

**STUDENT HANDBOOK
2009 – 2010**

**VIRDEN HIGH SCHOOL
231 West Fortune Street
Virden, IL 62690**

Phone Number: 217-965-4127

Fax Number: 217-965-4006

www.virdenschools.com

This agenda belongs to:

Name: _____

Address: _____

City: _____ **Zip Code:** _____

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VIRDEN COMMUNITY UNIT SCHOOL DISTRICT #4

231 West Fortune Street

Virден, IL 62690

217-965-4127

Dear Parent / Guardians:

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

The school system expects regular attendance from all students in accordance with the 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 employment after the student graduates from school. Regular classroom attendance is the legal responsibility of the parents or guardians.

We hope that you will read through the information in the Student Handbook. If you have any questions, please contact us at 965-4127. We appreciate your cooperation and support.

Sincerely,

**Principal
August 2009**

VIRDEN COMMUNITY UNIT SCHOOL DISTRICT #4

Office of Superintendent

231 West Fortune Street

Virden, 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.

Superintendent
August 2009

VIRDEN BOARD OF EDUCATION

Steve Furman, President

Beth Kiel, Vice-President

Tami Ireland, Secretary

Karen DeFevers

Scott Etter

Bobby McCready

Scott Myers

ADMINISTRATION

Administration names are available upon request
from the high school office or on the Virden school web page
www.virdenschools.com

HIGH SCHOOL FACULTY

Faculty names and departments are available upon request from
the high school office or on the Virden school web page
www.virdenschools.com

SUPPORT STAFF

Support staff names and assignments are available upon request from
the high school office or on the Virden school web page
www.virdenschools.com

DAILY SCHEDULE

7:45	Breakfast served
7:58	First Bell
8:00	Tardy Bell
8:03 to 8:49	First period
8:52 to 9:38	Second period
9:41 to 10:27	Third period
10:30 to 11:16	Fourth period
11:19 to 11:49	5A Lunch
12:05 to 12:35	5C Lunch
11:19 to 12:35	Fifth period
12:38 to 1:24	Sixth period
1:27 to 2:13	Seventh period
2:16 to 3:02	Eighth period
3:02 to 3:40	Prep time

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

PROGRESS REPORTS GO HOME ON:	REPORT CARDS GO HOME ON:
Wednesday, September 16, 2009	Friday, October 23, 2009
Wednesday, November 18, 2009	Friday, January 15, 2010
Wednesday, February 10, 2010	Friday, March 19, 2010
Tuesday, April 20, 2010	Friday, May 28, 2010

High School Graduation – Friday, May 28, 2010

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. Four ensures that equal educational opportunities are offered to students, regardless of their races, colors, national origins, ages, genders, religions or handicaps. Questions in reference to educational opportunities may be directed to

Superintendent's 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 your own actions and accept the consequences
- ✚ Respect school and community property
- ✚ Avoid disrupting the educational process
- ✚ Attend school regularly 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
- ✚ An appropriate and challenging curriculum
- ✚ Be disciplined in a humane and appropriate manner
- ✚ Knowledge of the reasons for any discipline which may be administered
- ✚ A written code of discipline that is clear and concise
- ✚ Due process in matters of disciplinary actions
- ✚ Assistance in making decisions on 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 practice, 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 disservice to the young people of Virden.

FACTORS TO DETERMINE 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 pattern(s) of behavior
- ✚ Relationship between the parties involved
- ✚ Context in which the alleged incident(s) occurred

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.

EXCUSED ABSENCES

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

- ✚ Personal illness
- ✚ Medical or dental appointment for a student which cannot be taken care of after school or on weekends - only after the student has presented a medical excuse signed by the doctor
- ✚ Death/attendance at a funeral in the immediate family
- ✚ Marriage within the immediate family
- ✚ Serious illness of a member of the immediate family requiring a student's presence at home at doctor request
- ✚ Pre-arranged absence for college visitation, job shadowing, 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 high school office. Upon returning to school the student must produce a signed statement from the college or the job-shadowing supervisor verifying the visit. Juniors may have only three (3) college visits per year unless otherwise approved by the high school office
- ✚ Personal business
- ✚ Absence required by emergency situations

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

- ✚ Parent(s) or guardian(s) must notify the school office by phone on the day of the absence
- ✚ The student must present a note from the parent(s) or guardian(s) within two Days (48 hours) of the student's return to school

Any absence toward the six (6) days per year class or three (3) days per semester class 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 to excuse 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.

UNEXCUSED ABSENCES

Students receiving an unexcused absence will be advised of the work they missed but will earn no credit. Unexcused absences fall into the following categories:

- ✚ Being truant
- ✚ Being suspended out-of-school
- ✚ Leaving school/school grounds without permission of principal or other appropriate school personnel
- ✚ 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
- ✚ Being absent for reasons not approved by the administration including, but not limited to the following:
 1. Babysitting
 2. Having hair or other voluntary appointments
 3. Moving
 4. Senior pictures taken
 5. Shopping
 6. Visiting friends
 7. Working

Students who are not well enough to be at school during the day should not be attending 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 Virden High School administration, faculty, and staff shall not tolerate or condone academic dishonesty and/or disregard of principles of academic integrity in any form or intent. We consider 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 up to sixty per-cent (60%) credit for work completed.

While the student is in the alternative education room for any reason, they are 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 must be submitted to the high school office by the beginning of the school day.

Auditing Classes: Teachers may recommend students passing the first semester of a math class but failing the second semester take the entire class over. This decision will result in the student auditing the previously passed semester while preparing to pass the failed semester. Students will receive a grade but no credit for an audited class. Even though a credit is not received participation is mandatory.

Automated External Defibrillator (AED): Currently three (3) Automated External Defibrillators located within the school district. Several staff members are 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.

Bio-Metric Identification: Virden Community Unit School District No. 4 uses a fingerprinting scan for lunch accounts. Parents and students are required to sign the bio-metric form prior to each school year. After graduation, the student's bio-metric information will be destroyed.

Book Bags: Students shall not carry book bags 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 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 access damages accordingly. Such fines must be paid in the high 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 are 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. Students 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. If a student is not comfortable with coming forward to any of these people, there is a drop box in the school media center that will be checked daily.

Bus: On any school sponsored trip, teachers, coaches, and bus driver is in full charge of the students and bus. Classroom conduct must be observed at all times when riding the bus. The privilege of riding on the school bus is dependent upon good behavior and observance of the rules and regulations.

The following rules and regulations apply to bus transportation to and from school, extracurricular 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 parent(s) or guardian(s). Permission 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 or law enforcement officer. The rules have been given careful consideration and the school feels they are in the best interest of your child.

Please read them carefully and impress upon your child the importance of observing the rules. When transporting students to and from school, only authorized personnel shall be permitted on the bus.

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

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

Students shall observe the following rules for bus behavior and decorum:

- ✚ Refrain from using profane or indecent language
- ✚ No smoking or possess tobacco products on the bus
- ✚ Assist in keeping the bus as safe and sanitary as possible at all times
- ✚ Avoid unnecessary noise which might divert the driver's attention and cause an accident
- ✚ Never stick hands, arms, or any other part of the body out of the windows or doors
- ✚ Pay for damage intentionally caused to seats or other interior parts of the bus
- ✚ Never experiment or tamper with the bus or any of its equipment
- ✚ Leave nothing in the bus such as lunches, clothing, or books
- ✚ Keep personal possessions out of the aisles
- ✚ Never throw anything out the bus windows or anything into the bus
- ✚ Remain in assigned seats until the bus has stopped and avoid rowdiness and horseplay while on the bus
- ✚ Practice courtesy to fellow students and the bus driver
- ✚ Remain quiet while the bus is approaching and crossing railroad tracks
- ✚ Obey the school bus driver and in case of emergency they shall remain in the bus unless otherwise instructed by the individual in authority
- ✚ Be good school bus citizens in every way possible
- ✚ Not possess, use, or sell alcohol or other drugs (illegal)

Students shall observe the following when leaving the bus:

- ✚ The older students shall help look after the safety of smaller children
- ✚ Student shall be careful and wait for the alert signal from the school bus driver
- ✚ When necessary to cross the road after getting off the bus, the student will cross twelve (12) feet in front of the bus after looking both ways to make sure no traffic is approaching. The driver shall wait for them to cross
- ✚ Students shall get off at the stop designated for them unless their parent(s) or guardian(s) have made arrangements with the driver and a school administrator to authorize their departure from the bus at a different place
- ✚ 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 will result in disciplinary action to be taken by the school administration. Action may include the following:

- ✚ Conference with student
- ✚ Discipline notice sent home
- ✚ Suspension of bus riding privileges and/or suspension from school or other appropriate discipline as outlined in the discipline code

The parent(s) or guardian(s) of any student suspended from a bus will be required to furnish his/her transportation to and from school during the entire period of the suspension, except for C.A.C.C. students, who will be unexcused and suspended from the C.A.C.C. program.

A video system has been installed on all of the district buses and will be in use when this video monitoring system is present, the camera will provide a visual and audible record of activities on the bus. The use of such systems will allow the driver to focus on the safe operation of the school bus vehicle.

If a discipline problem is recorded, a VHS cassette tape will be made for presentation. A presentation to parent(s) or guardian(s) of students shown in the tape and/or school board members will be conducted if necessary. Any tape filmed on a school vehicle will only be shown to the personnel of the school, parent(s) or guardian(s) of students shown in the tape. If criminal actions are recorded on the tape, a copy of said tape may be provided to law enforcement personnel.

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 need to move a 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 are responsible for funding their accounts. Students will access their accounts using a Bio-metric scan school program. The school district will not allow a negative balance over \$7.50 per individual and \$20.00 per family. Students are not to order food from outside the school.

Costs

✚	Reduced Price Meal.....	\$ 0.40
✚	Full Meal Type A	\$ 2.00
✚	Salad Bar	\$ 2.00
✚	Milk.....	\$ 0.25
✚	Staff Type A Lunch.....	\$ 2.50

Cancellation of School: The district will utilize the SCHOOL MESSENGER CALLING SYSTEM to notify parent(s)/guardian(s) of school closings. Also listen to stations WSMI, WDBR, WFMB, WICS-TV after 7:00 a.m. to see if school has been canceled. It shall be the policy to retain children at the school building in case of extreme emergency. Please do not call the school or the radio station.

Capital Area Career Center (C.A.C.C.):

Criteria for selection and continued enrollment at C.A.C.C.:

- ✚ aptitude testing
- ✚ program availability at the home school
- ✚ attendance and discipline referral
- ✚ achievement (grades)
- ✚ employment opportunities of career interest
- ✚ ability to complete chronological program
- ✚ credit for pre-requisite courses taken at home school

Students successfully completing two (2) semesters at C.A.C.C. will receive three (3) credits.

At the end of their Junior year at Virden C.A.C.C. students will be evaluated on their work at Virden and at C.A.C.C. to determine continued participation in the C.A.C.C. program.

Since attitude is an extremely important factor for employment, those students selected to attend the C.A.C.C. must not be discipline problems either on the bus to and from the C.A.C.C. or while at the C.A.C.C. Any student who becomes a disciplinary problem will be removed from the C.A.C.C., placed in study halls at Virden, and will lose credit for the C.A.C.C. course. Excessive absence without medical reason will be just cause for removal from the C.A.C.C. with loss of credit.

C.A.C.C. students who attend classes at Virden High School in the morning, but do not attend C.A.C.C. classes in the afternoon will receive unexcused absences unless they or their parent(s) or guardian(s) have notified the high school principal and received permission for an excused absence before the C.A.C.C. bus leaves. Students who do not follow this procedure will be subject to suspension. Repeated offenses may cause the student to be removed from C.A.C.C. with all loss of credit.

Students suspended from either school are concurrently suspended from both.

The district provides mandatory transportation for all C.A.C.C. students. Copies of all C.A.C.C. students' driver's licenses and proof of insurance forms must be on record in the high school office.

Missing the C.A.C.C. bus will result in an unexcused absence from C.A.C.C. Any student suspended from riding the C.A.C.C. bus will also be suspended from attending C.A.C.C. classes.

In all other cases, when a student must drive a car the C.A.C.C., the student must use a Temporary Driving Permit signed by the C.A.C.C. instructor and/or C.A.C.C. administrator, the student's parent(s) or guardian(s), and the high school principal. The permit is to be displayed on the vehicle dashboard at C.A.C.C.

A student may drive to his/her place of employment if approved by the administration. For this privilege, the student must present a letter from the employer stating the days and times of work. Also, the student's parent(s) or guardian(s) must provide written permission to the high school office. Parking charges will be assessed by the Capitol Area Career Center – students are responsible for payment.

When a student drives to C.A.C.C., rides as a passenger without the approval of the high school principal, or cuts C.A.C.C. classes, the following procedures apply:

- ✚ first time – the student will receive one (1) day out of school suspension
- ✚ second time -- the student will receive three (3) days out of school suspension
- ✚ third time – the student will receive five (5) days out of school suspension
- ✚ fourth time – the student may receive up to ten (10) days out of school suspension or may be taken out of C.A. C.C.

Chain of Command: Parent(s) or guardian(s) with concerns must use the proper chain of command. School personnel should be contacted in this order:

- ✚ teacher, coach, or immediate supervisor
- ✚ high school principal/assistant principal
- ✚ superintendent
- ✚ 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 principal by that student, or his/her parent(s) or guardian(s).

If, in the opinion of the principal, and with the permission of both instructors, a change seems warranted, a conference with the principal, 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 principal's discretion. The final decision concerning the change will rest with the principal.

Students cannot drop a subject without the permission of the principal after the end of third week of the semester without receiving an "F" grade.

To move to College Prep English a student must have a "B" average or better in English and permission from the student's past and future teachers.

Any student who back tracks in any math class cannot receive weighted credit for the lower math class.

Class Dues: Class dues will be collected in the high school office at registration and the rest of the school year. A set fee will be charged to Freshmen, Sophomore, Junior, and Senior students.

Closed Campus Violations: Any student who walks to school, is driven to school, or drives to school may not leave school grounds once on school property without permission of the principal or the high school secretary.

All students who drive their vehicles to school must park in the west parking lot. No one is permitted to stay in their cars once he/she is on school property. Upon arrival at school, the student must lock their car and leave the parking lot area. No one is permitted to return to his/her car during the school day without the permission of the principal.

All students must eat in the cafeteria whether they bring their lunch or purchase meals from the menu provided in the cafeteria. Leaving school during lunch period without permission of the principal is a violation of the closed campus policy. Once students have completed their lunch they must remain in the cafeteria.

Violations of the Closed Campus Policy will result in the following disciplinary steps:

- ✚ first offense – the student will receive three (3) days out of school suspension
- ✚ second offense – the student will receive five (5) days out of school suspension
- ✚ third offense – the student will receive ten (10) days out of school suspension or recommendation for expulsion

College Visitation and Job Interviews: Seniors should schedule college visits and job interviews over holidays, weekends and spring vacation.

If it is necessary to schedule such a visit during school time, the student must submit a form and a note from parent(s) or guardian(s) to the office forty-eight (48) hours in advance and must return a form with a college official's or job interviewer's signature.

Juniors and seniors are allowed only three (3) college days, but more may be granted by the high school principal under special circumstances.

College visitation days will be excused but will count toward students' six (6) days per year classes and three (3) days per semester classes absences for semester exams.

Correspondence Course: A student currently enrolled in a class at Virden High School is not eligible to take the same correspondence class for credit. A student who lacks not more than two (2) credits for graduation may consult the principal or guidance counselor and receive the needed assistance to acquire such additional courses. The student may take a course of study at an accredited correspondence institution awarding high school credit. A course is completed when the correspondence school has received all material, including the completed exam.

Students wishing to graduate early and complete their graduation requirements through a correspondence course will be put on probation until the correspondence course is completed. The correspondence course must be completed by the last day of the third (3rd) quarter. A course is completed when the correspondence school has received all material, including the completed exam. Should the course not be completed by the end of the third (3rd) quarter, the student will be required to return to high school the first day of the fourth (4th) quarter. Students will then complete their graduation requirements by passing fourth quarter classes and exams.

Anyone enrolled in correspondence courses must provide the postage to the guidance counselor.

Crisis – Emergency and Hotline Numbers: These numbers are available upon request from Guidance Office or on the Internet.

Dances: All dances will be under the supervision of the school administration and the organizational sponsors. Although other persons may chaperone at the sponsors' request, provided that they are listed on the school's volunteer list.

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.

Only high school students may attend high school dances unless prior written approval has been granted by the school administration and the names of other guests appear on sign-up sheet posted in the high school office.

No one twenty-one (21) years of age or older may attend a dance with a high school student. Any out-of-school guest or out-of-town guest must have submitted a "Visitor Dance Form" to the high school office prior to the dance. All guests must abide by Virden High School Handbook rules.

Appropriate dress will be required for all dances.

Dental Examinations: All students in kindergarten, second and sixth grade must have dental examinations. The school may hold the report card of students who fail to present proof of having been examined by a dentist by May 15th of the school year, until one of the following occurs:

- ✚ the child presents proof of a completed dental examination or
- ✚ the child presents proof that a dental examination will take place within sixty (60) days after May 15th or
- ✚ the parents have a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds

Detentions: Detentions will be served for 3:05 p.m. until 3:40 p.m. after school on Tuesday, Wednesday and Thursday.

Morning (A.M.) detentions will be served only if a student attends the work study program or is enrolled in C.A.C.C. classes. Special consideration may be extended for an appointment when evidence of the appointment is given to the principal.

Failure to serve a regular detention will earn two (2) additional detentions. If any one of these three (3) detentions is not served an alternative education suspension will be issued.

If the supervising teacher must eject a student from the detention hall for misconduct, the student will receive no credit for the detention period and may be suspended from school if the behavior warrants such action.

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:

- ✚ Make sure that the dosage prescribed by a doctor is clearly stated on the label of the package or bottle
- ✚ Send a note with the medication clearly stating that the nurse or the child's teacher has your permission to dispense the medication
- ✚ 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 must have a "Request For Administering Student Medicine" form signed by the prescribing physician on file in the nurse's office. This form must be updated annually.

When it is necessary for over-the-counter drugs to be given at school, parent(s) or guardian(s) must sign a "Parent Permission For Over The Counter" form and it must be filed with the nurse. This form must be updated annually.

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

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

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

- ✚ Students shall wear clothing that is safe, clean, and promotes good health
- ✚ Students shall wear shoes or some other appropriate footwear at all times
- ✚ 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

- ✚ Students shall not wear unacceptable styles of dress and/or grooming which tend to disrupt, distract, or diminish the learning environment. Examples of unacceptable styles include, but are not limited to, hair which is severely spiked or garishly dyed (unnatural hair colors), costumes that reflect a cult following, excessively heavy and/or noisy chain adornments, and inappropriate markings or body piercing on any exposed skin
- ✚ 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
- ✚ Students shall not wear clothing with writing or symbols which promote or advertise drugs, alcohol, or tobacco products, are sexually explicit or suggestive, denigrate others, or are gang related
- ✚ Students shall not wear hats, caps, or other headwear in the building
- ✚ 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:

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

Students who are in violation of these rules may be required to change clothes, to wash off markings, or to return 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 High School. Students and their parent(s) or guardian(s) are encouraged to call the school principal if they have questions about specific items of student dress.

Driver Education Requirements: Students must have received a passing grade in at least eight (8) courses during the previous two (2) semesters of school work prior to enrolling in a driver education course. For a ninth grade student, this means he/she has met the middle school promotion requirements as listed in the student handbook.

Each student must complete a minimum of thirty (30) clock hours of classroom instructions -- forty (40) classes of forty-five (45) minute duration.

A student if ill may not come to school just for Driver Education class. Exception can be given by the principal with a doctor excuse.

Students who do not meet the class requirements may not retake the class until the next calendar year unless permitted by the administration.

The fee for Driver Education will be paid each time a student takes the class.

Dual Credits: Students are offered opportunities to earn credit for classes from both Lincoln Land Community College and Virden High School by being accepted into Lincoln Land Community College program.

The current dual classes are Computer III, Computer IV, Calculus, and Statistics. A fee may be applied.

Ejection from Class or Study Hall: A teacher may require a parent(s) or guardian(s) conference as a condition for re-admission to a class. A teacher may grant up to sixty percent (60%) credit for assignments during the time of class ejection.

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):

- ✚ first ejection - student will be removed from any class or study hall for a minimum of one (1) day or maximum of three (3) days
- ✚ second ejection - student will be removed from any class or study hall for a minimum of three (3) days or maximum of five (5) days
- ✚ third ejection - student will receive an out of school suspension for up to three (3) days
- ✚ fourth or more ejections - student will receive an out of school suspension for five (5) to ten (10) days

Class ejection/suspension the administration shall place a student in study halls. 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 five (5) days.

Teacher will attempt to notify the parent/guardian by calling them on the same day as the ejection.

Electronic Communicator 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:

- ✚ First violation – electronic device will be taken away from the student and given back after school along with a verbal warning
- ✚ Second violation – electronic device will be taken away from the student and given back after school along with three (3) after school detentions
- ✚ Third violation – electronic device will be taken away from the student and given back after school along with one (1) day alternative education
- ✚ Fourth violation – electronic device will be taken away from the student and given back after school along with three (3) days out of school suspension
- ✚ 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 their school day ends 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 High School Students: Students must pass a course with a semester grade of D- or better to receive credit for that course. All courses are worth one-half credit per semester.

Students may enroll in only one (1) physical education class or physical education/health class per year unless behind in physical education credit.

- ✚ Students will be required to enroll for at least six (6) classes plus physical education or a waiver class each semester unless enrolled in health class. Band may be taken in place of physical education. A student may take seven (7) classes plus one (1) study hall. Band would be a non-grade point class the next semester when the student is taking health
- ✚ Students with a medical excuse or approved waivers from physical education will be waived from physical education requirements under the guidelines governing said waiver, but will be required to complete written work for physical education credit
- ✚ All students must have one (1) study hall each semester. Students are permitted to enroll in no more than one (1) study hall each semester
- ✚ Capital Area Vocational Center students will be required to enroll in three (3) academic classes and physical education or four (4) academic classes
- ✚ Nonresident students will not be enrolled in the Virden Community Unit 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

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 including an exam is calculated as follows:

40%.....	1 st or 3 rd quarter grade
40%.....	2 nd or 4 th quarter grade
20%.....	semester exam
100%.....	SEMESTER GRADE

A semester grade without an exam is calculated as follows:

50%.....	1 st or 3 rd quarter grade
50%.....	2 nd or 4 th quarter grade
100%.....	SEMESTER GRADE

The semester final grade shall be the permanent grade which is entered into a student's permanent record.

Transcripts are unavailable while grades are being posted.

First Semester Exams: All high school students shall take all first semester exams except those seniors who have who met or exceeded state requirements in reading and mathematics on the PSAE / ACT State test their junior year. Those seniors will be exempt from all semester exams if they fail to meet the following criteria they must take exams:

- ✚ more than six (6) days absences per year class or more than three (3) days absences per semester class
- ✚ an "F" in either first (1st) or second (2nd) quarter
- ✚ class ejection (specific class) during first semester
- ✚ out of school suspension and/or alternative education during first semester

Students who enroll at Virden High School during the semester shall be tested on materials covered since their enrollment.

Semester exams are normally given during a two hour block period -- 1,3, 5, & 7 periods first day and 2, 4, 6, & 8 periods second day.

Second Semester Exams: Students with be required to take second (2nd) semester exams if they have failed to meet one of the following criteria:

- ✚ more than six (6) days absences per year or more than three (3) days absences per semester class or 84.99% or less per semester
- ✚ an "F" in either third (3rd) or fourth (4th) quarter.
- ✚ class ejection (specific class) during second semester
- ✚ out of school suspension and/or alternative education during second semester

Students who enroll at Virden High School during the semester shall be tested only on materials covered since their enrollment.

This absences policy applies to individual classes and teachers' records will be the official records.

School sponsored field trips and athletic early 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.

College visitation days will be excused but will count toward their six (6) days per year class or three (3) days per semester class absences for semester exams.

During second semester -- Underclassmen semester exams are normally given during a two hour block period -- 1, 3, 5 & 7 periods first day and 2, 4, 6, & 8 periods second day. Seniors semester exams will be given in a single period 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 principal.

Extracurricular Activities: When school is closed 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 Courses: Students will not be given release time to take courses at Lincoln Land, or other programs or academic institutions, during the regular school day. Students who wish to enroll at Lincoln Land for night or summer courses must, by Lincoln Land Community College rules, be a junior or senior at Virden High School.

Extracurricular Eligibility: Eligibility rules require that a student-athlete can not be failing more than one (1) class during a semester to be eligible for the entire subsequent semester, subject to weekly eligibility requirements.

Weekly eligibility for athletes, cheerleaders, and managers will be checked every Thursday. Virden High School rules require that any student-athlete can't be failing more than (1) class per week to retain his or her eligibility for the next week, including vacation days.

Faculty Members Have Complete Authority: As long as students are on school property, they are under the supervision and authority of the faculty. Therefore, students are to address teachers as "Miss," "Mrs.," or "Mr.," and must comply with a request from any teacher promptly and courteously.

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

Family Access: Family Access provides the ability to view grades, discipline, lunch accounts, and attendance via the Internet. Family Access is available through our website, (www.virdenschools.com). Grades will not be available during semester times. Also, family access is not available during the summer months.

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.

Field, Class, Organizational, and Senior Trips ---- All School Events: Any student's privilege of participating in school sponsored trips may be denied by the administration based upon a poor behavior record during that school year.

There will be no overnight senior class trips.

Any student who is not eligible for graduation at the time of the senior class trip will also be denied the privilege of attending his/her class trip. Any senior who has been suspended more than two (2) times during the school year will automatically be denied the privilege of attending the class trip. Any senior who has been ejected from class more than three (3) times during the school year will automatically be denied the privilege of attending the class trip.

No senior who has missed eighteen (18) days or more of school during the year will be permitted to attend the class trip. Absences excused by a doctor, official of the court, principal, or other person in an official capacity, will not count as one of the eighteen (18) days. Excuses by parents will be counted in the eighteen (18) days.

In the event the senior class trip is taken in the fall, the previous year's behavior record will be taken into consideration.

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 parent(s) or guardian(s) and permission must be given by the sponsor accompanying the students or the principal (permission must be obtained in advance). If a student(s) returns from the trip with an unauthorized person the following disciplinary measures will be taken (and other actions where appropriate):

- ✚ first violation – the student will receive three (3) days out of school suspension
- ✚ second violation – the student will receive five (5) days out of school suspension
- ✚ third violation - the student will receive up to ten (10) days out of school suspension

Food and Drink: Students are not allowed to have food, candy, and chewing gum, or drink in the classroom or hallways during school hours.

Foreign Exchange Students: The Virden School District recognizes the importance of international education. It is the goal of the district to provide this opportunity to foreign exchange students in its school.

The Virden Board of Education does not “sponsor” foreign exchange students through any financial contributions. All expenses including but not limited to travel, living, accommodations, funding, and insurance are the sole responsibility of the sponsoring program, host family, and/or student.

Exchange students will be accepted to the extent that they can be accommodated. However, no more than two (2) exchange students will be accepted by the district in any given year. Placement of students will be at the discretion of the district. Foreign exchange students will receive pass/fail in all classes. Communication to the district from the agency is imperative.

Gang Activity: Students are prohibited from engaging in gang activity.

Grading Scale: High school teachers will use the following grading scale:

A+	97 – 100	C	73 - 76
A	93 – 96	C-	70 - 72
A-	90 - 92	D+	67 - 69
B+	87 - 89	D	63 – 66
B	83 - 86	D-	60 – 62
B-	80 - 82	F	59 and below
C+	77 - 79		

Graduation and Early Graduation: Four years of attendance in high school is recommended as a requirement for high school graduation. A minimum of three and one-half years of attendance shall be required for high school graduation.

- ✚ All requirements must be met according to school policy
- ✚ There must be no outstanding commitments of fees due the school (including graduation items)
- ✚ Student must have attended Virden High School for junior and senior years to be considered for valedictorian or salutatorian

Students desiring to graduate after three and one-half (3½) years must attain and agree to the following:

- ✚ To be eligible for early graduation a student must attend Virden High School for one semester
- ✚ Candidates for early graduation must obtain a formal written request from the high school office in November. This form is then completed, signed by both the student and parent(s) or guardian(s), and returned to the high school principal. The request for early graduation must be approved by both the principal and the board of education at the December School Board Meeting
- ✚ Students who earn board approval to graduate at the end of the first semester of their senior year officially graduate at this time
- ✚ Early graduates cannot attend the prom except as guests (the persons taking them must sign them up as guests in the high school office and have completed a “Visitor Dance Form”
- ✚ Early graduates cannot participate in the senior trip or awards night
- ✚ Early graduates will be expected to pay for all second semester athletic events as adults

- ✚ Early graduates will not be included in any subsequent extra-curricular activities
- ✚ Early graduates who are enrolled in a correspondence course must provide the postage to the guidance counselor
- ✚ Early graduates are responsible for obtaining all information on the times, place and practice times for baccalaureate and graduation

Graduation – Credit Requirements:

Class of 2010 – Seniors must earn at least 22 credits
 Class of 2011 – Juniors must earn at least 23 credits
 Class of 2012 – Sophomores must earn at least 24 credits
 Class of 2013 – Freshmen must earn at least 24 credits
 through the following course requirements:

English.....	7 semesters.....	3 1/2 credits
Mathematics.....	6 semesters.....	3 credits
Science	2 semesters.....	1 credit
.....(Class of 2010 & Class of 2011)		
Science	4 semesters.....	2 credits
.....(Class of 2012)		
American History.....	2 semesters.....	1 credit
American Government.....	1 semester.....	1/2 credit
World History / Economics / Psychology	1 semester.....	1/2 credit
Driver Education.....	1 semester.....	1/2 credit
Health Education	1 semester.....	1/2 credit
Business and Career Orientation	1 semester.....	1/2 credit
Art, Music, Foreign Language or Vocational Ed ..	2 semesters.....	1 credit
Physical Education	7 semesters (6 if early grad)....	3 1/2 credits

All courses must be passed to receive credit.
 Virden High School credit requirements do not meet NCAA requirements.

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 Instruction: 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 achievement and placement testing as it deems appropriate.

Honor Roll: High school high honor roll shall include students with grade point averages of 4.75 and above or its letter grade equivalent. The regular honor roll includes students with grade point averages of 4.15 - 4.74 or the letter grade equivalent.

Illinois Consumer Education Proficiency Test: The School Code of Illinois specifies that public school students in grades 9 through 12 shall be provided with instruction in consumer education. The purpose of that instruction is to help students understand concepts that affect fundamental decisions about their personal financial affairs, such as installment purchasing, budgeting, and comparison shopping. Completion of instruction in consumer education is required prior to graduation. Some students may have already satisfactory understanding of these topics. Each year, the State Board of Education provides a standardized consumer education examination that allows students to demonstrate their proficiency in this area. Successful performance on the test excuses students from the necessity of completing the State consumer education requirement.

What is the Illinois Consumer Education Proficiency Test? The Illinois Consumer Education Proficiency test is a 140-item, multiple-choice examination that is administered on a uniform basis throughout the state. The test content covers 14 topics: Money Management/Budgeting -- Consumer Credit -- The Consumer in the Economy -- The Consumer in the Marketplace -- Saving, Investing, and Financial Services -- Insurance -- Taxes -- Transportation -- Housing -- Food -- Consumer Services -- Clothing -- Health Care -- Recreation.

When is the Test Administered? Schools receive notice of the exact date selected by the State Board of Education prior to administration.

Who May Take the Test? Any student in grade 9 thru 12 may elect to take the test, if they notify the Guidance Counselor by the March preceding the next test date.

Are Students Required to Take the Test? No. Successful performance on the test excuses students for the necessity of completing the consumer education course requirement. However, there is no requirement that students take the test.

Illness at School: Students who leave school without permission of the administration will earn unexcused absences 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 office personnel. 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.

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: Once the school district has received two (2) checks from any individual or family returned 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 twenty-four (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 their personal use must sign a form obtained through the high school 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 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.

Every student is assigned one locker for his or her own use only. It is strongly recommended that all lockers be locked because there is no school insurance to cover stolen items. The board of education, 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.

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

Make-Up Work: All make-up work must be promptly finished and handed in. Students are allowed as many days as they have been absent to make up the work. "No make-up work - No credit." The teacher or, in certain cases, the principal will set the deadline date after which make-up work will no longer be accepted.

A student missing only a portion of a day is responsible for previously-assigned homework or projects for that day, (but not for tests administered during the periods of the student's absence, with the exception listed below). Students are also responsible for going to teachers of missed classes to find out about assignments which have been made for the next day.

If a student returns after a brief absence of one to two days but has had ample time to prepare for a long range assignment including but 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 may be required to make up any missed work but cannot receive academic credit or a grade for that work, including long range assignments as provided for above.

Media Center: Students requiring the use of media materials are welcome during study hall, after school, or with a class. The media center is a place for active research and study. Students are expected to respect the rights of others and cooperate in maintaining an atmosphere conducive to study. Should a student fail to do so, he/she will be returned to study hall or to class.

In addition to the materials housed in the media center, students may request materials be ordered through Lewis and Clark Library system. With the exception of reference materials and periodicals, the Media Center materials may be checked out for a period of two (2) weeks.

An overdue fine of five (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 material. 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.

Students must sign and 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 List serfs, 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 to applicable law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications (email, attachments, and 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 Networks

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

- ✚ Harassment of others
- ✚ Libeling or slandering other users
- ✚ Disruption or unauthorized monitoring of electronic communications or unauthorized copying of copyright-protected material
- ✚ Using district computers for gambling or instant messenger
- ✚ 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 to 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, or harass any other person; that facilitate gambling. The system/network may not be used 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, and 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.

Please note: A copy of this policy will be distributed to all employees of the District and must be incorporated into all student handbooks published in the District.

Motor Vehicle: Students may be charged a parking fee at registration time. Students driving to school and parking on school property must observe the following regulations:

- ✚ All students must park in the west (Berry Gymnasium) parking lot
- ✚ Students are not allowed to park against the sidewalk on the east side
- ✚ Students should park motor vehicles carefully in the space provided. It is strongly recommended that all vehicles be locked because there is no school insurance to cover stolen items
- ✚ Students who drive motor vehicles to school cannot take them from the school grounds at any time during the day (including the lunch period) without permission of the principal
- ✚ The parking lot is out-of-bounds during the school day. Students are not permitted to sit in cars during school time (including lunch period)
- ✚ Speeding or careless driving is prohibited. Students driving into the parking lot to let another person out or coming to a game or athletic practice are expected to come into the parking lot and leave the parking lot at a reasonable and cautious speed
- ✚ Any motor vehicle blocking other cars or blocking a driving lane, entrance, or exit may be towed at the owner's expense
- ✚ The violation of any of the above regulations constitutes a serious breach of discipline and a violator will be subjected to disciplinary action
- ✚ By accepting parking privileges authorizes a student's vehicle to be searched. Students who do not cooperate with an authorized search must understand that they will be subject to disciplinary action
- ✚ If a vehicle accident should occur on the school property, the incident should be handled in accordance with state law
- ✚ All trips taken during school hours will pick up and drop off in the East Side parking lot unless other arrangements are approved by the administration
- ✚ The school's responsibility ceases when the student leaves the parking lot

National Honor Society: To be eligible for membership into the Virden Chapter of the National Honor Society, the candidate must be a member of the junior or senior classes. Candidates must have been in attendance at Virden High School the equivalent of one semester.

All candidates must have a 4.25 scholastic average, due to the honor point system. Candidates shall then be evaluated on the basis of service, leadership, and character as outlined in the National Honor Society guidelines. The selection of members to the Virden Chapter of the National Honor Society shall be determined by a majority vote of the faculty council which is appointed by the principal in accordance with national regulations.

New members shall be inducted at special ceremonies. Two ceremonies shall be held yearly, one in the fall and one in the spring.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws a member does not necessarily have to be warned. The faculty council shall determine when an individual has exceeded the reasonable number of warnings. Once a member has been dismissed, he/she never again eligible for membership or its benefits.

Passes: A student must pick up a pass for a conference with an instructor or to participate in extra-curricular activities before school. Except for passes to the library, 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.

No permanent passes will be issued (exception: office & library workers)

Passes will be issued only to students assigned to a study hall and not to a class. A student late to study hall with a pass from another teacher to leave study hall, but without a pass into study hall, will receive one or more detentions from the study hall teacher for being late to study hall. (This does not apply to a "late pass" issued by a teacher who must detain a student a few minute into the next period.)

A student will be considered tardy for going to the office between classes without receiving prior permission from their next hour teacher.

Physical Examination 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 a 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 1st or thirty (30) days after entering school for new students to the district, shall be excluded from school unless such proof is presented.

Physical Education: All students shall dress every day for physical activity.

A student can only be excused from participation in class if 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.

If the student has an injury, an extended illness, or religious belief that will prohibit continuation of regular physical education participation, a note from a physician or minister must be presented to the office annually. The student is then assigned to study hall for the period of time he/she is out of P.E. where an alternative assignment will be issued. It is the student's responsibility to meet with the P.E. teacher to receive assignment. All assignments must be returned to the P.E. teacher by the due date so a grade can be given.

All students must have a padlock for P.E. 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 P.E. 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 high school office.

Placement Exam: Incoming freshmen may be asked to take a math placement exam before they are placed in their freshman math class.

Progress Reports: All students are given progress reports at the mid-term of each grading period. Grades are also available on the Skyward Family Access at any time with the exception of semester grade times and the beginning of school.

Report Cards: Students will be given report cards each quarter. These 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 in school events. No one will be allowed to tailgate or cook on school property before, during, or after any school event. At any school event noisemakers/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 to provide a continuous visual record of activities in the hallways, cafeteria, and gym areas. Any discipline problem observed by the administration may be used as part of an investigation. A presentation to parent or guardian 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 to the 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.

Students who engage in conduct which constitutes sexual harassment shall be subject to appropriate disciplinary action or procedures.

Any student who believes he/she 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 shall 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 shall 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 service at the board office. The board of education shall uphold or reject the superintendent's or board president's recommendations and conclusions within thirty (30) days of the presentations of the appeal.

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

Signing Out to Leave School: (Illness, Doctors Appointment, Personal Reason, Etc.) A student must sign out when leaving the school with written parental permission. A sign-out sheet is located in the high school office. A student leaving school for illness or personal reasons, even for a short period of time, is in violation of the closed campus policy if they have not obtained permission to leave/sign out from the principal or the secretary.

Student Conduct

Suspension, Expulsion and Due Process:

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 or guardians 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:

- ✚ Academic dishonesty including, but not limited to copying, using another student's work without a teacher's permission, and plagiarism
- ✚ Acts that obstruct or interrupt the instructional process in the classroom
- ✚ 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, threats, intimidation, fear, bullying, hazing, harassment, discriminating, or other comparable conduct
- ✚ Any other acts that endanger the well-being of students, teachers or any school employee
- ✚ Arson
- ✚ Assault on a student, teacher or any school employee
- ✚ Creating a false fire alarm
- ✚ Destruction of property
- ✚ Display or use of fireworks
- ✚ Fighting
- ✚ Forgery or the use of forged notes or excuses
- ✚ Gambling on school grounds
- ✚ Inappropriate use of electronic communicator devices on school property
- ✚ Possession of weapons
- ✚ Possession, using or under the influence of any alcoholic beverage or illegal non-prescription drugs while on school premises or at any school function
- ✚ Refusal to follow orders or directions or stated school rules (insubordination)
- ✚ Repeated tardiness
- ✚ Smoking on school property or use of tobacco or tobacco products of any form
- ✚ Theft
- ✚ Truancy
- ✚ Unauthorized use of the District Electronic Network (Internet Policy)
- ✚ Verbal abuse, written abuse, profanity or threats directed toward a student, teacher, or any other school personnel
- ✚ Violation of closed campus rules

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 parent(s) or guardian(s) to pay textbook or other school fees. The parent(s) or guardian(s) is legally responsible for the charges, not the student, and any action taken by the school to collect the fees should be taken against the parent(s) or guardian(s).

School fees for students from indigent families can be waived. The principal or district superintendent should be contacted for applications and/or information concerning the waiving of these fees.

Parent(s) or guardian(s) must come to the high school office for the application.

Student Organization: The formation of student organizations must meet with board approval, have a staff sponsor, comply with the rules and regulations of that organization and those in the student handbook.

Any member in an organization will be removed from that 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:

- ✚ Students are to be in their seats and ready to work when the tardy bell rings
- ✚ Students are to remain in their seats until attendance is taken
- ✚ Students must have a pass 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
- ✚ 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
- ✚ 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
- ✚ A student who has the teacher's permission to confer with another student must remain standing during the conference
- ✚ Only one student at a time shall converse with the study hall teacher
- ✚ Only approved reading material in the study hall

Suspensions: The suspension day(s) will be assigned by the principal and will normally be the day following the infraction. Students will not be allowed to choose their day(s) of suspension and shall not be allowed 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.

- ✚ **IN-SCHOOL SUSPENSION/ALTERNATIVE ROOM** is defined as the temporary termination of the student's rights to attend class for no more than ten (10) consecutive days. A student can receive no more than sixty percent (60%) of the work if work is completed on time. If the days are not served appropriately the student must make up the day
- ✚ **OUT OF SCHOOL SUSPENSION** is defined as the temporary termination of the student's rights to attend school for no more than ten (10) consecutive days. A student will receive a zero (0) for any assignment during the suspension
- ✚ **EXPULSION** is defined as the exclusion of the student from school for eleven (11) or more consecutive days.

Tardiness: Any student who is tardy first period will report to the high school office for a tardy slip. Students are allowed one tardy per quarter then 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 to their class periods will be handled by the individual teachers(s). The teacher will assign a detention if so warranted.

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 Screening: Vision screening will be done for all students mandated by the State of Illinois. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (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 student's vision examination report is not on file at the school and if that student is in a mandated age/grade/group he/she will be screened.

Visitors Policy: Visitors are welcome at Virden High School. A visitor must go directly to the nearest administrator's office to be issued a proper pass.

A student who wishes to bring a guest must speak to the principal before the school day begins (A guest currently enrolled in another school is permitted to visit Virden Unit #4 only on days 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.

Weighted Point Grading System: The current 5.0 point grading system for all high school courses will remain in effect. The honor point grading system will correlate with the current entrance and grading requirements of many institutions of higher learning where our students apply for admission. In addition, the following courses will then be computed using a 6.0 scale

Biology II	Algebra II	College Prep English II
Chemistry	Trig / Analytic Geometry	College Prep English III
Physics	Calculus	College Prep English IV
Human Anatomy / Physiology		

Work Permits: Work permits are available in the high school office. A student must be at least 14 years old and his/her parent(s) or guardian(s) must accompany the minor when applying for the certificate from the issuing officer. A letter from employer stating he/she have the job and a physical must be on file. No form may be older than one (1) year.

STUDENT CLASSIFICATION

The school district maintains permanent records and temporary records.

1. **Permanent Records** consist of the student's and parent(s) or guardian(s) names and address, the student's date and place of birth, gender, grades, class rank, graduation year, grade level achieved, scores on college entrance examinations, attendance records and an authorization for release of permanent records.
2. **Temporary Records** may consist of family background information; intelligence test scores, aptitude and achievement test scores, and records of psychological examinations; lists of participation in extracurricular activities, honors, and awards; teachers' and anecdotal records; and disciplinary information; special education files; certified reports or information from non-education persons, agencies or organizations of clear relevance to the education of the student; and authorization for the release of temporary record information.

Parent(s) or guardian(s) 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 thirty-five (35) cents and those who are unable to pay will not be denied copies.

Student Classification

CLASS of 2010

- ✚ Seniors: in September have 14 or more credits and must have attended 6 semesters of school
- ✚ Juniors: 9 or more credits but fewer than 14 credits
- ✚ Sophomores: 4 or more credits but fewer than 9 credits
- ✚ Freshmen: fewer than 4 credits

CLASS OF 2011

- ✚ Seniors: in September have 15 or more credits and must have attended 6 semesters of school
- ✚ Juniors: 11 or more credits but fewer than 15 credits
- ✚ Sophomores: 4 or more credits but fewer than 11 credits
- ✚ Freshmen: fewer than 4 credits

CLASS of 2012 & CLASS of 2013

- ✚ Seniors: in September have 16 or more credits and must have attended 6 semesters of school
- ✚ Juniors: 11 or more credits but fewer than 16 credits
- ✚ Sophomores: 5 or more credits but fewer than 11 credits
- ✚ Freshmen: fewer than 5 credits

All students will remain classified with their respective chronological classes except for those students who do not meet the above criteria.

Behavioral Intervention: A copy of the policy for behavioral intervention for students with disabilities is available in the high school office.

Challenge Procedures: Parent(s) or guardian(s) 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.

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 ten (10) days of enrollment.

Emergency Release of Information: Information may be released without parent(s) or guardian(s) 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. Parent(s) or guardian(s) may be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

Maintenance of Records: Student records will be reviewed every four (4) years or when a student changes attendance centers. The permanent records will be kept indefinitely. Temporary records will be destroyed after five (5) years if they are not issued at graduation. The temporary records of a handicapped student may be transferred to the parent(s) or guardians (s) or the students after five (5) years (or withdrawal or graduation) if they so desire.

Release of Information: Grades & health 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(s) or guardian(s) 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(s) or guardian(s) will receive prior written notice. If more than twenty-five (25) students are involved, local newspaper notice will be given.

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

- ✚ 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
- ✚ 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
- ✚ Pursuant to a court order provided that the procedures outline in Illinois State Code are observed

Any release of information other than specified in the statements above requires prior, dated, written consent of the parent(s) or guardian(s).

School Based Services – Medicaid 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 parent(s) or guardian(s) consent. This may include attendance data such as student name, general types of service provided, and dates of service. This information may be released to the Illinois Department of Public Aid for Medicaid eligible students. Parent(s) or guardian(s) have the opportunity to request that such information not be released by calling the high school office at 217-965-4127.

INTERSCHOLASTIC PARTICIPATION RULES AND REGULATIONS

The Board of Education and staff of Virden Community School District No. 4 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 School District, 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.

An activity participant at Virden Community Unit Schools is a student who plays or appears in game or matches in football, volleyball, boys basketball, girls basketball, boys track, girls track, baseball, softball, cheerleading, scholastic bowl. Any student denied participation in any extra-curricular activities under the terms of this policy shall be offered therapy/counseling assistance through the Student's Assistance Program.

- 1) A high school student can not be a member of two (2) athletic squads or in a cheerleading and an athletic squad at the same time. If Virden High School does not offer a sport or does not have enough participation in a sport to constitute as an IHSA team, a student may participate as an independent. The school sport shall be the primary activity.
- 2) When school is closed 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.
- 3) The following eligibility rules apply to all sports participants, cheerleaders, and managers:
 - ✚ All athletes must have a health physical and a signed waiver of insurance coverage or athletic insurance (football only) made 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
 - ✚ IHSA eligibility rules require that a student-athlete must have passed 4 (four) academic classes (20 credits) during a semester to be eligible for the entire subsequent semester
 - ✚ Virden High School rules require that any student-athlete can not be failing more than one (1) class per week to retain his or her eligibility for the next week, including vacation days. Weekly eligibility for athletes, cheerleaders and managers will be checked every Thursday. All grades are accumulative per semester
- 4) All participants must wear the uniform supplied by the school or clothing that is agreed upon by the coach or director of that particular activity.

- 5) 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:
- ✚ Smoking or the use of tobacco in any form on or off school premises
 - ✚ Use, possession or distribution of alcohol or controlled substances including marijuana, as documented by the police or certified school personnel or self-admission
 - ✚ First offense – The student will not be allowed to participate in any extra-curricular activity(ies) in which he/she may be involved, for ten percent (10%) of the activities total contest
 - ✚ Second 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 contests. 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 contests
 - ✚ Third offense -- School administration will contact parent(s) or guardian(s) for conference as soon as possible. The student will be suspended from all sport participation for one calendar year
 - ✚ Fourth offense -- The student will be suspended from all sports the remainder of his/her high school career
- 6) Non-resident 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 non-resident students may be asked to provide evidence of whether or not their children are subject to disciplinary proceedings in their previous school.
- 7) Once a student is identified as a participant, all violations of the athletic policy are cumulative for a participant's entire high school career (summer months and non-participatory years excluded).

For example, student "A" participates in football his freshman year, then does not participate in any sport his/her sophomore year, so any violations of the athletic policy committed during his sophomore year will not apply during any subsequent participation. However, all violations of athletic policy during his freshmen year will apply.

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 discussed by all individual(s) present, any necessary disciplinary action will be determined. The violation and disciplinary action will be discussed with the student. The parent(s) or guardian(s) will be notified by certified letter. 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). Parent(s) or guardian(s) or students who do not agree with the building level decision may appeal in writing within the (10) days. After receiving such an appeal, the Board of Education will set a hearing date.

- 8) Regulations regarding athletic practice sessions are as follows:
 - ✚ Any participant at school that day and not in attendance at a scheduled practice or contest must inform the coach prior to the practice or contest. When the participant returns, he/she must have a written note from either a parent(s) or guardian(s) (if requested by the coach)
 - ✚ No athlete may practice for, or appear in any competition for any interscholastic competition during the time they have a medical excuse
 - ✚ The coach will determine which excuses are "excused" or "unexcused"
 - ✚ NO player may practice without an IHSA physical, proof of insurance or an insurance waiver, and a birth certificate on file in the high school office
- 9) If a student receives an unexcused absence from school or from practice the following will apply:
 - ✚ first offense -- athlete suspended one (1) game
 - ✚ second offense -- athlete suspended from the next two (2) games
 - ✚ third offense -- athlete dismissed from the athletic team
- 10) To practice or to play in an athletic game or participate in other inter-scholastic competition, the participant must be in school for ALL classes on the day of the contest or practice except that a participant 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.
- 11) 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.
- 12) 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.
- 13) A player is expected to leave and return by the transportation supplied by or arranged by the school and to follow the bus regulations. Team members, cheerleaders, or managers may return from the game with a parent(s) or guardian(s) only if the request is made directly to, and approved, by the coach.
- 14) All team members, cheerleaders, and managers are expected to follow the rules in the Student Handbook and the Athletic Rules and Regulations section. Members of athletic teams, other interscholastic teams, or cheerleading squads, must remember that they represent the Virden School system and everyone associated with it. Each participant is to behave as a gentleman or lady and to 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).
- 15) An athlete has up to five (5) practices or before the first (1) game in which to drop one sport and join another. To change sports, the athlete must have the consent of the coach(es) of the sport he/she is dropping and joining and the consent of the athletic director.

- 16) Any athlete who is convicted of a criminal activity(ies) will be disciplined by the coach and by the administration.
- 17) Any athlete guilty of bullying/harassment or hazing will be disciplined by the coach and administration.
- 18) 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.
- 19) 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.

**(For 2009-10 School Term)
(Revised 3/3/09)
Key Provisions Regarding IHSA Rules
Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

- Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:
- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
 - B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay

tuition as a high school student in that same district; or
C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
E. You attend the private/parochial high school which one or both of your parents attended; or
F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school.

In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public

school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;

4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;

5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the bylaws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are

being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
2. No school coach may require you to

participate in an out-of-season sport program as a requirement for being a member of a school team.
B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.