



Student Handbook 2008-2009

Name _____

Team # _____

Welcome to Liberty Middle School! We hope your experience here is enjoyable and rewarding. We have high expectations of our students. At Liberty Middle School we expect our students to be prompt, polite, prepared, and productive.

SCHOOL HOURS

Our school hours are from 8:15 AM to 3:00 PM. The main office is open from 7:00 AM to 4:30 PM. (Monday-Friday)

ATTENDANCE

Punctual and regular attendance at school, including each class session, is very important. If you are truant from school, you will be assigned one or more detentions. After school detentions are served from 3:15 till 4:15.

If you are unable to attend school, please have your parent call the attendance office (655-6802) before 10:00 AM to report the absence. If contact is not made, a note must be brought to the attendance office upon your return.

HOMEWORK REQUESTS

All requests must be reported to the attendance office before 10:00 AM. Homework packets can be picked up in the main office after 3:30 PM. If homework is to be picked up by another student, parent permission must be obtained.

APPOINTMENTS

To be dismissed during school hours for an appointment, bring a note from a parent stating the time of dismissal. Take the note to the attendance office in the morning. The attendance secretary will give you an early dismissal pass. You will be released from class to go to the attendance office at the time stated on your pass. Your parent will sign you out, unless other arrangements have been made with the attendance office from your parent. Parents are required to have identification when picking you up. If another adult is picking you up, your parent will need to call the attendance office with the name of that person and their relationship. Identification will be required.

CLOSED CAMPUS

Once you have arrived at school, you are not allowed to leave the school grounds during the school day without permission from the office. If you have an "Office Excuse" to leave the campus during the school day, you must sign-out in the attendance office.

EXCUSED ABSENCES

With an excused absence you are able to make up work missed and receive full credit for it. Excused absences include:

- ❖ Personal illness or other physical disability.
- ❖ Serious illness or death in the immediate family.
- ❖ Office excuse as explained later.
- ❖ Other absences as approved by the administration.

Office Excuse: A note from your parent stating the reason for a prearranged absence must be turned in to the attendance office at least one day in advance. If you are to be absent for a part of the day, you must sign-out and/or sign-in at the attendance office.

Unexcused Absences: Unexcused absences are absences not covered in the previous category as well as all absences not approved by the administration.

Examples (not inclusive):

- ❖ Truancy from school or class.
- ❖ Suspension from school.
- ❖ Absences classified as unexcused by the administration- oversleeping, missing the bus, babysitting, etc.

Family Vacation: A family vacation may be considered an office excuse provided the following guidelines are followed:

- ❖ The school is notified in advance.
- ❖ Assignments are obtained in advance of your leaving and made up at the direction of the teacher.
- ❖ Assignments are to be turned in upon your return to school.

MAKE-UP WORK

It is your responsibility to see your teacher for schoolwork missed as a result of being absent. Your teacher will provide you with a reasonable amount of time to turn in assignments missed due to an absence; however, work that was due on the first day of an absence should be turned in upon the day of your return to school.

To receive credit for work done during an **unexcused absence**, you must do the work while you are out of school and return the work to your teacher immediately upon your return. It is the student's responsibility to arrange to make up tests before or after school (at the teacher's convenience)

TARDINESS

You are expected to be on time to all classes. If you are excessively tardy (more than 3 times per quarter) to school or class, you will be assigned an after school detention by your teacher. If you are five or more minutes late to class or school, you may be considered truant and must come to the attendance office for an admit slip. If you are late you must have a note or a phone call from your parent explaining the reason for your lateness. If a teacher detains you, make sure that you get a pass from that teacher before going to your next class. The office will not write passes.

HOMEWORK

At Liberty Middle School, we expect students to do their best and complete all assignments on time. Not doing assigned work is the single greatest cause of academic failure. We believe that use of the **Agenda** and communicating with your parents are ways we can encourage you to keep up with your work. **You should always write your assignments in your Agenda.** Consequences may be assigned for multiple missed assignments. Dressing for physical education class will be treated the same as homework.

CELL PHONES

While it is permissible for you to have a cell phone at school for use during after school hours, it must be turned off and put away during the school day. Students whose cell phones cause a disruption will be disciplined. There are phones in the main office available for student use during the school day.

TIME SCHEDULE

The building will be open to you at 8:05 AM and secured at 3:10 PM. You may be in the building before or after these times only if you are under the direct supervision of a teacher or are using school bus transportation. When students arrive before 8:05 AM, the 6th and 7th graders should report to the gym, and 8th graders report to the commons. If you plan to eat breakfast, you may enter the commons at 7:45 AM.

When the bell rings at 8:05 AM, you may go to your locker. Then, report directly to your first class and remain there.

REPORT CARDS

Four times during the school year you will receive a report card in the mail indicating grades received. You receive a letter grade of A, B, C, D, or F to indicate the level of achievement in all subjects. The meaning of these letter grades is as follows:

- A - Excellent
- B - Above Average
- C - Average
- D - Below Average
- F - Failing

You will receive a conduct grade in all subjects indicated by the numbers 1, 2, 3, and 4. The meaning of the conduct letters is as follows:

- 1 - Superior
- 2 - Good
- 3 - Improvement Needed
- 4 - Unacceptable

Honor Roll: We like to recognize students who have done outstanding work in their school subjects. This will be done at the end of each quarter. This list is sent to the local

newspaper for publishing. To be on the Honor Roll, you must have a 3.5 - 4.0 average in all subjects.

EXPECTATIONS

At Liberty Middle School, we expect and encourage responsible student behavior. Responsible student behavior includes regular attendance, active participation in the learning process, and respect for faculty, staff, and peers. Responsible students sometimes make mistakes; however, when they do, they take responsibility for their actions, admit their mistakes, and learn from the experience.

Following are points of special emphasis:

Activities: Rules governing your behavior apply at all school activities regardless of when or where they take place. In addition, the following regulations must be observed:

- ❖ A faculty member must be present at any school-related activity.
- ❖ Once you leave an activity, you will not be permitted to return.
- ❖ You must be seated when attending activities in the middle school gyms, senior high gym, or at the athletic complex.
- ❖ Arrangements should be made for you to be picked immediately after an activity has been completed.
- ❖ You must be in attendance during the school day in order to participate in or attend an after-school or evening function that day. The principal prior to the event must approve any exceptions.

Academic Dishonesty: Copying, cheating, forging passes, being dishonest with teachers or office personnel will result in disciplinary action.

Assault: You are to respect the rights of others to attend school without fear of hazing, harassment, threats, or any form of assault. Furthermore, racial, ethnic, cultural, religious, and sexist slurs have no place at school. Regardless of intent, these kinds of remarks are always hurtful and degrading. Any remarks heard will be reported to the administration for strong disciplinary action.

Battery: Liberty Middle School is a fight-free school. It is never permissible for you to hit, strike, push, or in any way do physical violence to another. Our social worker and administrators are available to mediate disputes that arise between students.

Book Bags: The use of book bags for carrying school-related items to and from school is permissible. However, they should not be taken to classrooms.

Detentions: These are served after school from 3:15-4:15 PM. The white copy should be signed by your parent and returned the following day to the teacher who issued it. It is the responsibility of the student to communicate to their parents when they are issued a detention. It is expected that students will serve consequences for misbehavior on the day it is assigned. Neglecting to serve after school detentions will result in further disciplinary action.

In-School Suspensions: These are served from 8:15 AM to 3:00 PM. Students report directly to the in-school suspension room.

Disruptive Behavior: You should behave reasonably, respectfully, and responsibly in all school-related circumstances. Any behavior that disrupts and impedes the educational process is unacceptable.

Dress: Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, which does not disrupt the educational process and does not indicate affiliation with any group which advocates unlawful activities.

Dress con't: Please refer to the dress code in the Edwardsville District #7 Handbook. Following are some guidelines:

- ❖ Hats, sunglasses, and outerwear such as jackets and coats may not be worn in the building, halls, or classrooms, and must be stored in students' lockers during the school day. Expensive items should not be brought to school.
- ❖ Clothes displaying alcohol or drug-related images, words, phrases, or logos are not acceptable.
- ❖ Clothes that expose a student's undergarments by being excessively loose or sagging, sheer, small, or having holes in them are unacceptable. This includes spaghetti straps, tanks tops that expose the back, side, or midriff of a student.
- ❖ The use of unusual makeup, such as face painting, is not acceptable.
- ❖ The wearing of dog collars, chains, or wallet chains is not acceptable.

Teachers and administrators will screen dress that is inappropriate for the school environment. Students in violation of the dress code will be sent home to change clothes and will receive unexcused absences for all classes they miss. Repeated violations by a student may result in additional disciplinary action. Parents must assume the responsibility to see that their child is appropriately clothed for school.

Alcohol and Other Drugs: Alcohol and other drugs have no place at school. Liberty Middle School will strictly adhere to the Substance Abuse Policy contained in "The Edwardsville District #7 Handbook." We will communicate to your parents information regarding any behavior which leads us to believe that you are "at risk" in the area of substance abuse.

Smoking Policy: The use of tobacco products on school grounds is prohibited.

Fire Alarms: The fire alarm system is for emergency use only. Unauthorized use of the fire alarm system or a false 911 call will result in both disciplinary and legal action.

Hall Passes: You are not permitted in the halls during class periods unless you are accompanied by a teacher or have an appropriate hall pass from an authorized staff member.

SPECIAL SERVICES

Hall Traffic: We can have an orderly school if you:

- ❖ Walk in the hallways
- ❖ Avoid loitering in large groups
- ❖ Are courteous and considerate of others
- ❖ Keep to the right in halls
- ❖ Keep the school clean

Inappropriate Items: Many of your possessions are not appropriate for use at school. These include radios, skateboards, CD players, squirt guns, playing cards, laser pointers, electronic games, i-pods/mp3 players and large amounts of money. If you are found in possession of an item inappropriate for an educational setting, the item will be taken and, with the exceptions of squirt guns, be returned to your parents.

Insubordination: You should always obey the proper and reasonable orders and instructions given to you by the staff in all school-related circumstances. Disrespectful behavior will not be tolerated.

Possession or Use of Weapons: Please note the ban on carrying or using any type of weapon in "The Edwardsville District #7 Handbook." An item such as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school, or to, from, or at any school activity.

Profanity: The use of inappropriate language, including cursing, profanity, obscenity, and crudity is not acceptable school behavior. Disciplinary action will be taken for violations.

Reporting to the Office: If you are sent from class to the office, you are to report there immediately and are to remain in the office until seen by an administrator.

Vandalism: The destruction or defacing of property belonging to the school or others is strictly prohibited. You will be responsible for the replacement or repair cost of property destroyed through maliciousness or negligence.

Social Work Services: We are here to help each of you make the most of your abilities and opportunities so that your years in the middle school will be rewarding. You are encouraged to contact the social worker whenever a problem arises and you feel the need to discuss the problem with someone. These problems may be of a personal nature, or they may involve your educational or vocational future. Any personal problems discussed in the social worker's office will be kept confidential. Should you desire a meeting with the social worker, an appointment may be made by having a teacher call the social worker and arrange the time and date. If you are unable to speak with a social worker right away, leave a written message with the secretary in the office and return to class.

Clinic: If you become ill, report to the clinic with a pass from your teacher. If you must be sent home due to illness, the attendance secretary or nurse will contact your parents, and you must sign the sign-out sheet in the attendance office before leaving school. Do not call your parents to come get you before checking in the clinic.

The nurse can issue a one-day excuse for PE if a note from your parent is sent stating the reason. If additional days are needed, we need an excuse from your physician.

Media Center: The media center is open from 8:05 AM until 3:30 PM daily. You may check books in or out before or after school. During school hours, you will need a hall pass or be accompanied by a teacher to use the Media Center. You are responsible for returning books on time. If you have an overdue book, you will not be able to check out again until the book is returned or replacement cost paid. Fines must be paid.

Cafeteria: A variety of lunches are available. Milk and dessert are included with all meals. If you bring your lunch from home, you may purchase milk or fruit drink from the cafeteria. Breakfast is served each morning from 7:45 AM until 8:05 AM. However, you are expected to be in your classes at 8:15 AM and late passes will not be given from the

cafeteria. Your cooperation is requested as follows:

- ❖ Display appropriate manners, as you would while having a meal with your family or out in public.
- ❖ Return all trays and utensils to the dishwashing area and deposit all litter in the wastebaskets provided.
- ❖ Food and/or soda should not be taken out of the cafeteria.

Remember the lunch monitors are in direct control. Their directions are to be followed the same as you would those of a teacher.

Occasionally you might forget to bring your lunch money. If your parent is unable to bring money, the cafeteria will provide a lunch in the **hot meal line** on credit for that day. You must see the bookkeeper in the main office for this meal credit. Payment is expected to be made on the following day in the office; and you will not be permitted to borrow again until this obligation is met.

Bus Service: You are expected to display on the bus the same good behavior you exhibit in the classroom. Please read and observe the Transportation Policies adopted by the Board of Education in "The Edwardsville District #7 Handbook." Unacceptable behavior will result in a bus suspension as well as other disciplinary action. If your parents have questions regarding bus transportation, they should contact Laidlaw at 656-0125.

Washington, D.C. Trip: Each spring Liberty seventh graders have the opportunity to accompany the social studies department on a trip to Washington, D.C. Information for this trip will be provided in the fall.

Liberty Middle School reserves the right to refuse participation to any student who fails to meet behavioral and/or academic standards.

Participants shall have:

- ❖ Good conduct, with no more than one "3" or lower in conduct.

- ❖ Passing grades, with no more than two "D's" in all subject areas for the first and second quarters.
- ❖ Not been suspended for more than four school days.
- ❖ Good attendance, at least a 90% attendance rate.

Any unacceptable behavior on the trip could result in the student being sent home immediately at parent's expense.

GENERAL INFORMATION

Chewing Gum and Candy: For health and safety reasons chewing gum and candy are not to be used during school hours or on the bus. When authorized school personnel permit these items, we ask that disposal be made in appropriate containers.

Visitors: It is the practice of Liberty Middle School not to allow student visitors.

Selling of Goods and Posting of Signs: All items sold at Liberty Middle School must have the expressed permission of the administrators. Any signs and posters to be displayed must have the approval of an administrator.

Collections by Students: You are not to take up collections for any purpose at school without the administrator's permission. The District policy states: a) students should not present gifts of value to teachers, b) all money collected at school for any purpose is to be handled through the office.

Lost and Found: Lost and found articles of clothing and books should be taken to the main office. Unclaimed items will be given to charity at the end of each month.

Telephone: The office phone may be used by students for school related business with the consent of the office staff. During school hours, students are to have a pass from authorized school personnel giving permission to use the phone. Students may use the phone in the office after school hours to call parents.

Lockers: You will be assigned a hall locker in which to keep personal or other supplies directly related to school business. The lock for the lockers is to be supplied by you. Locks found on unassigned lockers will be cut off and the contents will be confiscated. Lockers are for school-related items only; other materials may be confiscated by school authorities and parents contacted. Locker misuse of any kind will result in serious disciplinary action. Lockers are owned by the school and may be opened by school authorities at their discretion. The school is not responsible for theft from lockers, has no insurance to cover losses, and will assume no liability for any items lost or stolen.

Book bags with wheels and/or a solid frame will not fit into the lockers and may not be brought to school. Parents are encouraged not to purchase book bags until after they have had the opportunity to measure the size of the student lockers.

- ❖ Do not share your locker with another student and use only the locker to which you are assigned.
- ❖ Keep your locker clean and neat inside.
- ❖ Leave items of significant value at home.
- ❖ Keep combinations or key to yourself.
- ❖ Check your locker and lock to see that they are shut securely.

Fire Drills: Study the Fire Evacuation Plan posted in each room. In case of a fire drill:

- ❖ Look to the teacher in charge for instructions.
- ❖ Walk, do not run. (Safety First)
- ❖ First student to an outside door should hold it open.

Severe Weather & Safety Drills: Study the drills posted in each room and always follow your teacher's directions.

- ❖ Do not talk. Watch for signal to return to the building from an authorized individual.

Valuables at School: The school is not responsible, nor liable, for lost or stolen articles at school. You should not bring items of value to schools such as radios, skateboards, tape players, CD players, electronic devices, and expensive items of clothing. These items are not permitted at school and are prime targets for theft.

Office Reports: Forms are available in the office to report missing items or other important information to office personnel.

Moving: Please keep the office informed of any changes of address or phone number during the school year. If you are moving out of the district, please have your parent contact the office, either by phone or written note, so that proper forms and procedures are completed.

Physical Education: State law requires that all students take PE. Required clothing consists of: black athletic shorts, gray T-shirt, both of which can be purchased from Liberty Middle School, soft-sole tennis shoes, and white/gray socks. Tank tops and cutoffs are not acceptable. During cold weather, sweatshirts or warm-ups may be worn over PE uniforms. **DO NOT BRING AEROSOL CANS OR GLASS CONTAINERS** (e.g. hair sprays, deodorant, etc.)

School Issued Supplies: You are responsible for the proper care and use of all school-furnished supplies and equipment. If such items are lost, stolen, or damaged you will be expected to pay any charges assessed.

Activities/Athletics

We encourage you to participate in extra-curricular activities.

Participation in school activities offers an opportunity for some of the best experiences that can be gained while attending Liberty Middle School. **A current physical must be on file in order to participate and/or try out for athletics.**

ACTIVITIES

Act 1 (Drama Club), Band, Chorus, Computer Club, FIT, G.O. Committee, Math Team, Orchestra, School Newspaper, Science Fair, Show Choir, Yearbook, Young Authors.

Eligibility: To participate in any extra-curricular activity, a student must maintain passing grades and “2’s” or better in conduct in all classes. Eligibility will be checked on a regular basis from the time a student joins an activity. Those found ineligible will not be allowed to participate in activities for the following week, Monday-Sunday. If grade(s) and/or conduct improve, then participation may resume after the next weekly eligibility check. All students participating in extra-curricular activities must sign the District’s code of conduct.

FALL SPORTS	
Boys Cross Country	6 th , 7 th , 8 th Grade Boys
Girls Cross Country	6 th , 7 th , 8 th Grade Girls
Softball	6 th , 7 th , 8 th Grade Girls**
Football	7 th , 8 th Grade Boys
Field Hockey	6 th , 7 th , 8 th Grade Girls
Girls Basketball	6 th , 7 th , 8 th Grade Girls**
Cheerleading	7 th , 8 th Grade Girls
WINTER SPORTS	
Boys Basketball	6 th , 7 th , 8 th Grade Boys**
Wrestling	6 th , 7 th , 8 th Grade Boys
Volleyball	6 th , 7 th , 8 th Grade Girls**
Cheerleading	7 th , 8 th Grade Girls
SPRING SPORTS	
Boys Track	6 th , 7 th , 8 th Grade Boys
Girls Track	6 th , 7 th , 8 th Grade Girls
INTRAMURAL SPORTS	
Tennis – Fall and Spring	6 th , 7 th , 8 th Grade Boys and Girls
Bowling – Winter	6 th , 7 th , 8 th Grade Boys and Girls
Dance – Winter	6 th , 7 th , 8 th Grade Girls
Flag Football – Spring	6 th Grade Boys
Golf – Spring	6 th , 7 th , 8 th Grade Boys and Girls
**-6 th Graders may earn the opportunity to tryout for 7 th grade teams. Roster spots are granted to the best qualified players based on achievement during tryouts regardless of grade level. Softball players will be placed on A and B squads based on achievement at tryouts regardless of grade.	



F.I.T. to Excel Ready to G.O.

MIDDLE SCHOOL PREVENTION PROGRAMS



The LMS Prevention Program services ALL students, staff, and parents. Leadership development and community service activities highlight the opportunities available to over 1,000 F.I.T (Friends In Touch) and G.O. (Guidance In Operation) Team members. Parent volunteers, Edwardsville Police Department, various community businesses and organizations support the educational, motivational, and recreational activities for LMS students. Please see the activity schedule on the next page for a complete listing of all the opportunities available to Liberty students.

SUMMER ACTIVITIES	
FIT Enrollment*	6th, 7th, 8th Grade Lincoln & Liberty
Cardinal Baseball Game	6th, 7th, 8th Grade Lincoln & Liberty
Illinois Teen Institute (GO, FIT)	8th Grade Lincoln & Liberty
GO Leadership Camp - Low Ropes	8th Grade Lincoln & Liberty
6 Flags/Hurricane Harbor (GO, FIT)	6th, 7th, 8th Grade Lincoln & Liberty
FALL ACTIVITIES	
6th Grade Welcome	6th Grade Lincoln
DARE Week	6th, 7th, 8th Grade Lincoln & Liberty
6th Grade Welcome	6th Grade Liberty
GO, FIT Leadership-High Ropes	8th Grade Lincoln & Liberty
<i>One 4 the Community</i>	6th, 7th, 8th Grade Lincoln & Liberty
Fall Fling	7th, 8th Grade Lincoln & Liberty**
Red Ribbon Week	6th, 7th, 8th Grade Lincoln & Liberty
GO/FIT/DARE Float	6th, 7th, 8th Grade Lincoln & Liberty
GO/FIT Leadership-Wall Climb	8th Grade Lincoln & Liberty
Veteran's Day Parade (FIT, GO)	6th, 7th, 8th Grade Lincoln & Liberty
WINTER ACTIVITES	
Candy Sales+ Holiday Food Drive (FIT,GO)	6th, 7th, 8th Grade Lincoln & Liberty
Winter Fling	6th Grade Lincoln & Liberty**
Pet Supply Drive (FIT, GO)	6th, 7th, 8th Grade Lincoln & Liberty
Health Fair	8th Grade Lincoln & Liberty**
Celebrate Sober	7th Grade Lincoln
Friends of Kids with Cancer Drive-Hat Day (FIT,GO)	6th, 7th, 8th Grade Lincoln & Liberty
Celebrate Sober	7th Grade Liberty
MLI-Camp Success	7th, 8th Grade Lincoln & Liberty
GO Lock-in	8 th Grade Lincoln & Liberty
SPRING ACTIVITIES	
TODAY Conference	8th Grade Lincoln & Liberty
Spring Fling	6th, 7th Grade Lincoln** & Liberty
Alcohol Awareness Month	6th, 7th, 8th Grade Lincoln & Liberty
McTeacher Night-Relay for Life	6th, 7th, 8th Grade Lincoln & Liberty
8th Grade Celebration	8th Grade Lincoln** & Liberty
Staff Appreciation Week	6th, 7th, 8th Grade Lincoln & Liberty
Gateway Grizzlies Game (FIT,GO)	6th, 7th, 8th Grade Lincoln & Liberty
DARE Family Picnic	6th, 7th, 8th Grade Lincoln & Liberty
Honor Assemblies, Leadership/Volunteer Awards (GO, FIT)	6th, 7th, 8th Grade Lincoln & Liberty
ALL YEAR ACTIVITIES	
Meridian Village (GO, FIT)	6th, 7th, 8th Grade Lincoln & Liberty
GlenEd Pantry Project (GO, FIT)	6th, 7th, 8th Grade Lincoln & Liberty
Metro East Humane Society (GO, FIT)	6th, 7th, 8th Grade Lincoln & Liberty
Wildcat & Panther Mascot (GO, FIT)	6th, 7th, 8th Grade Lincoln & Liberty
Watershed Nature Center	6th, 7th, 8th Grade Lincoln & Liberty
* = Students are encouraged to enroll at registration. This is the main enrollment period. Students may join anytime during the year.	
** = Combined event held at school in Bold .	
<i>Calendar subject to change. Students should check announcements for additions and changes.</i>	

BAND/ORCHESTRA ASSIGNMENT/PRACTICE RECORD

WEEK	DATE	ASSIGNMENT	MON.	TUES.	WED.	THURS.	FRI.	TOTAL MINUTES	PARENT INITIALS
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Definitions of Various Infractions and Guidelines for Determining Length of Consequences

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, while being transported to and from school-sponsored activities or events, at any event or activity reasonably related to school-sponsored event or activity which causes or is reasonably forecast to cause substantial disruption to school or school events or activities. Students may also be disciplined when the misconduct is directed against school employees, their families or property because of their status as employees.

The Board of Education has given building administrators the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Building administrators have attempted to provide guidance to students as to prohibited conduct for which the student may be disciplined. These rules, along with common sense, good judgment, ethics and morality all come together to determine what is appropriate behavior in a given situation.

As a guideline for students and administrators, prohibited student conduct is identified by the following four levels:

- ❖ Level One infractions are those infractions that are punishable by a maximum of 5 days out-of-school suspension.
- ❖ Level two infractions are those infractions that are punishable by a maximum of 10 days out-of-school suspension.
- ❖ Level Three infractions are those infractions that are punishable by a 10 day out-of-school suspension with a possible recommendation for expulsion.
- ❖ Level Four infractions are those infractions that are punishable by a 10 day suspension and recommendation for expulsion for a minimum of one calendar year and maximum of 2 calendar years.

Students are reminded that these levels are merely guidelines. The building administrator may determine that, based upon factors such as repeated infractions, the nature and/or severity of the infraction the student's discipline history, harm (physical or emotional) to others or to property, whether warnings have been issued to the student, evidence of planning or premeditation or other factors determined relevant by the school administration, a greater discipline may be imposed than those recommended in these guidelines.

The below infractions are examples of prohibited conduct. Students will be disciplined for inappropriate conduct. In appropriate conduct is defined as any conduct, behavior or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students, school personnel and/or visitors.

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|----------------------------------|---|
| 1. Arson (Level 3) | 1. Criminal damage by fire or explosive to another's real or personal property. |
| 2. Assault, Simple (Level 2) | 2. Placing another in reasonable apprehension of receiving a battery. |
| 3. Assault, Aggravated (Level 3) | 3. Assaulting a student, school administrator, teacher, or any other school employee; assaulting any person with use of a deadly weapon. |
| 4. Battery, Simple (Level 2) | 4. Causing bodily harm or making physical contact in a provoking or insulting manner to another. |
| 5. Battery, Aggravated (Level 3) | 5. Battery to a student, school administrator, teacher, or any other school employee; causing great bodily harm, permanent disability, or disfigurement to another. |
| 6. Bullying (Level 3)
group. | 6. Acts that are persistent, negative, psychological or physical acts directed by a student or group against another student or |

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|---|---|
| 7. Burglary (Level 3) | 7. Unlawful entry into buildings and vehicles. |
| 8. Cheating (Level 3) | 8. The act of obtaining and/or providing, without authorization, information on examinations or school assignments from other students or sources. This includes use of electronic communication devices to transmit information, (i.e. cellular phones, text messaging) or audio or video (including photographic) recording devices. The student/parent/guardian |
| will | be responsible for making restitution should the District be required to expend money due to an infraction of this provision. |
| 9. Closed Campus Violation (Level 1) | 9. The act of leaving the school campus without authorization at any time of the school day. (High school students refer to high school handbook for further information.) |
| 10. Continued Class Disruption (Level 1) | 10. Conduct that disrupts the educational process. |
| 11. Deceptive Practice (Level 1) | 11. Fraudulently issuing a check or other document disposing of property or by which a pecuniary obligation is incurred including "closed account" checks. |
| 12. Disorderly Conduct (Level 2) | 12. Acts which alarm or disturb another and cause a breach of the peace or which disrupt the educational process. |
| 13. Disrespect (Level 2) | 13. The insulting, name-calling, dishonor, or verbal or written abuse of any member of the school staff or student body. |
| 14. Distribution of Unauthorized property.
Printed Materials (Level 1) | 14. The act of distributing unauthorized materials on school |
| 15. Dress Standards Violation (Level 1) | 15. The act of dressing in a manner that violates community standards of good taste, health, safety, and cleanliness; disrupts or interrupts the educational process; indicates affiliation with any group which advocates dangerous or unlawful activity; or indicates support for drug, alcohol, or tobacco usage. |
| 16. Driving or Parking Violations (Level 1) | 16. Failure to comply with rules or safety standards regulating the use of automobiles by students at Edwardsville High School. |
| 17. Electronic Harassment (Level 3) | 17. Any act or communication of an electronic nature (i.e. e-mail, instant messages, electronic postings, personal web pages/profiles) which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, creed, gender, national origin, age, marital status sexual orientation or disability. |
| 18. False Reports of Fire or Bomb (Level 3) | 18. The act of initiating a false fire alarm, or bomb threat, or other catastrophe. |
| 19. Fireworks or Explosives (Level 3) | 19. The act of possession, use, or threat to use any fireworks, explosive, incendiary device, or other such instruments capable |

of inflicting bodily injury.

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| 20. Forgery (Level 1) | 20. Making, altering, issuing, or delivering a document capable of defrauding another. |
| 21. Gangs, Compelling Organization Membership (Level 3) | 21. Threatening or performing bodily harm to another to his family to solicit or cause Membership in any association or organization. |
| 22. Gambling (Level 1) | 22. The act of gambling for money or valuables. |
| 23. General Misbehavior (Level 3) | 23. Conduct that is not in the best interest of the school environment. |
| 24. Harassment (Level 3) | 24. Any act or communication which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, creed, gender, national origin, age, marital status, sexual orientation or disability. |
| 25. Hate Offenses (Level 3) | 25. The commission of any one or more infraction against another by reason of race, national origin, religion, gender, sexual orientation, or other such classification. |
| 26. Hazing (Level 3) | 26. Any intentional knowing or reckless act directed against a student or class of students for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team or other school related functions (whether or not school sanctioned or sponsored) whose members include other students. |
| 27. Inciting Others to Violence (Level 3) | 27. The encouragement of demonstrations, altercations, or protests that disrupt the normal educational process through words, acts, or deeds. |
| 28. Indecency (Level 2) | 28. The act of offending commonly recognized standards of appropriateness, health, or safety. |
| 29. Insubordination (Level 2) | 29. Refusing to follow the instructions of authorized school personnel. |
| 30. Intimidation (Level 3) | 30. Intending to cause another to perform or omit performance of any act by communicating certain threats of consequences. |
| 31. Littering (Level 1) | 31. The act of willfully littering on school property or on private property en route to and from school. |
| 32. Loitering (Level 1) | 32. The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized time or without the specific authorization of the school's personnel. |
| 33. Mob Action | 33. The assembly of two or more people to do an unlawful act when said individuals are physically involved. |
| 34. Obscenity (Level 1) | 34. The act of using/displaying obscene behavior or profane language in verbal/written form, or in pictures, caricatures, or obscene gestures. |
| 35. Unauthorized Possession | 35. The unauthorized possession and /or use of any electronic |

and/or Use of Electronic Devices (Level 1)	device such as cellular telecommunication devices, video game devices, cameras, laser pointers or eavesdropping devices. This also includes the taking of photographs of students, employees or guests without his/her consent. The taking of photographs in locker rooms, restrooms, or other areas where there is a reasonable expectation of privacy is prohibited.
36. Possession or Use of Weapons (Level 4)	36. a) The act of possessing, using, or threatening to use any weapon or “look-alike” weapon; or (b) The act of possessing, with an intent to cause bodily harm or to use in an unlawful manner, any other instrument capable of inflicting bodily harm. Weapons include guns, ammunition, knives (including pocket knives), mace or pepper mace, throwing stars, and any other weapon identified by the Illinois Statutes (735 ILCS 5/24/-1)
37. Possession or Use of a Firearm (Level 4)	37. The transportation, possession, or use of a firearm (as Defined by the Gun-Free Schools Act of 1994).
38. Reckless Conduct (Level 3)	38. Causing bodily harm or endangering the safety of another by lawful or unlawful reckless acts.
39. Robbery (Level 3)	39. Theft from the person or presence of another by the use of force or threat of force.
40. Robbery, Armed (Level 4)	40. Robbery involving the use of a dangerous weapon.
41. Sexual Abuse (Level 3)	41. Intentional fondling or touching directly or through clothing of intimate body parts of any person.
42. Sexual Assault (Level 4)	42. Commonly identified as “rape” and involving force, threatening force, bodily harm or threatening bodily harm.
43. Sexual Harassment (Level 3)	43. Any type of unwelcome conduct directed toward a student, staff member, or other individual in the school because of his or gender and/or sexual orientation. This conduct may include verbal comments about parts of the person’s body, name calling, spreading sexual rumors about a person, attempts to alter articles of clothing, pressure for sexual activity or other unwelcome advances or comments.
44. Stalking (Level 3)	44. Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint and following or placing the intended victim under surveillance at least twice.
45. Theft (Level 3)	45. Exerting and/or retaining unauthorized control over the property of another.
46. Tobacco Products (Level 1)	46. Use of tobacco products by students or the carrying of such products in school buildings, on school property, or on school vehicles at any time, by any person, for any reason.
47. Trespass (Level 1)	47. Entering or remaining upon the land or building without authority after receiving verbal, written, or posted notice. Students who are suspended or expelled are not allowed to be on the grounds of any District 7 school while the penalty is in effect.

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| 48. Truancy & Tardiness
(Level 2) | 48. The act of unauthorized absence or lateness to school or classes for any period of time. |
| 49. Unauthorized Sale or Distribution (Level 1)
for | 49. The act of selling, distributing or attempting to sell or distribute any object or substance which has not been authorized sale or distribution by the building principal to any person on school property. Students selling, distributing any unlawful drugs, drug paraphernalia and/or Behavior-Altering substances or weapons shall be disciplined under the appropriate provisions of this handbook. |
| 50. Unauthorized Student Protest (Level 2) | 50. The act of protesting which results in the disruption of the normal educational process. |
| 51. Unlawful Drugs, Drug Paraphernalia, and Behavior-Altering Substances (Level 4) | 51. Possession, use, distribution, attempted distribution, purchase, being under the influence of, or sale of an alcoholic beverage, controlled substance, look-alike drug (a substance, that because of its physical characteristics would lead someone to believe the substance is a controlled substance or it is represented to be a controlled substance), drug paraphernalia, illicit drug prescription drug, or over-the-counter medication. See District 7 Medication Policy for exceptions. |
| 52. Vandalism, Criminal Damage to Property (Level 3) | 52. Knowingly damaging property of another. Damage to property without consent. |
| 53. Vandalism, Institutional (Level 3) | 53. Criminal damage to a school or educational facility relating to issues or race, creed, color, or national origin of others where the loss is \$300 or more. |
| 54. Violation of District 7 Computer Use Policy and Acceptable Use Agreement (Level 1-4) | 54. Misuse of District 7's technology. |

On a building-by-building basis, appropriate "safety procedure" and/or "drills" will be in place to acquaint all occupants of proper plans, procedures, and practices.