2026-2027

Edwards County CUSD #1

Student/Parent Handbook

E.C. CUSD. #1 MISSION STATEMENT

OUR DISTRICT'S MISSION STATEMENT IS TO FACILITATE THE ACHIEVEMENT OF ALL STUDENTS BY EMPOWERING THEM TO BECOME LIFELONG LEARNERS AND PRODUCTIVE, RESPONSIBLE CITIZENS.

BELIEF STATEMENT

1. **WE ALL CAN LEARN.**
2. **WE ALL HAVE WORTH.**
3. **LEARNING IS A LIFELONG ACTIVITY FOR EVERYONE.**
4. **WE CAN MAKE A POSITIVE DIFFERENCE.**

MAIN FOCUS

OUR SCHOOLS PROMOTE STUDENT LEARNING AND ACHIEVEMENT PHYSICALLY, MENTALLY, AND EMOTIONALLY.

(REVISED 7/20/2026)

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Should a situation arise that is not covered in the handbook the issue will be handled on a case by case basis. The Board's comprehensive policy manual is available for public inspection at the Board office, located at:

Edwards County C.U.S.D. #1

361 W. Main St.

Albion Il, 62806

(618) 445-2814

The School Board governs the school district, and is elected by the community. Current School Board members are:

Dale Woods	President
Jayare Buerster	Vice-President
Lawrence Speir, Jr.	Secretary
Kayla Bell	Member
Wayne Doelling	Member
Mark McDaniel	Member
Jo Rector	Member

The School Board has hired the following administrative staff to operate the school:

David Cowger	Superintendent
Dale Schmittler	Edwards County High School Principal
Carrie Wells	AGS Elementary Principal/District Special Education Coordinator
Kris Duncan	AGS Junior High Principal/District Building & Grounds Director
Mark Beckel	WSGS Principal
Nathaniel Schmittler	Athletic Director
Joe Rivers	K-12 Assistant Principal
Kelley Biggs	ECHS Guidance Counselor
Erica Roosevelt	District Nurse
Joe Rivers	Transportation Director

The school is located and may be contacted at:

www.edwardscountyschools.org

Edwards County K-12
361 W. Main St.
Albion Il, 62806
(618) 445-2814

West Salem Grade School
105 E. School St.
West Salem Il, 62476
(618) 456-8881

Pledge of Allegiance and Moment of Silence

All students and staff in Edwards County C.U.S.D #1 receive the opportunity to recite the Pledge of Allegiance and take a Moment of Silence daily.

Visitors

All visitors, including parents and siblings, are required to enter through West door #1 of the Edwards County K-12 and South door #3 of West Salem Grade School and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. When visiting classrooms, appointments should be made with the classroom teacher.

Visitors must sign in, identify their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. **Lunch-time visitors at WSGS, AGS, and ECHS will not be allowed.** All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Volunteers

All school volunteers must complete the "Volunteer Background Investigation Form", pay the corresponding fee and be approved by the E.C.U.S.D. #1 Unit office prior to assisting at the school or at school events. Forms are available in the unit office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Please understand that completing the appropriate paperwork and passing the background investigation does not entitle an individual to attend events without teacher permission. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the corresponding school office.
Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the corresponding building principal.

Google Workspace For Education Notice To Parents and Guardians

At the Edwards County School District, we use Google Workspace for Education so we provide and manage a Google Workspace for Education account for your child. The Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more that is used by tens of millions of students and teachers around the world. At the Edwards County School District, the students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn the 21st century digital citizenship skills. For further information, you may go to (edwardscountyschools.org), under the "Information" click on "Policies & Notices" and scroll down to "Google Workspace Agreement". The Edwards County School District will create/maintain a Google Workspace for Education account for your child and for Google to collect, use, and disclose information for the purposes of education.

Mandated Reporting of Child Abuse and Neglect

Board Policy 5:120-E, "Code of Ethics for Illinois Educators"

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

The Board of Education authorizes the Superintendent or designee to allow police enforcement officials or representatives of the Department of Family Services to interview students at the school district who are suspected of being subject to child abuse or neglect. This information and interview may be granted without obtaining the consent of the student or parent.

All persons not reporting suspected child abuse or neglect cases will be in direct violation of school policy.

Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important district goal. The district does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 and 2024 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the district's educational

programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. If you have been harassed, know someone has been harassed, or feel as if there is reason to file a grievance under Title IX you should contact our Title IX coordinator listed below.

Edwards County CUSD #1 Title IX Coordinator
Carrie Wells
361 West Main Street Albion, IL 62806
cwells@eccusd.org
618-445-2814

If you need more information on the district policy, or need the procedure to file a grievance, please go to the district's web page where you will find the entire Title IX policy for Edwards County CUSD #1.
https://edwardscountyschools.org
Information -> Policies and Notices -> Title IX

Code of Ethics for Illinois Educators

Code of Ethics for Illinois Educators, Illinois State Board of Education (ISBE) (23 Ill.Admin.Code §22.20)

a) Responsibility to Students

The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

1. Embody the Standards for the School Support Personnel Endorsements (23 Ill.Admin.Code Part 23), the Illinois Professional Teaching Standards (23 Ill.Admin.Code Parts 24 and 130), and Standards for Administrative Endorsements (23 Ill.Admin.Code Part 29), as applicable to the educator, in the learning environment;
2. Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio-economic status;
3. Maintain a professional relationship with students at all times;
4. Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
5. Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

b) Responsibility to Self

Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois educators:

1. Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice;
2. Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
3. Represent their professional credentials and qualifications accurately; and
4. Demonstrate a high level of professional judgment.

c) Responsibility to Colleagues and the Profession

The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois educators:

1. Collaborate with colleagues in their respective schools and districts to meet local and State educational standards;
2. Work together to create a respectful, professional, and supportive school climate that allows all educators to maintain their individual professional integrity;
3. Seek out and engage in activities that contribute to the ongoing development of the profession;
4. Promote participation in educational decision-making processes;
5. Encourage promising candidates to enter the education profession; and
6. Support the preparation, induction, mentoring, and professional development of educators.

d) Responsibility to Parents, Families and Communities

The Illinois educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois educators:

1. Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
2. Encourage and advocate for fair and equal educational opportunities for each student;
3. Develop and maintain professional relationships with parents, families, and communities;
4. Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
5. Cooperate with community agencies that provide resources and services to enhance the learning environment.

e) Responsibility to ISBE

Illinois educators are committed to compliance with the School Code (105 ILCS 5/) and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:

1. Provide accurate communication to ISBE concerning all educator licensure matters;
2. Maintain appropriate educator licensure for employment; and
3. Comply with State and federal laws and regulations.

Child-find Responsibility

Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district, including children not enrolled in the public schools, who may be eligible for special education and related services.

Restrooms

High school students will use the restrooms located in the high school portion of the building, junior high students will use the restrooms located in the junior high portion of the building, and elementary students will use the restrooms located in the elementary portion of the building.

Calendar

A monthly calendar is prepared by the school office and given to each student at the first of the month (AGS and WSGS). The student attendance days and the cost of lunches and special milk for the month will appear on the calendar. School holidays, early dismissals and other activities will be included in the calendar. This and additional information is available daily at www.edwardscountyschools.org

Response to Intervention (RtI) Period

Response to Intervention is a State regular education initiative that provides interventions matched to students' areas of weaknesses. It uses levels of performance on universal screenings and compares learning rates over time to make data-driven decisions about the child's education. Differentiated instruction is one form of RtI. Small group instruction and learning centers that continuously measure student performance are also means of accomplishing RtI. Further decisions about the student's education are based on his/her response to interventions.

All students in the district are subject to RtI when appropriate. RtI has three essentials: 1. Uses a three tier model of support, 2. Uses a problem-solving approach to decision making, and 3. Uses an integrated data system that guides instruction.

Students and staff will be provided with an activity period/homeroom during the week. Class, club, and other extra-curricular meetings may take place during this time each day.

Students will be required to sign-out at the beginning of the activity period from their homeroom class and will also be required to sign-in when they have reached their destination for the activity meeting. Once students have arrived at their meeting location, they are to stay there for the rest of the period.

A STUDENT MAY ONLY ATTEND ONE MEETING PER ACTIVITY PERIOD.

There is to be no loitering in the restrooms or hallways. If there are any problems, the student may have activity privileges taken away for the remainder of the school year.

Assemblies

Assemblies are held periodically and the following standards of conduct must be followed:

1. Be in assigned area.
2. Remain quiet and respectful.
3. Applaud by hand clapping only. Improper conduct at assemblies will not be tolerated. Students should realize the participation in assemblies is a privilege and not a right.

Athletics and Extra-Curricular Activities Eligibility

The athletic programs for each attendance center may vary, but the requirements for participation are the same at each attendance center. Participation in extra-curricular activities is a privilege and not a right. Students may be removed from extra-curricular activities as a means of discipline. To be eligible to participate, students must:

1. Have no F's on the previous week eligibility check to be eligible to participate in athletics, cheerleading, or extra-curricular activities.
2. Birth certificate on file in school office.
3. Maintain eligibility based on a weekly grade check.

4. Have a physical exam completed before the student may participate in try-outs and maintain a current physical throughout the season. (Athletics and Cheerleading). Physicals are considered current for 395 days from the day the physical was performed.
5. Not be in the building lingering prior or post scheduled games or practices. Coaches will designate a waiting area for parent or bus pick-up.
6. Pay fees prior to participating as determined by the board of education.
7. Keep debt owed to the school or any school related entity below $250 and all previous year balances must be paid in full.
8. Follow rules and guidelines established by the IESA, SIJHSAA, or IHSA.

Athletic and Extra-Curricular Ineligibility (Grade Checks)

Athletic eligibility checks will take place weekly during the season in which the student participates. Should circumstances arise that constitute a week that is uncharacteristic of a normal school week, administration holds the right to administer or withhold eligibility checks as needed. Students must be passing all classes to be eligible to participate in extra-curricular activities.

If a student is deemed ineligible:

1. They may not participate in athletics, cheerleading, or extra-curricular activities for a week immediately following the declaration. The week will begin Monday and will end on Sunday.
2. They will be allowed to practice the week they are ineligible.
3. The student may attend home games but must sit behind the bench or other area designated by the coach or sponsor. They will not be in uniform or allowed to participate in warm-up activities.
4. The student will not be allowed to attend away games or events Monday through Thursday. The expectation will be that the student will dedicate this time to class related work.

Extra-Curricular Participation: Attendance

Participation and attendance of extra-curricular activities is acceptable if a student has been in attendance for one half (½) of the school day. Exceptions would include but are not limited to pre-arranged medical appointments that are accompanied by a physician's note or death in the family. These and other exceptions may be allowed by the administration.

Student athletes should leave the building at the dismissal bell at the end of the school day unless their coach is present for a scheduled practice or competition. Students are not permitted to stay in the building or on campus between school and practices and competitions unless supervised by the coach or coach's designee.

Extra-Curricular Activity Conduct

All students, players, participants, parents, coaches, and attendees should display courteous conduct at all times. The host school has primary responsibility for the physical management of the activity including crowd control. Disrespectful conduct will not be tolerated.

All in attendance are subject to IESA, SIJHSAA, and IHSA bylaws including those bylaws that are specific to ejection related occurrences. Administration has the right to ban or suspend participants or attendees for longer periods of time than specified by those bylaws if the occurrence is repeating, violent, or threatening.

Extra-Curricular Code of Conduct

The general conduct of all the students involved in extracurricular activities (athletics, student council, show choir, Alpha, etc.) shall set an example which is beneficial to all students in Edwards County Unit #1. The conduct of these students is also a direct reflection on our School and Community. Individual sponsors/coaches may set their own policies that may be stricter than these policies, but in no way less in severity.

Definitions:
Non-athletic competition - any activity involving public competition with another school district or state level competitions - Examples: FBLA, FFA, etc. Leadership roles - any position a student is elected or appointed to that involves public service to an organization or activity where the student is seen by the public as a leader in the organization or activity - Examples: Class officers, club officers, Student Council, etc.

Interscholastic Teams: Scholastic Bowl, Football, Volleyball, Girls and Boys Basketball, Baseball, Softball, Cheerleading, Golf.

Infractions/Penalties
The following infractions will result in disciplinary actions. Conviction is not a prerequisite for discipline.
To consume, purchase, sell or possess any alcoholic beverage, tobacco, narcotic, illegal drug, controlled substance, look-alike drug, prescription medication for which a prescription is not possessed, e-cigarettes, JUUL type products, vape paraphernalia, any other substance that is mind-altering, possess any drug paraphernalia, regardless of criminal prosecution or conviction:

First Offense:
Students will lose 20% of extracurricular activity/team regular season competition.

Second Offense:
The student will automatically be removed from any/all activities/teams/clubs for the remainder of the school year.

To steal or vandalize personal or public property. This includes possession of stolen property:
First Offense:
The student will restore/replace the items and be suspended for one competition.

Second Offense:
The student will automatically be removed from the activity/team/club.

To commit any act thereby constituting a criminal offense (felony, misdemeanor, juvenile) not otherwise specifically covered by this Code, regardless of criminal prosecution or conviction (excluding traffic violations or curfew):

First Offense:
Student will lose 50% of extracurricular activity/team regular season competition.

Second Offense:
The student will automatically be removed from the activity/team/club.

To commit extreme act or acts of unsportsmanlike conduct during the season in which the student is involved:

First Offense:
The student will be removed from the remainder of the competition and could be subject to an additional game suspension.

Second Offense:
The student will receive suspension from the next 2 competitions.

Third Offense:
The student will receive suspension from the next 5 competitions and subject to removal from the club/team/activity.

Membership in a non-competitive club or organization - a student may be restricted or removed from a club or organization by the sponsor or membership of the club or organization according to club or organization rules.

These rules are in effect anytime during the year/season which begins with the organizational meeting and is effective until the activity/season/year is complete.

The student will serve the suspension when he/she is academically eligible. (The participant may be ineligible because of grades. The student will not be able to serve this rule and academically ineligible rule at the same time.)

Students may be reported for a violation of the Code of Conduct rules by Edwards County Unit #1 staff, faculty, administration, or police that have observed the violation.

Student Council Eligibility

Student council representatives are subject to extra-curricular eligibility requirements and guidelines. A three strike system (per year) will determine when a student is no longer eligible to participate in Student Council.

Election of Class Officers (ECHS)

Class officers are subject to extra-curricular eligibility requirements and guidelines. A three strike system (per year) will determine when a student is no longer eligible to participate as class officer.
Class officers for sophomores, juniors, and seniors will be elected in the spring of the previous year. Freshman class officers will be elected in the fall. The following are the required criteria for being placed on the election ballot.

1. Must have class standing for the office you are seeking.
2. Meet all eligibility requirements.
3. Sophomores, juniors, and seniors must file a petition with the head class sponsor which includes the signature of 15 students and 5 teachers from ECHS.
4. Freshman must also file a petition with the head class sponsor. This petition must include the signatures of 15 students and 2 teachers. The teachers' signatures may include teachers from AGS, WSGS, and ECHS.

5. Class officers may be impeached by action of the principal and class sponsors. A class officer who is removed from office will not be allowed to hold a class officer position again for the remainder of the school year.

Show Choir (ECHS)

The Show Choir is organized specifically for the Dinner Theater show and is selected from interested choir members who audition both as singers and as dancers. Selection is based on ATTITUDE, energy, cooperation, and desire for excellence; based on singing ability and skill as had been observed during the audition; and dancing skills as has been observed during the group choreography session. Show Choir members must meet extra-curricular eligibility requirements.

Dinner Theatre (ECHS)

The Music Department's Dinner Theater production involves all members of the Choir and Band. Each member helps each night of the performance by greeting and seating guests, serving the meal from appetizers to desserts, and also entertaining the guests with music during the evening.

The show that follows the meal features the Show Choir and Combo, but also involves the entire choir and band, so every member of the Music Department performs as a part of the Curriculum.

To be eligible for the spring trip, a member must have participated in each night of Dinner Theater unless excused by the director and must meet the extra-curricular requirements. The Dinner Theatre reward trip attends a professional production Broadway musical.

National Honor Society

In the spring of their junior year, students with a GPA of 3.5 or higher will be invited to submit a resume to be considered as an applicant for the National Honor Society. Upon receipt of the resume which should highlight the student's scholarship, leadership, and service, faculty evaluation forms will be passed out and requested from the faculty of ECHS by the NHS faculty advisor. After all information has been gathered, the Faculty Council, consisting of five teachers, will meet and consider all of the information collected and vote on the selection or non-selection for each applicant.

After the Faculty Council has met, students will be notified of their status. Students do have the right to appeal the results of the Faculty Council within one week of notification. An appeal does not guarantee an overturning of the original decision.

Once selected for NHS, students will be expected to maintain their GPA, participate in club events, attend all meetings, participate in all service projects, and maintain good character and leadership which are both pillars of the club. If these commitments cannot be maintained, dismissal proceedings can take place.

For more information on the Edwards County NHS, please see the adviser for the EC NHS by-laws.

Deliveries, Gifts, and Invitations

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or distributed outside the normal school day. The office is unable to release addresses and phone numbers of students. Deliveries and/or gifts are not allowed to be delivered or dropped off for students at the offices of AGS or WSGS.

Treats & Snacks

Any snacks brought to school must be store bought and sealed.

Emergency School Closings

In cases of bad weather and other local emergencies, a School Reach call will be made. It is suggested that parents, guardians, and students listen to the local radio station: WFIW 104.9 F.M. If bad weather or other emergency occurs during the day, a School Reach call will be made. Please listen to local media stations for possible early dismissal information.

No decision will be made prior to the radio announcements. Therefore, please do not contact school administrators. For game and other extra-curricular activity cancellations, please listen to WFIW 104.9 F.M. radio in Fairfield.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions in any E.C.C.U.S.D. #1 buildings are automatically cancelled.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities (IDEA)

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Special Education Coordinator if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618) 445-2325.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
c. Sign the Diabetes Care Plan.
d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Attendance Policy

The Edwards County School District is committed to the philosophy that all students must attend his/her classes in order to receive the maximum benefit of a complete education. Regular attendance and promptness are expected of each student and are essential for the development of responsible behavior which will be useful throughout life.

Regular attendance of children between the ages of 6 and 17 is not only required by law, but it is imperative for scholastic progress of the individual. A student who has an excused absence will be allowed to make up work. The student will be allowed two days to make up each day missed upon his/her return to school unless the timeline is lengthened by the instructor. However, if a student is absent from class on the day of a test, quiz, assignment, or project in which the student was made aware when the student was in attendance, he/she shall make up work on the same day that he/she returns to school. This again can be modified by the instructor.

There are two types of absences: excused and unexcused. An excused absence will be given for "valid causes" (personal illness, observance of religious holiday, death in the immediate family, family emergency, other situations beyond the control of the students as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student – Illinois School Code Section 105 ILCS 5/26-2A). Administrative discretion may be used in determining the validity of excused or unexcused absences.

The school may require medical documentation explaining the reason for the student's absence if **truancy or chronic absenteeism** has become an issue***. If a student is absent, a parental note or doctor's note is required within two days after the student returns to school in order for the absence to be excused (ECHS ONLY).***

In the event of any absence, the student's parent or guardian is required to call the school at (618) 445-2325 or (618) 445-2327 for AGS or ECHS students and (618) 456-8881 for WSGS or email attendance@eccusd.org before 8:00 a.m. to explain the reason for the absence. An email will count as a parent note. If a call has not been made or email sent to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Medical Appointment Absences

We encourage students to schedule medical appointments so as not to miss regular class periods. Excessive absences due to medical appointments may require a conference with administration or the truancy interventionist. Extended illness requiring a physician's care must be certified by a physician in writing. The physician's certification must indicate which days are excused as an extended illness. A routine medical appointment will not count toward the exam exemption policy. Please understand that doctor appointments are excused only for the time of the appointment plus reasonable travel time.

Anticipated Absences

The school may excuse anticipated absences deemed necessary by the family. **Students and parents will plan these absences in advance with a written note to the corresponding office.** Each teacher concerned should be informed of the anticipated absence. Work should be completed in advance if it all possible. One-week notification of an anticipated absence is considered acceptable. The building principal will consider emergency situations. Teachers, administrators, and the school board do not recommend anticipated absences.

Student Mental Health Days

In accordance with Public Acts 102-266 and 102-321, students may be absent for up to five days during a school year for mental or behavioral health reasons. Mental health absences are considered excused. Students are not required to provide a medical note to support the absence. Parent and guardians should indicate the reason for absence is for mental health purposes when contacting the school. Student must be given the opportunity to make up work missed during the absence.
The district social worker will contact the parent or guardian upon the student using their second mental health day to offer school counseling for the student with parent consent. A parent's note is still required when the student returns to school. The note needs to reflect a Mental Health Day was used. Mental Health Days fall under the Extra-Curricular Participation Attendance Policy and the Semester Exams Exemption Policy.

College/Business Day (ECHS)

College/Business Days are the responsibility of the student and parents. Juniors will be allowed one (1) college/business day visit and seniors will be allowed (2) college/business day visits. These visits may be used to visit a college campus, college placement testing or advising appointments, job shadowing, or job interviews. Students taking visits for military entrance purposes will be excused additional days as long as proper documentation is received. The Guidance Office can assist in providing contact information for students and parents who wish to schedule visits. Administrative discretion may be used in excusing multiple days of absence when traveling long distances for college visits

When a college day is being requested, parents/guardians should follow attendance procedures for absences, but should state in the phone message or email that the student is taking a college/business day. In order for the day to be excused as a college/business day, upon returning to school, students must provide written verification to the ECHS office from the college/business. This may be in the form of a written statement with signature, a detailed agenda of the day for college visits, or a copy of placement test results or student schedule as long as the date is clearly visible on the document. An email sent to attendance@eccusd.org from the college/business is also acceptable as long as it states the student name, the day, and the time of the visit. The following are not accepted as proper documentation: T shirts or other college merchandise, business cards, folders without a visit agenda. College/Business visits and the corresponding approved absences will not count toward the semester exam exemption policy.

Off-Campus Courses

Edwards County High School offers off-campus courses for juniors and seniors. For courses held on the Frontier Community College campus, students have the option of using school provided bussing or they may utilize their own transportation. Students enrolled in the CEO program are required to provide their own transportation to and from the class meetings. All students, regardless of which transportation they may choose, are required to provide proof of driver's license and insurance, as well as a waiver of liability signed by student and parent at the beginning of the school year.

Off campus courses are a privilege and students are expected to demonstrate maturity and responsibility. Enrolled students are expected to follow the calendar of the course, which may include meeting on days when ECHS is not in attendance. Since this is a class the student is enrolled in,

attendance will be recorded based on the course schedule and any absences, unless exempt, will counted as a date of absence towards the ECHS exam exemption policy.

If a class is not meeting on an ECHS attendance day, the student is expected to be signed in at the ECHS office and in class by the beginning of 2nd period. It is the student's responsibility to be aware of any early dismissal days when 2nd period may start earlier than usual. Students who are not in class by 2nd hour may be counted tardy or absent and these absences may be considered unexcused. Students who continue to abuse this policy may be removed from the course and lose the high school and college credit for the semester.

Release Time for Religious Instruction or Observance

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

The student will be allowed two days to make up each day missed upon his/her return to school unless the timeline is lengthened by the instructor. However, if a student is absent from class on the day of a test, quiz, assignment, or project in which the student was made aware when the student was in attendance, he/she shall make up work on the same day that he/she returns to school. This again can be modified by the instructor. The student is responsible for obtaining assignments from his/her teachers.

AGS/WSGS: Those calling in absent AGS and WSGS students should request that someone will be picking up homework for the absent student when calling in to report the absence. Otherwise homework will not be collected for pick-up. Homework assignments can be picked up in the respective office after 3:00 pm.

Tardy Policy

Tardiness is defined as not being in the designated area at the designated time. Students who are tardy should report to their regularly scheduled class. **Students who arrive more than 25 minutes late will be counted absent.** Students who were detained by a faculty member and arrive with a signed note will not be counted tardy or absent. Students who are tardy to class during a semester will receive a warning the first and second times they are tardy and will receive appropriate discipline from the administration for each tardy thereafter.

Semester Exams (ECHS)

Semester exams will be given the last two (2) to four (4) school days each semester. Semester grades will be averaged numerically. Each semester exam will count as 20% of the final course grade. If a student is exempted from semester exams, the final grade will be based upon the cumulative point total for the semester.

Semester Exams Exemption (ECHS)

All students in high school are required to take final exams. However, students in grades 9-12 may earn the privilege of being exempt from certain final exams the second semester if they meet the following criteria:

1. The student has achieved an average of 83% or above in each class for which they are exempt and does not have more than 10 dates of absence throughout the year.
2. The student has achieved an average of 76% or above in each class for which they are exempt and does not have more than 5 dates of absences throughout the year.
3. The student has received no more than two (2) detentions and no (0) Saturday school detentions, or suspensions throughout the year.

A date of absence is counted if any part of the day is missed. An absence is exempt from the exam policy if a note from a medical practitioner (ex. Doctor, Physician, School Nurse, Athletic Trainer, Chiropractor, Dentist, Orthodontist, etc.) is submitted to the high school office on the first day the student returns to school. Students that are mandated to be absent through the district's Return to Learn concussion protocol will be exempt from the semester exam policy for those dates. Dates will be prorated for the number of days that a student is enrolled in Edwards County High School. We encourage students to schedule medical appointments so as not to miss regular class periods.

All students will be required to be in attendance and to take all exams for the first semester. If a student is required to take all exams second semester, that student is required to be in attendance all day on the test and review days. Those students that are not required to take all exams may sign in to school upon arrival for the exam, and sign out after the exam is completed at the discretion of the teacher.

Students who are exempt from exams during the second semester will not be required to attend during the semester exam days. A student could be exempt from required attendance at the end of the second semester for one or more days. Once a student is determined to be exempt from final exams, the student may then choose to take the exam in a chance to better the student's grade. In this situation, the score received on the final exam can only be used to improve the student's grade; a poor score will not impact the final grade.

Failure to comply with the attendance policy will result in an "F" assigned to the semester exams for the classes missed. Exceptions to this policy may only be made by the principal and the teachers involved in giving individual exams.

Truancy

A "Chronic or Habitual Truant" is defined in the Illinois School Code Section 150 ILCS 6/26-2A as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days, or 9 days. Valid cause is defined as illness, observance of a religious holiday, death in the immediate family or a family emergency. Because absences are based on the previous 180 regular attendance days, and not the current school year, it's possible that a child could be in violation of the law in the first few days of a new school year.

Using the definition cited above, the school district shall determine if the student is a "chronic or habitual" truant.

If it is determined that the student is a “chronic or habitual” truant, the appropriate supportive services and available resources which must be provided to the chronic truant may include, but not limited to:

A. Telephone contact
B. Letter sent to parent/guardian
C. Conference
D. Counseling
E. Home visit
F. Referral to another agency
G. Mandated participation in District truancy program

A parent /guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00.

Chronic Absence

"Chronic absence" means absences that total 10 percent or more of school days of the most recent academic school year, **including absences WITH and WITHOUT valid cause** as defined in Section 26-2a of the School Code, and out-of-school suspensions for an enrolled student. This amendment to the Illinois School Code “provides that beginning July 1, 2018, every school district, charter school, or alternative school or any school receiving public funds shall collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.

If chronic absenteeism becomes an issue, please be aware that future absences could result in interventions such as checking in with the school Nurse (when chronic sickness is stated), providing Dr.’s notes, etc. If interventions are not followed as requested, any future absences could be defined as unexcused and absences will be subject to the 5% threshold for truancy purposes. Once truancy has become an issue, the student may be referred to the Truancy Officer, Regional Office of Education, or State’s Attorney.

Truancy Interventionist

Students enrolled in the Edwards County School System are expected to attend school each day. Any student who is absent from school without valid cause from such attendance for a school day or portion thereof is considered truant. Attendance records will be monitored regularly for excessive absences, which include excused, unexcused, and tardiness for students K-12. Those students who accumulate excessive absences may be referred to the truancy interventionist. The truancy interventionist will work with the student and their family to devise a plan of action. This plan will address specific academic and non-academic goals that will assist in improving the student’s attendance. Students who are identified as truant and fail to comply with the plan of action will be referred on to the State’s Attorney.

Accelerated Placement Program

The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades that the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or 1st grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. Assessment processes will include multiple individuals and include multiple valid, reliable indicators.

Graduation Ceremony

The graduation ceremony will be conducted with dignity. Graduating students should dress appropriately. Caps and gowns are purchased through the school. No individual paraphernalia will be allowed anywhere including under the graduating attire or chairs. Caps may be decorated for the ECHS graduation but the decoration must be pre-approved by the principal.

The Valedictorian Award is given to the graduate with the highest GPA in the class. The Salutatorian Award is given to second highest GPA in the class. In regards to ECHS graduation, each student with a 4.07 or higher will receive a Salutatorian Award. In the event that no student achieved a 4.07 or above, the second highest GPA will be named Salutatorian.

Academic awards issued during the graduation ceremony are: valedictorian, salutatorian, and the top 10 GPA's (ECHS only).

Honor Marshalls for ECHS graduation will be the top 4 juniors based on Grade Point Average and class rank at the end of the 1st semester of junior year.

Academic Letter (ECHS)

In an effort to recognize academic excellence among students at Edwards County High School an Academic Letter will be issued to students who meet the following criteria:

1. Students must maintain a 3.3 grade point average for the year.
2. Students may not have been assigned a Saturday Study, suspension, or more than two (2) detentions for the year.
3. Students will be issued a numeral their freshman year and only their freshman year.
4. Students will be issued a junior varsity letter their sophomore year and only their sophomore year.
5. Students will be issued a varsity letter their junior year and senior year and only their junior and senior years.
6. Academic letters are the same size and shape as athletic letters, but the fields will be "Black on Red".

Perfect Attendance Award

The criteria for this award is very stringent. There will be no excused absences for the purpose of this award.

For ECHS students, college/business days do not count against the Perfect Attendance Award. To earn a multiple year Perfect Attendance award years must be consecutive ending with perfect attendance the student's senior year. Only senior year perfect attendance and those years consecutive to senior year perfect attendance will be recognized at ECHS graduation.

Grading & Promotion/ AGS and WSGS

School report cards are issued to students on a quarterly basis for AGS and WSGS. For questions regarding grades, please contact the classroom teacher.

Retention and promotion shall be made in the best interest of the student after careful consideration of all the facts. The school will consider the wishes of the parent but will have the final authority with regard to grade placement and teacher assignment. If a child is being considered for retention, promotion, or transfer of classroom or school, parents should request a copy of the school board policy relating to grade placement, which is more detailed.

The following will be the criteria for retention/promotion:

1. Jr. High students failing two or more of the Grade Point Average subjects will be retained.
2. First through fifth grade students failing two subjects of the core classes will be retained. If a student fails fifth grade at West Salem Grade School, then that student will not be allowed to attend "Buzzard Bait" the following year.
3. When considering promotion/retention, emphasis will be placed on Math and Reading achievement.

Grading (ECHS)

Credit is issued to students only once a semester. Grades will be computed using a cumulative point system. The semester exam will be worth 20% of the cumulative point total for the semester. Percentages will be used to compute a semester grade which will be converted to points for the purpose of calculating class rank and GPA at the end of each semester.

Grading System (District)

Point values for averaging final grades are:

GRADE	POINTS	SCALE	
A+	4.0	100	
A	4.0	94-99	
A-	3.7	92-93	
B+	3.3	90-91	
B	3.0	85-89	
B-	2.7	83-84	
C+	2.3	81-82	
C	2.0	76-80	
C-	1.7	74-75	
D+	1.3	72-73	
D	1.0	68-71	
D-	0.7	65-67	
F	0.0	00-64	
I	0.0	00-00	Incomplete work, 0 pts
W	0.0	00-00	Student Withdrawn

Grade Classification (ECHS)

As required under State guidelines student grade classification will be solely based upon credits earned. Since credits are awarded after the first semester, students may change grade classification midyear. In order to move to the next grade classification, students must earn the credits listed below:

Sophomore	5.5 credits
Junior	13.5 credits
Senior	21.5 credits

Weighted Classes (ECHS)

Grade point average shall be determined on a 4.00 basis. All classes except those listed below shall carry weight of four (4).

Spanish IV	5
Pre-Calculus	5
Statistics	5
Shakespeare	5
Comp and Analysis	5
Honors English IV	5
Physics	5
Advanced Biology	5
Chemistry II	5
Accounting I	5
Fundamentals of Effective Speaking	5
Success	3
STEP	3

The total of the weighted grades will be divided as though the classes had a weight of four (4). This could mean that a student could possibly have an average grade point average higher than four (4). Transfer credits/courses will be evaluated and adjusted to the ECHS scale for purposes of GPA and class rank.

Honor Roll

All courses will be counted toward the honor roll. Students who receive an incomplete will not be eligible for the honor roll until the incomplete is removed. The honor roll will be divided into four categories:

1. Superintendent's Honors 4.0
2. High Honors 3.75-3.99
3. Honors 3.33-3.74
4. Honorable Mention 3.0-3.32

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Carrying a load of 7 academic subjects and physical education.
2. Completing all State mandated graduation requirements listed below.
3. Completing all District graduation requirements that are in addition to State graduation requirements.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. (Civics)
5. Participating in the State assessment.

6. Graduation ceremonies will include only the students that have passed the complete graduation requirements at Edwards County high school.

State Mandated Graduation Requirements

(a) 4 units of language arts.
(b) 2 units of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
(c) 3 units of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
(d) 2 units of science.
(e) 2 units of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
(f) 1 unit chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
(g) ½ unit of health education.
(h) Daily physical education classes
(i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
(j) ¼ unit of consumer education.

State law requires students to complete the FAFSA as a prerequisite to receiving their diploma. Students not planning to go to college may fill out a waiver.

Additional Graduation ECHS graduation requirements:

(a) ½ unit of Computer Concepts or Computer Applications
(b) ½ Unit of Economics, Resource Management, or 1 unit of Agri-Business Management.
(c) 3 ¾ earned units in physical education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Physical Education Requirement ECHS

Persistent medical absences from P.E. for more than 1 day may require that a doctor's excuse be submitted to the P.E. instructor. Failure to comply with a request for a doctor's excuse will result in the student receiving a grade of zero (0) for work required on the day of non-participation. The school nurse or athletic trainer may excuse students from P.E. Participation in P.E. is required of all students who are registered for the class. ECHS students who participate in P.E. classes will receive graduation credit at ½ credit per semester.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
2. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook policy.

Physical Education Requirement AGS/WSGS

State statute and school board policy state that every student K-8 shall participate in physical education. Junior high (6th, 7th, and 8th grades) will wear gym shoes, shirt (solid color or white), shorts, and socks.

A student attending AGS or WSGS may be excused from P.E. for the following reasons:

1. A physical or emotional condition diagnosed and reported by a person licensed under the Medical Practice Act and submitted to the Principal or Superintendent by the student's parents/guardians.
2. A written statement of objection based on constitutional or religious grounds signed by the parents/guardians and submitted to the Superintendent.
3. The school nurse may excuse students from P.E. classes.

Students in the grades K-5 should bring clean and/or new gym shoes appropriate for P.E. classes to be left at school.

If a student misses P.E. due to illness of lack of participation, that student's participation in extra-curricular activities may be reduced by administration for that day. If a student does not have P.E. clothes a set of activities may be assigned that the student can do in regular clothes.

Class Change Procedure (ECHS)

Students will be given the opportunity to try to make schedule changes the first three days of each semester. The process is as follows:

1. Obtain schedule change form from guidance counselor
2. Fill out the form with request, explanation or reason for change, and parent signature.
3. Return form to the guidance counselor by 3:15 of the third day.

The counselor, the principal, the special education coordinator (if applicable), will determine if the request is valid.

Credit for Proficiency, Non-District Experiences and Course Substitutions (ECHS)

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or by the District:

1. Courses in an accredited foreign exchange program.
2. Online credit recovery curriculum as provided by ECHS.
3. College courses that offer dual credit through the ECHS dual credit program.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and

whether a proficiency examination is required before the credit is awarded. Students assume responsibility that fees, tuition, supplies, and other expenses could be incurred by the student. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact Edwards County C.U.S.D. #1 Special Education Coordinator.

Fines, Fees, and Charges; Waiver of Student Fees

Annually, the Board of Education may determine the school district's need to establish student fees for textbooks, consumable materials, extra-curricular activities, student services, and other school fees. All student fees and charges shall be published and included in registration materials.

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the corresponding school office.

School Materials

Textbooks, Computers, Chromebooks, library books, AR books, P.E. equipment, lockers, and other educational materials are the property of the school and must be kept in good condition. Care should be taken when using school materials. Damage done to any school materials must be paid for by those to whom they are charged. Administrators will deal with each situation on an individual basis

Overdue Library Books – If a library book has not been returned by one month after an overdue notice, a bill will be sent for the lost book.

Athletic and Extra-Curricular Fees

Fees assessed for participating in athletics or scholastic bowl are set by the Board of Education. The fees will be published prior to registration.

Book Rental

All bound books and workbooks are to be included in the book rental fee. When a child withdraws from school, all books and workbooks are to be returned to the school. Book rent is determined by the Board of Education. These rental charges will be published prior to the beginning of school and school registration. A list of textbooks is available on request.

Board Policy on Overdue Student Fees and Unpaid Bills

Building principals will send notices to parents and guardians of students who accumulate excessive overdue fees. Upon unsuccessful collection of fees, the debt will be referred to the Superintendent's office for collection. If collection is unsuccessful at this level, the Superintendent shall have the authority to refer the matter to a 3rd party collection agency.

Any outstanding debt owed on behalf of a student from a previous year or years, must be paid in full prior to the beginning of a new school year in order for a student to participate in any extra-curricular and non-curriculum based school activity. If a student incurs a debt in excess of $250 during the year, the student shall not participate in any extra-curricular or non-curriculum based activity during the remainder of that school year or any subsequent school year until the debt has been addressed. Activities considered extra-curricular and/or non-curricular are athletic participation, reward activities, reward field trips, and dances. The list is not intended to be exhaustive, and is merely included for purposes of guidance and illustration. When a student becomes ineligible to participate in any extra-curricular and/or non-curricular activity due to incurring an outstanding debt, the principal of his or her designee shall notify the student and the student's parents or guardians prior to the student becoming ineligible.
Students who have accumulated outstanding lunch balances may also be restricted to "Class A" meal until the negative balances have been paid in full. This will only occur as a last measure in extreme cases as determined by the administration.

Families experiencing a financial hardship may propose a payment plan so long as the owed debt is paid in full within 180 days of the arrangements. The creation of a payment plan does not negate the ineligibility of a student to participate in extra-curricular and/or non-curricular based activities if the debt arises from a previous school year. (EC Board Policy 4:145)

Lunch Payment Guidelines

Students in Edwards County Schools are expected to pay for breakfast and lunch on a daily, weekly, or monthly basis. However, it is realized that students sometimes forget their money or run out of money in their account and will need to charge. If debt is incurred in excess of $250, students can be withheld from all extra-curricular activities and ECCUSD #1 retains the right to contact a debt collections agency.

In order to establish communications between the school and the parent/guardian of the student who has charged meals, a notice of meal charges will be sent home periodically with the student to keep the parent/guardian informed. Notices may also be mailed home to the parent/guardian as well. It is expected that all charges be paid in full by the end of the school year in order to limit carry over to the next year.

Extra milk/juice and snack milk will only be allowed to be purchased by students carrying a positive balance on their lunch account.
Parents who need assistance with paying for meals can apply for free or reduced meal rates in the corresponding school office. Parents may provide children with a sack lunch in lieu of the hot lunch program provided by the school.

Travel

All Edwards County students are to use the transportation provided by the school district when traveling to and from any extra-curricular/classroom activities. However, upon chaperone's approval, students may be allowed to ride home with their parent/guardians, grandparents, or spouse if the appropriate club or class sponsor/coach has received the parent(s)/guardian(s) signature at the activity. In the event the parent/guardian needs or wishes for their child to be signed out with another adult, they must get prior approval through the corresponding school office.

In addition, rural students, when the situation arises, will be picked up and/or dropped off the bus at the appropriate pick-up point (West Salem 130 Crossroad, Bone Gap 130 Crossroad, Ditchbank Road HWY 15, etc.) in order for them to be able to save time and get home as soon as possible. Under extreme circumstances and with prior approval, (not at the extra-curricular activity), the principal may give approval to alternative transportation.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or that live in a location deemed "hazardous" by the Illinois Department of Transportation. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or transportation coordinator.

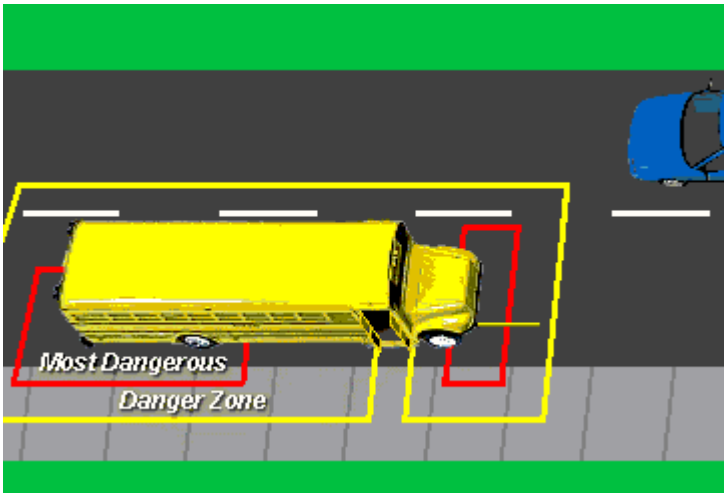
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Edward County C.U.S.D. #1 Transportation Coordinator.

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Student Parking

Students may park their vehicles in the lot designated student parking and located on the East side of the K-12 building. The lot in the North East corner of the parking area will be designated for senior students during school hours. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The parking areas to the North, West, and South East of the K-12 building are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Visitor Parking

The school has areas on the West side of the K-12 building, near the junior high entrance, that are available for school visitor parking. Visitor parking at the West Salem grade school is on the South side of the building near the main entrance.
Those dropping off and picking up children may do so near the elementary entrance on the East side of the K-12 and near the front entrance of the West Salem grade school.
Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations
All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by registration of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by registration of the current school year, the student must present, by registration of the current school year, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye/Hearing Examination
All students entering kindergarten or the school for the first time must present proof by registration of the current school year of an eye examination performed within one year. Failure to present proof by registration, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days of registration. All students are subject to hearing and vision screening that is performed by our District Nurse as required by Illinois Department of Public Health.

Dental Examination
All students entering kindergarten, second and sixth grade, and 9th grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.
Exemptions
A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.

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

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or designee and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school counselor is available to those students who require additional assistance. The ECHS guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the school counselor to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

School Violence: Targeted/Threat Assessment Education

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify *threats* and prevent *targeted school violence.* This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, *Targeted School Violence Prevention Program.* The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing *any* information about a safety concern with a trusted adult who can help. **Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members.** The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague (I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat *regardless* of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. **When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.**

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they *did* communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as *leakage.* Reporting *leakage* is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "joking" statements in

the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Albion Grade School
Carrie Wells/Kris Duncan
618-445-2325
cwells@eccusd.org
kduncan@eccusd.org

Edwards County High School
Dale Schmittler
618-445-2325
dschmittler@eccusd.org

West Salem Grade School
Mark Beckel
618-456-8881
mbeckel@eccusd.org

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, sexual language/content, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, sun glasses, hoods, or accessories that are a disruption or safety hazard may not be worn in the building during the school day.
- Dress and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- All shirts worn must have a sleeve attached around the entire armhole. The sleeve should be at least 1" in length. (**Grades 4-12**)
- Clothing with holes, rips and/or tears above mid-thigh (while standing) and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. The minimum length allowed for shorts and skirts is mid-thigh (while standing) from the inside to the outside of the leg.

- Appropriate footwear must be worn at all times. Shoes for Pre-K through 5th grade must have a closed toe and a strap around the heel (No flip-flops).
- If there is any doubt about dress and appearance, the building principal or his designee will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- No blankets are to be brought from home unless approved by administration.

Backpacks, Bags, and Purses

Administration recommends backpacks, bags, and purses be of appropriate size as to not disrupt the daily routines of the school day and should fit in the student lockers. Athletic bags may be placed on the stage for ECHS, or the appropriate location specified by the coach for AGS and WSGS before school begins.
Students and parents should understand that backpacks and bags are subject to classroom rules. If backpacks or bags cause a reasonable safety concern, as interpreted by the classroom teacher, such as a tripping, fire, or distraction the classroom teacher has the authority to have the students place such items in hallway lockers. Students are subject to discipline if they choose to contribute to an unsafe learning environment.

If backpacks or bags are allowed in the classroom, they are NOT to be on desktops and placed in a location as not to disrupt daily classroom routines. Purses are not to be stored on desktops during class time.
Backpacks can be made of any normal backpack material. Clear or mesh backpacks are **NOT** required.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal. AGS and WSGS students are not allowed to use electronic devices during class periods or passing periods and electronic devices must be kept powered-off and stored in a student locker between 8:25 and 3:25 for AGS students, and 8:10 to 3:10 for WSGS students. Devices are permitted in Gym 2 between 8:00 and 8:25 in the morning. ECHS students are allowed to use electronic devices during non-instructional time, which is defined as before school, after school, and during passing periods and phones must otherwise be stored in the student's locker and powered off or silenced. Phone usage is not allowed during lunch periods. All electronic device regulations are to be followed at all times unless: (a) the supervising teacher grants permission and the device is used for educational purposes only; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using artificial intelligence (AI) to generate submitted work, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. Public displays and demonstrations of affection (kissing, embracing, hugging) at school during the day or attending school activities will not be permitted. Hand holding is allowed at the high school level only.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or (c) be actively participating in a walk-out or protest.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Selling, trading, or distributing items during school hours or possessing items that are brought onto property of the Edwards County CUSD #1 with the intent to sell, trade, or distribute without administrative permission. Selling of items for fundraising purposes for school groups or approved groups from outside the school is allowed with administrative approval. Students are not allowed to sell items or fundraise for individual purposes.
24. Possessing toys, trading cards, games, characters, spinners, etc. without administrative or teacher approval.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

The Edwards County School District's philosophy in dealing with student behavior is one of progression. A student's prior behavior will be taken into account when issuing discipline. For example: A student that has multiple behavior issues could receive a more severe consequence than a student with no prior issues for the same offense.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service with parental/guardian consent.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Search and Seizure

In order to maintain order, safety, 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" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Weapons, Knives, and Firearms

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.
The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
No belt accessories are to be worn that are used to carry items that include, but are not limited to, side cuts, pliers, wrenches, or utility knives.

Gang & Gang Activity Prohibited

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Re-Engagement of Returning Students

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

Water Bottles, Open Drinks, Cups, and Locker Storage

1. Sodas, sports drinks, or any other liquid other than water is not allowed in classrooms or lockers. **Water only**. Any other substance found in any container, other than lunch provisions, may be subject to discipline**.**

2. The allowance of water bottles in the classroom will be at the discretion of the instructor.
3. Water is not to taken into the computer labs or media center.
4. Students are not to share.
5. Students should use common sense when drinking water in general. Do not kick, pass, throw, etc.. water bottles empty or full.
6. Administration or designee retains the right to check the contents of any container at any time.
7. Only clear water bottles or insulated bottles with a screw-on or sports lid are allowed. Cups with straws from restaurants and coffee shops should be discarded prior to entering the building.

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students will sign-out when leaving the cafeteria after permission is granted by a cafeteria supervisor.
- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- No food purchased in the cafeteria should leave the cafeteria following the lunch period.
- Students may only purchase ice cream or ala carte items for themselves.
- Students should not share food.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Debt in excess of $250 or debt owed from a previous year;
- Other reasons as determined by the school.

Honors Trip (AGS and WSGS)

The Student Council will sponsor a field trip to honor students achieving honor roll status three or more quarters each year. Students who have received three (3) or more detentions or any suspensions or Saturday schools are ineligible for the trip.

Band & Choir Trips (AGS and WSGS)

Band and Choir students who have received four (4) or more detentions or any suspensions or Saturday schools are ineligible for any Band and Choir trips.

General Building Conduct

AGS students shall not arrive at school before 8:00 a.m. and classes begin at 8:30 a.m. and students are dismissed at 3:25 p.m. each day.

WSGS students shall not arrive at school before 7:45 a.m. and classes begin at 8:15 a.m. and students are dismissed at 3:10 each day.

ECHS students shall not arrive at school before 8:00 a.m. and classes begin at 8:15 a.m. and students are dismissed at 3:15 p.m. each day.

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Once a student enters the building, hats should not be worn in the building and should be placed in their locker or athletic/book bag for the remainder of the school day. Bandannas are not allowed in the building.

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is at the discretion of the classroom teacher.
- Skateboards or any wheeled devices or wheeled shoes are not permitted at school. Bicycles can be ridden to school but must be remain outside the building. The Edwards County C.U.S.D. #1 is not responsible for theft or damages of items that are inside or outside the buildings.
- Water guns, play guns, and/or real guns are not permitted at school.

Safety Drill Procedures and Conduct

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

Parents and guardians have the opportunity to exempt their child from participating in the Walk Through Lockdown Drill by contacting the child's school office

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Use of Electronic Devices

Chromebook and school-owned device polices are provided in the student handbook and can be obtained at your school's office or at: www.edwardscountyschools.org

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod©, iPad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

AGS and WSGS students are not allowed to use personal electronic devices during class periods, lunch period, or passing periods. Between 8:00 and 3:25 for AGS students. WSGS students: Walkers, 7:45 to 3:15 and after exiting the building; For bus riders, 7:45 until boarding busses (if permitted by the bus driver). Cell phones are not allowed during bus travel, recess, tutoring, or after school activities unless permission is given by staff in charge. The electronic devices must be stored powered-off and stored in a student's locker for 6th -8th grades and in the student's backpacks for grades k-5th grades. Exceptions would be; (a) permission is granted by an administrator for use during an emergency or pertinent situation; (b) use of the device is provided in a student's individualized education program (IEP); or (c) the use of the device is needed in an emergency that threatens the safety of students, staff, or other individuals.

ECHS students are allowed to use personal electronic devices during non-instructional time, which is defined as before school, after school, and during passing periods. Phones and such devises shall be powered off or silenced upon entering the classroom setting. Phones are not to be out in the classroom

or any other place that instruction is taking place unless: (a) permission is granted by an administrator during an emergency or pertinent situation; (b) use of the device is provided in a student's Individualized Education Program; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and the device will be available for student pick-up in the office at the end of the school day.
2. Second offense – The device will be confiscated. The student's parent/guardian will be notified and the device will be available for student pick-up in the office at the end of the school day. The student will also face consequences for insubordination.
3. Third and subsequent offense – The device will be confiscated. The student's parent/guardian will be notified and the device will be available for student pick-up in the office at the end of the school day. The student will also face consequences for insubordination and be required to check the device into the office upon arrival to school and leave the device in the office until the student leaves for the day.

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;

e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user 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 user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the School District's email system constitutes consent to these regulations.

Chromebook Use Policy

Use of Technology

All students in grades 1-12 will have access to Google Chromebooks for educational use in school. The school administration and/or designee will assign them to students to be used at school and at home under approved situations to be determined by the administration and/or classroom teachers. This document provides students and parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen.

Students and their parents/guardians are reminded that use of School Technology is a privilege. Everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, loss of credit, receiving a failing grade, and/or legal action as stated in district's Student/Parent Handbook.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Edwards County School District Acceptable Use Policy.

Ownership of the Chromebook

Edwards County School District retains sole right of possession of the Chromebook. Edwards County School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, the school district administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Transferring/Withdrawing Students

Students that transfer out of or withdraw must turn in their Chromebooks, peripherals, and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the school may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by the Edwards County technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school.

Software*: Google Apps for Education*

- Chromebooks seamlessly integrate with the *Google Apps for Education* suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- Student work is stored in the cloud.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook for the duration of his/her time in the Edwards County School District. Take good care of it.

Repairing/Replacing Your Chromebook: Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Technology Fee

As a means for providing equal access to all students, Chromebooks will be provided to all students for use. For grades 6-12, the annual technology fee will be $20 each year.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Chromebooks being repaired or forgotten at home

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair or forgotten at home.
- Loaner Chromebooks MUST NOT BE TAKEN from the school and MUST BE RETURNED on the same day borrowed unless their Chromebook is in repair.

- A student will be responsible for any damages to or loss of the loaned device. The student and their parent/guardian is responsible for its safe return.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.
- Repeated violations are subject to consequence.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media is subject to consequence.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Edwards County Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home will be subject to consequence.

Chromebook Care

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker. Students are responsible for any and all repairs, unless covered under warranty, and for Chromebook replacement costs.

General Precautions

- No food or drink should be next to Chromebooks; however, the school may designate acceptable use area(s)
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks. Carrying Chromebooks
- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Tags and Logos

- All Chromebooks are labeled with an Edwards County tag
- Tags and logos may not be modified or tampered with in any way.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.

Gravity - The Enemy of a Chromebook

- Don't drop them. This can break the hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.

Liquids

- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

The Screen

- Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil.
- If you open the screen beyond its hinge limitation it will break and be very costly to repair. It is not designed to open to a flat position.
- Do not pick it up by the screen
- Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

Keep It Clean & Refreshed

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- Don't use aerosol sprays, solvents, or abrasives.
- To refresh the device, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Run UPDATES anytime a gray upward pointing arrow appears in the lower right corner of the screen.

Proper way to carry your Chromebook

- Be sure to use both hands if you are moving your Chromebook.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.

Authorized users

- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.

Keep your Chromebook secure

- Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using a Chromebook cart, once it is used place the Chromebook back to the assigned slot.

Stay out of the inside

- Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to your teacher or IT person in your school. Let a district technician handle any repairs that require the case to be opened.

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself-I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself-I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others-I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others-I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property-I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property-I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Authorization for Electronic Network Access

In order to educate students in the most recent uses of technology, the District has implemented a number of ways for exploring information other than that found in traditional print form. The District believes it is in the student's best interest to enhance their ability to explore as many options as possible for obtaining information. Some of these methods of exploration can lead to materials that may be contrary to one's beliefs and may be offensive in nature.

Although the District cannot guarantee students will not be able to access this type of material, the District in no way condones or encourages access to this information. In an effort to control access of these materials, the following guidelines have been developed to help control access to offensive materials that may be found through the use of technology:

1. The District expects that instruction in the proper use of technology will enhance curriculum objectives and be an integral part of the instructional program, and therefore teachers and administration will monitor the proper use of all technology.
2. Students utilizing on-line services must have the permission of and be supervised by the District professional staff.
3. Access to technology is a student privilege and the misuse of it can be punishable as any other offense against rules of proper conduct.
4. Vandalism, damage, or disabling the property of the District or of another person is strictly forbidden.
5. To access another person's materials, information, or files is strictly forbidden.
6. All software to be permanently installed on computers must have the prior approval of the administration which will make sure proper license exists for its use.
7. Privately owned software cannot be permanently installed on hard drives.
8. Personnel are not to change the configuration of computers without the permission of the administration.
9. District owned software cannot be taken off the school premises without the approval of the administration.
10. District owned software may not be copied or manuals may not be reproduced unless permitted or allowed by law.

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.
The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the Authorization for Electronic Network Access, or this policy, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    d. Is reasonably viewed as promoting illegal drug use; or
    e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Once a student leaves a dance they will not be permitted to return to the dance.

AGS students may only attend AGS dances and WSGS students may only attend WSGS dances. Guests may attend ECHS dances only if the principal or designee approves a student's guest in advance of the event. The proper "guest approval form" is available in the ECHS office. A guest must be "age appropriate," defined as a minimum of a high school freshman and no older than 20 with a report of good standing from the school they are currently attending or previously graduated.

All school rules, including the school's discipline code are in effect during school-sponsored dances.

Appropriate dress is required and students may be asked to leave a dance if clothing is deemed inappropriate by the supervising sponsor. Parents/guardians will be contacted if a student is asked to leave a dance.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. All students attending ECHS Prom will be required to wear formal attire.

Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IESA and the SIJHSAA for AGS and WSGS, and the IHSA for ECHS, before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

ECHS: Mandated concussion protocol absences do not count toward the accumulation of days in the semester exam exemption policy. Absences must be approved and verified by a medical trainer, doctor, or school nurse for exemption.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Public Act 103-0504, school districts will collaborate with IDHS and ISBE to ensure that all students with disabilities and the parents or guardians of those students are informed about the PUNS database, including how to enroll for registration in the PUNS database and who they can contact for information about the database and registration process. PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services (e.g., community integrated living arrangements, home-based supports, child group homes). The state uses the data to select individuals for services as funding becomes available. Questions regarding PUNS should be directed to Carrie Wells, District Special Education Coordinator, at 618-445-2814.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) Public Law 99-519, the Edwards County Community School District #1 has developed and is maintaining an asbestos management plan. The management plan contains current information concerning past and present state asbestos inspections. The management plan is available during normal working hours in the administrative offices at each attendance center and central office located at the K -12 building.

The reports state that asbestos-containing material has not been found at the Edwards County K-12 Building. The reports do mention that asbestos-containing materials have been located within the West Salem Grade School. The asbestos containing materials are located under the wood floor and bleachers in the gymnasium. The condition and type of the asbestos are shown in the individual reports.

The Edwards County Community Unit School District #1 contact person to oversee asbestos and ensure compliance is Jim Ballard. Mr. Ballard is the single contact for the public to obtain information concerning asbestos related activities. He may be reached at the Edwards County K-12 office at 618-445-2328 #5.

Free Appropriate Public Education (FAPE)

Each local school district shall ensure that a free appropriate public education (FAPE) is available to each child with a disability who is between the ages of 3 and 21, resides in the state and is enrolled in the district, and requires special education and related services to address the adverse effect of the disability on his/her education. The special education and related services to address the adverse effect of the disability on his/her education. The special education and related services must be provided according to the child's individualized education program (IEP) at no cost to the parent.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Playground Rules for AGS and WSGS

Adult staff members will supervise students on the playground and at play in the gymnasium. Students are to behave in a reasonable manner and follow the directions of the supervisors. Playground rules are as follows for AGS and WSGS:

1. Stay within the designated area of the playground and away from and out of any water and mud.
2. Unless requested by a supervisor, no equipment for recess or PE should be brought to school or outside to the playground.
3. Kicking of balls should be done out in open areas away from the play areas and the buildings to avoid injuries and damage.
4. One person per swing and sitting on your bottom. Do not jump out of, twist, or run under the swings or swing empty swings.
5. No tackle football. Roughhousing of any kind is not allowed.
6. Rocks should stay on ground. Rocks of any size are not to be thrown, skipped, tossed, or kicked.
7. Go down the slides sitting, feet first, one at a time. No standing on the rails. No climbing up any slide.
8. Benches and tables are for sitting on with your bottom on the seat.
9. No standing on the parallel bars.
10. Do not play tag on any equipment.
11. No swinging on the pole in the middle of the dome (safety concerns).
12. No sitting/standing on top of the monkey bars or Tarantula (AGS). (The ones made to walk across with your hands).
13. The rock climbing wall at AGS should only be used with proper supervision.
14. You must sit on your bottom at all times on the merry-go-round at WSGS.
15. You must get permission from a supervisor to enter building from outside.
16. The concrete wall/ledge that separates the asphalt from the mulch is not to be walked on or jumped off of at any time.
17. Supervisors may amend the rules as needed for items not covered in the handbook.

Sex Education

Teachers that present information on sex education including sexual abuse will notify the parents at least five (5) days prior to the teaching of the lesson. Parents may request their child not participate in the lesson without consequences. An activity of equal value may be required for credit. The health program in grades kindergarten through 8 shall include annual instruction regarding abduction and sexual abuse as part of the District's regular curriculum.

Fentanyl Instruction

Public Act 103-0365, requires health courses for grades 9 through 12, a school district shall provide instruction, study, and discussion on the dangers of fentanyl. Information for instruction, study, and discussion of fentanyl shall come from information provided by the National Institutes of Health, the United States Drug Enforcement Administration, or the United States Department of Health and Human Services.

Student Records

Each student's permanent, temporary records, and student directory are kept confidential. Only the student's parents/guardians, local, state, and federal educational officials have access to student records for the educational and administrative purposes as seen in the Family Educational rights and Privacy Act.

Student Directory Information

As per State Law, Student Directory Information may be released to the general public without parental consent unless the parent/guardian notifies the school that they do not want this information released. Information designated as directory information shall be limited to the following:

1. Identifying information: name, address, gender, grade level, birth date and place, phone number and parent's name and address
2. Academic awards, degrees and honors
3. Information in relation to school sponsored activities
4. Major field of study
5. Period of attendance in school

Transfers

Parents of students transferring in to our school should sign a release for records to be sent to the school in which they are enrolling from their previous school.

Parent-Teacher Organization (PTO) (AGS/WSGS)

The primary purpose of the Parent Teacher Organization is that of promoting parent and student welfare in the home, the school, and the community. As an excellent support extension, the PTO has continued to help provide a strong link between the home and school. Parents are encouraged to attend meetings and get involved.

Sex Offender and Violent Offender Notification

Please be aware that state law, Public Act 94-004; Sex Offender Registration, requires school districts to notify parents/guardians that information about sex offenders is available to the public and may be found at the Illinois State Police web address: http://www.isp.state.il.us/sor/. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/. If you should have any questions, please do not hesitate to contact at the school.

State law prohibits a convicted child sex offender from being present on school property when Children under the age of 18 are present, except for in the following circumstances as they relate to the individual's children:

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent.

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Pesticide Notification

From time to time we must spray the building with pesticides to control insects. When these sprayings are done, it is on Friday evenings after everyone has left the building to allow the building to be empty for 48 hours. The students do not return to classes until there is time for the spray to be dispersed. However, you have the right to be notified before this occurs. If you would like notification before a spraying occurs, please notify the school office. Then notification of extensive spraying can be given to you.

Car Riders at the K12

No car riders are to be dropped off on the North side of the K12 after 7:55 a.m. or until after 8:15 a.m. There are "bus loading" barriers that are put out each morning. AGS car riders are to come up through the city park and drop off at door #7. If that car has any ECHS students, they can be dropped off as the car comes around the loop and the ECHS riders can enter the school at door #4. All other ECHS car riders can be dropped at door #3 on the north side.

Insurance

Insurance is available from local insurance companies to cover students during school time. The price of insurance is dependent on the company's policies. Certain school activities require proof of insurance or insurance waivers to be filed before participation.

Injuries

All injuries that occur at school should be reported to the homeroom teacher, staff on duty, and/or the office. Staff should use the "nurse report" form when sending a student for a nurse's visit. The principal's office will notify the superintendent of serious injury.

Medications

A district employee shall generally not administer medication required by a student at school. This policy includes even common and widely used medications such as aspirin. However, students recovering from temporary illness or students on permanent medication who require medication during the school day may bring the medication to school following these guidelines:

1. A medication form from the school office should be completed by the student's physician.
2. A medication/permission form must also be completed by the parent.
3. Medication shall be brought to school in the original labeled containers. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers.
4. The Superintendent or his designee shall administer medication.

Should a student require a continuing program of medication, and it can be demonstrated that the student is of responsible age; arrangements may be made for the self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian
2. Written permission from the Superintendent or his designee
3. Written permission from the doctor.

A form is available in the back of the handbook or one may be picked up in the office. In all cases, the school retains the discretion to reject a request for administering medicine.

The Edwards County Schools will have undesignated medication on hand for treatment of opioid overdose, anaphylaxis, and asthma. (Narcan, EpiPens, and Albuterol inhalers).

Illness, Student

Students who are ill should not attend school. A student with fever, diarrhea, or vomiting shall refrain from attending school until they are fever, diarrhea, or vomiting free for 24 hours without the aid of medication. A fever consists of a temperature of 100.0 degrees or higher. In cases of illness where antibiotics have been prescribed, the antibiotic should be taken for a full 24 hours before the student returns to school. If a student is diagnosed with Influenza, but does not have a fever, the student should stay home 48 hours from the onset of symptoms or 48 hours from the diagnosis, if no symptoms are present. If the student does have fever with Influenza, they may return to school when fever free for 24 hours without the aid of medication, but no less than 48 hours from the onset of symptoms.

Student and Family Privacy Rights

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

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

Survey Requesting Personal Information

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

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

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

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

McKinney Vento Eligibility

Section 725(2) of the McKinney-Vento Act10 defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. Every LEA must designate a liaison for children and youth experiencing homelessness who is able to carry out their duties under the law [42 U.S.C. §11432(g)(1)(J)(ii)]. The McKinney-Vento Act requires liaisons to ensure that "homeless children and youths are identified by school personnel through outreach and coordination with other entities and agencies" [42 U.S.C. §11432(g)(6)(A)(i)]. The purpose of identification is to provide support and offer appropriate services to the family, child and/or youth. Coordination with schools, local social services agencies, and other agencies or entities providing services to homeless children and youth and their families is an essential identification strategy, as are professional development, awareness and training activities within school buildings, LEAs, and the community.

Military Recruiters

Specifically, under the ESEA, as amended by the ESSA, military recruiters (and IHEs) are entitled, upon request, to receive the name, address, and telephone listing of secondary school students served by that LEA, unless the parent of such student (or secondary school student who has reached 18 years of age) has submitted a written request to the LEA to opt out of such a disclosure. As a matter of DoD policy, military recruiters routinely request this information only on juniors and seniors in high school. Additionally, each LEA receiving assistance under the ESEA must provide military recruiters the same access to secondary school students as in provided generally to IHEs or to prospective employers of those students.

S.T.A.R. Project

The S.T.A.R. Project creates a record of service to the community for graduating seniors. Only seniors may accumulate S.T.A.R. points. Students who accumulate the required number of points will wear a red and black cord at graduation for recognition.

Criteria: The student or organization that he/she represents cannot directly benefit. For example, fundraisers do not count, nor does anything for which a student gets paid or receives a grade. There is an 8 hours cap for each event. S.T.A.R. point hours cannot be accumulated during school hours. If you have any questions concerning what is or is not eligible for points, please contact the office. Seniors have from the beginning of summer break until April 1 to accumulate 30 hours. Hours accumulated during the summer through 1st semester must be turned in by the end of 1st semester. Hours accumulated during 2nd semester must be turned in by April 1st.

Procedures: Complete the S.T.A.R. card, which can be picked up in the office, and return it to the office by the designated dates.

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