

**2023-24**  
**Virginia CUSD 64 Student Handbook**



**Virginia CUSD #64**  
651 S. Morgan Street  
Virginia, IL 62691  
Phone: 217-452-3363  
[www.virginia64.com](http://www.virginia64.com)

***Administration:***

*Mekelle Neathery, Superintendent*  
*Jeff Bourne, Elementary Principal*  
*John Stewart, Jr.-Sr. High Principal*

***Board of Education:***

*Casey French, Board President; Gary Bell, Vice President; Dustin Fritsche, Secretary*  
*Sarah Brockhouse, Beth Cox, Stephanie Hobrock, Marc Giovannini*

**To the Virginia CUSD 64 Parent/Guardian and Students:**

The faculty and staff would like to welcome you to Virginia CUSD 64. We look forward to assisting you in achieving your academic goals in preparation for your future. This handbook is designed to explain and clarify the policies and procedures at Virginia Schools. We ask that all parents and students read and become familiar with the information so that they can be fully informed and aware of the expectations for this school year. While we know that this handbook cannot address all your questions, we encourage you to contact the Virginia CUSD 64 Administration for clarifications if you have further questions.

The rules, procedures and policies listed in this handbook are not inclusive of all the rules necessary to effectively run a school. When events occur that may not be referenced in this guiding document or in written board policy, administration, faculty and staff will act in accordance with sound professional judgment and best practices. By placing the needs of the students as the primary measure against which decisions are weighed, each issue will be addressed on a case-by-case basis and the business of educating students will be the primary focus of all stakeholders. Should the need arise, new rules, policies and procedures may be added and adopted.

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## **Chapter 1: General Information and Notices**

### **Virginia CUSD 64 Chain of Command**

Virginia CUSD #64 strives for effective communication with all stakeholders in the District in order to assure that all students are effectively served. To ensure parent concerns or issues are heard by the appropriate individual most capable of resolving the issue at the point of origin, and provide a direct and timely response, the Board of Education asks that parents follow the procedure outlined below:

1. If a concern arises, a parent or community member should contact the teacher, supervisor, coach or staff member directly involved with the concern. The board recommends a 24 hour waiting period. This can reduce or eliminate emotion that can be a barrier to resolution.
2. If step 1 is completed, and the issue/concern was not fully addressed, then the principal or athletic director should be contacted.
3. If steps 1 and 2 are completed, and it is believed that the issue/concern warrants yet further discussion, then the district superintendent should be consulted.
4. Only after completing steps 1, 2, and 3 should a representative of the school board be contacted. Board members will refer concerns back to steps 1, 2 and 3 before taking action at the board level.

### **1.00 School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **1.30 General School Information**

Hours of Operation 7:30 a.m. - 4:00 p.m.

Students may enter the building at 7:30 a.m. and are expected to leave the building upon dismissal. Students in the building before and after these hours should be under the direct supervision of a faculty member. Unsupervised students will be asked to leave the building. Students should not arrive nor be dropped off prior to 7:30 a.m. as there is no building admittance nor expectation of student supervision until that time.

#### **District Office Hours**

Administrative Office hours on regular School Days are from 7.30 A.M. until 4.00 P.M.

#### **Admissions of Students**

Children are required to furnish a certificate of birth at the time of kindergarten or first grade enrollment. Kindergarten students must be 5 years of age on or before September 1. New students to the district must present a certificate of birth at the time of registration as well as a report of Good Standing from the previous school, if that school is in Illinois.

#### **Resident Students/ Tuition Free Education**

Only student residents of Virginia Community Unit School District #64 may attend school tuition free. A student's residence is the same as that of the parent/guardian who has legal custody of the student as defined by law. A person who enrolls a non-resident student to attend schools in this District will be responsible for tuition charges for the duration of that student's school attendance. Proof of residency and legal custody may be required by school officials including, but not limited to, voter registration information, utility bills, tax returns, proof of home ownership and/or rental information.

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 or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days 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.

#### **Student Transfers**

Students transferring from Virginia Schools to another school district must obtain a withdrawal form from the office. All debts must be cleared before transferring. A good standing form and current academic/health records will be sent upon receipt of a request from the new school. Virginia CUSD #64 does not refuse to enroll a student because of a student's failure to present his/her permanent or temporary records from a school that was previously attended.

#### **Change of Address and Telephone Numbers**

Any change in home address, personal and work telephone numbers, or cell number of parents and guardians of a student should be given to the school office. Your assistance can prevent an extensive delay in making contact with family in case of an emergency

#### **1.40 Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, 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 property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the 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 roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

#### **Unauthorized Persons In The Building**

School employees may request any persons in the school building or on the grounds, which are owned or leased by the Board and used for school purposes and activities, to identify both who they are and the nature/purpose of the visit. A person who refuses to provide such information is guilty of a Class A misdemeanor and will be asked to leave. Individuals refusing to comply are subject to arrest.

### **1.50 Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on 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 or parent/guardian with a sex equity or equal opportunity concern should contact: Superintendent Mekelle Neathery at (217) 452-3085.

### **1.60 Animals on School Property**

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

### **1.70 School Volunteers**

All school volunteers must complete the “Volunteer Information Form” available in the office and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **1.80 Invitations and Gifts [K-8]**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### **1.85 Treats and Snacks [K-8]**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **1.90 Emergency School Closings**

School closings for any reason prior to the start of the school day will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Parents will be notified through the School Messenger parental notification system. Notifications will come via cellular phone, home phone, work phone and/or email alerts. In case of bad weather and other local emergencies, WICS-Channel 20, KHQA - Channel 7, and Capital Radio Group (1240 AM/93.5 FM, 103.7 FM, 93.9 FM, 100.5 FM, 101.9 FM) will also be contacted regarding school closings or early dismissals. Notifications will also be posted on the district website, [www.virginia64.com](http://www.virginia64.com). For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. Early dismissal for an emergency will result in automatic cancellation of all after-school functions, with the exception of tournaments that are out of the control of the district.

### **Two Hour Delayed Start**

The two (2) hour late start option may be used when the early morning weather issues are forecast to clear to allow staff and students to travel to school safely. For example, early morning fog that will lift or a wind chill factor that will improve by waiting 2 hours.



A few important factors to remember if a two hour delayed start is utilized:

- All buses will run 2 hours later than normal. (i.e. if normal pick up time is 7:15 a.m. then students will be picked up at 9:15 a.m.)
- School will be dismissed at the regular time (3:02 p.m.)
- Morning Pre-K Session will be canceled. Afternoon Pre-K class will operate on their regular schedule.
- There will be no breakfast served at school.
- Lunch will be provided at normal times.
- Early Bird classes will be canceled.
- All morning meetings, clubs, practices will be canceled.
- ALL JH and HS classes will meet on a shortened schedule; there will be no activity period.
- Evening activities will remain scheduled unless otherwise notified.
- A delayed start day is considered a complete day of school.

### **eLearning Days**

This option for continued learning may be used in the event of inclement weather. The expectation is that students complete learning tasks from their residence via materials and resources provided via online platforms as communicated by the teacher. These days will be relayed through the district's notification system. A maximum of 5 eLearning days can be utilized throughout a school year with no more than two consecutive days at a time.

Please note the following expectations of elearning days:

- Learning tasks for students will be communicated by teachers by 9:30 a.m.
- Teachers will be available via virtual office hours over the course of the eLearning day to assist students. These will be conducted via email, Google chat, Google Classroom, and SeeSaw but not social media.
- Attendance will be based upon assignment and/or activity completion.
- Evidence of completion of assignments and/or activities is due by the start of the 3rd day after return from elearning days.
- Incomplete or missing assignments will be assigned the grade as per the missing assignment policy and will result in an unexcused absence for attendance.

### **1.100 Video and Audio Monitoring System**

A video/audio monitoring system may be in use on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured, 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.

### **1.110 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.

### **1.120 Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Virginia Administrative Office. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his/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. The school district may be able to appropriately meet a student's needs through other means.

#### **1.130 Care of Students with Diabetes**

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

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan. (1.120.e) Available in the school office.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

#### **1.140 Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district can help point families and students to resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from <https://suicidepreventionlifeline.org/help-yourself/youth/> or at the Suicide Prevention Resources Center <http://www.sprc.org/sites/default/files/resource-program/Families.pdf> Additional information can be found on the District's website at: [www.virginia64.com](http://www.virginia64.com).

#### **1.150 – Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

#### **1.160 – Parent Organizations and Boosters**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to

students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.

3. An agreement to adhere to all Board policies and administrative procedures.

4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.

6. An agreement to maintain and protect its own finances.

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

### **1.170 Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school 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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### ***Warning Signs of Child Sexual Abuse***

Warning signs of child sexual abuse include the following:

##### *Physical signs:*

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

##### *Behavioral signs:*

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual

- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

*Emotional signs:*

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

***Warning Signs of Grooming Behaviors***

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (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 of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

***Warning Signs of Boundary Violations***

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privilege
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the building principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include: National Sexual Assault Hotline at 800.656.HOPE (4673), National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org), Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

### **1.185 Employee Conduct Standards**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

## **Chapter 2: Attendance, Promotion, and Graduation**

### **2.10 Attendance**

Illinois law requires that whoever has custody or control of a child between 6 (by September 1st ) and 17 years of age shall assure that the child attends school in the district in which he/she resides the entire time school is in session. Illinois law also requires that whoever has custody or control of a child 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.

Any student absent for any part of the school day, excused or unexcused, will not be allowed to participate in any scheduled activity that school day (or if absent on a Friday, the weekend) unless proper documentation or communication is received by the administration.

### **2.11 Tardies**

Tardiness is defined as any late arrival of a student beyond the scheduled time that school begins. When students arrive late, they disrupt classes and forgo opportunities to learn. Further, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success. A tardy will be issued if the student arrives at school up to 15 minutes late. After 15 minutes, the tardy will be adjusted to an unexcused absence or excused absence per our attendance policy in 2.20 & 2.21.

### **2.12 Elementary Tardy Policy**

If your child arrives at school late, you must take your child to the office to get an admission slip. If your child must leave early, please send a note to the classroom teacher. Students are allowed three tardies before a letter is sent to the parent. At the 6th tardy, the truant officer may be notified and further action may be taken.

### **2.13 Jr. High and High School Tardy Policy**

Students will be considered tardy for class if not in the classroom before the tardy bell. The following progressive steps (each quarter) will be utilized:

- 1<sup>st</sup> and 2<sup>nd</sup> offense – warning
- 3<sup>rd</sup> and 4<sup>th</sup> offense – Lunch Detention
- 5<sup>th</sup> offense (and subsequent) – 30 minutes after school detention

*\* Additional offenses may lead to loss of privileges*

### **2.20 Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

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 semester for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, 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. Students eligible to vote are also excused for up to two hours to vote in a primary, special or general election.

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. Pre-arranged excused absences must be approved by the building principal.

All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If the office has not received notification by 10.00 a.m. on the day of a student's absence, a school messenger alert will contact the parent. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence upon return. Failure to do so shall result in an **unexcused absence**. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### ***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.

### **2.21 Excused Absences**

From the 1st through the 5th absence in a school semester a parent phone call alerting the office of the reason for the absence is sufficient to consider the absence EXCUSED. Failure to contact the school regarding a student's absence is considered UNEXCUSED. This policy will restart at the beginning of 2nd semester. **Absences beyond the 5 parent phone call notifications allowed per school semester** will be UNEXCUSED unless the provisions outlined in Section 2.20, 2.30, or one of the following criteria are met:

1. Dr. note containing ALL of the following:
  - Name of the student
  - Date and Time student was seen (call-ins are not accepted)
  - Date and Time a student is released to return to school/activity. (only dates listed by the doctor will be considered as excused absences)
  - Notes must be received by the office within 3 school days
2. Death in the immediate family
3. Observance of a religious holiday
4. Summoned court appearances
5. Participation in school sponsored activities
6. College days: Juniors are allowed two college days per year. Seniors are allowed three college days per year. A pre-arranged absence form must be turned into the office at least two days prior to taking the college day. College days may not be taken the last two weeks of a semester. College days may not be taken the day immediately before or following a holiday, unless the school being visited has a published open house on that date
7. Any circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the administration

Absences of three consecutive days or longer may require a doctor's note in order to be excused.

**Pre-Arranged Absences:**

Pre-arranged EXCUSED absences must be pre-approved by the administration at least two school days prior to the anticipated leave. The Pre-Arranged Absence Form can be requested from the elementary or junior/senior high office. Note, your 5 undocumented days will be applied to the pre-arranged absence form. However, should a student not have remaining days, the absence would result in an unexcused absence. Failure to complete form may result in an unexcused absence. **All other absences are considered to be UNEXCUSED.**

**2.30 Release Time for Religious Instruction & Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the administration prior to the student’s anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, assignment or other work requirement.

**2.40 Make-Up Work Due to Absences**

If a student’s absence is EXCUSED, or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Students in grades 5-12 who are UNEXCUSED will not receive full credit for their completed assignments. A 25% reduction will be applied to completed assignments for the first unexcused absence and a 50% reduction will be applied for completed assignments for any subsequent unexcused absences beyond that within the semester. These assignments/learning tasks will be recorded as a zero until completion.

**2.50 Truancy**

Student attendance is critical to the learning process. Truancy is a serious issue and will be dealt with in a serious manner by the school and district. When a student is scheduled to be at school and his/her whereabouts are unknown to the school, it creates a safety issue. In addition, a student’s education suffers when school is missed. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truants. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Appropriate school discipline
- Referral to the Regional Truant Officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

A student who misses 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 from the school.

*NOTE: A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.*

**2.60 Grading and Promotion**

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

Students will receive grades based upon the following scale:

100%-94%	A
93%-92%	A-
91%-90%	B+
89%-86%	B



85%-84%	B-
83%-82%	C+
81%-77%	C
76%-75%	C-
74%-73%	D+
72%-67%	D
66%-65%	D-
64% and below	F

The following numerical values will be assigned letter grades when calculating GPA.

Letter Grade	Non-Weighted Class GPA	Weighted Class GPA
A	4.0	5.0
A-	3.75	4.75
B+	3.25	4.25
B	3.0	4.0
B-	2.75	3.75
C+	2.25	3.25
C	2.0	3.0
C-	1.75	2.75
D+	1.25	2.25
D	1.0	2.0
D-	.75	1.75
F	No Credit	No Credit

**The following classes are categorized as weighted classes at Virginia CUSD 64:**

Dual Credit Classes & Advanced Placement Classes.

**NOTE: No traditional credit online courses will be weighted.**

**Classification of Students**

The following number of credits should be successfully completed by the beginning of each grade level to achieve the 27 credits required for graduation.

Seniors must have at least 21 credits

Juniors must have at least 14 credits

Sophomores must have at least 7 credits

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

**Junior High Retention Policy/Procedure**

If a Junior High (6th, 7th or 8th Grade) student is found to be a candidate for retention a Retention Hearing will take place. At the Hearing, a Retention Review Team consisting of the core instructors (Language Arts/Math/Science/ Social Studies), the Special Education teacher (if student has an IEP) and the Administration will review evidence including, but not limited to: grades, standardized test scores, performance on assessments, effort, attendance, student skill level and any extenuating circumstances which directly impact that student's ability to be successful if promoted or retained.

A student will be considered for retention (or summer school, if applicable) and a Retention Hearing may take place when any of the following occur:

- a student fails two (2) or more core classes during a semester
- a student fails a total of four (4) semesters of core classes during a school year
- a student fails any core class for both semesters during a school year

In addition, 8th graders must pass the US Constitution Exam to be promoted.

Ultimately, it is the decision of the administration as to the promotion or retention of a student.

### **JH/HS Honor Roll**

The JH & HS Scholastic Honor Roll is published each quarter and will list those students who have received honors.

- High Honor Roll: A student must have achieved a 3.75 or higher for the High Honor Roll with no grade below a B-.
- Honor Roll: A student must have achieved a 3.25 - 3.74 for the Honor Roll with no grade below a B-.

### **Graduation Honors**

Summa cum laude, magna cum laude and cum laude are honorary titles used by educational institutions to signify a degree that was earned "with highest honor", "with great distinction", and "with distinction". These are commonly used types of academic honors, expressed in Latin, recognized in the United States. The Virginia High School graduation ceremony will utilize these honorary titles to recognize senior students who achieve the following cumulative GPA:

- Summa cum laude: 4.0+ GPA
- Magna cum laude: 3.75 - 3.99 GPA
- Cum laude: 3.5 - 3.74 GPA

### **Semester and Final Exams.**

Exams are given at the end of each semester. The campus is open during exams for the exam exempt high school students. Students who are not taking an exam should not be present in the school building unless they are in a designated, supervised area, or visiting the office on official business. All doors will be closed 10 minutes after the scheduled start time. If the student does not arrive before this time, they will not be allowed into the exam and will receive a zero for the exam. Students will be released from the classroom at the end of the scheduled exam time.

No college days, field trips, or vacation days are to be taken during exams. Students can arrange to take the exam at a different time if extenuating circumstances occur, but it must be approved by the high school administrator and with the instructor via a pre-arranged absence form.

If a student fails to take an exam, he/she fails that course for that semester. If the course is required, it must be taken again in order to receive credit for the class.

### **Exam Exemption**

- Students in grades 9-12 can earn up to 4 final exam exemptions per quarter based on their Redbird club status.
- Exemptions are earned at the end of the quarter. Quarter 1 & 2 exemptions can be used for December final exams, and Quarter 3 & 4 exemptions can be used in May final exams.

- Example: Student A is in the red group in Quarter 1 & in the black group in Quarter 2. Student can be exempt from up to 5 final exams assuming they have a 92% A- semester average in 5 classes.
- Any semester exam exemptions not used do not carry over to future semesters.

<b>Redbird Club Status</b>			
<b>Criteria</b>	<b>Red</b>	<b>White</b>	<b>Black</b>
<b>Tardies</b>	0	1	2
<b>Office Referrals</b>	0	1	2
<b>Unexcused Absence</b>	0	0	1
<b>Missing work report</b>	Must be eligible	Must be eligible	Must be eligible
<b>Grades</b>	No failing grades	No failing grades	No failing grades
<b>GPA (per quarter)</b>	3.4 or higher	3.0 - 3.39	2.4-2.99
<b>Exam Exemptions</b>	*4 per quarter	*2 per quarter	* 1 per quarter

\* Students must have a 92% (A-) **semester** average or higher in the class to be able to use an exemption for that course.

\*\* Students will notify the office & teacher of their intention to be exempt from the semester exams no later than 1 week prior to exams.

### **2.70 Homework**

Homework is used as a way for students to practice and demonstrate competency in concepts they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. If a student is present, all assigned class work is due on the date/time established by the instructor. Under extenuating circumstances, students may request additional time if pre-arranged with and approved by the instructor.

### **Jr.-Sr. High School Missing Homework**

If the student does not submit assigned work by the teacher-established deadline, it will be recorded in the gradebook as a zero. The student will have two student attendance days to complete the assignment for full credit. No credit will be given for late assignments after this 2 day extension.

A missing work report will be presented to students on Wednesdays. Students are responsible for completing the missing work as well as submitting the teacher-signed missing work report by Thursday 3:00 p.m. If a student fails to do this, they will be ineligible and unable to participate in IHSA/IESA extra-curricular activities the following week.

### **2.80 Exemption from Physical Education**

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.

A student in 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

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

1. Ongoing participation in an interscholastic athletic program
2. Enrollment in academic classes that are required for an institution of higher learning (student must be in the 11th or 12th grade)
3. 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)

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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 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:

1. The time of the year when the student's participation ceases.
2. The student's class schedule.
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined in section 10.30 of the student handbook.

## **2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions, and Accelerated Placement**

### **Credit for Non-District Experiences**

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

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

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

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

### **Substitutions for Required Courses**

#### **Vocational or Technical Education**

A student in grades 9-12 may satisfy one or more high school courses (including Physical Education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing.

#### **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 listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

#### **Advanced Placement Computer Science**

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

#### **Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

By the fall of 2024, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a state assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

#### **Credit Recovery**

A student who fails a course may make up the failed credit in one of the following ways:

1. Retake the class when it is offered again at Virginia CUSD 64.
2. Enroll and successfully complete a VHS approved comparable course through the Illinois Virtual Course Catalog.
3. Enroll and successfully complete a correspondence course or summer school offered by an institution accredited by the North Central Association of Colleges and Secondary Schools by May 15th of the next year. It is the student's responsibility to provide proof of passing grades.

#### **Guidelines for Credit Recovery Courses**

- Registration for any credit recovery course must be pre-approved and take place with the School Counselor/Director of Student Services.
- The student and/or his/her family are responsible for all fees and supplies for the class.
- The building principal must approve the course in advance.
- Students placed in online credit recovery courses will take all assessments associated with the credit recovery course at the school in a setting allowing for them to be physically supervised by a certified Virginia CUSD 64 staff member.
- Credit recovery courses will be counted toward the student's final GPA and count toward graduation requirements.
- Completion of Credit Recovery will not cause students to become eligible. As school will still utilize IESA & IHSA guidelines in accordance with the Virginia Extracurricular handbook.

### **Illinois Virtual Course Catalog: Enrichment and Partial Fulfillment of Graduation Requirements**

General Study for enrichment & partial fulfillment of graduation requirements may be available to students who meet the following criteria:

- Registration for any Illinois virtual course must be pre-approved and take place with the School Counselor/Director of Student Services before or within the first two weeks after the beginning of a Semester.
- Approved Illinois virtual course will be a part of the student's class schedule and count toward graduation requirements.
- Only Junior and Senior level students with a GPA of 3.0 or higher are permitted to take an Illinois virtual course.
- Course is not one offered and available to the student through the master schedule at Virginia High School.
- Illinois virtual course fees (up to \$125) may be paid by Virginia CUSD #64 for pre-approved courses only. Any additional cost beyond \$125 associated with the course is the responsibility of the student and student's family.
- Students must drop any Illinois virtual course within 5 days or the cost of the course will fall to the student and student's family.
- All Illinois virtual course credits earned will be calculated in the student's final GPA.
- Students failing IVS courses are responsible for all fees including the course registration fee.

### **Dual Credit & Advanced Placement**

AP/Dual credit courses are offered to Juniors and Seniors at Virginia High School. Students who take dual credit will earn credit hours from Lincoln Land Community College & graduation credits from Virginia High School. Students may choose a dual credit course that is pre-approved as dual credit at Lincoln Land Community College. These courses must not currently be offered at Virginia. A list of these courses will be provided to interested students.

### **Requirements**

1. Complete an application for consideration of enrollment in a dual credit class during the semester preceding the semester for which they would like to take the course.
2. Must be at least 16 years of age and designated as a junior or senior student at VHS.
3. Have a cumulative GPA of at least 3.25.
4. Have 5 or fewer unexcused absences in the previous year.
5. Have permission from the high school principal and parent/guardian.
6. Take an LLCC placement test and meet any other requirements as established by LLCC.
7. Agree to participate in a weekly check in with VHS Guidance Counselor on how the student is progressing with his/her coursework.
8. Virginia CUSD #64 will pay \$75 per credit hour toward tuition for LLCC classes. Payment of all other fees, books and tech fees will be the responsibility of the student.

If the student does not receive credit for the class, then Virginia CUSD #64 must be reimbursed. The student must complete the VHS application to be eligible for a dual credit class.

**2.100 Homebound/Hospitalization**

A student who is absent from school, or whose physician, physician assistant or licensed advanced-practice registered nurse anticipates his or her absence from school because of a medical condition may be eligible for instruction in the student’s home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician’s assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student’s individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician, physician’s assistant, or licensed advanced practice nurse, indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage. For information on home or hospital instruction, contact the school office.

**2.120 Graduation Requirements**

As a prerequisite to receiving a high school diploma, each pupil must complete the requirements listed below. A total of 27 credits are needed to graduate.

In addition to the successful completion of the required courses listed below, students must also:

1. Complete all State mandated graduation requirements.
2. Complete all District graduation requirements that are in addition to the State graduation requirements.
3. Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participate in the State assessment required for graduation.

English **2 writing credits	4 Credits
Science **Only ONE science class from the Agricultural Department may count as a science credit for graduation.	4 Credits
Math (one must be <i>Algebra I</i> and one must be <i>Geometry</i> )	4 Credits
Civics	½ Credit
Consumer Education	½ Credit
American History <i>Must pass Constitution &amp; Illinois Test with a 65% or higher.</i>	1 Credit
World History	1 Credit
World Geography	1 Credit
Fine Art	1 Credit
Driver’s Education	½ Credit

Foreign Language <b>OR</b> Vocational Education	1 Credit
Physical Education	3 ½ Credits
Health	½ Credit
Electives	4 ½ Credits

\*Starting with the Class of 2026, students *must enroll in one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.*

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law. Required courses may be adjusted based on conflicts with the master schedule and for transfer students after a credit evaluation has taken place.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement. A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

## **Chapter 3: Student Fees and Meal Costs**

### **3.10 Fees, Fines & Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or guardians 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 obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on the household size, that are used for the federal free meals program.
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Unemployment
- Emergency situations



- One or more of the parents/guardians are involved in a work stoppage

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Student’s 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 student has 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.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

**Textbooks and Course Fees**

All basic texts are rented from the school for one year. Students are responsible for the care of rented texts from the time they take them until they are checked back in. Students withdrawing from school must return rented books on the day they leave. Students are responsible to pay up to the full replacement cost for any lost books (class texts or library books) as well as those damaged as a result of neglect or misuse. Fees for damaged books are determined by prorating the price of the book at the end of the year. The rates of payment and fines will be determined on a five-year text life. Library rates will be based on book condition and cost of replacement for the book. Fees are to be paid within thirty (30) days of the date they become due. Fees may be waived for those students whose parents/guardians are unable to afford them.

<b>Grades K-5</b>	<b>Grades 6-12</b>
Textbooks/Workbooks: \$100.00	Textbooks/Workbooks: \$110.00
Tech Fee: \$10.00	Tech Fee: \$10.00
	Chromebook 1-to-1 Rental (grades 9-12): \$50.00
	Driver’s Education Fee: \$125.00
	Foods Science and Safety Class: \$25.00
	Horticulture: \$25.00
	Natural Resources: \$25.00
	PE Uniform (shorts and shirt): \$15.00 (shirt only): \$7.00
	Plant and Animal Biology: \$25.00
	Extra Curricular Fee: \$50.00 per student with a max of \$150 per family

A student planner will be provided by Virginia CUSD 64 for all students in grades 6-12 at the beginning of the year of their enrollment. Replacement cost for additional student planners is \$5.00. The replacement fee for the utilization of the 1-to-1 devices (Chromebooks) will be \$250. Additional fees will be assessed to the student/family for damages to technology devices provided by Virginia CUSD 64.

**3.20 School Lunch Program**

All students attending Virginia CUSD 64 receive free breakfast and lunch due to our enrollment in the Community Eligibility Program. Schools that participate in the Community Eligibility Program are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in the school during the 2023-2024 school year.

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:00 a.m. to 1:06 p.m., except when there is an 11:30 a.m. or earlier dismissal. A student may bring a lunch from home or may purchase a school lunch. Soda is not permitted. Ala carte items or extra items are also available for junior high and high school students to purchase but will not be available unless there is a positive balance in the account.

## **Chapter 4: Transportation and Parking**

### **4.10 Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The superintendent must approve exceptions in advance.

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

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

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

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

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

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

Only bus students ride the buses. Non-bus students wishing to ride home with a bus student must make prior arrangements by obtaining a bus pass from the office after producing written instructions from the parent(s)/guardian(s). Bus drivers will make regularly scheduled stops only. Any change from your regularly scheduled, designated pick up or drop off **MUST** be requested in writing for review and approved by the Superintendent. For questions regarding school transportation issues, contact the school office.

#### **4.15 Bus Conduct**

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

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

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

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

#### **4.20 Student Drivers**

Students who drive to school have a great responsibility for the safety of themselves and others. Extreme care must be taken in the school parking lot and the streets around the school. All students will register their cars in the High School office. Students will register one car and an emergency vehicle (this vehicle must be one of the family cars and not that of another student unless there is a family relationship).

Students may park their vehicles in the designated student parking lot located across from the Jr/Sr High School Entrance. Vehicles must be parked in accordance with all standard conventions of parking including distance and relative position to other vehicles as well as honoring a speed limit of 10 mph. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside designated parking spots or not in accordance with standard conventions may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students driving recklessly in the parking lot may be subject to disciplinary action including loss of driving privileges.

The lots designated for school staff and visitors are located on the west side of the school on Job St. and **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed/towed at the discretion of administration.

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Vehicles MAY NOT be parked or located in the fire lanes at ANY TIME. Fire lanes are clearly marked. Vehicles in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### **Parent/Visitor Parking**

The school has limited locations available for school visitor parking. Those dropping off and picking up children may do so in the designated drop off area(s) between 7:30 a.m. and 8:00 a.m., and after 3:02pm. Students entering the building after 8 a.m. should enter through the door of the Elementary or High School/Middle School office to receive an admission slip. Students should not arrive nor be dropped off prior to 7:30 a.m. as there is no building admittance nor expectation of student supervision until that time. Elementary pickup procedures for car riders is coordinated through the iDismiss platform. Parents will be provided a code for their child during registration to show daily to the appropriate staff member to enter into iDismiss during pickup. Parents/guardians should not park and request their child at the front doors in an effort to avoid the car line.

Jr/Sr high dismissal for car riders and student drivers will begin at 3:02. Families that are picking up students are asked to park along the south side parking lot near the Jr/Sr high main entrance. Please do not park along the south ride roadway or along the park entrance. Parents & student drivers should be aware that the roadway is a one way street during before school hours, and after school hours.

## **Chapter 5:Health and Safety**

### **5.10 Immunization, Health, Eye & Dental Examination Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by 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 school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by 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 an appropriate medical professional.

#### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15th allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **5.20 Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students with diabetes may also self-carry and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, asthma medication, and/or a medication required under a qualifying plan.

#### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building

principal for additional information.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

#### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

#### **5.30 Guidance & Counseling**

The school provides guidance and counseling for students' social and emotional needs as well as to assist in exploring career and post-secondary educational options. The school's counselor is available to students who require additional assistance. The guidance counselor is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the counselor to develop class schedules that meet the student's objectives. High school Juniors and Seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information. Updates and regular information is available for parents and students at <https://sites.google.com/virginia64.com/student-services/home>.

#### **5.40 Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill 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. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

#### **5.50 Communicable Disease**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the administration if they suspect their child has a communicable disease. 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 school will provide instructions to the parent and guardian regarding appropriate treatment for the communicable disease. 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.

#### **5.60 Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by designated school personnel and the child is determined to be free of the head lice and eggs (nits). Infested students are prohibited from riding the bus to school to be checked for head lice.

## **Chapter 6: Discipline and Student Conduct**

### ***A. Citizenship and Moral Responsibilities***

1. It is the responsibility of every student to know and abide by the policies in the school handbook.
2. Students will respect constitutional authority.
3. Students will recognize that citizenship in a democracy requires respect for the rights of others.
4. Students will maintain the highest standards of Honesty, Respect, Responsibility, Fairness, Courtesy and Citizenship.

***B. Rights***

1. To attend school.
2. To express opinions respectfully verbally or in writing.
3. To expect that school will be a safe place.

***C. Responsibilities***

1. To become informed of and adhere to reasonable rules and regulations found in the school handbook.
2. To respect the rights and individuality of other students and school administrators and faculty.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety, and free from distraction.
5. To be punctual and present in the regular or assigned school programs.
6. To refrain from disobedience or misconduct of behavior that disrupts the education process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

**6.10 General Building Conduct**

1. Learning and instruction are the priorities and students should be in class and on-task first and foremost. Be engaged and on task.
2. All persons will demonstrate respect to each other at all times.
3. Student resources (i.e. calculators, computers, novels, technological equipment vending machines) will be handled with care and respect.
4. Students will spend minimal time outside of the classroom during instructional time and will have a valid pass when in the hallway.
5. Food will be consumed in designated areas only and will not be allowed in the classroom unless part of a designated activity.
6. Chewing gum is prohibited within the learning environment.
6. All individuals will clean up after themselves.
7. Lockers are provided for student belongings. Backpacks are to be kept in lockers not in classrooms. Students may only bring to class a small purse and/or the district provided bag for transporting the district one-to-one device to class. Other bags are to be stored in the lockers and are prohibited from being in the classroom.

**6.20 Student Dress Code**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- No hoods, hats, coats, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, footwear and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, (above mid-thigh) and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
  - Bare-midriff tops

- o Spaghetti straps and halter tops (sleeves past the seam with a minimum of one inch is required)
- o Extremely baggy clothing
- The length of shorts or skirts must be appropriate for the school environment. (mid-thigh as measured as the halfway point from center top of inseam to top of knee)
- Appropriate footwear must be worn at all times.
- Thick/bulky jackets, coats, or other types of outdoor apparel are not allowed to be worn in the building except when arriving or leaving; they are to remain appropriately stored at all times.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

### **6.30 Student Discipline**

Copies of all School District policies on behavior are available online through the School District’s website or in the school office. Prohibited Student Conduct Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner’s prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician or licensed practitioner’s prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
  - f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any



- prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA) or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones and smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day.
  7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.
  18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

#### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours.
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; or
5. During periods of remote learning.

#### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, 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. The use of prone restraint is prohibited.

#### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension (up to a day).
7. After-school detention or Saturday detention provided the student’s parent/guardian has been notified.
8. In-school suspension (more than a day).

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on or adjacent to school grounds or being present at any school activity that occurs on or off school campus where Virginia students are participating individually, as part of a Virginia school team or a co-op team before, during or after regular school hours.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### **Academic Dishonesty/Plagiarism**

Academic dishonesty/plagiarism occurs when a student obtains or assists others in obtaining credit for work that is not his or her own. This includes actions such as copying and pasting text from another author, providing answers to another student on an assignment or utilizing unauthorized materials or resources during an exam, project or assignment.

After a student has been found to be academically dishonest, they will face both *academic* and *behavioral* interventions as outlined below:

- 1st offense:
  - Student(s) will be required to resubmit the assignment for up to 50% credit
  - The teacher will contact the parent/guardian
  - Additional behavioral consequence may be given at the teacher’s discretion
- Beyond the 1st offense:
  - Student(s) will receive zero credit for the assignment/learning task
  - The teacher will contact the parent/guardian
  - Additional behavioral consequences will be given by the administration
  - Ineligibility for the following week or the 1st week of next IHSA/IESA contests

Additional violations could lead or result in dismissal from extra curricular activities as per the eligibility guidelines. Accumulation of offenses remain building specific.

#### **Suspicion of Being Under the Influence**

If there is reasonable cause to suspect that a student is under the influence of drugs or alcohol, staff will evaluate the student’s condition. If it is believed that the student is under the influence, the student may be required to undergo further assessment. If assessment verifies use, the student and parent/guardian may be responsible for the costs associated with the tests.

#### **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 according to the policy found in 2.40 of the student handbook.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm but 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

### **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. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **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 nonverbal 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.

### **6.40 Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

*Cyberbullying* 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. Cyberbullying 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 the 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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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:**

Megan Waterstraat  
651 S. Morgan St.  
Virginia, IL 62691

217-452-3085

mwaterstraat@virginia64.com

**Complaint Managers:**

Jeff Bourne  
651 S. Morgan St.  
Virginia, IL 62691

217-452-3363

jbourne@virginia64.com

John Stewart  
651 S. Morgan St.  
Virginia, IL 62691

217-452-3085

jstewart@virginia.com

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

#### **6.45 Harassment & Teen Dating Violence Prohibited**

##### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; 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 will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

##### **Sexual Harassment Prohibited**

The school and 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.

##### **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. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 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.

##### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any employee with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

##### ***Nondiscrimination Coordinator:***

Mekelle Neathery  
651 South Morgan Street, Virginia, IL 62691  
217-452-3085  
mneathery@virginia64.com

##### ***Complaint Manager(s):***

Jeff Bourne  
651 South Morgan Street, Virginia, IL 62691  
217-452-3363

John Stewart  
1651 South Morgan Street, Virginia, IL 62691  
217-452-3085

**6.50 Cafeteria Rules**

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

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall not leave the cafeteria until after the bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Food and drinks are to remain in the cafeteria and be disposed of prior to being dismissed.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

**6.60 Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher or complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration

If a student is absent on the day prior to a field trip, that student will be required to have a doctor's excuse in order to attend the field trip.

**Senior Trip Guidelines**

The Senior Class Trip is a privilege rather than a right. Seniors must meet all trip eligibility requirements in order to attend. To be eligible for the Senior Trip, a student must be slated to graduate in Spring semester of the year of the trip. Final eligibility will be checked at the end of third quarter and must meet the same criteria as established for athletic/extracurricular activities, including the weekly eligibility list. Attendance and grades in the second semester are extremely important. Students who fail to meet all academic, attendance, and eligibility requirements established by the class advisors will be removed from the Senior Trip list and forfeit all money paid. A student who has been suspended for any reason (either in or out of school for a minimum of one full academic day during second semester) will be excluded from Senior Trip and no refunds will be given.

### **6.70 Access to Social Networking Passwords and Websites**

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

### **6.80 Student Use of Electronic Devices**

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

Students 6-12 grade are allowed to use electronic devices during non-instructional time, which is defined as before and after school. For junior high instructional time, which includes class periods, passing periods and lunch, electronic devices must be kept powered-off and out-of-sight. For high school instructional time, which includes class periods, passing periods and lunch, teachers will direct students how to use their devices based upon productive and positive digital citizenship within an educational task.

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

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

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

1. First & Second Offense: Teacher will confiscate and return device to student at end of period. Behavior Log will be written by the teacher and communicated with family.
2. Third & Fourth Offense: Teacher will confiscate and give device to the office to be returned to student at day's end. A disciplinary incident report will be written by the teacher and communicated with family.
3. Fifth Offense and Beyond: Teacher will confiscate and give the device to the office for parent/guardian will be notified and required to pick up the device in the school office. A disciplinary incident will be written with an assigned detention by administration for insubordination.

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.

## **Chapter 7: Internet, Technology and Publications**

### **7.10 Internet Acceptable Use**

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

#### **Terms and Conditions**

The term *electronic networks* 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-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;



2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

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

- Using the network for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by board policy;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- Using another user's account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other unsolicited messages;
- Using the network for commercial or private advertising;
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- Misrepresenting the user's identity or the identity of others; and
- Using the electronic network while access privileges are suspended or revoked.

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

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

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

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the internet or District websites or file servers/cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The fair use rules governing students' reports in the classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, as an education tool.

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

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

- Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- The system administrator and Building Principals shall monitor student Internet access.

#### **7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications**

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

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

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

#### **7.25 Guidelines for School-Sponsored Publications, Productions, and Websites**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites. Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;

4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute 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 school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by students. 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 School, District or an expression of Board policy.

#### **7.27 Non-School Sponsored Publications Accessed or Distributed On Campus**

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, 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, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students]; 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.

#### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

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.

#### **7.30 One-to-One Program**

Students participating in the one to one program will be provided a list of guidelines, obligations and expectations upon the payment of fees. Students will be aware that the fee is not all inclusive and that charges will be assessed for damages.

#### **7.40 Annual Notice to Parents about Educational Technology**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **Chapter 8: Search and Seizure**

### **8.10 Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

### **Student Searches**

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

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

### **Student Lockers:**

All lockers belong to Virginia CUSD #64 and are assigned to high school and junior high students during the school year. The school reserves the right to examine lockers and their contents, with or without the student's knowledge, for general inspection or when there is reasonable suspicion that the student has an illegal or harmful substance or article in the locker. Students are responsible for all locker contents. Lockers are assigned for the storage and protection of belongings. If the rules below are followed, everyone will benefit. Virginia Community Unit School District cannot assume responsibility for school or personal property missing or stolen from lockers. Students are expected to comply with the following:

1. Keep lockers locked at all times.
2. Use only the locker assigned to you.
3. Report lock/locker problems to the office.
4. Use only the lock supplied by the office unless you obtain permission to change it.
5. Soda, food, or wet clothing are not permitted in the locker.

### **Seizure of Property:**

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

### **Questioning of Students Suspected of Committing Criminal Activity:**

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 building principal 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 a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **Chapter 9: Athletics and Extracurricular Activities**

### **9.10 Athletic Rules & Code of Conduct**

Virginia Extra-Curricular Activity Handbook, inclusive of the Code of Conduct is available online to access information regarding our policies and procedures at: [www.virginia64.com](http://www.virginia64.com).

### **9.20 Attendance at School Sponsored Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," (defined as no individual that is 21 years or older) in order to attend a high school dance. No high school student may attend a junior high dance. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Those attending the dance are expected to stay in the designated area of the building. Anyone leaving the building prior to the end of the event will not be readmitted.

### **Junior/Senior Prom and Rules**

The Junior/Senior prom is open to Juniors and Seniors at Virginia High School and their dates. A Virginia guest will agree to obey all rules and regulations set forth by Virginia High School concerning school and extra-curricular events. The guest shall understand that a violation of ANY school policy may result in dismissal from the event. In addition, if the guest is asked to leave the event, they understand that they will not be entitled to a refund.

### **9.30 Student Athlete Concussions/Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association and/or the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **9.40 School Classes, Clubs, and Organizations**

A time is set aside so classes, clubs, and organizations can meet. Students are encouraged to participate in these activities. A list of all club/organizations is available in the office. No unauthorized organizations will be recognized or allowed to assemble during the school day.

### **National Honor Society**

#### ***High School National Honor Society:***

The purpose of the D. Henry H. Hall Chapter of the National High School Honor Society of Virginia High School shall create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students at Virginia High School.

To be eligible for membership, the candidate must be a member of the sophomore, junior or senior class. To be eligible for consideration, students must have completed at least one semester at Virginia High School and have a cumulative GPA of 3.6 or higher. The Faculty Council seeks input from the entire faculty to find evidence for leadership, service, and character of the eligible candidates or any actions which show a lack of these characteristics. Each candidate for membership must meet the following criteria:

Scholarship: cumulative GPA of 3.6 or higher

Leadership: election to office(s) or leadership roles in school and community

Service: active in school or community projects

Character: subjective evaluation form completed by each candidate's teachers

Each candidate's student activity form and faculty evaluation sheet are submitted to the Faculty Council. A candidate must receive at least 9 points on the scoring form. Candidates can not receive a zero in any of the four categories during the selection process. Severe or repeated violations of school rules or civic laws may cause an academically eligible candidate to be considered unworthy of membership at that time. The faculty adviser extends invitations to those students selected for membership by the Faculty Council. Please note, students do not become members until they attend the induction ceremony.

#### ***Junior High National Honor Society:***

The purpose of the Gregory Mahlandt Chapter of the National Junior Honor Society of Virginia Junior High School shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

To be eligible for membership, the candidate must be a member of the sixth, seventh, or eighth grades. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must have a cumulative grade point average of 3.5 or higher. Candidates are then evaluated on the basis of service, leadership, character, and citizenship. The selection of each member is determined by a Faculty Council composed of 3 members of the junior high. A candidate must receive at least 9 points on the scoring form, and can not receive a zero in any of the four categories during the selection process. The faculty adviser extends

invitations to those students selected for membership by the Faculty Council. Students **do not** become members until they attend the induction ceremony. Members who fall below the 3.5 grade point average will receive a warning and be given one semester to correct the deficiency. If the deficiency is not corrected at the end of that time period, that member will be dismissed from the chapter.

At least one service project shall be conducted by members per school year.

### **Student Council:**

#### ***High School Student Council:***

The Student Council is an organization whose purpose is to represent the student body of Virginia Jr-Sr High School and to sponsor, assist in planning, functions and activities which benefit the student body.

In High School, each class will have a designated number of representatives elected by the class: 4 Seniors , 2 Juniors, 2 Sophomores, and 2 Freshmen. The officers shall consist of a President, Vice-President, Secretary and Treasurer. Leaders in the Student Council are expected to be model citizens. Their behaviors should always reflect "top" Virginia High School standards. Students should do their academic best.

To be eligible, students must complete all class assignments and homework on time. Students must earn report card grades of "A, B, or C" and work/social skills grades of outstanding or satisfactory. Candidates should be honest, reliable, responsible, and dependable. Regular school attendance is necessary. Candidates must be willing to learn and use leadership qualities.

Membership is by application only and students who apply to join must complete an application, include a Letter of Reference from a Faculty/Staff Member or an Employer, two to three paragraphs describing in detail why you want to be a member of the student council, involvement in school and community activities, and any awards/achievements you have received.

#### ***Junior High Student Council:***

The Junior High student council is an elected body of representatives from each class in the junior high. There are 4 representatives chosen from each grade. Students who run for election must be in good standing academically. Elected student council representatives must meet the requirements in the school and athletic handbooks for behavior and eligibility. The student council works to communicate student ideas to the faculty and the school administration. It organizes service projects for the school and community. The student council works to build school spirit and encourages scholarship.

Regular attendance at meetings is expected. Members must commit time to do the work of the student council. More than 3 unexcused absences from meetings will result in the removal of the representative from the organization. The student council will choose a representative from the class to finish the term.

## **Chapter 10: Special Education**

### **10.10 Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

#### **Special Education Program and Services**

Individuals with Disabilities Act (IDEA) requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, Virginia School, in cooperation with the Sangamon Area Education Special Education District (herein referred to as SASED), provides special education programs and services. Programs and services are designed to meet the needs of students who have disabilities



that adversely affect their success in a preschool or regular classroom setting. Parents, teachers, or other concerned individuals may make referrals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and services. When a child is eligible for special education, an IEP is written which sets goals and recommends services specific to the child's unique needs. Parent/Guardian consent is required prior to the evaluation for special education placement. Parent/guardian participation is encouraged at every step. If a parent/guardian believes their child should be referred for an evaluation to determine eligibility for special education, please contact the building principal promptly to obtain and complete a referral form. Also available upon request are the complete Explanation of Procedural Safeguards to Parents of Children with Disabilities and ISBE Regulations governing special education. Additional services provided through SASSED include the following: School Social Work Services, Child Find Services, Psychiatric Diagnostic Services, School Social Education Services, Physical and Occupational Therapy, Orientation and Mobility Training and Audiological Services.

### **Section 504 Policy**

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: Mr. John Stewart, 6-12 principal at 217-452-3085 or Mr. Jeff Bourne, Prek-5 principal at 217-452-3363.

### **10.20 Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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. The use of prone restraint is prohibited.

### **10.30 Exemption From PE Requirement**

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

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

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

#### **10.40 Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her graduating class.

#### **10.50 Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

#### **10.60 Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## **Chapter 11: Student Records and Privacy**

### **11.10 Student Privacy Protection Surveys by Third Parties**

#### **Surveys**

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 or who created the survey.

#### **Surveys by Third Parties**

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/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This 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. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Personal Information**

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

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental or psychological problems of the student or the student's family
- Sexual behaviors or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
- Income other than that required by law to determine program eligibility for participating in a program or for receiving financial assistance under such program

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term 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/guardian has 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.

#### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **11.20 Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

***1. The right to inspect and copy the student's education records within 10 business days of the day the District 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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

***2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.***

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her 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.

**4. *The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.***

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. *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.

**6. *The right to prohibit the release of directory information.***

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- 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
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study

- Period of attendance in school Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

**7. *The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.***

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**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.***

**9. *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, SW  
Washington DC 20202-4605

**Destruction of Records**

Virginia CUSD 64 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for 5 years. Parents of students and students that graduate or left this District are hereby notified that if they wish a copy of any 20 "temporary" information before it is deleted/destroyed, they must make a request to the Superintendent or principal within five (5) years of graduation or departure from school. Temporary records will be destroyed five years following graduation or departure from school.

**11.30 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.

**11.40 Military Recruiters & Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## **Chapter 12: Notices and Disclosures**

**12.20 Standardized Testing**

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;

5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Students and parents/guardians should be aware that students in grades 3rd through 8th will take the Illinois Assessment of Readiness (IAR). All Juniors in the state of Illinois participate in taking the SAT. Students enrolled in 5<sup>th</sup>, 8<sup>th</sup> and 11th grade will participate in the Illinois Science Assessment.

#### **12.30 Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- Resources can be made available to families or students in need on our website and in our offices.

#### **12.40 Sex Education Instruction**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **12.60 English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact Mrs. Mekelle Neathery at (217) 452-3085.

#### **12.70 School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in such functions are available from the school office upon request.

#### **12.80 Pesticide Application Notice**

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

#### **12.90 Mandated Reporter**

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

### **12.100 Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

### **12.105 Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **12.110 Sex Offender Notification Law**

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **12.120 Violent Offender Community Notification**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>, Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>, Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

### **12.130 Parent Notices Required by ESSA**

#### **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.virginia64.com](http://www.virginia64.com)

**Student/Parent Handbook Acknowledgement and Pledge:**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return to this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return to this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date