



2024-2025

DISTRICT STUDENT HANDBOOK

A Guide for
Parents/Guardians and Students

Welcome District #7 Families!

Edwardsville Community Unit School District #7 is committed to building an inclusive, diverse, and equitable community. We welcome diversity in its many dimensions. District #7 encourages our students, faculty, and staff to share their unique gifts and talents to cultivate a well-rounded educational experience. Our mission is to empower each student to achieve personal success and our vision is to build a thriving community of learners while creating meaningful authentic pathways to success for each student. We believe that our mission and vision provide our students with the foundation they need to access resources and have the experiences needed to guide them to success once they leave our schools.

Along with our mission and vision are five core values: community, inclusivity, integrity, students, and success. These core values provide everyone in the District #7 community with beliefs which guide our decision-making.

Community: *We believe that education is a shared commitment among all members of the District #7 community.*

Inclusivity: *We strive to provide an environment where diverse cultural values, beliefs, and behaviors are celebrated and respected.*

Integrity: *We hold ourselves to a high standard of ethics by practicing transparency, respect, and accountability.*

Students: *We believe that students should be at the center of each decision to provide the best environment for growth and learning.*

Success: *We provide the supports necessary for each student and employee to achieve meaningful outcomes and excel in all that they do.*

This handbook is one of many means of communicating with District #7 parents. We encourage you to access this resource frequently as situations arise in which you may have questions regarding the district's practices and procedures. Parents/Guardians are encouraged to support their children's efforts in school by emphasizing the importance of education, reading with their children, and making sure that children engage in school appropriately and attend regularly.

Together, we can provide students with a happy, safe, and productive environment in which to learn and grow.

In Partnership,



Patrick Shelton, Ed.D.
Superintendent

**2024 - 2025 School Calendar
Revised 2-26-24**

DAYS OF ATTENDANCE:

180 days of attendance on calendar - 5 emergency days 5/27 - 5/30 - 6/02	180 day calendar - 4 Full Institute Days • 08/12 Opening Day • 08/13 District 7 Inst. • 10/11 Mad. Co. Inst. • 10/31 District 7 Inst.	176 Service Days - 08/14 ½ in-service PM (1/2 day students) - 10/10 ½ in-service PM (1/2 day students) - 11/01 P/T Conf. 8:30 a.m. to 3:30 p.m. - 11/04 P/T Conf. 1:00 p.m. to 7:30 p.m. - 05/23 ½ in-service PM (1/2 day students)
180 day calendar	176 Service Days	174 Student Attendance Days + 2 P/T Conf.

HOLIDAY AND ATTENDANCE DAY BREAKOUT:

EARLY RELEASE EVERY WEDNESDAY

August:

Aug 12 Teacher Institute
 Aug 13 Teacher Institute
 Aug 14 First Day of Student Attendance – ½ Day Teacher Institute (PM); NO STUDENT ATTENDANCE (PM)

September

Sept 2 Labor Day – NO STUDENT ATTENDANCE

October

Oct 10 END OF 1ST QUARTER - ½ day Teacher In-service (PM); NO STUDENT ATTENDANCE (PM)
 Oct 11 Madison Co. Institute – NO STUDENT ATTENDANCE
 Oct 14 Columbus Day – NO STUDENT ATTENDANCE
 Oct 31 Teacher Institute - NO STUDENT ATTENDANCE

November

Nov 1 Parent/Teacher Conference (8:30 AM- 3:30 PM); NO STUDENT ATTENDANCE
 Nov 4 Parent/Teacher Conference (1:00 PM-7:30 PM); NO STUDENT ATTENDANCE
 Nov 5 NO STUDENT ATTENDANCE
 Nov 11 Veterans Day – NO STUDENT ATTENDANCE
 Nov 27 - 29 Thanksgiving Break – NO STUDENT ATTENDANCE

December/January

Dec 20 END OF 2ND QUARTER & FIRST SEMESTER
 Dec 23 - Jan 3 Holiday Break; NO STUDENT ATTENDANCE
 Jan 20 Martin Luther King Holiday – NO STUDENT ATTENDANCE

February

Feb 17 President’s Day - NO STUDENT ATTENDANCE

March/April

Mar 14 END OF 3RD QUARTER
 Apr 14-21 Spring Vacation – NO STUDENT ATTENDANCE (students return on April 22)

May/June

May 23 END OF 4TH QUARTER (Last day for students if no emergency days used)/ ½ day Student Attendance/ ½ day District 7 Teachers’ Institute (PM); NO STUDENT ATTENDANCE (PM)
 May 26 Memorial Day
 May 27 – Jun 2 Student attendance days if five (5) emergency days used
 May 31 Graduation

UP TO (5) eLEARNING DAYS MAY BE USED IN LIEU OF EMERGENCY DAYS

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DISTRICT 7 BOARD OF EDUCATION

Jill Bertels, President
Terri Dalla Riva Vice President
Jennifer Brumback, Secretary

Kristen Pfund
Lynne Sanderson
Bob Paty
Scott Ahart

QUESTIONS REGARDING A CHILD’S EDUCATION & SCHOOL-RELATED ACTIVITIES

If parents/guardians have a question or concern about their child’s progress in school or school-related activities, the FIRST person to see is the TEACHER/SPONSOR/COACH. They are always the best source of information regarding a child, for they work with them on a daily basis and share parents’/guardians’ concerns. One of the most valuable things parents/guardians can do for their child’s education is to keep in close contact with their teachers/sponsors/coaches.

If parents/guardians have further concerns, or questions of a more general nature, then they should call the school principal. In District 7, building principals are looked upon as instructional leaders. They are extremely knowledgeable about their students and staff and are an excellent source for assistance.

The next step is the Central Office consisting of eight departments: Business, Food Service, IS&S, Personnel, Curriculum & Instruction, Special Education & School Support, DEI & Elementary Education, and the Superintendent’s Office. Any of the administrators in these offices can assist parents/guardians with their questions. For specific questions, parents/guardians may call the following:

CENTRAL OFFICE ADMINISTRATION

Superintendent	Dr. Patrick Shelton	618-655-6014
Chief Financial Officer/Chief Operations Officer	David N. Courtney, Jr.	618-656-1182
Assistant Superintendent	Dr. Allen Duncan, Jr.	618-656-1182
Director of Human Resources	Dr. Brian Lane	618-656-1182
Director of Diversity Equity and Inclusion	Dr. Cornelia Smith	618-655-6222
Director of Curriculum & Instruction	Tara Fox	618-655-6021
Director of Special Education & School Support	Andrea Grotefendt	618-655-6016
Director of Special Projects	Bill Miener	618-656-1182
Public Relations & Communications Coordinator	Mary Ann Mitchell	618-656-1182
Director of Security	Michael Hubbard	618-656-1182
Director of Buildings & Grounds	Josh Ferry	618-659-1266
Director of Kid Zone	MaryBeth Brown	618-655-6011
Director of Food Service	Breanna Gordon	618-656-1576

For general questions about District #7, please call the Central Office at (618) 656-1182.

FIRST STUDENT (Bus Transportation)

LaToya Tuggle, Manager
618-656-0125
P.O. Box 538
Edwardsville, IL 62025

In accordance with ESEA Section 1111(h) (6) PARENTS/GUARDIANS RIGHT TO KNOW, the Edwardsville School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child's teacher or paraprofessional.

This information regarding the professional qualifications of your child's teacher including, at a minimum, the following:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the District office.

SECONDARY BUILDINGS

EHS Office Hours: 7:00 a.m. – 3:30 p.m.
Middle Schools Office Hours: 7:30 a.m. – 4:00 p.m.

Edwardsville High School

6161 Center Grove Rd.
Edwardsville, IL 62025
Phone: 618-656-7100

Website: www.ecusd7.org/EHS

Interim Principal: Alex Fox – afox@ecusd7.org

Administrative Staff:

Dr. Vince Schlueter – vschlueter@ecusd7.org

Mr. Kyle Stewart – kstewart@ecusd7.org

Mrs. Mary Miller – mmiller@ecusd7.org

Mr. Paul Stuart – pstuart@ecusd7.org

Principal's Secretary:

Lindsay Shaw - lshaw@ecusd7.org

Amy Boscolo, Athletic Director – aboscolo@ecusd7.org

Mr. Bill Herman, Asst. Athletic Dir. – bherman@ecusd7.org

Liberty Middle School

#1 District Dr.
Edwardsville, IL 62025
Phone: 618-655-6800

Website: www.ecusd7.org/liberty

Administrator: Melissa Edwards

Email: medwards@ecusd7.org

Assistant Principals:

Andrew Gipson - agipson@ecusd7.org

Ashley Walsh - awalsh@ecusd7.org

Principal's Secretary:

Karly McDonald - KMMcDonald@ecusd7.org

Lincoln Middle School

145 West St.
Edwardsville, IL 62025
Phone: 618-656-0485

Website: www.ecusd7.org/lincoln

Administrator: Michael Cory

Email: mcory@ecusd7.org

Assistant Principals:

Hilary Duncan – hduncan@ecusd7.org

Jamie Anderson – janderson@ecusd7.org

Principal's Secretary:

Hannah Darden - hdarden@ecusd7.org

INTERMEDIATE BUILDINGS
(Grades 3-5)
Office Hours: 8:00 a.m. – 4:30 p.m.

Albert Cassens Elementary School

1014 Glen Crossing Road
Glen Carbon, IL 62034
Phone: 618-655-6150
Website: www.ecusd7.org/cassens

Administrator: Katie Bevis-O’Neal

Email: kBevisOneal@ecusd7.org

Asst. Principal:

Jennifer Morgan - jmorgan@ecusd7.org

Principal’s Secretary:

Ana Gill - agill@ecusd7.org

School Motto:

Nothing Less Than Our Personal Best!

Columbus Elementary School

315 North Kansas
Edwardsville, IL 62025
Phone: 618-656-5167
Website: www.ecusd7.org/columbus

Interim Administrator: Cole Kringlen

Email: ckringlen@ecusd7.org

Asst. Principal:

Cari Wencewicz - cwencewicz@ecusd7.org

Principal’s Secretary:

Amanda Huff – ahuff@ecusd7.org

School Motto:

*Jaguars are up to the test: Respectful, Responsible,
and Being our Best!*

Woodland Elementary School

59 S State Route 157
Edwardsville, IL 62025
Phone: 618-692-8791
Website: www.ecusd7.org/woodland

Interim Administrator: Dr. Andrew Williams

Email: awilliams@ecusd7.org

Interim Asst. Principal: Ali Hiller

Email: ahiller@ecusd7.org

Principal’s Secretary:

Julie Morris - jmorris@ecusd7.org

School Motto:

*By respecting myself, other people and their ideas, we
will have a creative and productive school*

Worden Elementary School

110 North Main Street
Worden, IL 62097
Phone: 618-692-7442
Website: www.ecusd7.org/worden

Administrator: Dana Bivens

Email: dbivens@ecusd7.org

Asst. Principal:

Cari Wencewicz - cwencewicz@ecusd7.org

Principal’s Secretary:

Ana Goss - agoss@ecusd7.org

School Motto:

Every One’s Best, Every Day

PRIMARY BUILDINGS
(Grades K-2)
Office Hours: 8:00 a.m. – 4:30 p.m.

Glen Carbon Elementary School

141 Birger Road
Glen Carbon, IL 62034
Phone: 618-692-7460
Website: www.ecusd7.org/glencarbon

Administrator: Laura Rogers

Email: lrogers@ecusd7.org

Principal's Secretary:

Heather Kenison - hkenison@ecusd7.org

School Motto:

*I pledge today to do my best
In reading, math, and all the rest.
I promise to obey the rules
In my class and in our school.
I'll respect myself and others too.
Learning at our school is what I'm here to do.*

Goshen Elementary School

101 District Drive
Edwardsville, IL 62025
Phone: 618-655-6250
Website: www.ecusd7.org/goshen

Administrator: Curt Schumacher

Email: cschumacher@ecusd7.org

Principal's Secretary:

Suzanne Tatlici – statlici@ecusd7.org

School Motto:

The more we know, the more we grow.

Hamel Elementary School

400 West State St.
Hamel, IL 62046
Phone: 618-692-7444
Fax: 618-633-1702
Website: www.ecusd7.org/hamel

Administrator: Matthew Sidarous

Email: msidarous@ecusd7.org

Principal's Secretary:

School Motto:

Only Our Best!

Leclaire Elementary School

801 Franklin Avenue
Edwardsville, IL 62025
Phone: 618-656-3825
Website: www.ecusd7.org/leclaire

Administrator: Donald Gunter III

Email: dgunter@ecusd7.org

Principal's Secretary:

Jennifer Grotefendt - jgrotefendt@ecusd7.org

School Motto:

*At Leclaire Elementary we:
Promise to be safe
Act responsibly
Work to solve problems
Show respect
PAWS and Think!*

Midway Elementary School

6321 Midway Drive
Moro, IL 62067
Phone: 618-692-7446
Website: www.ecusd7.org/midway

Administrator: Matthew Sidarous

Email: msidarous@ecusd7.org

Principal's Secretary: Jessica Baumgartner -

baumgartner@ecusd7.org

School Motto:

Only Our Best!

Nelson Elementary School

1225 West High Street
Edwardsville, IL 62025
Phone: 618-656-8480
Website: www.ecusd7.org/nelson

Interim Administrator: Dr. Debbie Reid

Email: dreid@ecusd7.org

Principal's Secretary:

Sylvia Peterson - speterson@ecusd7.org

School Motto:

*I will do my best, use good manners, and cooperate
with everyone at school.*

SCHOOL START/DISMISSAL TIMES

School	Grade	Bus Arrival	Breakfast Starts	AM Bell (Instruction Starts)	PM Bell	PM Bus Depart	Half-Day Dismissal
High School	9-12	~6:45	6:45 a.m.	7:15 a.m.	1:45 p.m.	1:55 p.m.	10:15 a.m.
Middle School	6-8	~7:15	7:15 a.m.	7:50 a.m.	2:35 p.m.	2:42 p.m.	10:50 a.m.
Intermediate	3-5	~8:40	8:45 a.m.	9:10 a.m.	3:25 p.m.	3:30 p.m.	12:10 p.m.
Primary	K-2	~8:55	8:55 a.m.	9:20 a.m.	3:35 p.m.	3:45 p.m.	12:20 p.m.
Goshen	EC/PreK (AM)			9:00 a.m.	11:30 a.m.		N/A
Glen Carbon	EC/PreK (PM)			1:00 p.m.	3:40 p.m.		N/A
Goshen	Preschool Academy			9:15 a.m.	3:30 p.m.		12:15 p.m.

WEDNESDAY EARLY RELEASE TIMES:

High School: 12:45 p.m.

Middle Schools: 1:35 p.m.

Intermediate Schools (3-5): 2:40 p.m.

Primary Schools (K-2): 2:50 p.m.

Early Childhood/PreK (PM): 2:50 p.m.

Preschool Academy: 2:45 p.m.

GENERAL INFORMATION ABOUT DISTRICT 7

History of the District

The first public school in Edwardsville, the Dale School, opened in the year 1864, beginning a tradition of excellence that endures today. The school district and the community grew and flourished together as more elementary schools were added, and a separate high school was built. Eventually the country schools from the rural areas surrounding Edwardsville joined to form District 7 as we know it today.

Historic landmarks include:

- Hadley House, established in 1875
- Columbus School, built in 1886, is the District's oldest school and the oldest school building in continuous use in Madison County.

The District's heritage of excellence in education is reflected today in the outstanding achievements of all its schools.

For a detailed history of District 7 schools, visit the District 7 web site at www.ecusd7.org.

The Facilities

District 7 facilities, including fourteen schools and the central administrative office (Hadley House), total more than one million square feet. The District's facilities are located on approximately 265 acres of land, including the 47-acre Sports Complex on Center Grove Road.

Edwardsville High School serves grades 9-12 in its main building on Center Grove Road and at Lewis and Clark Community College's N.O. Nelson Campus. Lincoln Middle School and Liberty Middle School house grades 6-8.

The elementary grades are served in primary and intermediate attendance centers. Primary attendance centers include Glen Carbon Elementary School (grades K-2), Goshen Elementary School (grades K-2), Hamel Elementary School (grades K-2), Leclair Elementary School (grades K-2), Midway Elementary School (grades K-2), and Nelson Elementary School (grades K-2). Intermediate centers include Albert Cassens Elementary School (grades 3-5), Columbus Elementary School (grades 3-5), Woodland Elementary School (grades 3-5), and Worden Elementary School (grades 3-5).

The Staff

With over 950 employees, 530 of whom are teachers, District 7 is the third largest employer in the Edwardsville area. District 7, along with Southern Illinois University, helps make education the city's number one source of employment.

District 7's personnel policy is to hire superior staff members - the very best available for that particular position. Our teachers rank far above state averages in the amount of experience and the level of education. Professional growth is a continuous process stimulated by a variety of in-service opportunities for both teachers and support staff.

Parents/Guardians of children who attend schools that receive Title I funds are entitled to receive specific information regarding their children's teachers' credentials. Parents/Guardians seeking this information should contact their children's building principal.

The Board

A seven-member board of education is responsible for setting the policies of the District. Board members, who receive no pay for their work, are elected to four-year terms. Board of Education regular meetings are held at Liberty Middle School on the fourth Monday of the month. These meetings are live streamed on the District 7 Facebook page. For the month of December, the meeting is held on the third Monday.

Board of Education Work Session meetings are held at Liberty Middle School on the second Monday of the month. Work Session meetings are typically not held during the months of December, May, June, and July.

The public is invited to all publicly posted Board meetings. For specific dates, interested parties may call the Board Secretary at 618-655-6014, or visit the District's website at www.ecusd7.org.

District Finances

The total tax rate for District 7 is \$4.6694 per \$100 of assessed valuation.

Parent/Citizen Involvement

District 7 parents/guardians are strongly urged to become active participants in the educational process. Parents'/Guardians' interest in their children's education and the level of cooperation between home and school are key elements to success in school.

Volunteer opportunities, through the parent-teacher organization or the building principal, are virtually unlimited. PTOs make a valuable contribution to the schools through their fundraising and social activities. All volunteers are required to complete a background check. Interested volunteers should call the individual schools for further information.

Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure and provides information and recommendations to the Board. Its members are parents/guardians and teachers and may include people whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

How Does District #7 Rate?

The State of Illinois does not have a formal system of rating school districts, although it does conduct evaluation visits. District 7 receives highly positive comments during such visits and is a fully accredited system.

Excellence has always been the hallmark of District 7 schools. There are many indicators that demonstrate a district's level of achievement. Our commitment to academic excellence is aptly reflected in the District's test scores. The District has been a downstate leader in the annual number of National Merit Scholars and in the performance of our academic teams.

Although such achievement is very important, a school system should be judged not just on test scores, but rather on how all students are given opportunities to grow and learn. Specific information about the District's programs, as well as the most recent test scores, may be obtained at the Central Office or on the District's website at www.ecusd7.org.

REGISTRATION

<https://www.ecusd7.org/registration>

1. ALL STUDENTS

Registration involves the completion of several forms that are used to document residency and custody. In addition, Illinois Department of Public Health Examination forms are required as follows:

Health Examination: Students entering kindergarten, sixth, or ninth grade

Dental Examination: Students entering kindergarten, second, sixth and ninth

2. STUDENTS NEW TO DISTRICT 7

In addition to registration information and required exams listed above, all new students must provide a certified birth certificate, a vision examination form, and complete the home language survey, as well as the US Department of Education Race and Ethnicity Data Standards Form. If a birth certificate is not presented, the person enrolling the student will be notified that within 30 days they must provide a certified copy of the student's birth certificate. If a certified copy of the student's birth certificate is not provided, local law enforcement will be notified. A student will be enrolled without a birth certificate. All students will be registered under their legal name as appears on their birth certificate. If a student has had a legal name change, documentation of that name change must be supplied at the time of registration. All students enrolling in District 7 must meet all state requirements related to physical examinations, dental examinations, vision examination and immunizations.

See section regarding Student Attendance and Health Policies for more information. All students transferring from another public school in Illinois will need to provide the Illinois Student Transfer Form from the Illinois State Board of Education.

Change of Address and/or Contact Information

Should there be any changes of email, or phone number(s) during the school year, please call the school office and give us the information. Should there be a change of address during the school year, please contact the District Registrar via email at registration@ecusd7.org. Please remember to let us know if there is a change in work phone numbers as well. There are times when we need to get in contact with students and/or parents/guardians, and at such times this information is essential.

Residency Requirements

The Board requires that parents/guardians or person(s) asserting legal custody provide legal proof of residence within the boundaries of the district to enroll a child in District schools for the first time and every year thereafter during registration.

If necessary, administrators may require parents/guardians or person(s) asserting legal custody of students currently enrolled to provide proof of residence within the district in order to clarify any questions or doubts regarding this issue.

If parents/guardians fail to provide proof of residence within the district, their students will be prohibited from enrolling or attending school in the district.

Students new to District #7, not currently enrolled, will be asked to complete a pre-registration form which will include uploading a birth certificate and photo identification. Parent/Guardian acceptable proofs of valid photo identification include driver's license, passport, state ID, FOID card or military ID.

Parent(s)/Guardian(s) may refer to Board policy [7:60 Residence](#) and corresponding administrative procedures *7:60-AP2 Establishing Student Residency*; *7:60-AP2(a) Establishing Student Residency*; and *7:60-AP2(b) Establishing Student Residency – Non-Resident Students* for guidance on establishing residency and proof of residency requirements.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to and/or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing outside of the District but will be living within the District within six (6) months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of state law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5.14-1.11a, and 5/14-1.11b.

Requests for Nonresident Student Admission

For a nonresident student who is the child of a District employee, if the Superintendent approves the request for nonresident admission for the student, the tuition cost is waived pursuant to 105 ILCS 5/10-20.12a(a).

The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend the following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

If a student is determined to be a nonresident of the District for whom tuition must be charged, the person(s) enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident pursuant to Illinois School Code (105 ILCS 5/10-20.12a(a)). A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)). If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

Homeless Students

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency.

If a District 7 student becomes homeless (i.e., lacks a regular, fixed, adequate nighttime place of abode or lives in a shelter), the student may be permitted to remain enrolled in District 7 while homeless or until the end of the school year in which the student obtains regular housing. Also, if the parents/guardians of a homeless child or youth enroll the child in the Edwardsville School District, the student will be enrolled; however, the contact information of the parent/guardian must be provided to school personnel upon enrollment.

Parents/Guardians should contact the Regional Office of Education, Madison County Administration Building, 157 N. Main Street, Suite 438, Edwardsville, Illinois, if they need any information regarding the rights of a homeless student. Parents/Guardians may also contact the District's Homeless Liaison Dr. Cornelia Smith at the Central Office.

FEES

The school establishes fees and charges to fund certain school activities. During the school year, various fees will need to be paid. These include school fees, lunch charges, lost or damaged textbooks, science and art lab fees, library fines, lost or damaged uniforms, etc. Keep a record or receipt for all fees you pay.

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. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.

Please note that failure to address outstanding fees prior to entering the next school year will result in your student not being able to participate in athletic or extracurricular activities. High school students will not receive a parking pass with unpaid fees.

Instructional Materials

Instructional materials fees are due at the time of a student's registration each school year. Instructional fees support the purchase of technology subscriptions, resources for classroom instruction and other resources utilized in teaching and learning.

- Elementary \$80.00
- Middle School \$90.00
- High School \$100.00

Students will be charged for loss of schoolbooks, devices, or other school-owned materials, unless subject to a fee waiver.

Meal Prices

The District provides a complete, nutritious lunch and breakfast program in all schools. Meal prices for all grade levels are as follows:

- Breakfast \$1.50
- Lunch \$3.55

Activity/Participation Fees

There is a fee for participation in athletics, performing arts, and activities. Students will be invoiced for activity/participation fees by their school, if applicable.

- Middle school \$75.00 per sport or activity with a maximum of \$150.00 per student/year
- High school \$125.00 per sport or activity with a maximum of \$250.00 per student/year

Instrument Rentals

For Orchestra and Band instrument rentals, please contact your building's Director.

- \$50.00 per rental

Physical Education Uniforms

Each student at the middle and high school level should have the required physical education clothing. The physical education uniform, which is building specific, will be available for purchase at the time of registration and in the main office during the school day.

- Middle School athletic shorts and t-shirt \$18.00
- High School athletic shorts, t-shirt and lock \$28.00

Driver's Education

All High School students who will have behind the wheel driving must pay the fee below. Additional information on classroom driver education may be found on page 48 of this handbook.

- Behind the wheel \$250.00

Student Parking Pass

Edwardsville High School students are allowed to park only in their designated student parking spot. Student parking permits are requested and issued through the high school office. Parking stickers need to be requested each school year. Additional information on student parking and driving rules may be found on page 44 of this handbook.

- Parking sticker \$175.00, nonrefundable

Preschool Academy

District 7 offers a full-day, tuition-based preschool program limited to District 7 residents, for children ages 3-5. Children must be 3 years of age on or before September 1 and must be independent with toileting needs. This program has limited enrollment.

- Tuition is \$175 per week, which includes lunch and snacks

Kid Zone

Kid Zone offers before and after school care as a service to District 7 families with children in grades K-5. Little Kid Zone is offered to preschool-aged children enrolled in District 7 Preschool Academy.

Parents may register their children for both before school and after school sessions, or for before school only or after school only sessions. Pricing is based upon a flat weekly rate regardless of the number of days attended.

- Kid Zone Fees
 - AM Only Service \$80/week
 - PM Only Service \$80/week
 - Both AM & PM \$105/week
 - Full Day Sessions \$60/day
- Multiple Child Discount Rates
 - 2nd child: 10% off base fee
 - 3rd child: 15% off base fee

Waiver of Fee Policy

The Illinois School Code requires each school district to adopt a policy pursuant to the waiver of school fees. The Edwardsville School District Board of Education has adopted the required [Policy 4:140 Waiver of Student Fees](#) for the 2024-2025 school year. A fee waiver must be applied for and approved for every school year. Fee waivers cannot be applied for outstanding fees from previous school years.

A student shall be 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 same income guidelines, with the same limits based on household size, that are used for the federal free/reduced meals program; 2) The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or 3) The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a). The Superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; and 5) When one or more of the parents/guardians are involved in a work stoppage.

The student's parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. Questions regarding the fee waiver application process should be addressed to the Superintendent. The Superintendent will review the applications for qualification of a waiver.

Failure to Pay Fees/Collection

To maintain the quality of our educational programs, Edwardsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Near the end of the year, a notice will be sent home detailing unpaid fees. A notice of waiver availability will be provided with every bill for fees or fines.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students have the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Student Insurance

Student accident insurance is offered to all students at a reasonable fee. Participation by the parents/guardians and students is voluntary except that all boys and girls participating in competitive sports are encouraged to carry insurance. School insurance covers students in athletics at the middle school. If interested, you may inquire during registration.

Any accidents should be reported to the clinic where the necessary forms will be completed. Any dispute over claims is a matter between the parent and the insurance company.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) affords students certain rights with respect to their education records. The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated. Once a student reaches age 18, rights under FERPA and ISSRA transfer to the student, provided the student has notified the administration in writing of the student's intent to exercise their rights under FERPA and ISSRA in lieu of their parent(s)/guardian(s). Below are the rights accorded under FERPA and ISSRA:

1. The right to inspect and review the student's education records within 10 days from the day the Building Principal receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges per page for copying, after the first 50 pages of records are provided, or from page 1 of the records if the copies of the records have been previously provided. If the person is unable to pay these expenses, he/ she should contact the Building Principal. No one will be denied their right to copies of their records for their inability to pay this cost.

These rights will be denied if the District has received a court order specifically prohibiting access to a student's records. A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

A parent(s)/guardian(s) or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, irrelevant, or improper.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will advise the parent(s)/guardian(s) or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and ISSRA authorize disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational or administrative interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); a representative of a private or other alternative school to which the District may refer the student; or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibilities. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing their records would be in furtherance of the interest.

Upon request, the District may disclose education records without consent to an official of another school in which a student seeks or intends to enroll. In addition, school officials may provide records to any person specifically required by State or federal law. Before information is released to these individuals,

the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. School officials may also disclose information from a student's education records in compliance with a lawfully issued court order. Before complying with such court order, the school will give prompt written notice to the student's parent regarding the terms of the order, the nature and substance of the information proposed to be released and an opportunity to inspect and copy the school student records and to challenge their contents.

School officials may disclose information from a student's education records to appropriate authorities in connection with an emergency in order to protect the health or safety of a student or other individuals.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

5. Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Record Custodian or other official in writing before October of the current school year that they do not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, date of attendance, and degrees and awards received.
6. The Every Student Succeeds Act, which reauthorized the Elementary and Secondary Education Act of 1965, requires local school districts to disclose certain information regarding a high school student to military recruiters and institutions of higher learning. If parents/guardians do not want information disclosed to recruiters under this Act, they should notify the building principal, in writing, of their desire not to have this information disclosed.
7. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

Withdrawal/Transfer

Students who withdraw from school must notify the office and complete the required form. All student obligations must be cleared before official records are released. No student will be enrolled in Edwardsville Community Unit School District No. 7 until a Certificate of Good Standing is received. Similarly, Edwardsville Community Unit School District No. 7 will provide a Certificate of Good Standing for any student transferring to any Illinois public school. This information will include whether the student is currently suspended or expelled from school.

Student records kept by the school are divided into two basic categories: **student permanent records** and **student temporary records**.

The student permanent record consists of basic identifying information: academic transcript including grades, class rank, graduation date, attendance record; accident reports and health record; and record of release of permanent record information.

The student temporary record consists of all information not required to be in the student permanent record and may include:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.
12. Record of release of temporary record information

Notice is hereby given that all temporary records of a student who has graduated, transferred, or otherwise withdrawn from the school district will be destroyed five years after the student transfers, graduates, or withdraws. Individuals graduating, transferring, or withdrawing during the 2024-2025 school year who want a copy of these records prior to destruction should notify District Administration, on or before June 1, 2030. Permanent records will be maintained for 60 years after the student graduates, transfers, or withdraws.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

ACADEMIC INFORMATION

Overview of the Curriculum

The comprehensive core curriculum includes instruction in language arts, math, social science, and science. In addition to the basic academic subjects, elementary schools also offer specialist classes in art, vocal music, technology, and physical education, as well as instrumental music and orchestra at the intermediate level. A regular program of gifted experiences is available for qualified students beginning in fourth grade. Although each school has its unique features and special interests, the elementary curriculum is identical in all ten schools.

Advanced classes are available at middle school and high school. Students may select honors courses as well as multiple elective courses throughout their middle school experience. Students at Edwardsville High School may select from multiple Advanced Placement courses. Qualifying high school students may also participate in a series of work experience situations under teacher supervision.

In fall 2003, the historic N.O. Nelson Campus opened as a branch of Lewis & Clark Community College (LCCC).

In the fall of 2023, District #7 partnered with Lewis and Clark Community College to offer the D7 Early College Program which is available to students beginning their junior year of high school. Over the course of a student's junior and senior year of high school, participating students will also be able to enroll in courses at the N.O. Nelson Campus which will fulfill credit requirements for both a high school diploma and an associate degree from Lewis and Clark Community College.

Fine arts also play an important role in the curriculum. The District's music program has won several prestigious awards for its band, orchestra, and choir. The drama program is frequently recognized at the all-state level with our students participating in the state drama productions.

A highly varied program of extracurricular activities also exists, particularly at the middle schools and high school. Our sports teams have done exceptionally well in recent years, with state-level appearances by many of the high school athletic teams.

General Assessment for all Students

General assessments and achievement testing are utilized throughout the District to monitor academic growth and achievement and to inform instruction. District 7 is required to administer the Illinois Assessment of Readiness (IAR) in grades 3-8, the PSAT 8/9 in grade 9, the PSAT 10 in grade 10, and the SAT to all 11th grade students. District 7 is required to administer the Illinois Science Assessment in grades 5, 8 and 11. District 7 will also administer the Dynamic Learning Maps Assessment for students with Intellectual Disabilities in grades 3-8 and 11. Physical fitness assessments will be administered for grades 3-12. Universal screening in the areas of reading and math also occurs three times a year for grades K-8 in order to monitor progress. Parent(s)/Guardian(s) will receive a separate communication prior to any surveys conducted with an opportunity to opt out prior to the beginning of the school year.

Graduation Requirements

A minimum of 20 credits is required for graduation, 16 of which must be earned in academic subjects. Each semester course passed is worth one-half credit, except for Driver Education and Quarter P.E. classes, which are each worth one-fourth credit. Seniors on track to graduate may opt to take only those courses required, minimum of 3 classes, for graduation and may have a modified schedule to begin the day later or end the day earlier with parental/guardian permission. Seniors with modified schedules may choose to take other elective classes as they so choose. Student-athletes are required by the IHSA to be enrolled and passing 5 classes per semester to maintain eligibility. Students participating in extra-curricular activities are to be enrolled and passing 5 classes per semester to maintain eligibility. Seniors should consult with their school counselor to make sure all college entrance requirements are met.

Students must be enrolled for a minimum of an entire semester and have met the minimum graduation requirements before receiving a diploma. Extenuating circumstances may be reviewed by the administration.

To graduate from high school, unless otherwise exempted, each student is responsible for: 1) Completing all State mandated graduation requirements; 2) Completing all District graduation requirements that are in addition to State graduation requirements; 3) Passing an examination on patriotism and principles of representative

government, proper use of the flag, methods of voting, and the Pledge of Allegiance; 4) Participating in the State assessment required for graduation; and (5) filing one of the following (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf. A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

Credit through Correspondence Courses

Only those students who are deficient in credits and are at risk of not graduating with their class may elect to earn credit through correspondence courses. Students wishing to exercise this option must have the prior approval of their counselor.

Required Courses

A complete listing of required courses based on date of entry into ninth grade can be found in the College and Career Planning section of the Edwardsville High School 2024-2025 Course Handbook.

Early Graduation

A student may apply for early graduation if they have met all the requirements for graduation. Students desiring to graduate early may not use credit earned through correspondence. In addition to meeting the requirements for early graduation, a letter signed by the parent/guardian requesting such a privilege must be filed with the student's counselor. Letters may be obtained from a counselor. All graduation requests must be turned into the appropriate counselor and assistant principal no later than two (2) weeks prior to the end of the semester. No early graduation requests will be accepted or considered after this time.

Accepting Transfer Credits

When a student transfers into the Edwardsville School District, it shall be the policy to equate transferred credits and grade placement as fairly and equitably as possible to the local school curriculum and graduation requirements. High school credits will be accepted from transfer students who attended high schools recognized and/or accredited by the North Central Association under strand 2.71 of the POLICIES AND STANDARDS FOR THE ACCREDITATION OF SECONDARY SCHOOLS. Credits from other high schools may be established through conferences with the student and the administration.

Illinois State Seal of Biliteracy

All Edwardsville High School students have the opportunity to be recognized by the State of Illinois for earning this prestigious award. The Illinois State Seal of Biliteracy is an award presented at graduation in recognition of attaining a high level of proficiency in English and in one or more other languages. It is officially designated on a student's transcript and high school diploma. Students may be eligible to receive the State Seal of Biliteracy or the State Commendation Towards Biliteracy.

Physical Education Exemption

Physical education is required for all students.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for: 1) Enrollment in a marching band program for credit; 2) Ongoing participation in an interscholastic or extracurricular athletic program (student must be in the 11th or 12th grade); 3) Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or 4) 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).

A student who is unable to get an immediate appointment to see a physician may be granted a medical excuse of no more than two days per semester by their administrator or school nurse. The parent/guardian must write a note stating the nature of the injury/illness to request this excuse.

Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student's doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) They (a) are in grades 3-12, (b) their 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) They (a) have 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. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental/guardian excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Grading

District 7 has several grading practices that are implemented district-wide:

Intermediate (Grades 3-5)

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

Middle School (Grades 6-8)

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

Edwardsville High School

Credits for passing grades are issued at the end of each semester. Teachers will regularly update students' progress and that information is available to parents/guardians through the PowerSchool Parent Portal. They are not recorded on a student's permanent record. Final average and rank are based on all semester grades earned from the 9th grade through the 12th grade. All courses are included in determining the grade point average and class rank. Courses at EHS are taught in the traditional and weighted classifications. Grades received in all classes are given a numerical value according to the following (grade point average and standing are affected by the grade as well as the course weight):

<u>Traditional</u>	<u>Weighted</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

Grade Reporting

At the elementary level, students are issued report cards at the end of each quarter, with the exception of Kindergarten. Kindergarten students receive two comprehensive reports of progress at the end of each semester. At EHS and middle schools, semester grades are issued at the end of each semester and are permanently recorded grades. Progress may be monitored throughout the semester on PowerSchool Parent Portal.

Parents/Guardians are encouraged contact their child's teacher via the school office or e-mail to discuss their child's academic progress and to arrange a conference. Counselors may also be contacted to arrange a conference.

Student Grade Review-EHS

Students at Edwardsville High School shall have one opportunity to retake a course and substitute the higher grade earned the second time the course is taken if the following conditions are met:

- The student must be enrolled at Edwardsville High School.
- The student must have previously taken the course in question and earned a "D" or "F" the first time they took the course; and
- The student must earn a higher grade during the second taking of the course.

If all such conditions are met, the higher grade earned shall be formally substituted on the student's transcript and permanent record. A student shall be permitted only one opportunity to earn a substitute grade in any one course. Nothing in these procedures requires the District to re-offer a course no longer contained in the District's curriculum or to offer a course at any particular time. Students must notify their counselor before retaking a class.

If a student's grade is to be substituted on his or her transcript and permanent record, the administration may alter the initial grade given to the student in accordance with the following procedures:

- The teacher who gave the initial grade in the course must be notified concerning the new grade earned the second time the course was taken and the reasons for the change; and
- The administrator making this change in grade must assume responsibility for the grade and initial the change.

PowerSchool Parent Portal (grades 1-12)

You may access your child's grades via the PowerSchool Parent Portal. You are encouraged to contact the school for an appointment any time you would like to discuss your child's progress. Parents/Guardians will have access to Report Card grades only in PowerSchool Parent Portal. Parents/Guardians will not see daily grades. Report card grades are posted in PowerSchool Parent Portal quarterly for grades K-8 and each semester for high school.

Requirements

Middle School

- Three (3) years of Language Arts
- Three (3) years of Mathematics Three (3) years of Science
- Three (3) years of Social Science
- Three (3) years of Physical Education
- Two (2) semesters total of Health
- One (1) year of Content Literacy (Sixth grade)
- Three (3) years of Electives

Students who do not demonstrate proficiency in reading or math may be placed in reading seminar or math seminar.

High School

Twenty (20) credits needed for graduation with course requirements as listed below for those students graduating prior to 2028 *:

- Four (4) years of English (with a research element each year)
- Three (3) years of Mathematics
- Two (2) years of Laboratory Science
- Two (2) years of Social Science (Civics, World Geography and US History)
- One (1) year of elective that includes Fine & Performing Arts, World Language, business or applied technology
- One (1) year of Physical Education
- One Quarter (.25) of Wellness)
- One quarter (.25) of Driver's Education)
- One semester (.50) of Health
- One semester (.50) of Consumers Education
- Remainder of course requirements are from any department listed above

***Incoming ninth (9th) grade students for the 2024-2025 school year will have updated graduation requirements. Those may be found in the course handbook or requested from the building principal or guidance counselor.**

IBHE Requirements

The Illinois Board of Higher Education (IBHE) has established the following admission requirements that apply to most state universities in Illinois. These course requirements are used in combination with college test scores and class rank to determine admissions eligibility.

- English - Four (4) years
- Mathematics - Three (3) years (Introductory through Advanced Algebra, Geometry, Trigonometry, Computer Programming)
- Social Studies - Three (3) years (emphasizing History and Government)
- Science - Three (3) years (Laboratory Science)
- Two (2) years from any of these four areas - Foreign Language, Music, Art, and Vocational Education

Each university has established requirements for admission that are unique to its institution. Students should work closely with their counselor and the colleges involved ensuring that they understand each school's expectations.

NCAA Division I and II Course Requirements

NCAA initial eligibility will be evaluated under the 16 core-course rule.

This information is available from the student's counselor or online at www.ecusd7.org/ehs/Guidance or www.ncaaclearinghouse.net.

TECHNOLOGY

Use of Technology

The District Technology System was established to comprise part of the school curriculum and is intended to function in support of that curriculum and of students' mastery of the curriculum. Although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene, indecent, or inconsistent with the District's educational mission. The use of all elements of the District Technology System, including the Internet, shall be consistent with the District's educational mission and the curriculum. The effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical, and legal use of its resources. The District has adopted and enforced guidelines that limit the use of the System to educational purposes and describe acceptable and ethical use of the System. Any student whose personal web site, blog, or other form of digital presence or other activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment may be subject to discipline, without regard to whether that activity or disruption involved use of the District Technology System.

Having access to the District Technology System is a privilege the district extends to its students. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Students must have a signed parent/guardian permission form on file to gain access and agree to act in a considerate and responsible manner in compliance with the guidelines outlined in the district internet Acceptable Use Agreement. The loss of this privilege is one possible consequence of violating the Acceptable Use Agreement.

Students are responsible for their actions while using the District Technology System and Internet. Students can be punished if they purposely alter computers and technology equipment from its set functions or browse internet sites (including chat rooms) for non-educational purposes. Students will be responsible for payment for repair of equipment as a result of vandalism and horseplay and for any charges brought about by violating the Acceptable Use Policy, [6:235 Access to Electronic Networks](#), and related administrative procedures.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers and technology equipment. 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.

The District is not responsible for any information that may be lost or damaged, or become 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.

The District Technology System includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;

4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Schoology

Schoology is an online learning management system (LMS) that allows teachers to create, organize class content, and share content and resources.

When students log-in to Schoology, they have access to all of their courses. Each student's digital content and resources are specific to their needs – their courses, their groups, their calendar of due dates, homework assignments, etc. Schoology also provides communication between the teacher and the student within the platform, without requiring the student to use email for communications.

Schoology is cloud-based and completely online. There's no software to install, no extra equipment, and no maintenance required. Students can access their curricular content while in school, at home, or anywhere else that they have Internet connectivity. Schoology is accessible and compatible with many mobile devices as well.

1:1 Program Student Guidelines

District 7 is committed to the use of technology to enhance the learning of students and staff, and to provide an environment that prepares them for their future when they leave Edwardsville High School (EHS). As part of this commitment, District 7 has implemented 1:1 devices for all students. Together, the 1:1 program, Schoology and the Wi-Fi capabilities provide the functionality needed to support students and prepare them to be successful with technology in the future.

The following guidelines apply to students' use of their 1:1 device:

With teacher permission, students may use their devices to complete in-class activities, complete homework, collaborate in real-time, research for projects, access websites, take notes, compose, and complete other approved instructional activities to enhance learning.

District 7 uses a firewall with content filtering services, and we make every effort to provide a safe environment for our students at school. In addition to technology filters, our teachers monitor student activity in their classrooms to make sure students stay on task. Students may only access the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to the "[Access to Electronic Networks](#)" [policy 6:235](#). Students shall not make any attempt to bypass the District's Internet gateway. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material. Sharing a 1:1 device with another student is prohibited. Students should report any inappropriate content and/or conduct to a classroom teacher or building administrator.

Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and directed by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. The District may examine any student device that it suspects is causing network problems or may be the source of an attack or virus infection.

See below "Use of Technology" section for additional guidelines and prohibitions.

Use of a 1:1 device is subject to [Policy 7:190 Student Behavior](#)

Students have no expectations of privacy when using a 1:1 device at school. At any point in time, any school personnel reserve the right to view a student's electronic device for content to determine its appropriate use. Any student that violates the "Access to Electronic Networks" policy may be disciplined by an administrator, including confiscation of the device.

Transmit only appropriate content while using the District’s electronic network. At no time may a photographic image or video of any person on campus be made, posted, or shared. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to the District’s “Search and Seizure” policy. Bullying or sexual material will not be tolerated and will be managed pursuant to the “Prevention of and Response to Bullying, Intimidation, and Harassment” policy. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian’s responsibility.

Students may not use devices in locker rooms, bathrooms, and other locations that are deemed private in nature by the building administrator.

Students may not use video or audio recording features of their device to record activities within school unless creation of an audio or video file is part of an assignment or project and specifically authorized by the classroom teacher.

Students should bring their 1:1 device to school fully charged every day. Students should not expect to have the ability to charge a device during the school day. Turn off and keep the 1:1 device in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher’s instruction to shut down devices or close the screen. All 1:1 devices must be shut down and put away when directed by teachers.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.
2. 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 Device Monitoring Software

All district laptops encompass a monitoring software system that detects certain words, images, and searches that allude to self-harm, cyberbullying, and violence. This monitoring program and safety specialists review potential threats twenty-four hours a day, seven days a week, and follow the district procedures in notifying district representatives and/or police.

Electronic Device Use

The unauthorized use of any electronic telecommunication device, including but not limited to cell phones and similar devices, during the school day is prohibited. If a student possesses such an electronic device on school property, such device shall be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) use of the device is provided in a student’s individualized education program (IEP); (b) it is used at the conclusion of any after-school activities so long as the student is not being transported by a district vehicle and/or the use of the device does not interfere with any after-school activities or otherwise be used for illegal purposes, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Any student that violates this policy may be disciplined by a teacher or an administrator, including confiscation of the device.

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Student Identification (ID) Cards

At the start of each school year, District #7 students will be issued a student ID card. The ID card will be used by students during the school day for the following purposes: 1) student identification, 2) cafeteria purchases, 3) library transactions, and 4) utilize district transportation. The student ID cards, and district-provided lanyards must be visible to District #7 staff at all times when the student is on campus. Student ID cards will also provide students with access to the public library system within District #7 boundaries, as well as the library system assigned to the student's individual address. Replacement ID cards and student lanyards can be purchased in the school office and will be added to your student's account. Replacement costs will not exceed \$5.00. Disciplinary consequences may result if a student does not follow the procedures.

LUNCH PROGRAM

The District will continue to provide a complete, nutritious lunch and breakfast program in all schools. Students in the elementary schools have a choice of entrees at lunch; middle school and high school students have a variety of choices, including salads. Vegetarian options will be available daily for all grade levels. Prices for 2024-2025 are as follows:

BREAKFAST: 1.50 LUNCH: 3.55

If available, snacks and a la carte items may be purchased at an additional cost. Students who bring their lunches from home may purchase milk.

The Food Service Department utilizes *MySchoolBucks*, a service that allows parents/guardians to prepay for their child's school breakfast, lunch, and a la carte food items using their credit or debit card. You may access the service at www.MySchoolBucks.com. *The service is optional.*

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students have the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Free and Reduced-Price Lunch Program

[SY 24-25 Free/Reduced Meal Application](#)

A free and reduced lunch program is offered for eligible students as per federal guidelines. Applications are available at all schools, online at the district website, and via the link above. Parents/Guardians are welcome to join their children at breakfast or lunch. Students must re-apply for free or reduced-priced lunches within 30 days of the start of each school year. The anonymity of these students will be maintained.

Students approved for free or reduced-price meals can receive one free or reduced-price reimbursable meal per meal session. Each additional meal will be charged at full price.

Students who request a meal will be served one. If there are no funds to pay for the meal, it will be charged to the students' cafeteria account. If your student has a negative balance in excess of \$20, you will receive a monthly email from the Food Service Office to the email address provided at registration. The ways to fund your student's account are as follows:

- Make a payment online at <https://www.myschoolbucks.com/>.
- Send cash or check (with your student's ID noted) to the school cafeteria.
- Send cash or check (with your student's ID noted) to the Food Service Office

Waiver of Student Fees Eligibility Criteria

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Students whose parents/guardians are unable to afford student fees may receive a waiver of some fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. To maintain the quality of our educational programs, Edwardsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay.

Students shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free and reduced meals program.

Building principal or Chief Financial/Operations Officer will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

GENERAL INFORMATION

Student Lockers

The school is not responsible for lost or stolen items, including textbooks. With that in mind, **do not bring valuable items or large amounts of money to school.** Lockers are owned by the school and may be opened by school authorities at their discretion. Students are responsible for the appearance and condition of their lockers. Nothing can be permanently attached, glued, or stuck on the inside or outside of lockers. Use of magnets inside lockers is acceptable. Students are furthermore permitted to use only their assigned lockers. **Only you can prevent theft by locking your lockers and by not bringing valuable items to school.**

PTO

PTO is an organization consisting of dedicated parents/guardians and teachers at the elementary and middle school levels. The PTO serves as a link between home and school. All parents/guardians are encouraged to join. The PTO holds regular meetings to discuss ways to support the school community in providing the best education for our students.

Food For Special Events

To ensure the safety of all students, District 7 prohibits parents and guardians from bringing food items for the entire classroom. Only foods associated with curricular events and provided by District 7 will be allowed. Our priority is to keep every child safe, including those with severe food allergies.

Animals on School Property

To assure student health and safety, animals are not allowed on school grounds or on the school bus, 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.

Pets are not allowed on school grounds at any time without prior communication with the building principal or classroom teacher. Pets should be left at home during drop-off and pick-up.

Requests for Teachers

District 7 staff strives to meet the needs of each child. Children are placed in a particular classroom based on several educational factors designed to keep classes balanced. For these reasons, we do not accept requests for a specific teacher. Any parent who may have a serious educational concern that could be affected by their child's placement should contact the principal before registration.

Homework

District #7 strives for each student to be actively engaged in the learning process. Work completed in and out of the classroom should be age appropriate, meaningful, and an extension of student learning.

Participating in Extracurricular Activities

Students who participate in extracurricular activities must attend a minimum of three periods on the day of a school-sponsored extracurricular or co-curricular activity in order to attend or participate in that activity during the day or evening. Students who are absent from school for a doctor's or dental appointment may attend or participate in an activity with a written doctor's statement. Furthermore, students who are consistently tardy or absent the day following a school-sponsored extracurricular activity (i.e., football game, volleyball match, play performance, etc.), may be removed from the activity or disciplined. Parental requests that students be allowed to come to school late on the day after an extracurricular activity will not be granted, and the student's absence will be counted as unexcused. While a student is receiving homebound instruction, they are prohibited from participating in extracurricular activities.

Homeschool and nonpublic school students shall be eligible to participate in extracurricular activities, including both athletic and non-athletic, subject to the following conditions:

1. A student must enroll as a part-time student and attend a District school for at least three class periods or at least one-third of the regular school day, excluding lunch, for the entire school year.
2. The student's three class periods must have a college or career focus and they may only enroll in a maximum of one elective class.
3. The student's participation must adhere to the regulations established by any association in which the School District maintains a membership that provides oversight for the activity.
4. The student is subject to all policies, regulations, and rules that are applicable to the participants in the activity.
5. When required, verification of eligibility must be provided in accordance with the expectations of school administration and is the responsibility of the student and their guardian(s).

Enrichment & Accelerated Programs

All students in District 7 will be viewed as potential candidates for enrichment and accelerated programs. The program serving gifted students is divided into three levels: the elementary Challenge program, the middle school Honors Program, and the high school Honors Program. A student's participation in the program may range from one to all levels throughout their school experience. All students are screened in third grade for potential placement into the Challenge program during fourth and fifth grade. At the middle level, students are recommended for honors courses based on multiple data sources. High school students are recommended for honors or advanced placement classes, or they may self-select these classes. High school counselors will work with students each year to register for appropriate level courses.

STUDENT SERVICES

School Counselors

All students at the middle and high school levels are assigned a school counselor. For the 2024-2025 school year, counselor assignments will be as follows:

Liberty Middle School

Jana Hunt
Emily Webb
Michelle Wilkerson

Lincoln Middle School

Renee Childs
Alaina Scroggins
Mark Tschudy

Edwardsville High School

Students are assigned a counselor based on their last name. Please see table below:

Heather Neese	A-Ce
Cierra Gater	Cf-Gar
Justine Veath	Gas-Ja
Tara Quinn	Jb-Mas Success Academy
Candice Watts	Mat-Pot
Samantha Kistner	Pou-Sti
Chung Baker	Sti-Z

Our mental health providers provide a wide range of student and parent/guardian services. Building teams of counselors, social workers, and school psychologists work with students in small groups or individually to help students with personal, school, and social relationships.

Middle and High School Counselors also work with students regarding grades, attendance, class requests, and graduation requirements. They are knowledgeable in college and various career pathways and may act as references for college, scholarships, and job applications.

Vocational Planning

Good vocational planning and career exploration begins during the course selection process. A variety of courses are offered in the high school that will provide students with experiences introducing them to the world of work. Depending on the career pathway that interests students, a specific sequence of courses in a particular vocational field may be recommended. Students should work with their counselor to establish the appropriate course subject pattern.

Careers

It is never too early to begin exploring the world of work. As a part of the registration process, time is devoted to careers and the impact high school courses have on these future opportunities. Speakers are sometimes brought in to give first-hand information about specific jobs. Because not all students plan to attend college, information on trade and technical schools, military options, and employment opportunities is also made available.

Registered Apprenticeship Program

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

General Assessment and Achievement

General assessments and achievement testing are utilized throughout the District to monitor academic growth and achievement and to inform instruction. Illinois Assessment of Readiness (IAR) administered to grades 3 -8. EHS is required to administer the PSAT™ 8/9 in grade 9, the PSAT™ 10 in grade 10, and the SAT® to all 11th grade students. EHS will also administer the Dynamic Learning Maps Assessment for students with Intellectual Disabilities in grade 9, 10, 11. SAT® is a graduation requirement.

Multi-Language English Learners

The school offers opportunities for Multi-Language English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/Guardians of Multi-Language English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's Multi-Language English Learner Program.

SPECIAL EDUCATION SERVICES

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term children with disabilities, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the Director of Special Education & School Support at 618-655-6016.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal 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.

Discipline of Special Education Students

All discipline procedures for special education students shall be in compliance with the Individuals with Disabilities Education Act and its implementing regulations and the Illinois State Board of Education's Special Education rules. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Behavior Intervention Guidelines

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education of Edwardsville Community Unit School District No. 7 has adopted policies and procedures relating to behavior interventions for students who are eligible for special education services. A copy of the District's policy and procedures can be obtained by contacting the Director of Special Education & School Support at 618-655-6016.

Sex Equity

No student shall, on the basis of sex, sexual orientation, or gender identity 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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Notice of Non-Discrimination

Notice is hereby given that Edwardsville Community Unit School District 7 provides equal educational and extracurricular opportunities to all students and does not discriminate on the basis of race, color, nationality, religion, sex, sexual orientation, ancestry, age, or physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in admission or access to its programs and activities. Any person having inquiries concerning Edwardsville Community Unit School District 7's compliance with regulations implementing either the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act should refer to page 29 of this Handbook.

Notice of Medicaid Billing

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. For students who receive special education services, therapy and diagnostic services provided to the student may be partially reimbursable. The reimbursement supports vital special education services.

The reimbursement process requires the school district to provide Medicaid with your child's name, date of birth and Medicaid number. This hereby serves as the District's annual notification to release student data to Medicaid.

If you object to the release of information to Medicaid, you may state your objection in writing and forward it to your child's building principal. If you have questions regarding Medicaid and school based health services, please contact the Director of Special Education & School Support at 655-6016.

Recording of IEP and Section 504 Meetings

The District has a policy ([6:122](#)) prohibiting the use of audio, visual, and other recording devices at IEP and Section 504 meetings. Exceptions to this prohibition may be made when a parent/guardian, student, or employee is a qualified person with a disability under Section 504 or has a language barrier that prevents his or her access to or meaningful participation at such meetings and recording of such meeting is selected as a reasonable accommodation to ensure equal access and participation at the meetings. A parent/guardian wishing to request an exception should consult [Board Policy 6:120](#). The request to record a meeting shall be submitted with supporting reasons/documentation at least three (3) business days prior to a meeting.

HEALTH SERVICES

Clinic

The health service offered by the school district is to be viewed as a valuable supporting service. The Health Clinic is the office station for the nurse. The nurse is scheduled to be in the building each day; however, special or emergency needs throughout the District may cause minor alterations in a set schedule. It is necessary for students to obtain passes from their teachers or administrator before reporting to the nurse. **Under no circumstances may a student who is ill leave school without checking with the school nurse or an administrator.** The nurse or administrator must contact the parent/guardian prior to the student leaving school. **Students may not make their own arrangements to leave school.**

Emergency Transportation

School officials will call an ambulance for students with medical emergencies if parents/guardians cannot be reached.

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule

and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy [7:280, *Communicable and Chronic Infectious Disease*](#) and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy [6:140, *Education of Homeless Children*](#), governs the enrollment of homeless children.

Contagious Disease

At times it is necessary to exclude students from school for certain conditions that may be contagious to the other students. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/Guardians 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. The decision to allow attendance will be made by the school nurse.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for communicable diseases.
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.

A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents/Guardians of susceptible students will be notified in the event of a communicable disease outbreak.

Notification of Vision and Hearing Screening Services

The Illinois School Code requires that students enrolled in an early childhood program, pre-kindergarten program, kindergarten, second grade, eighth grade, are in all special education classes for instruction, are referred by teachers and all transfer students must have a vision screening during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. If a child has been seen by an optometrist or ophthalmologist within the previous 12 months, please provide the signed report form to the school nurse no later than October 15.

In addition, The Illinois School Code requires students enrolled in the following grade levels to have a hearing screening: early childhood program, pre-kindergarten program, kindergarten, first grade, second grade, third grade, or any student enrolled in special education courses. In addition, a student must be screened if the student transfers from another school district or the student is referred by a teacher.

If parents/guardians have questions regarding these screenings or their child's participation in these screenings, please contact the Director of Special Education & School Support, 708 St. Louis Street, Edwardsville, Illinois 62025.

MEDICATION POLICY

Administering Medicines to Students

[Policy 7:270 Administering Medicines to Students](#)

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for *Medication to be Administered at School* form. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has authorized the student to carry and self-administer the medication and has completed and signed the form entitled *Request for Medication to be Administered at School*. If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled *Request for Medication to be Administered at School*, a student may carry and self-administer an epinephrine injector. If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled *Request for Medication to be Administered at School*, a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan.

Please see the building principal or nurse regarding the District's medication policy and to obtain required forms.

The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

Students with Diabetes

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share information regarding the student's diagnosis, recommended treatment, and required medication upon the initial diagnosis or any change to the treatment plan. Parents/Guardians must provide the student's health care provider's instructions concerning the student's diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Students with Life Threatening Food Allergies

[Policy 7:285 Anaphylaxis Prevention, Response, and Management Program](#)

The District has implemented a life-threatening food allergy management program which identifies students with life-threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents/Guardians of students with life-threatening allergies must provide the District with written documentation from the student's health care provider which identifies the allergy upon diagnosis and annually thereafter.

If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse (contact information provided at the beginning of the handbook). Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your child 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. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen injector has been prescribed, the parent/guardian will be responsible for notifying the school nurse/principal and providing the necessary emergency documentation and medication.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis program Act allows medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. Their parent/guardian, or designee, registered as a designated caregiver to administer medical cannabis to the student. Both the student and the designated caregiver must possess valid registry identification cards issued by the Illinois Department of Public Health (IDPH), copies of such to be provided to the District. After administering the product to the student, the designated caregiver will immediately remove it from school premises.
2. A properly trained school nurse or administrator
3. The student themselves when the self-administration takes place under the direct supervision of a school nurse or administrator.

The student's parent/guardian must complete a School Medication Authorization Form – Medical Cannabis. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy, it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

SCHOOL CLOSING INFORMATION

The District will use its message broadcast system, School Messenger, to notify parents/guardians of school cancellation or altered bus schedules due to inclement weather.

School Messenger will communicate the information in the following ways:

- deliver a recorded message via live answer or voicemail
- send an email to all parents'/guardians' email addresses with the same information
- send an SMS text message to your mobile device (*for those who opt-in for text messages*)

The system will utilize contact information that the District currently has on file in School Messenger, which interfaces with the District's student information system. Contact information was provided at registration by parents/guardians. Revised or updated contact information should be provided to your child's school. All information and contact numbers are secure and confidential and are used only for the purposes described above.

The following notification procedures will support the broadcast system:

- On days when inclement weather occurs or is pending, the decision to cancel school will be made by 5:00 a.m., if possible.
- On days that it may be necessary to alter the bus schedule because of inclement weather, the decision will be made as early as possible (the message will be broadcast to home, work, and cell phones). Parents/Guardians are encouraged to make arrangements to meet their children in the event of altered bus schedule days.
- The following radio/TV outlets will continue to carry school closing information: KMOV-TV CHANNEL 4 NEWS; KSDK-TV CHANNEL 5 NEWS; and FOX 2 NEWS.
- Parents/Guardians may also check the district website at www.ecusd7.org.
- The District Facebook page will also be updated with school cancellation and early dismissal information, which can be accessed at <https://www.facebook.com/ECUSD7>.

District 7 adopted an e-Learning Program allowing the option to use up to (5) e-Learning days held remotely each school year. Decisions to use an e-Learning day in lieu of an emergency day will be communicated to parents/guardians at the District's earliest convenience.

SCHOOL SAFETY

Visitors to School Buildings

The Board of Education is committed to securing all its buildings to maintain a safe and appropriate learning environment for all of its students. All school doors are locked during school hours. All those who seek access to school buildings when school is in session shall be required to present government issued photo identification, state his or her purpose for visiting the school and be issued a visitor's badge. The visitor may then only access the school for the stated purpose. However, District 7 policy requires that all persons entering a school building sign in with the School Safety Officer and report to a designated school official. The officers ensure that access to the building is limited to authorized individuals; that building security and safety procedures are followed; and that Board policies related to security, safety, and conduct are followed. For those parents/guardians who will visit a classroom, they shall first request permission from the teacher and building principal and schedule an appointment for the visit. All other individuals desiring to visit or observe in a classroom must first request an appointment in writing with the Building Principal, setting forth the proposed purpose and duration of the visit. The principal will determine whether to permit the visit or observation. In determining whether to grant a visit to a classroom, the principal will consider a variety of factors, including the reason for the visit, the potential impact of the visit upon the environment, whether alternative means exist for achieving the same purpose, any past request of the individual to visit, and the proposed duration of the visit. Any visit or observation to the classroom must not interfere with or disrupt the educational process. Visits to the classroom will be limited in duration. The visitor may be escorted by an authorized District 7 representative. The District shall also permit visits in compliance with Section 14-8.02(g-5) of the School Code.

The School Resource Officer Program

The Edwardsville Police School Resource Officer Program places officers in high school and middle schools in an effort to create and maintain a safer learning environment. The School Resource Officer Program reflects a community partnership between Edwardsville Community School District 7 and the City of Edwardsville Police Department to ensure that our schools have safe, secure, and orderly learning environments. The SRO should be viewed as a resource person.

The SRO fulfills three roles by using a triad approach. The SRO acts as a law enforcement officer, a law-related counselor, and a law-related guide. As a law-related counselor, the officer provides legal guidance to students and acts as a link to support services both inside and outside the high school. As a law-related guide, the officer will share special law enforcement expertise in the classroom to promote a better understanding of our laws upon request. The officer welcomes visits from all students, parents/guardians, and staff members.

Video Surveillance

All campus buildings and grounds, both interior and exterior, are owned by the school. Students have no reasonable expectation of privacy in areas in plain view. However, consistent with state law, the District will not use surveillance cameras where students have a reasonable expectation of privacy. All areas in plain view are subject to video surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations. 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 only. Any student caught defacing, damaging, or destroying video surveillance cameras will have to make restitution, and may be disciplined including possibly suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to 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 only. Any student caught defacing, damaging, or destroying video surveillance cameras will have to make restitution, and may be disciplined including possibly suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to 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 only. Any student caught defacing, damaging, or destroying video surveillance cameras will have to make restitution, and may be disciplined including possibly suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the administration. Students are required to be silent and comply with the directions 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 to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students, unless identified as an accommodation. The law enforcement lockdown drill will be announced in advance and parents/guardians, or appropriate personnel may opt out of student participation in the law enforcement lockdown drill.

Safety Alert Program

District 7's safety and weather alert system consist of three components: an email safety alert system, a telephone broadcast system, and the web "Alerts and Notices" page.

Safety Alerts - Violence

The system is used to alert parents/guardians to *viable* threats and/or to dispel rumors.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces possible discipline in accordance with board policies and this handbook, including possible expulsion from school and criminal prosecution.

Safety Alerts - Weather

The system is used to alert parents/guardians to cancellation of school due to inclement weather.

Safety Alert - Notification

A message will be posted on each alert system stating one of the following:

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents/Guardians can access safety alert information in four ways:

- Text messages via the School Messenger App
- Email sent via School Messenger, using email listed in the student's records
- Parents/Guardians will receive messages by phone on the numbers listed in their student(s) record(s)
- Visit the District's website at www.ecusd7.org/category/alerts-notifications

Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility

- 1. Prepare your child.** Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- 2. Keep your child's emergency contact information up to date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorized during registration in your child's student records. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/ guardian.
- 3. Remain calm.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
- 4. Do not call school and tie up the school phone.** Information will be disseminated to parents/guardians through the school district's Telephone Broadcast System, Email Alerts, and Web Alerts (www.ecusd7.org).
- 5. If possible, walk from your home. In the event that roads to school are blocked.** Parent parking areas will be congested. Ride with another parent if possible.
- 6. Park only in areas designated for parents/guardians.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.
- 7. Do not attempt to pick up your child directly from the student assembly area.**

Parents/Guardians and authorized adults must first report to the Student Request Table.

- 8. Bring a government-issued photo ID with you to the Student Request Table and Student Release Table.** Students will only be released to their parents/guardians or to an adult designated in the child's student records.
- 9. Pick up only students for whom you are authorized.**
- 10. Sign out at the Student Release Table. The staff will locate and bring your child to you.** No student will be released without a parent signature, noting time of release, destination, and phone number.
- 11. Leave the campus immediately after being reunited with the student.**
- 12. Information on retrieving student property still be left on school property will be forthcoming.**

TRANSPORTATION

Bus Regulations

All students who live more than one and one-half miles from the school they attend are eligible for bus transportation and for those students who live on the designated hazardous routes. Bus transportation is available ONLY between the school and the child's designated bus stop.

Only in special, pre-approved situations may a student ride a bus other than their assigned bus or leave the bus at any stop other than the assigned one. In emergency situations, the bus company must be notified by the parent/guardian or school administrator of any change in a student's regular bus assignment. Questions concerning bus regulations should be directed to First Student at 618-656-0125.

Students are expected to exhibit the same good behavior on the school bus as they do in the classroom. The student expectations explained on pages 48-51 are also enforced: 1) on the school bus, 2) at bus stops, 3) en route to athletic/ extracurricular activities, 4) on field trips, and 5) on bus routes between the student's home and the school.

There are some situations unique to the school bus. Some examples of those are listed below:

1. Students should arrive at this designated bus stop at least 5 minutes before their scheduled bus stop pickup time. Parents of K-2 students should be at the bus drop off 5 minutes before the scheduled bus stop.
2. Students should stand away from the road while waiting for the bus.
3. Caution should be observed when approaching the bus. Students must wait for the bus to come to a complete stop.
4. Each student shall be seated immediately upon entering the bus. Students must remain seated while the bus is in motion.
5. Students should be alert to a danger signal from the driver.
6. In the event of an emergency, students should remain on the bus and wait for instructions from the driver.
7. Hands and head must be kept inside the bus. (Students should not use an open window to invite outside students over to the side of the bus.) Litter and other objects should not be thrown inside the bus or outside bus windows.
8. Indecent conduct and/or loud, disruptive, or profane language will not be permitted.
9. Absolute quiet must be maintained when approaching a railroad crossing.
10. Vandalism is strictly prohibited. Any costs to repair damage to the bus must be paid by those responsible before transportation can be resumed.
11. Students should not touch or tamper with bus equipment.
12. Students should help keep the bus clean.
13. Students should keep the bus safe at all times.
14. The consumption of food and /or beverages is not permitted on the bus.
15. No live animals, including insects or reptiles, are permitted on the bus.
16. Books, coats, and instruments should be kept out of the aisles.

17. No article may be left on the bus.
18. Courtesy and consideration must be shown to the bus driver and other students on the bus.
19. Older students should help provide for the comfort and safety of younger children on the bus.
20. The driver can only stop at assigned stops.
21. Safety procedures should be carefully observed when unloading the bus. If crossing the roadway, students proceed to a point at least ten feet in front of the bus where traffic can clearly be seen from both directions and wait for a signal from the driver.
22. No tobacco products, including vaping devices, electronic cigarettes or other electronic delivery systems capable of delivering nicotine, controlled substances, or lookalikes are allowed on the bus.
23. Any electronic device that is not permitted at school will not be permitted on the school bus. Students may use cellular telephones, pagers, text messaging devices and other digital devices (i.e. PDAs) while on the school bus. If, however, the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct that such device can no longer be used on the school bus.
24. Students in grades K-2 are required to have an adult present at the bus drop-off location.

We expect students to follow the direction of the bus driver as they would the teacher. Drivers may address student misbehavior through a conversation with the student, a change in seating assignment, or the driver may refer the matter to the building principal via a conduct notice. Procedures follow:

1. A **conduct notice** will be issued electronically by the bus company to the building Principal.
2. The principal or their designee will take the appropriate disciplinary action. In addition, students are subject to a suspension or expulsion from the bus for serious or repeated misconduct. The length of the bus suspension will be determined at the building level by the principal/assistant principal on a case-by-case basis. 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 parent may request a suspension review meeting to review the appropriateness of the bus suspension. The suspension review meeting will be conducted by the Board, or a hearing officer appointed by the Board. If a hearing officer is appointed, he shall prepare a written summary of the evidence presented and present it to the Board. The Board shall review the hearing officer's report and take such action as it finds appropriate. This request would need to be in written form and sent to the District office.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The suspended student will have 1 day for each day of bus suspension to complete the makeup work. It is the responsibility of the student's parent/legal guardian to notify the District that the student does not have alternative transportation to school.

Should you have any questions regarding bus transportation, please call LaToya Tuggle, First Student Transportation Manager at 618-656-0125.

Rules for Students who Walk, Ride Bicycles, or are Dropped-off at School

Students who walk or ride their bicycles to school must also observe safety rules and follow the directions of crossing guards. They should remember basic rules of courtesy and refrain from littering or walking on the lawns of the nearby residents. Students are expected to observe school rules and maintain safe and appropriate behavior on their way to and from school. When dropping off children at school, PLEASE check with each building for proper drop-off and pick-up locations and procedures.

Student Parking and Driving Rules

The Edwardsville School District provides free bus transportation to every student who lives more than a mile and a half from school. However, some students prefer to use the privilege of driving to school. Students are allowed to park only in the designated student parking lots and with an issued parking permit. Students must

apply for a parking permit and pay the fee involved before driving to school. Students must have paid book fees, overdue fines, and an emergency card on file. Students are allowed to park only in their designated parking spot. Parking permits are issued through the High School office. Also, students must submit the following in order to be eligible for a parking sticker and must abide by the following regulations:

1. Student parking stickers must be displayed at all times.
2. All student parking spaces will be assigned through a lottery in conjunction with the District 7 attendance policy. The lottery criteria are as follows:
 - a. Seniors selected first; juniors, second; and sophomores, third.
 - b. All fees and fines must be paid in full.
 - c. Emergency forms must be completed, signed, and submitted.
 - d. Students must submit a copy of their driver's license.
 - e. Students must submit a copy of their insurance card.
 - f. Students must provide their license plate number.
 - g. Students must submit a check for \$175.
 - h. Self-addressed, stamped envelope must be included.
3. Each student receives only one sticker. It goes on the car they drive the most.
4. Student vehicles are to be parked in designated areas only. NO student parking allowed in the teacher's lot or in designated handicapped spots. Inappropriately parked vehicles may be towed at the owner's expense.
5. Students may purchase a parking sticker for \$175.
6. The speed limit is 5 MPH.
7. Driving on District 7 properties is a privilege that will only be extended to those students who are good EHS citizens. Driving privileges will be revoked for at least one (1) quarter for the reasons below.
 - a. Suspension days from behavior referrals or attendance problems which total to seven (7). Students will have parking stickers confiscated and revoked after seven (7) days of suspension, after seven (7) attendance referrals, after a combination of suspension days and attendance referrals which total seven (7), or after a closed campus violation. Once a student's sticker is confiscated as a consequence of suspensions, attendance referrals, or violating closed campus, the student's parking space will be sold to a student on the waiting list. After 85 school days, students who have had stickers revoked may apply to be on the waiting list for parking sticker sales.
 - b. Cited for reckless driving.
 - c. Third time cited for failure to display sticker.
 - d. Third time cited for loitering in cars or on parking lot.
8. Students with a valid driver's license will be allowed to drive to an off-campus class and are expected to follow all State of Illinois driving rules.
9. Seniors who graduate early or transfer are to turn in their parking stickers to the attendance secretary on the last day of their attendance. The secretary will reissue parking stickers.
10. Inappropriately parked vehicles or vehicles without an authorized parking sticker may be towed at the owner's expense.
11. Only students who are siblings or who reside in the same home may share a parking sticker.

Drivers may not use the Sports Complex entrance or exit or parking lot in order to circumvent traffic in front of the high school. Any violation of this type may result in school discipline.

In addition, please refer to page 46-49 of this handbook for the impact of attendance guidelines on parking privileges.

Student automobiles that are parked on school grounds shall be subject to search by school authorities, including searches conducted through the use of specially trained dogs.

ATTENDANCE GUIDELINES

Policy 7:70 Attendance and Truancy

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, college visits for high school juniors/seniors, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal or designee. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. Students may also be excused from school to participate in a civic activity or event. Each excused absence may be accompanied by limitations to the length and/or duration of the absence.

Excused absences will be granted for the following circumstances:

- Up to 5 days during a school year for medical appointment/illness without a medical excuse;
- Up to 5 days during a school year for mental or behavioral health of a student; and,
- Up to 5 days during a school year for family/personal business which requires the student to be out of town.

Any absences beyond 5 days for each circumstance stated above will require a written medical excuse for the absence to be considered excused. District #7 reserves the right to request additional excuses for medical absences.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up for missed homework and classwork assignments.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to 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. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families, such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Homebound Program

A student may be eligible for homebound instruction whenever it is anticipated a student will be absent for at least two consecutive weeks or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to their medical condition. Parents/Guardians may reference [Policy 6:150 Home and Hospital Instruction](#). Families will be required to provide a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse stating the existence of such medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school.

Students who go on homebound status may find their courses reduced due to the impossibility of teaching all courses in off-campus situations. Homebound students may not be able to maintain a normal class load. While students are receiving homebound instruction, they are prohibited in participating in extracurricular activities.

Parents/Guardians should contact their student's building principal if a student has a diagnosed medical condition that may cause absences from the school. The Director of Special Education & School Support will review the parent application for home/hospital services and communicate with the student's physician to determine eligibility for homebound services.

Unexcused Absences

All absences not classified as excused will be considered unexcused or truant. Students with an unexcused absence are encouraged to make up classroom work missed.

The Illinois School Code defines chronic absenteeism as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

Any student who has accumulated fifteen (15) consecutive days of unexcused absence with no school contact from a parent/guardian ("lost child", whereabouts cannot be determined) shall be withdrawn from Edwardsville Community Unit School District 7. The District shall use its best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student (including, calling all known phone numbers, including emergency contacts, and visiting the last known address). The date of withdrawal shall be marked retroactive to the last of attendance. If a school has been notified by a parent/guardian that a student will no longer be attending, such student shall be withdrawn from Edwardsville Community Unit School District 7. The date of withdrawal shall be marked retroactive to the last of attendance. If a student with a disability has been absent without valid cause for fifteen (15) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a plan to stop the recurring nonattendance of the student. If a school has been notified by a parent/guardian that a student will be on an extended trip taking the student out of school for more than fifteen (15) consecutive days, such student may be withdrawn from Edwardsville Community Unit School District 7. The date of withdrawal shall be marked retroactive to the last of attendance. Absences that are not due to illness must be pre-arranged with the principal, if possible, and may or may not be excused.

The school will utilize multiple procedures to identify the cause of a student's unexcused absenteeism, including interviews with the student, the student's parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday or for religious instruction.

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

Voting

In advance of an election, the Superintendent or designee will announce the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

Students must request prior approval for an absence to vote. Students with an excused absence to vote will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence). Students are responsible to see their teachers for work missed.

Absence on the day of an Activity

Students who participate in school-sponsored extracurricular activities must attend a minimum of three periods on the day of an athletic activity, music performance, dramatic activity, or any other school-sponsored activity in order to attend or participate in that activity during the day or evening.

Make-up After Absences

- Students should report directly to class after absence.
- Students absent will be allowed the opportunity for full credit on make-up work
- Students are responsible to see their teachers for work missed.
- Students shall have the same number of days as the absence to make up work. Additional days may be arranged for by parents and student through the teacher.
- Teachers may require students to make up work, concept, or grade:
 - Work missed during student absence;
 - Concept or main idea presented by teacher during the student's absence (i.e., when a teacher presents a concept or an idea for the class on a given day but has no written assignment due, the teacher may require an absent student to compile the missed information through a brief paper, paragraph, etc.); and
 - Anything graded during a student's absence.

Classroom Driver Education

The Graduated Driver Licensing (GDL) Program in Illinois Requires a learner's permit time for nine months, in addition:

- The oldest first year students (15 years of age minimum) would take Driver Education during the second, third or fourth quarter.
- Once students have completed the requirements for the classroom portion of Driver's Education, 30 hours of classroom attendance with no more than 10 absences, they are eligible to pay and sign up for the Behind the Wheel portion of Driver's Education. Students that have paid and signed up would be assigned to a certified instructor to complete their 12 hours (6 hours observing and 6 hours driving).
- Students would need to begin the nine-month permit holding time, and the logging of the minimum 50-hour driving time with their parent(s) or responsible adult.
- Upon successful completion of all requirements, students would be eligible for a driver's license.

The remaining first year students would enroll in classroom Driver Education during the first or second quarter of their sophomore year and follow the same process.

Any student attending Edwardsville High School must receive a passing grade in at least eight (8) courses during the previous two (2) semesters prior to enrollment in Driver's Education class. All High School students who will have behind the wheel driving must pay \$250.

Parking Privileges

1. Sophomores, juniors, and seniors who have been issued a parking pass must maintain regular school attendance to maintain their parking privileges as follows:

2. If the student is absent 9 or more days during a semester, including excused, unexcused, partial and full day absences, the student's parking pass may be revoked.
3. Sophomores, juniors, and seniors who seek to obtain a parking pass from Edwardsville High School should maintain regular attendance. The administration reserves the right to revoke a parking pass due to attendance.

Truancy

A truant is defined in the state of Illinois as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy is an extremely serious situation that can be corrected only through a high degree of cooperation between home and school. The following events are examples of truancy:

- leaving school/class without teacher or parental permission
- staying home without parental permission
- absent without medical excuse.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence. Students considered truant are subject to school discipline. Truancy procedures include, but are not limited to the following:

1. Three Unexcused Absences – letter from the school to parents/guardians
2. Five Unexcused Absences – second letter from the school and may result in a meeting with school personnel
3. Nine Unexcused Absences – referral to the District #7 Truancy Officer for case management. Possible steps include:
 - Hold collaborative/IEP meeting to develop action plan for remediation of attendance concerns
 - Follow up phone call from Truancy Officer
 - Review of action plan for remediation of attendance concerns discussion of revised strategy
 - Home visit
 - Referral to the ROE Truancy Officer which could lead to a Truancy Review Board meeting or a court appearance

PARENTS/GUARDIANS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL.

An attempt will be made to notify the parent each time a student is truant. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A parent or 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 \$500.00.

Chronic truancy is defined as absence without valid cause for 5% or more of the previous 180 regular attendance days. By law, the names of chronic truants and the person who has custody of them must be provided to the Regional Superintendent of Schools. Chronic truants as defined by state statute will be referred to the School Resource Officer for follow-up investigation and possible referral to the State's Attorney's Office.

District 7 offers a number of supportive and preventive services to truants. The following resources and supportive services are available to students with attendance problems and their parents/guardians: conferences with school personnel; problem solving by the building level team; referral to community agencies; and an alternative program for eligible high school students. The purpose of these programs is to provide an alternative learning situation to those students who are unable to function in the traditional school. Chronic truants are among those students who may experience greater success in an alternative setting. Interested parents/guardians should contact their child's school counselor, social worker, or principal for more information about the alternative program.

A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years.

Arrival at School Late/Leaving School Early

Late arrivals can be very disruptive to class. We encourage students to be punctual. Students arriving AFTER the start of the instructional day are considered tardy. When a student accumulates a first and second tardy, a warning will be issued to the student. For additional tardies, discipline will be administered on a case-by-case basis. Students who are five or more minutes late to class or school will be considered absent or unexcused. Parents/Guardians of elementary students must sign them in at the main office. Secondary students entering the building after the school day begins must check in at the Main or Attendance Office.

To be considered excused, a student must have a note from the parent/guardian explaining the reason for the student's tardiness. Otherwise, they will be considered unexcused. If your child has significant difficulty coming to school in the morning, please notify the assistant principal or social worker.

Those students who leave school early for any reason must sign out in the Main or Attendance Office. For a dental or medical appointment, a notice of the appointment – or a note from the parent/guardian or the doctor – must be presented to the Main office or Attendance Secretary upon returning to school.

STUDENT EXPECTATIONS

District 7 utilizes a multi-tiered system of support. This framework of instruction and interventions provides high-quality instruction that is responsive to the needs of all learners. Educators consistently analyze and use progress monitor data to identify students who may benefit from additional academic, behavioral, and/or social-emotional assistance. Student response to intervention data is monitored and used to determine whether support will be faded, continued, or modified.

A school-wide discipline procedure is used to guide teachers, students, administrators and parents/guardians in dealing with student behavior. This plan including a behavior matrix coupled with a more responsibility-centered approach, provides the classroom teacher and administration to communicate expectations clearly and consistently to students, and the consequences for compliance or non-compliance.

A behavior matrix is an internal document that provides district staff with guidance regarding behaviors that align with our MTSS framework. This document will only be used as a guide in determining appropriate discipline for misconduct. All conduct will be evaluated on a case-by-case basis for each incident and student (*SB100*). Based on each incident and student, misconduct may range from any of the levels identified below.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> Teacher Managed Behaviors 	<ul style="list-style-type: none"> Administrative RCD-Solutions 	<ul style="list-style-type: none"> Administrative RCD-Solutions 1-3 Days of OSS 	<ul style="list-style-type: none"> Administrative Extended OSS, expulsion, or alternative placement
Minor infraction limited prior incidents, and/or interventions in place.	Supports have been put into place in classroom/school to address student's behavior/incident, but the behavior has continued to negatively impact the learning of the student and/or environment.	Incident results in an impact on the school community where the behavior poses a threat to student/school safety or disruption to other student's learning.	Incident presents a threat to the safety of students, staff or school community OR substantially interferes with the operations of the school. All other appropriate behavioral and disciplinary interventions have been exhausted or no other interventions were available.

Problems are best resolved when the issues are known. We feel that communication between home and school is vital, as it relates to the well-being of our children.

Students' Rights and Responsibilities

Education cannot proceed effectively without appropriate behavioral and disciplinary interventions. Appropriate behavior and discipline are best thought of as positive, not negative, helping a student to adjust, rather than be punished.

The dignity of individuals should be protected, with proper consideration displayed for their personal feelings, which may be associated with race, color, creed, cultural heritage, and intellectual and physical characteristics and any other protected class or characteristic. Educators as well as students should be respectful to each individual in their daily life and develop a sincere appreciation for the different ethnic, economic, religious, and social backgrounds of groups.

In District 7 we believe our students have certain rights that must be protected. We also believe that they have definite responsibilities, which must be fulfilled in order to ensure that all students succeed in school.

Definitions of Various Infractions and Possible Consequences

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for any misconduct that has an impact on the school setting. Including any school sponsored transportation, on or off school grounds and at any activity in which 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. Students may also be disciplined when the misconduct is directed against school employees, their families or property because of their status as employees.

The Board of Education has given building administrators the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Building administrators have attempted to provide guidance to students as to prohibited conduct for which the student may be disciplined.

Discipline is determined on a case-by-case basis and is at the discretion of the administration and the Board of Education. The level of consequences imposed will be consistent with the *Illinois School Code*.

Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook and Board Policies, including policy 7:190. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. Descriptions of prohibited conduct are included in Board Policies and as follows:

Areas of Misconduct <i>{Unless otherwise noted, all areas of misconduct are referenced under Board Policy 7:190 Student Behavior}</i>
Academic Dishonesty
The act of obtaining and/or providing, without authorization, information on examinations or school assignments from other students or sources. This includes electronic communication devices to transmit information (i.e., cellular phones, text messaging), use of audio or video (including photographic) recording devices, and generative artificial technology in place of original work. Academic dishonesty includes, but is not limited to plagiarism, cheating or copying of another's assignments, unauthorized communication during an assessment/exam, altering report cards, and wrongfully obtaining test copies or scores.
Alcohol, Drugs, Tobacco
Possession and/or being under the influence of the following:
any tobacco product, vaping device or any other nicotine inhaler
any beverage containing alcohol
any drug paraphernalia
Marijuana (unless authorized under Ashley's Law) or any other drug
Distributing or intent to distribute and/or purchase any drug, alcohol, tobacco/nicotine, a look-like product, or paraphernalia
Bullying {Policy 7:180}
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: Placing the student or students in reasonable fear of harm to the student's

or student's person or property; Causing a substantially detrimental effect on the student's or students' physical or mental health ; Substantially interfering with the student's or students' academic performance; or Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service is prohibited.
Bullying (physical)
Bullying (verbal)
Bullying (cyber)
Dress Code
The act of dressing in a manner that violates community standards of good taste, health, safety, and cleanliness; disrupts or interrupts the educational process; indicates affiliation with any group which advocates dangerous or unlawful activity; or indicates support of drug, alcohol, or tobacco usage
Failure to respect materials or property of others
Failure to respect materials (i.e. classroom)
Failure to respect property (i.e. graffiti)
Theft
Firearms/weapons
Possession of a look-alike firearm (i.e. handgun, rifle, shotgun, pistol) NOT used to threaten, intimidate, harm or disrupt the learning environment
Possession of a look-alike firearm used to threaten, intimidate, or harm another or cause a disruption of the learning environment
Possession of a weapon (non-firearm)
Possession of weapon with actual attempt or threatened to use towards another person or cause of disruption
Possession of a firearm as defined in federal or state law (i.e. handgun, rifle, shotgun, starter pistol etc.)
Fires/explosives/flammables
Setting a fire or attempting to set a fire
False alarms- The act of initiating a false fire alarm, or bomb threat, or another catastrophe
Tampering with fire alarm- The act of attempting to initiate a false fire alarm
Fireworks/explosives- The act of possession, use, or threat to use any fireworks, explosives, incendiary device, or other such instruments capable of inflicting bodily injury
Gang activity
Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang
Drawing, displaying, or promoting gang and/or look-alike graffiti/symbols including hand gestures
Threatening or performing bodily harm to another to solicit or cause membership in any association or organization
General Misbehavior that disrupts the learning environment
Leaving assigned area without permission
Leaving school without permission
Being in an unauthorized area without permission, and/or not returning to class when redirected by school staff
Any act which causes, or can reasonably be expected to cause, a disruption to the school environment.

The act of insulting, name calling verbal or written to any student UNLESS the offense based on anything sexual, racial, disability, nationality, or religious, then it may be coded as Harassment
The act of insulting, name calling verbal or written to any staff UNLESS the offense is based on anything sexual, racial, disability, nationality, or religious, then it may be coded as Harassment
Harassment (Policy 7:20)
Any act or communication which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, gender identity, gender-related identity or expression, sex, sexual orientation, ancestry, national origin, age, actual or potential marital or parental status including pregnancy, unfavorable discharge from military service, status of being homeless, physical or mental disability, or association with a person or group with one or more of the aforementioned actual or perceived characteristics, to include anything displaying a swastika or the confederate flag on District property
Inappropriate Physical Contact
Horseplay- A confrontation between students where a weapon was not used and there was no physical harm to any student(s) involved
Fighting (no physical injury) - A confrontation between students where a weapon was not used but physical harm to any student(s) involved did occur
Fighting (physical injury)-A confrontation between students where a weapon was not used but physical harm to any student(s) involved did occur. Note: self-defense is described as an action taken to block an attack. Responsive actions such as hitting a person back are not self-defense and may be considered excessive physical aggression
Use of physical force against staff/adult
Inappropriate touching, exposure, or sexual contact {Policy 7:185}
Inappropriate, prohibited displays of affection include but are not limited to: fondling, groping, or grabbing body parts, lengthy kissing
Consensual sexual activity on school property
Sexual abuse -Intentional fondling or touching directly or through clothing of intimate body parts of any person
Sexual assault - Commonly identified as "rape" and involving force, threatening force, bodily harm, or threatening bodily harm
Sexual Harassment- Sexual advances, requests for sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex. This conduct may include verbal comments about parts of the person's body, name-calling, spreading sexual rumors about a person, attempting to alter clothing, or other unwelcome advances or comments
Stalking- Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint and following or placing the intended victim under surveillance at least twice
Insubordination
Refusal to comply with school rules and regulations or refusal to obey reasonable directions or instructions of school personnel (i.e. ID violation, tardies, technology misuse post four minor occurrences)
Misuse of Parking
Misuse of parking tag, parking in a non-parking space or driving reckless/dangerously on school grounds
Technology Violations
The unauthorized possession and/or use of any electronic device such as cellular telecommunication devices, video game devices, laser pointer, sights, or camera
Making or transmitting photographs or recordings of students, employees, or guests without his/her consent (i.e. photographs in locker rooms, restrooms, or other areas where there is a reasonable expectation of privacy is strictly prohibited)
Violation of District 7's computer use policy and acceptable use agreement

Other Violations

1. Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook.
2. Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time, such action is necessary for the safety and supervision of students. 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. The District and/or school reserve the right to establish additional standards for acceptable behavior as needed.

3. Students, parents/guardians, and visitors to school district properties are advised that threats of violence toward District students, teachers, administrators, and employees or threats of destruction of school property will not be tolerated. This prohibition expressly includes any threats communicated via electronic means, such as e-mails, instant messages, websites, electronic postings, personal web pages, or profiles and the like. The District reserves the right to exercise its discretion to address immediately any such threats by any person to the full extent of the civil and criminal laws, as well as under the District's rules and regulations. Any such threats, to include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Threats of violence will be considered as threats to the safety of students, staff or the school, disruption to the learning environment and/or the operations of the school and will result in consequences. Student violators of this policy may be subject to expulsion and criminal prosecution.

Behavioral and Disciplinary Interventions

To provide all necessary assurances to faculty, staff, students, and parents/guardians that District 7 has, in fact, taken reasonable precaution to ensure their safety, the administration may, when deemed necessary, require a statement from a mental health provider that the student does not pose a danger to themselves or others. If such a statement is not provided as requested, then District 7 will assume that a child is a danger to themselves or others and proceed with necessary action to seek their removal from school.

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.

Behavioral and Disciplinary Intervention and Consequences

Behavioral and disciplinary interventions and consequences will be determined based upon a variety of factors including but not limited to, the severity of the incident, the student's past disciplinary record, harm (physical or emotional) to others or property, prior behavioral and disciplinary interventions attempted, evidence of planning or pre-meditation, the safety of other students, staff or members of the school community, the disruption or interference with other student's learning opportunities or the operations of the school and other factors deemed relevant by the school administration.

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 voluntarily due to behavioral or academic difficulties. The Board of Education's behavioral and disciplinary interventions may include, but are not limited to, the following behavioral and disciplinary interventions:

1. Notifying parent(s)/guardian(s)
2. Conferences with the Student
3. Conference with the Parent/Guardian and/or Student
4. Counseling
5. Removal from the Classroom
6. Detention (Including Lunch, Before School, After School, and Saturday Detentions)
7. Denial of Privileges, including Participation in Extracurricular Events and Activities
8. Return of Property or Restitution
9. Restorative Justice Measures/Conflict Resolution Activities
10. Behavior Contracts
11. Community service
12. Seizure of contraband; confiscation and temporary retention of personal property
13. Suspension of bus riding privileges
14. In School Suspension
15. Out of School Suspension
16. Safety Exclusion
17. Referral to Law Enforcement
18. Transfer to An Alternative School
19. Expulsion
20. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

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.

Out-of-school suspensions and expulsions are only used for legitimate educational purposes. The district will make all reasonable efforts to resolve disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not use zero-tolerance discipline except as required by federal law or the *Illinois School Code*. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus. This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time, such action is necessary for the safety and supervision of students. 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.

The Superintendent, Principal and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations

governing student discipline. Suspensions and expulsions shall be done in accordance with guidelines outlined in the School Code of Illinois, Article 10-22.6.

Isolated Time Out/Physical Restraint

Isolated time-outs, time-outs, and physical restraints are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s). Isolated time-outs and physical restraints are to be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, not as a form of punishment or a means of disciplining a student, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. A parent can request a copy of the district's policy by contacting the School Superintendent.

Corporal Punishment

Corporal punishment is prohibited. 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. Reasonable force or physical guidance may be used to restrain students in limited circumstances that include: a) for their safety, b) if they are a threat to others, c) to prevent damage to school property, or d) if a student behavior interferes with a classroom or other scheduled program.

Procedures for Solutions, In-school, and Out-of-School Suspension

Solutions

Administrators may authorize students to attend Solutions in lieu of In School Suspension. Within the Solutions program, the student works with staff to accept responsibility for their behavior and problem-solve possible solutions. Foundational values such as respect, honesty, effort, and academic competencies are targeted. Time in solutions is short term to limit missed instruction.

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. Students are supervised by school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

If a student becomes ill or is taken out of school for any reason and fails to complete a full day of in-school suspension, that day will not count, and the student will have to repeat a day in in-school suspension. When in in-school suspension, the students must comply with the rules of the program. Any failure to comply will result in one day of suspension from school.

Out-of-School Suspension

The Superintendent, principals, assistant principals, deans and interim administrators are authorized to suspend any pupil guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. A student may be suspended out of school for three days or less if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. A student may be suspended out of school for four or more days if the student's continuing presence in school would pose a threat to the safety of other students, staff or members of the school community or substantially disrupt, impede or interfere with the operation of the school and the administration has determined that other appropriate and available behavioral and disciplinary interventions have been exhausted and that no other appropriate and available interventions existed for the student.

For a suspension of 5 or more school days, the administration shall determine what, if any, appropriate and

available support services will be provided to the student during the length of his or her suspension.

A student suspended out of school shall be given an opportunity to make up the work missed, including homework and tests, during the period of suspension for equivalent academic credit.

A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to an out of school suspension will not be allowed on school district property at any time during their out of school suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

A written notice of the suspension shall be sent to the parent(s)/guardian(s) and the student, which shall:

- a. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension;
- b. For a suspension of 5 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of their suspension;
- c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit; and
- d. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension.

Notice to parents/guardians shall be sent by mail. A copy of the notice shall be given to the Board of Education.

Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. The student's parents/guardians should be notified via an attempted phone call.

Upon request of the parents/guardians, the Board or a hearing officer appointed by the Board shall review such action of the Superintendent or principal. At such review, the parents/guardians of the pupil may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, they shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

Procedures for Expulsion

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

- a. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request

shall be sent by registered or certified mail, return receipt requested. The request shall:

- Include the time, date, and place for the hearing
 - Briefly describe what will happen during the hearing
 - Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion
 - List the student's prior suspension(s), if applicable
 - State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- b. The hearing shall be conducted by the Board, or a hearing officer appointed by it. If a hearing officer is appointed, they shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or the designee shall invite a representative from the Dept. of Human Services to consult with the Board.
- c. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student committed the act of gross disobedience or misconduct as charged. The student and his or her parent(s)/ guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.
- d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue if the student committed the act of gross disobedience or misconduct and take such action as it finds appropriate. If the Board acts to expel the student, its written expulsion decision shall:
- Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - Provide a rationale for the specific duration of the recommended expulsion.
 - Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

The Board of Education has the sole authority in the expulsion of students.

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.

Support Services

A student who has been suspended out-of-school for more than 5 consecutive days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

Make-up Work Following Suspensions

School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up any missed work, including homework and tests, for equivalent academic credit.

Students will be granted one day of additional make-up time for each day of absence. The school principal may extend the period of makeup work for special circumstances.

Interviewing of Students by Police

1. It should be recognized by all that the police have the authority to remove a student from the school.
2. Before a student, who is under 18 years of age and is suspected of committing a criminal act, is questioned by Law Enforcement, School Resource Officer, or other school security personnel, the Superintendent, Principal or designee must confirm with Law Enforcement that notification or attempted notifications of the student's parent or guardian were made and notate the time for administrative purposes.
3. The Superintendent, Principal or designee shall ensure a school social worker, a school psychologist, a school nurse, a school counselor, or mental health professional are present during the questioning **if** the student's parent/guardian are not present for the interview.
4. This does not apply to circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following:
 - Prevent bodily harm or injury to the student or any other person
 - Apprehend an armed or fleeing suspect.
 - Prevent the destruction of evidence.
 - Address an emergency or other dangerous situation.
5. If a student initiates a request to talk to the police, including an accident or incident report, such request will be considered and handled in confidence.

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning, or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, school counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

Substance Abuse

Substance abuse is a serious act of misconduct which jeopardizes the health and safety of students and will not be tolerated by District 7. The Board finds that substance abuse, as described in this policy poses a threat to the safety of other students, staff or members of the school community and/or is likely to disrupt other students' learning opportunities and/or substantially disrupt, impede or interfere with the operation of the school or would lead school authorities to forecast a threat to the safety of other students, staff or members of the school community or a substantial disruption, or interference with the operation of the school. Students violating the District's substance abuse policy will be subject to behavioral and disciplinary interventions as well as assistance by the District to seek out treatment related to alcohol or drug abuse. The District has a strong tradition of cooperation with local law enforcement agencies, so local law enforcement may be contacted if students are found to be in violation of the Edwardsville School District Substance Abuse Policy.

Possession, Use, Purchase or Act of Being Under the Influence of Prohibited Substances

The possession, use, purchase, or act of being under the influence of any alcoholic beverage, controlled substance, cannabis (including marijuana, hashish, cannabidiol (CBD) and medical cannabis unless the student is authorized to be administered a medical cannabis infuse product under *Ashley's Law*), look-alike drug (a substance that, because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance or illicit drug), drug paraphernalia, or illicit drugs poses a threat to the safety of other students, staff or members of the school community and/or is likely to disrupt other students' learning opportunities and/or substantially disrupt, impede or interfere with the operation of the school or would lead school authorities to forecast a threat to the safety of other students, staff or members of the school community or a substantial disruption, or interference with the operation of the school and is prohibited in school buildings, on school buses, and on all other school property at all times, or at school-related events or functions. Student possession and/or use of prescription drugs or over-the-counter medication is generally prohibited and shall take place only pursuant to the District's medication policy provided in this handbook. Selling or purchasing prescription drugs or over-the-counter medication is prohibited in school buildings, on school buses, and all other school property at all times. This policy extends to all trips and extracurricular and co-curricular events, whether held before or after school, evenings, or weekends or on or off campus. This policy also extends to off-campus substance abuse violations. A student may be disciplined, up to and including possible expulsion, for off-campus misconduct that is reasonably related to school or school activities.

Students violating this policy will be disciplined on a case-by-case basis.

In the event a student is administered an out of school suspension or recommended for expulsion for a violation of this policy, in lieu of serving all days of an assigned out of school suspension and/or a recommendation for expulsion, the student and parent/guardian may be offered an assessment/treatment alternative. This option shall be available only one time during a student's middle school career and one time during a student's high school career and is available only at the administration's discretion. Parents/Guardians will meet with the school principal, who will explain this alternative. If the parents/guardians accept the assessment/treatment alternative, they will sign a release of information form for Chestnut Health Systems or, if they wish, parents/guardians may choose another provider and make the arrangements themselves. If another provider is selected, the provider must first be approved by the building principal. After the release of information is signed, the principal will contact the service provider's counselor with the student's name and date by which the appointment must be made. Parents/Guardians must make contact within five days of the date of the student's misconduct and set up an appointment with the selected service provider. Parents/Guardians are strongly encouraged to participate in the parent educational portion of the treatment program. Upon confirmation of the appointment, if a recommendation for expulsion has been made, it will be conditionally withdrawn.

After the appointment is made, the service provider will contact the principal to notify the principal of the initial assessment date. After the student's assessment is complete, the service provider will verify that the student was assessed and inform the principal of the expected length of treatment. If the treatment is long-term, the service provider will contact the principal minimally every two months to provide an update on the student's progress. Should the student terminate treatment prematurely or miss more than two appointments, the principal will be notified. A recommendation for expulsion or additional days of out of school suspension may be renewed should the student not complete the recommended treatment. When treatment is completed, the service provider will send the principal a final report verifying that treatment has been completed and any other appropriate information. Failure to complete the prescribed program will result in the institution of the original consequence.

Two violations of this substance abuse policy during a student's high school career or middle school career may result in additional disciplinary consequences, which may include a recommendation for expulsion with no opportunity for the assessment/treatment alternative consequence. Discipline will be imposed on a case-by-case basis.

Sale or Distribution of Prohibited Substances

The sale or distribution of any alcoholic beverage, controlled substance, lookalike drug, drug paraphernalia, illicit drugs, prescription drugs, or over-the-counter medication in school buildings, on school buses, or on school property poses a threat to the safety of other students, staff or members of the school community and/or will substantially disrupt, impede or interfere with the operation of the school and may result in a significant disciplinary consequence, which may include recommendation for expulsion with no opportunity for alternative discipline. Discipline will be imposed on a case-by-case basis.

No Smoking Policy

The possession, use, distribution, purchase, or sale of tobacco, cannabis (including marijuana, hashish and cannabidiol (CBD)), or nicotine materials, including without limitation, any device that simulates tobacco or nicotine use (e.g., an electronic cigarette, vaporizer, or any other electronic nicotine delivery system or any device capable of delivering nicotine) IS STRICTLY PROHIBITED in school buildings, on school property, and in school vehicles at any time, by any person, for any reason, unless such possession or use of medical cannabis is authorized under Ashley's Law and board policy. The Board of Education considers the use, possession, distribution, purchase or sale of tobacco or nicotine materials to be a threat to student, staff, and school safety.

Discipline for violation of the No Smoking Policy shall be administered on a case-by-case basis.

Alcohol and/or Drug Testing

When school staff suspects that a student may be under the influence of alcohol and/or drugs, the student will be escorted to the school nurse where a school administrator and school nurse will assess the student to determine whether there are reasonable grounds for suspecting the student is under the influence of alcohol and/or drugs. If a school nurse is not available or not on duty, the school administrator will make this assessment. If reasonable grounds exist to suspect the student may be under the influence of alcohol or drugs, the student will be asked to submit to an oral fluids test and/ or breathe scan test.

If it is determined that the student shall submit to an oral fluids test and/or breath scan test, the student will be provided a copy of this policy and the test(s) will be administered by the school nurse or other trained staff member in a private location outside the view of others. Students who refuse to submit to an oral fluids test and/or breath scan test will be deemed insubordinate and in violation of the District's student conduct rules. Refusal to submit to such tests may also be deemed an admission by the student that the student is guilty of violating this policy.

If the test(s) is positive, the student's parents/guardians will be promptly contacted regarding the test(s) results and to provide medical services as necessary and appropriate.

Parents/Guardians wishing to contest the results of a drug test may independently, and at their own expense, have their student re-tested at the Treatment Alternatives for Safe Communities (TASC) office located in Edwardsville; provided, however, that the student report to the TASC office and the retest be conducted within thirty minutes of the student leaving the school building. The Superintendent will develop administrative procedures to implement this provision.

Drug/alcohol test results shall be preserved in accordance with administrative procedures, which shall be developed by the Superintendent.

Weapons Prohibition

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 for 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 United 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.
- (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 alike” of any firearm as defined above.

The ban on the carrying or use of any type of weapon or look-alike weapon should be carefully noted by both students and parents/guardians. Weapons include, but are not limited to, firearms, ammunition, any type of knife (including pocketknives), mace, pepper mace.

Students should clearly understand that such things as a pocketknife may NOT be carried to school, even if there is not intent to use it in a harmful manner.

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. Evidence obtained will be confiscated and turned over to the Superintendent and may be delivered to local authorities for possible prosecution, in all criminal cases. The student's parents/guardians will be notified.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

In addition to school penalties, carrying or possessing certain weapons while in a building or on the grounds of any school is a Class 4 felony. A Class 4 felony carries a minimum penalty of one year in a penitentiary.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons will be reported to police. Further, it shall be the policy of the Board of Education to recover damages from the parents/guardians of any minor or from any person who has initiated or taken part in such acts.

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. Discipline for violating this section will be determined on a case-by-case basis.

STUDENT DRESS CODE

The District expects that all students will dress and groom in a way that is appropriate for the school day or for any school sponsored event.

Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The District is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Any restrictions on the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*:

While following the basic principle of Section 1 above:

- A Shirt (or dress) AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

* Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE). Athletic coaches have the discretion for making exceptions to the dress code during practices where heat may be in question.

3. Students May Wear:

While following the guidance in Section 1, students are permitted to wear the following items.

- Religious headwear
- Fitted clothing
- Clothing with rips, provided that the rips do not violate Section 1
- Pajama pants
- Athletic attire

4. Students MAY NOT Wear:

- Hats
- Hoodie sweatshirts with the hood up
- Tube tops or sports bras by themselves
- Violent language or images
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
- Bullet proof vest, body armor, tactical gear, or facsimile
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups

- Any clothing that reveals visible undergarments (visible waistbands only and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE))

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
 - Students will be asked to put on alternate clothing provided by the school, to be dressed more to code for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities. Student athletic apparel will be defined by safety and competitive performance standards.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact their building Principal or Assistant Principal.

Other dress and grooming issues that may arise and those not addressed specifically in this section will be handled by the administration on a case-by-case basis in a manner that is consistent with the items in the preceding paragraphs. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q)

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 11 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship. Parents/Guardians, staff, or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District's Harassment Complaint Procedure and/or Title IX Sexual Harassment Grievance Procedure.

SAFETY PLANS

The District has developed a Suicide Risk Assessment Procedures & Intervention Policy to address and prevent depression, self-harm or suicide. A copy of these procedures is available upon request at the District office.

THREAT OF VIOLENCE

Purpose

Edwardsville School District is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the Edwardsville School District Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat or engaged in activity that is physically harmful to the student or another person. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined

A threat is an expression of intent to do harm or act violently against someone or something. The threat can be spoken, written, or gestured. Threats may be direct or indirect and need not be communicated to the intended victim(s). If a student engages in activity that is physically harmful to the student or another person, it may be considered as threatening to the safety of students, staff, or the school or disruptive to the learning environment and/or operations of the school.

Threat Assessment Team

Psychologist/Social Worker/and or Counselor – interviews the student, conducts the risk assessment, and helps to evaluate the threat; **Assistant Principal** – interviews the student, evaluates the threat, assigns appropriate discipline, and notifies the parent; **School Resource Officer** – interviews the student, helps to evaluate the threat, determines if further legal action is needed, and receives all information pertaining to the incident.

Procedure

1) The School Administrator is informed of the threat; 2) The local law enforcement agency is notified; 3) The threat assessment team conducts an investigation/interview; 4) The school social worker or counselor conducts a threat assessment; 5) The threat assessment team determines the risk level of the threat; 6) Discipline is assigned by the Administrator; 7) The student is monitored; 8) A referral may be made to social worker/school counselor for anger management, coping skills, or conflict resolution; 9) The parents/guardians of all students involved are contacted; 10) Resources may be provided to student and parents/guardians; 11) Student released to parent/parent designee; 12) The parents/guardians, student, and threat assessment team may develop an Emergency Plan. Due to the safety of all involved, failure to follow through with the agreed upon follow up plan may result in the school contacting the Department of Children and Family Services Child Abuse Hotline; 13) There is communication with teachers/school counselors to make aware of conflict; 14) A request is sent to school counselor to separate students in class (if appropriate).

In a situation in which a student expresses suicidal thoughts and/or expressing thoughts of threats to others, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

Discipline

When considering the appropriate discipline for a student who has made a threat of violence, the student's prior disciplinary records, as well as the nature of the threat are taken into account. All discipline is administered on a case-by-case basis.

SEARCH AND SEIZURE

On School Property

School authorities, including school liaison police officers, 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.

In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. 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.

The Superintendent 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.

School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas or in the personal effects left in these areas.

Of Students and Their Personal Effects

School authorities may also 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

When feasible, the search will be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Seizure of Property

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

DISTRICT HARASSMENT POLICY

The District expressly prohibits any form of unlawful harassment of students based on their actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District prohibits such harassment of students, whether that harassment comes from students, District employees, or other third parties. Such harassment is prohibited in all forms: written, verbal, physical, and gestural and includes electronic communications or communications made through the use of technology, including social media. A student or employee who harasses any student is subject to discipline, up to and including expulsion or termination (as appropriate). The District will take appropriate action against third parties who harass students. The District will not tolerate conduct from anyone that creates an intimidating, hostile, or offensive academic environment.

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies [2:265, Title IX Sexual Harassment Grievance Procedure](#), and [2:260, Uniform 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 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited.

Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(11), domestic violence as defined in 34 U.S.C. §12291(a)(12), or stalking as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Prohibition of 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 District goals.

Bullying, harassment, or intimidation 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, socioeconomic or academic status, 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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.

Complaints of bullying, intimidation or harassment may be made in accordance with the District Harassment Procedure.

Harassment Complaint Procedure

The administrative officers (principal and assistant principals, if available) are generally responsible for addressing complaints of harassment at each school in the District. This includes dealing with complaints that students bring to their attention, as well as identifying harassing situations on their own.

Complaints against students, employees, or third parties shall be immediately brought, in the first instance, to one of the assistant principals, if available (if none available, then to the principal). If the student does not feel comfortable, for any reason, reporting the harassment to any one of the assistant principals, or if there is no assistant principal available, then they should use the alternative procedure of reporting the harassment to the principal. If there is not an available assistant principal and the student does not feel comfortable, for any reason, reporting the harassment to the principal, then they should use the alternative procedure of reporting the harassment to the superintendent of the District. Students may make a report of bullying or harassment to any staff member with whom the student is comfortable speaking. The selected administrative official will promptly investigate the matter and, if the allegation is

sustained, the responsible party will be disciplined in a manner appropriate for ensuring that the harassing conduct ceases. In situations covered under the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq), District 7 will comply with all reporting procedures, including mandated contact with the Department of Children & Family Services.

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.

Nondiscrimination Coordinator:

Dr. Brian Lane, Director of Human Resources
708 St. Louis St., Edwardsville, IL 62025
blane@ecusd7.org
618/656-1182

Complaint Managers:

Dr. Brian Lane, Director of Human Resources
708 St. Louis St., Edwardsville, IL 62025
blane@ecusd7.org
618/656-1182

Dr. Cornelia Smith, Director of DEI
708 St. Louis St., Edwardsville, IL 62025
csmith@ecusd7.org
618/655-6222

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall keep the student who filed the complaint informed of the status of the investigation.

If the investigating administrative officer determines, after investigating a complaint of harassment or unlawful discrimination, that a student has provided false information regarding the complaint, then disciplinary action may be taken against the student who filed the false complaint or gave the false information. The District prohibits, however, retaliation of any kind against a student for filing a good faith complaint or participating, with good faith, in an investigation.

The District will make diligent efforts to notify parents or guardians of all students involved in the alleged incident of bullying, including all threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the administration is made aware of the students' involvement in the incident. The administration will discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures for students involved.

Title IX Procedures

A person who wishes to make a report under the Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined up to and including discharge.

Title IX Coordinator:

Dr. Brian Lane, Director of Human Resources
708 St. Louis St., Edwardsville, IL 62025
blane@ecusd7.org
618/656-1182

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of 2:265 2:265 2 of 6 questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.

8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the preponderance of evidence standard.
10. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
11. Describe the range of supportive measures available to Complainants and Respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy [2:260, Uniform Grievance Procedure](#).

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Civil Rights Coordinators

A civil rights coordinator is an individual who coordinates compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis. Civil rights laws that prohibit discrimination include:

- Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex).
- Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the bases of race, color, or national origin).
- Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability).
- Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability by public entities (including public schools), whether or not they receive Federal financial assistance).

Complaints of discrimination should be brought to one of the District 7 complaint coordinators. Civil Rights Coordinators' Contact Information:

- Dr. Brian Lane 656-1182, blane@ecusd7.org
- Dr. Cornelia Smith, 655-6222, csmith@ecusd7.org

CONDUCT ON SCHOOL PROPERTY

For purposes of this handbook, “School Property” means District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another’s property;
5. Damage or deface school district property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products, including vaping devices, electronic cigarettes, or lookalikes.
8. Consume, possess, distribute, use, or be under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drugs;
9. Impede, delay, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred;
11. Use or possess medical cannabis, unless they have complied with policy [7:270, *Administering Medicines to Students*](#), implementing *Ashley’s Law*;
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

SCHOOL-SPONSORED MEDIA

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies [1:30, *School District Philosophy*](#) and [6:10, *Educational Philosophy and Objectives*](#), and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies [6:65, *Student Social and Emotional Development*](#), and [7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*](#); or
 - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials and student media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

School official means a Building Principal or designee. *School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced. *Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media. *Student media adviser* means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

NON-SCHOOL SPONSORED PUBLICATIONS

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited

to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or sexting;

4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes: or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

DISTRICT 7 CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

Edwardsville District 7 Eligibility Guidelines

Participation in the Edwardsville District 7 activity program is considered a privilege, not a right. All students wishing to participate in the activity program must read and understand the Edwardsville District 7 Code of Conduct for Extracurricular Activities.

Athletics

The athletic program in District 7 is well-rounded to appeal to a wide range of interests. Students are encouraged to participate in any sport for which they can qualify. Announcements inviting candidates to participate will be made throughout the year. Interscholastic sports are offered in baseball, basketball, cross country, field hockey, football, golf, soccer, softball, swimming, tennis, track, volleyball, bowling, and wrestling. All athletes must be eligible according to the rules established by the Illinois High School Association. When you represent District 7 in interscholastic competition, you will find that your coach will have team rules and regulations that you must follow in order that your interscholastic participation and competition can be a meaningful educational experience. The IHSA/IESA also has rules and regulations incorporated into the association's constitution and bylaws to which students, as well as school personnel and fans, must adhere.

NCAA Eligibility

If you want to practice and play your freshman year at a NCAA Division I, Division II, or Division III college, you must satisfy the requirements of NCAA eligibility. See your counselor for additional information.

2024-2025 Athletics & Extracurricular Activities

Refer to the EHS Athletic Webpage <http://www.ecusd7.org/ehs/athletics/>

Eligibility Requirements for Participation in Athletics and School-Sponsored Extracurricular Activities

District 7 has a policy that connects participation in school-sponsored or supported athletic and/or extracurricular activities to academic and behavioral expectations. Participating students are monitored by teaching and administrative staff on a weekly and semester basis. ALL STUDENTS WHO PARTICIPATE IN ATHLETICS AND SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES ARE AUTOMATICALLY SUBJECT TO THIS CODE OF CONDUCT. The Code of Conduct shall be enforceable year round, regardless of whether school is in session, or the student is currently participating in extracurricular activities (i.e., it is off season). Students may be asked to sign a pledge to reaffirm their commitment to the standards of the Code of Conduct, but receipt of a signed pledge is not required to enforce this Code of Conduct.

Enforcement of Academic Expectation

District 7's Board of Education, community, and staff support the belief that academics must be first priority. All participants of school-sponsored athletics and/or extracurricular activities must adhere to these guidelines.

Weekly Reports

Classroom teachers monitor students' athletic and/or extracurricular eligibility on a weekly basis and provide information to the administrative staff. For students at Edwardsville High School, they must satisfy the Illinois High School Association's scholastic standing requirements by passing the equivalent of five (5) full credit classes (25 credit hours of work) on a weekly basis. For students at each middle school, they must be earning passing grades in all courses taken to be eligible to compete. A student will be suspended from participating in any contest while this requirement is not being met.

Semester Reports

Students who participate in athletics and/or extracurricular activities must satisfy the Illinois High School Association's scholastic requirements by passing five (5) classes for the semester in order to remain eligible for the next semester. A student will be suspended from any participation in athletics or extracurricular activities until the semester following a semester in which five (5) classes are passed.

Enforcement of Code of Conduct for Behavior Expectations

This Code of Conduct will be enforced on a year-round basis — student behavior expectations may be enforced 24 hours per day/seven days per week. Disciplinary consequences for violations when a student is “out of season” or during the summer normally will be levied in the student's next period of competition or

performance. If a violation of this policy occurs during times when school is not in session (i.e., summer break), students may be disciplined the following school year. Further, discipline imposed at the end of the school year may be enforced the following school year. This includes any middle school to high school transition.

District 7 offers a wide variety of athletics and extracurricular activities for the students of middle schools and high school. School-sponsored extracurricular refers to any activity scheduled outside the regular school day. Such activities include but are not limited to clubs, choir, band, academic groups, or any other school-sponsored activity. Participation in these activities is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. This participation also carries with it certain expectations beyond those found in the normal classroom.

Attention is constantly focused on the students in activities, and they will be expected to set a good example for the entire community. Participants must avoid situations that bring disrespect to themselves, their teammates, their sponsors or coaches, and their parents/guardians.

District 7 opposes the use of tobacco products, including vaping devices, and electronic cigarettes or lookalikes, or any other electronic nicotine delivery system capable of delivering nicotine, alcohol, controlled substances, cannabis (including marijuana, hashish, cannabidiol (CBD) and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*, and/or lookalike substances by any student. Through this position statement, District 7 seeks to help our students resist situations that are detrimental to the growth of our young citizens.

The IHSA/IESA prohibits participants in an athletic activity sponsored or sanctioned by IHSA/IESA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. In addition to being penalized by IHSA/IESA, a student may be disciplined according to Board policy [7:190, *Student Behavior*](#).

Activity Code Requirements

A student activity participant will be subject to disciplinary action if they violate any of the rules listed below. Violations and consequences are classified by level. Students are reminded that this Code of Conduct will be enforced year round — 24 hours per day/seven days per week for conduct occurring on and off school grounds.

Major Infractions:

- The possession, use, purchase, or act of being under the influence of any alcoholic beverage, controlled substance, cannabis (including marijuana, hashish, cannabidiol (CBD), and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*), look-alike drug (a substance, that because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance), drug paraphernalia, illicit drug, or the misuse of prescription or over-the-counter medications.
- Possession of a weapon, explosive, or incendiary device.
- Use or possession of any tobacco substance, including all vaping devices and electronic cigarette products, or other electronic nicotine delivery systems capable of delivering nicotine.
- Stealing or vandalizing personal or school property.
- Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
- Activity that may be considered by the administration to be unsportsmanlike conduct. Such conduct may include, but is not limited to, use of violence, force, coercion, hazing, threats, intimidation, fear, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Any physical altercation that creates an assault or battery.

Major Infractions Consequences:

First Offense:

Athletics:

Participant will be suspended for one-third of the season, with limitations as set forth by the IHSA for high school participants. Participant will be suspended for one-third of the season, with limitations as set forth by the IHSA for high school participants. A student may choose to participate in counseling related to any violation of substance abuse and, at administrator's discretion, for a possible reduction in the number of games suspended. This option shall be available only one time during a student's middle school career and one time during a student's high school career.

Activities:

Participant will be suspended for thirty school days. A student may choose to participate in counseling related to any violation of substance abuse and, at administrator's discretion, for a possible reduction in the number of games suspended. This option shall be available only one time during a student's middle school career and one time during a student's high school career.

For those students participating in EHS Drama, the Code of Conduct will be implemented for the remainder of the production the student is currently participating in. If the student is not participating in any EHS Drama activity at the time the violation occurs, the student will not be permitted to participate in the next EHS Drama production. For those EHS students participating in band, the following consequences will be applied:

- a. First semester: One-third of the Marching Band season
- b. Second Semester: The student will not be able to participate for thirty (30) school days.

Second Offense:

Participant will be suspended from all athletics/activities for a period of one (1) calendar year.

Third Offense:

Participant will be suspended from all athletics/activities for the remainder of their middle school or high school career.

Minor Infractions:

- Unexcused absence from a contest, performance, or practice.
- Misconduct at a contest, performance, or practice, or on an activity bus.
- Activity that may be considered by the administration to be a violation of team rules.

Minor Infractions Consequences:

First Offense:

Punishment will be determined by the coach/sponsor with notification given to the athletic director/principal.

Second Offense:

Participant will be suspended from the team/activity. Length of time will be determined by the coach/sponsor in consultation with the athletic director/principal.

Example Code of Conduct Violation Impact:

COVERED	IHSA DATES	1/3 OF EVENTS
Field Hockey	18	6
Football	9	3
Cross Country	15	5
Golf	18	6
Soccer	25	8
Lacrosse		
Tennis	20	6
Volleyball	35	11
Ice Hockey	18	6
Basketball	31	10
Wrestling	25 dates/45 matches	8
Baseball	35	12
Softball	35	12
Track and Field	18	6
Cheer/Poms—Fall	9	3
Cheer/Poms—Winter	20	7
Bowling	25	8
Swim and Dive	14	4

Edwardsville District 7 Activities:

All school-sponsored activities, extra or co-curricular, fall under the Edwardsville District 7 Code of Conduct

Application of Athletic and Extracurricular Activities Code Requirements

1. The participant must attend all practices and contests during the time they are serving the consequences.
2. The participant must complete the activity for the consequences to be considered served. (See #7)
3. For the consequences to be considered served, the student must start the activity or sport on the original starting date. Students are prohibited from circumventing the penalty by enrolling in an activity or sport in which they have not participated in during prior years.
4. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years.
5. "In season" violations will carry over into the next athletic/activity season in which the student participates.
6. "Out of season" violations normally will be enforced in the next athletic/activity season in which the student participates.
7. Disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach/sponsor's policies can exceed the listed disciplinary action when such information has been provided to the athlete in that coach/sponsor's sport or activity.
8. Students who participate in extracurricular activities that are required as part of a curriculum or academic class, such as performing arts (vocal and instrumental music and theater), will not have their academic class grades impacted as a result of serving consequences under the Code of Conduct.

9. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants.
10. A student that participates in one or more sport(s) and/or one or more activity(ies) in the same season will receive the appropriate Code of Conduct penalty for each sport and/or activity. Please refer to this Code of Conduct for the penalty to be imposed for the sport(s) and/or activity(ies).

Due Process

When administrators interview students regarding an incident, administrators do not need to notify parents/guardians; however, notification will be given to the parent/guardian should a student receive discipline. A student will be advised of the charges against them and be given the opportunity to respond to the charges. The student and his/ her parents/guardians will be advised by the administration of any disciplinary action taken as a result of the charges. The student or parents/guardians may appeal the disciplinary action by responding in writing to the principal within three days of receiving the results of the charges.

Special Rules Related to Criminal Offenses

If a student is charged with a criminal felony offense, an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code pertaining to weapons or firearms, the student will be excluded from participating in all athletic and extracurricular activities until the criminal charge is adjudicated or dismissed. If the student is convicted of a felony offense, adjudicated delinquent for an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code pertaining to weapons and firearms, the student shall be excluded from participation in all athletic and extracurricular activities for a period of one calendar year from the date of conviction.

If a student is charged with an offense reportable to the District pursuant to a reciprocal reporting agreement with local law enforcement and that offense is not already listed above as a Major or Minor Infraction, the student will be excluded from participating in all athletic and extracurricular activities for a period of time determined appropriate by the Administration.

Gun Free Schools Act – Impact on School Sanctioned Trap Shooting Club Members

The EHS Trap Shooting Club uses the Edwardsville Gun Club as a school-sanctioned site for its activities, which places it within the definition of school grounds. The Gun Free School Act requires a one-year expulsion of any student who possesses a firearm on school grounds. Exceptions to the Act may be made in limited circumstances, one of which is a school-sanctioned gun club. District 7 has adopted this exception to the law.

Sports Medicine Acknowledgement & Consent

<https://www.ihsa.org/documents/sportsMedicine/current/Sports%20Medicine%20Consent%20and%20Acknowledgement.pdf>

<https://www.iesa.org/documents/general/IESA-PhysicalCard.pdf>

The most recent IHSA Performance Enhancing Substance Testing Policy can be found at:

<https://www.ihsa.org/documents/sportsMedicine/current/PES%20policy.pdf>

IHSA Athletic Eligibility By-Laws: https://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf

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

IESA Athletic Eligibility: <https://www.iesa.org/documents/general/IESA-AthleticEligibility.pdf>

IESA 2023-2024 Handbook: [IESA Handbook](#)

SPECTATOR EXPECTATIONS AT SCHOOL EVENTS

Edwardsville School District is committed to creating a safe, comfortable, and enjoyable experience for all fans/spectators. We want all fans/spectators attending our games to enjoy the experience in a responsible fashion. When attending a game, we have the following expectations of student and community spectators:

- Observe the contest and do not verbally assault others.
- Remember that you are at the contest to support your team and enjoy the competition, not to intimidate or ridicule the other team, fans, or officials.
- Remember that interscholastic activities are an extension of the classroom and a learning experience for students. Mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves.
- Avoid criticism of game officials and sideline coaching, which detracts from the performance of the student athletes. Understand that the officials are doing their best.
- Recognize and show appreciation for outstanding play by either team.
- Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, gender, or sexual nature.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Follow the instructions of school personnel at all times.

Spectators at school events are responsible for their conduct. School staff will promptly intervene to support an environment where spectators, their guests, and other fans can enjoy the event free from the above behavior. Spectators who violate these provisions will be subject to ejection without refund and potential suspension from future school events.

STUDENT PRIVACY AND PARENTAL INVOLVEMENT POLICIES

The Board has adopted and continues to use policies regarding student privacy, parental access to information, and parental involvement. Copies of the policies are available upon request. Please contact Tara Fox, Director of Curriculum & Instruction, 708 St. Louis Street, Edwardsville, Illinois.

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. Parents/Guardians have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents/Guardians may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year. <https://forms.office.com/r/sHSKAeM90k>

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.

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.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. 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 to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. "Instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). Instructional materials include teacher's manuals, films, tapes, or supplementary materials which will be used connection with any survey, analysis, or evaluation of their child. The term does not include academic tests or academic assessments. Parents/Guardians wishing to inspect instructional material should contact the appropriate teacher or building principal.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination, or screening as a condition of school attendance. *Invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered pursuant to the District’s extracurricular drug and alcohol testing program.
4. Is otherwise authorized by Board policy.

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). *Personal information* means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s *personal information* to a business organization or financial institution that issues credit or debit cards.

Parents/Guardians may opt out of any of the above listed activities by filing with the appropriate school office a non-disclosure request form by September 1st of each school year, as per Board Policy [7:15 Student and Family Privacy Rights](#).

Parental Leave

Illinois law requires that parent(s)/guardian(s) be given release time to attend school conferences relating to their child/children. Upon written request, employers must grant employees leave of up to eight hours per school year (not to exceed four hours in any given day) to attend school conferences, behavioral meetings, or academic meetings, including behavior conferences and IEP meetings, which cannot be scheduled during non-work hours. For parent-teacher conferences, the school district will make available time during the school day and evening hours to meet with parents/guardians. The school district cannot, however, guarantee that an evening conference slot will be available. Such slots will be filled on a first request basis.

PARENT RESOURCES & LOCAL SUPPORT AGENCIES

Madison County Mental Health Board – [2023-2024 Resource Directory](#)

Suicide and Depression Awareness and Prevention Resources:

National Suicide Prevention Lifeline: Text 988 or Call 800-273-8255

Crisis Text Line: Text “HOME” to 741741

Safe2Help Illinois Helpline: Text SAFE2 (72332) or Call 844-4-SAFEIL

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum:

1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Employees are expected to maintain professional relationships with students.
 - a. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a “zero tolerance” for any conduct that crosses over that professional line.
 - b. Employees are not permitted to transport District students in the employee’s privately owned vehicle, unless the employee has obtained prior permission of the Building Principal and/or Superintendent to do so.
 - c. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District’s educational mission are permitted.
 - d. Employees are not permitted to meet with a student or contact a student outside the employee’s professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship;
4. District employees are mandated reported and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to Board policies [2:260](#), *Uniform Grievance Procedure*; [2:265](#), *Title IX Sexual Harassment Grievance Procedure*; and [5:90](#), *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and

6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies [2:265](#), *Title IX Sexual Harassment Grievance Procedure*; [4:165](#), *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; [5:90](#), *Abused and Neglected Child Reporting*; and [5:100](#), *Staff Development Program*.

NOTIFICATIONS

Student Videotaping and Work Samples

The Edwardsville School District partners with several local universities to provide both current and aspiring teachers with a high-quality, hands-on classroom experience. University Undergraduate Teacher Education Programs as well as Graduate level courses require educators to complete a variety of assignments and assessments in order to meet graduation requirements and/or obtain a teacher license. These requirements include the following:

- Educators enrolled in university coursework must submit examples of student work and assessment results as evidence of their teaching practice. Your child may be selected to participate in one-on-one assessments with the teacher or student teacher, and/or your child's class work may be selected for submission. This is not an assessment of your child's performance. This is an assessment of the educator's instructional practices.
- Educators must submit a video of themselves teaching a series of lessons in the classroom. During the video recording their teaching, your child may appear on the video.

Your child's name will not appear on any materials submitted, and all materials will always be kept confidential.

The video recordings and student will not be made public in any way. Materials will be reviewed by university instructors, and they may also be used by test developers under secure conditions for program development and implementation, including scorer training, and to support continued program improvement activities such as future validity and reliability studies.

If for any reason you do not wish for your child to participate in the above activities, it is your responsibility to notify the building principal in writing.

Information Sharing Agreement

Maintaining safe schools requires the forging of partnerships to share information among schools and youth-serving agencies, including the police department, court system, and youth parole and probation offices. These partnerships rely on effective information sharing among all the agencies responsible for delivering services to children. District educators who see the first warning signs of delinquency or who have critical information about juveniles involved in the juvenile justice system will help develop effective intervention strategies by sharing information with other justice and youth-serving agencies. At the same time, when the juvenile justice system is about to send an alleged or adjudicated juvenile offender back into the regular school system, justice officials will notify the school of timing and circumstances of a student's return so the school can take steps to provide needed support services for success. In addition, there are other circumstances in which it is both appropriate and necessary to share information to ensure public safety and the welfare of all our students.

To facilitate this information sharing, the school district has entered into an Interagency Agreement with the Edwardsville Police Department and the Madison County Probation and Court Services. This agreement outlines procedures by which all three entities will share information regarding students alleged to be involved in criminal activity. All students are placed on notice that the parties to the agreement are committed to improving services to children in the juvenile justice system by sharing information, when appropriate and lawful, through all available media, including an integrated database network.

District 7 has a responsibility to report incidents involving weapons and/or drugs, and battery charges against a school employee to local law enforcement agencies and the Student Incident Reporting System (SIRS) at the Illinois State Board of Education.

Child Sex Offenders

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents/guardians may access.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <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/>.

Illinois State law prohibits a convicted *child sex offender* from:

- Being present in any school building, on school grounds, in any school vehicle or at a school-related activity, unless the sex offender is a parent of a child attending the school under the conditions listed below; or
- Loitering within 500 feet of a school building or school grounds.

If the child sex offender is a parent of a student attending the school, the child sex offender parent may be present on school grounds under the following conditions:

- The parent is attending a conference at the school with school personnel to discuss the student's academic and/or social progress
- The parent is participating in special education meetings related to evaluations and placement; or
- The parent is attending conferences to discuss retention and promotion.

If one of these situations arises, the child sex offender must obtain permission from the Building Principal or Superintendent to be present. If the Superintendent grants permission, they will notify the Building Principal of the purpose for the visit and the hour(s) during which the child sex offender will be present at school. The child sex offender must notify the principal's office when they arrive and depart from school property. If the child sex offender is to be present in the vicinity of children during the visit, they must remain under the direct supervision of a school official.

As circumstances warrant, the District's administrators shall take appropriate action in enforcement of this policy.

Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled, and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.

Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

Annual Asbestos Notification

On May 1, 2017, the following notification was released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials in schools.

As required, the buildings of the Edwardsville Community Unit School District #7 were initially inspected for asbestos and the findings of the inspection were documented in the School's Asbestos Management Plan. As required under AHERA Rules and Regulations, Six Month Surveillances and Three-Year Re-inspections are routinely conducted and any change in the condition of the asbestos materials is documented.

The Asbestos Inspection Report and Management Plan are on file in the Administrative Office (Facility Office) and are available for public review during normal business hours. Individuals interested in reviewing the Management Plan(s) are asked to submit a written request to the school.

Pest Control Schedule

All schools in the District are treated yearly in the month of August. In addition, schools are either treated monthly or quarterly.

Schools treated monthly:

Lincoln Middle School, Liberty Middle School, and Edwardsville High School

Schools treated quarterly:

Albert Cassens Elementary, Columbus Elementary, Success Academy, Glen Carbon Elementary, Goshen Elementary, Hamel Elementary, Leclair Elementary, Midway Elementary, Nelson Elementary, Woodland Elementary, and Worden Elementary

The District uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. Please contact the building principal if you desire more information or desire to be put on a notification list.

Pesticide Application at Schools Act (PASA), 105 ILCS 160/, added by P.A. 103-496, prohibits schools serving students grades K-8 from scheduling pesticide applications on school grounds during the school day when students are in attendance for instructional purposes. Areas prohibited from treatment include paved surfaces, playgrounds and playing fields, where children are typically present.