set a hearing date.

- F) Regulations regarding athletic practice sessions include:
- 1) 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).

- 2) 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.
 - 3) The coach will determine which excuses are "excused" or "unexcused".
 - 4) NO player may practice until they have an IESA physical, insurance or insurance wavier, and birth certificate on file in the Middle School Office.
 - 5) When school is closed for the day or dismissed early due to inclement weather all student extracurricular activities and athletic games and/or practices for the day shall be cancelled.
- G) 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 offenseathlete dismissed from the athletic team
- H) 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.
- I) 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.
- J) 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.
- K) 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.
- L) 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.
- M) 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.
- N) When school is closed for the day or dismissed early due to inclement weather all student extracurricular activities and athletic games and/or practices for the day shall be cancelled.
- O) Any athlete guilty of hazing/bullying/harassment will be disciplined by the coach and the administration.

DISTRIBUTION OF STERIODS AND PERFORMANCE ENHANCING DRUGS – No coach, administrator, school official or employee, or booster club/support group member may sell, distribute, or promote the use of any anabolic steroids or performance-enhancing dietary supplements to students at member schools.

A coach, administrator, school official or employee, or booster club/support group member may provide only permissible nutritional supplements to students at any time for the purpose of providing additional calories and electrolytes, provided they do not contain any dietary supplements banned by the Association. Permissible nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals.

ATHLETES ELIGIBILITY- If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity you may check your eligibility status by going to the Illinois Elementary School Association web site at www.iesa.org.

