



Student/Parent Handbook 2021-2022

**Ms. Angela Schoonover, Principal
Mr. Kyle Freeman, Associate Principal
Mr. Joel Burgener, Assistant Principal
Mr. Sonny Walker, Dean of Students**

**Edison Middle School
Champaign Unit 4 School District
306 West Green Street - Champaign, IL 61820
(217) 351-3771 - Fax: (217) 355-2564**

Table of Contents

Welcome	4
School Spirit, History, and Facts	4
Calendar of Events	5
Daily Schedule	6
Academic Expectations	6
Eighth Grade Promotion	6
Grade Level Transition Types	6
Homework	6
Notices of Academic Achievement	7
Retention	7
Student Activities	8
Athletic Eligibility	8
Athletic Spectator Expectations	9
Interscholastic Teams	9
Student Organizations/Clubs	9-10
Student Transportation after Events	11
Attendance	11
Attendance Policy and Procedures	11
Checking Out of School	11
Parent and Student Responsibility When a Student is Absent	11
Tardiness and Truancy to School	12
Student Behavior	12
Student Rights	12
Student Responsibilities	12
Authority of Adult School Employees and Substitute Teachers	13
Bus Expectations	13
Bus Consequences	13-14
Closed Campus	14
Coats, Backpacks, String Purses, Purses, or Large Pouches	14
Detentions	14
Dress Code	14-15
Hall Passes	15
Horseplay	15
Individualized Learning Center (ILC)	15
Search and Seizures	15-16
Canine Searches	16
Sexual Harassment	16
Social Probation	16-17
Student Services	17
Incident Reports/Student Service Requests	17
Guidance Counselors	17
School Psychologist	17
Social Worker	17
Transportation	17

Bicycles/Skateboards	17
Walkers and Students Dropped Off by Parents	18
General Information	18
Cafeteria Information	18
Care of the Building	18
Electronic Devices Guidelines	18-19
Email	19
Fieldtrips	19
Library/Media Center	19
Lockers	19
Lost and Found	19-20
Making Appointments	20
Medication	20
Non-School Fundraising	20
Physical Education	21
PTSA	21
Schedules	21
School Dances	21
School Telephone	21
Student ID's	21
Textbooks	22
Vision & Hearing Screening	22
Visitors	22
Emergency Information	22-23
Emergency Contact Information	22
Emergency School Closings	23
Fire, Tornado, and Crisis Drills	23
FERPA and Student Privacy Notice	24-25

Welcome

The faculty, staff, and administration of Edison Middle School welcome you. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of active engagement in learning activities, effective study habits, and the ability to work with others who may be like or unlike you in many ways.

Our school mission is to enable all students to reach their full potential as productive, responsible citizens. This will be achieved through meaningful parent and student involvement, diverse educational experiences, varied instructional strategies, and community resource connections to enhance the intellectual, social, physical, and emotional development of all students.

As a school in the Champaign Unit 4 School District, we actively support the district's overarching aims for all its learners. In Unit 4, it is the expectation that students shall:

- Become educationally proficient through active participation in the learning process;
- Be challenged to explore their interests and expand their capabilities;
- Be given opportunities to develop excellent citizenship;
- Realize an understanding of their self-work and value;
- Develop an understanding and appreciation for the diverse society in which they live.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student and parent should read this handbook and be knowledgeable of its contents. If you have questions or concerns about the procedures outlined in the handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

Champaign Unit 4 School District board policies may now be accessed through the school district's website: www.champaignschools.org. Simply follow the link to the "School Board" page, then to the "Unit 4 Board Policies" page.

School Spirit, History, and Facts

Edison Middle School's mascot is the Comet, its colors are red and white, and its motto is "Success for ALL Students."

In 1914, Champaign High School was opened at 306 West Green Street. The school remained a high school through the 1955-56 school year. In the fall of 1956, the building became Edison Junior High School. In 1977-78, the school district reorganized into middle schools and moved sixth grade students to the middle level and ninth grade students to the high school campus.

Edison Middle School serves approximately 750 students in three grade levels. With the district's middle school attendance cluster model, most of Edison's students will come from six elementary schools: Washington, South Side, Carrie Busey, Bottenfield, IPA, and Stratton. After eighth grade promotion, Edison students attend either Central High School or Centennial High School.

2021-2022 Special Note:

The procedures and requirements described in this document are the school's normal operating procedures. Due to the ongoing COVID-19 pandemic, additional restrictions and changes to procedures described in this document will be necessary. The current protocols, developed by Champaign Unit #4 Schools in consultation with the C-U Public Health District, are available here. Please feel free to contact your student's grade level administrator or Principal Schoonover.

2021-2022 Regular Calendar of Events Available [HERE](#)

Daily Schedule

By Illinois School Code students must be supervised at all times. Staff is not available for such supervision until 7:30 a.m. Please do not send students to school early, especially in inclement weather. If there are special circumstances warranting a student's presence in the building before 7:45 a.m., that student will need to have a pass signed by the teacher on the day before.

7:30 a.m.	Breakfast
7:47 a.m.	Students may enter the building
7:55 a.m.	Classes start
12:36-1:06	8 th grade lunch
11:50-12:20	7 th grade lunch
11:04-11:34	6 th grade lunch
2:40 p.m.	Classes end

All students must leave the building by 2:50 p.m. unless they are in a supervised activity.

Academic Expectations

A cooperative home and school partnership is critical to the academic success of your students. Parents have the right to make final decisions regarding their child's course selections and to have their child reevaluated and reassigned to a different level class during the school year. Grading procedures should be consistent with Unit 4 Board Policy 725.01.

Eighth Grade Promotion

Each year, eighth grade students are recognized during a promotion ceremony. Due to space limitations, we provide two tickets to attend the ceremony. Although it is understood that many families would like to have more than two tickets, the physical capacity of the auditorium limits our capabilities of meeting all requests. In May, a letter will be sent to all parents/guardians of eighth grade students with an explanation of the process for requesting additional tickets if they become available.

Students with failing grades may not be eligible to participate in the promotion ceremony and may be assigned to high school pending a summer school assignment. Promotion activities are considered privileges. The school administration reserves the right to remove the extension of that privilege based on repeated disruptive and disobedient behavior throughout the school year. If a student is suspended and the suspension extends through the time of the ceremony, that student will not be allowed to participate, as well. Finally, all students eligible to

participate must attend school the full day prior to the ceremony, including the practice in order to participate. The final decision regarding 8th Grade Promotion is made by the building Principal.

Grade Level Transition Types

- Promotion- good academic standing to promote to the next grade level
- “Assigned”- poor academic standing with need for remediation (summer school or as determined by administration)
- Retention- must complete same grade level

Homework

Teachers will require students to do some work at home to sharpen skills or to do special projects. These assignments are important and should be done carefully. To the greatest extent possible, students should do this work independently and ask for help from family members only when necessary. Parents can expect students to have homework most evenings during the week, and occasionally on weekends. Some assignments are long-range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

The Champaign Unit Four Board of Education adopted a new grading policy for the District in 2005. It is revised and updated for each school year. For further information, please contact an Edison administrator. Grades can be viewed on-line at www.jumpro.pe.

Notices of Academic Achievement

Report cards are issued at the end of each quarter, and progress reports are sent home mid-way through each quarter. On report cards, students receive marks for scholastic achievement, effort, and citizenship. Parents or guardians should carefully review student grades and teacher comments and contact teachers as soon as possible if they have questions or concerns about their student’s progress.

Retention

Students will be retained when such action can be supported by a student not having achieved satisfactory levels of academic achievement. Satisfactory levels should be based on the student’s achievement commensurate with intellectual ability and social, emotional, and physical maturity. Parents play an important role in the consideration of whether to retain a student; however, the final decision will be made by the building principal.

Teachers and administrators will review academic data throughout the school year and provide appropriate supports and interventions.

Students failing to make satisfactory progress will be referred to the Response to Intervention (RtI), which will review the student’s progress and determine the appropriateness of additional interventions. Parents will be invited to participate in the RtI meeting. In the event that the parent/guardian does not attend, the Principal and/or her designee will notify them in writing of the results of the RtI discussion and, as warranted, the possibility of retention.

Parents will be notified as soon as possible if a student is being considered for retention. The principal must ensure that parents are notified of possible retention in writing and make every effort to secure parent/guardian’s signature acknowledging such notification. Notification must occur on or before the second semester Parent/Teacher conference date. Ensuring that parents understand the notification, sign the documentation and have the opportunity to ask questions are critical responsibilities of the teachers and principal.

Students in sixth, seventh, and eighth grades, who are recommended for retention, must attend summer school and demonstrate mastery of the District curriculum before consideration for promotion to the next grade.

Student Activities

At Edison, students are offered the opportunity to participate in extracurricular activities throughout the school year that are of interest to them. Students who participate are subject to the school regulations. Failure to comply with rules and regulations may result in forfeiture of the privilege to participate. Specifically:

1. Any student who is suspended from school is suspended from participation on an athletic team, club, or organization during the time of the suspension.
2. Student participation in extracurricular activities is considered a privilege. This privilege may be revoked by an administrator for students who demonstrate irresponsible or inappropriate behavior any time during the school year.
3. As per Board Policy 705, students must be in attendance at least 3 class periods in order to participate in after-school activities.

Athletic Eligibility

We have multiple athletic opportunities at EMS; we know that this is a valuable addition to life as a Middle Schooler. One of the ways to make sure academics is not negatively impacted by an athletic activity is to monitor work habits and grades in classes. Eligibility requirements, as determined by the IESA and Unit 4, are explained in the Unit 4 Athletics Handbook.

Athletic Probation includes the exclusion of a student athlete from their team competitions, and may include exclusion from practice. A student will be placed on Athletic Probation for the following week (Monday-Saturday) for any of the following occurrences in a week:

- 6th-8th Grade: Six or more “Beginning” grades on Work Habits
- 6th-8th Grade:
 - Two or more unexcused tardies second through ninth hour
 - Two unexcused absences second through ninth hour
 - One or more DR’s

First and second offenses: Exclusion from competitions (may include practice) for the following week (Monday-Saturday)

Third offense: Will result in dismissal from the team.

Athletic Spectator Expectations

It is our expectation that all fans will conduct themselves at all times with a level of sportsmanship and respect that expresses positive support for the teams and officials. Booing, swearing, or negative comments directed to the opposing team or officials will result in a dismissal from our facility for the event. Champaign Unit 4 School Board Policy states, “Any person, including athletes, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to one calendar year after the Board of Education hearing.”

Interscholastic Teams

Edison Middle School is proud of its high quality athletic programs that offer a variety of sports for student involvement. Information about participation in each sport is made available to students at appropriate times throughout the school year. The formal middle school athletic program is open to sixth, seventh and eighth grade students with limited spaces available in some sports for 6th grade students. Most of the athletic programs require tryouts which determine membership.

All students participating in interscholastic athletics must have a yearly physical examination on file with the school. The IESA Exam Form may be obtained in the main office. ***The physical must have been completed prior to student tryouts for sports. Students will not be allowed to try out for a sport unless a current physical is on file.*** A release indicating coverage by an insurance program must be signed by the parent or guardian.

Intramural Athletics

Intramurals are sports-related activities offered after school. All students, including sixth graders, may enjoy participating in many intramural activities available at Edison. A schedule of the school year's intramurals is distributed to students early in the school year. Activities will be announced through the daily school bulletin.

Student Organizations/Clubs

Edison offers students athletics and activities that provide an extension of their regular curriculum. Sports, clubs, and organizations currently offered are as follows:

Sports	Season	Open to
Archery	TBD	6th, 7th, 8th
Baseball	July-October	6th, 7th, 8th
Basketball (Boys)	October-February	6th (limited number), 7th, 8th
Basketball (Girls)	August-November	6th (limited number), 7th, 8th
Cross Country	August-October	6th, 7th, 8th
Intramurals	August-May	6th, 7th, 8th
Softball	July-October	6th, 7th, 8th
Track & Field	March-May	6th, 7th, 8th
Volleyball	December-March	6th (limited number), 7th, 8th
Wrestling	November-March	6th, 7th, 8th
Clubs/Activities (*Some activities/clubs require an application and/or tryouts)	Season	Open to
Art Club	September-May	6th, 7th, 8th

Student Council/AVID Ambassadors	September-May	6th, 7th, 8th
Chess Club	September-May	6th, 7th, 8th
Choir	September-May	6th, 7th, 8th
Drama Club	January-May	6th, 7th, 8th
Edison Cares-Interact	September-May	6th, 7th, 8th
Edison Honor Society*	April	6th, 7th, 8th
EMS Express Newspaper	September-May	6th, 7th, 8th
PRISM	September-May	6th, 7th, 8th
Jazz Band (1, 2, & 3)*	August-May	6th, 7th, 8th
Lead4Life*	September-May	6th, 7th, 8th
Math Team	September-March	6th, 7th, 8th
Scholastic Bowl*	December-May	6th, 7th, 8th
Speech Club	September-December	6th, 7th, 8th
Spring Musical*	Spring (TBD)	6th, 7th, 8th
Student Council	September-May	6th, 7th, 8th
Retro	September-May	6th, 7th, 8th

Additional Clubs may be added throughout the school year. We encourage students to contact a staff member if they would like to start up a club.

Student Transportation after Events

After all school events and extracurricular activities, including but not limited to athletic practices, athletic contests, music practices, music performances, club activities, homework lab, and dances, parents should make transportation arrangements so students are picked up from Edison or the event location immediately following the event. Students who must wait for fifteen or more minutes after events may have privileges revoked from participation in extracurricular activities, which includes possible dismissal from athletic teams.

Attendance

Regular school attendance aids greatly in promoting student success. The educational process requires a continuous sequence of instruction. Instruction that is interrupted by a period of absence can never be fully regained by extra work. Students attain their maximum potential when students are in regular contact with one another and when they are participating in learning activities under the direct supervision of a qualified teacher. The purposes of the school's attendance policies are to develop a sense of responsibility, promote punctuality, develop traits of good citizenship, and enhance academic success.

Attendance Policy and Procedures

Excused absences are those which meet the Board of Education criteria, including pupil illness, medical/dental appointment, death of a relative or friend, unavoidable accident or emergency, religious holiday or observance, trips on school business, or vacation period with parent/guardian. All other absences shall be considered unexcused.

Champaign Unit #4 has an Attendance Improvement Program that is available to you if your child is having attendance issues. The focus is to increase attendance in the District and reduce the number of students who choose to drop out of school prior to graduation. Attendance Improvement Team members provide a great deal of direct service to students and families. They also make referrals to community or District programs for additional services they may be unable to provide.

Checking Out of School

Students who need to be excused for a part of the day must have permission from a parent/ guardian; that permission must be verified by the school's attendance secretary. The parent/ guardian must come to the school office to sign out the student when leaving. The student must sign themselves in at the office upon returning to campus. If a student becomes ill at school, they must report to the office, where assistance will be provided in administering relief, contacting home, or securing medical assistance. Under no circumstances are students to leave school without permission from the office.

Parent and Student Responsibility When a Student is Absent

When a student is absent, a parent/guardian must call the school office (351-3771) before 9:00 a.m. The reason for the absence and the number of anticipated days of absence should be reported. Students absent for one day should collect assignments from their teachers upon return to school. For absences of two consecutive days, parents may request homework assignments at the time they phone. In order to accommodate teachers' planning time, homework requests for same-day processing should be made prior to 9:00 a.m.

In the event of an extended illness or other circumstance that results in considerable time lost from school, it is the student and parent's responsibility to make arrangements with teachers to make up missed assignments. For each day of absence, students are allowed two days to make up work.

Tardiness and Truancy to School

Students are considered tardy if they are not in the classroom at the prescribed time. Students who are late to school should report to the main office. Parents must send a note with a tardy student or phone the office (351-3771) in order for the tardy to be excused, and must meet the Board of Education criteria for excused absences. Unexcused tardies are those situations where there is no contact from the parent/guardian or the parent/guardian indicates that the student had control over the situation. Unexcused tardiness will go on the student's record and be counted as an offense. A letter will be sent home to parents/guardians upon the third tardy to school. Students tardy to school five times will receive a 5th tardy consequence. Any tardiness in excess of six may result in a parent conference and/or further disciplinary action. Students who are excessively tardy to school will not be permitted to attend extracurricular activities and may be reported to the School Attendance Improvement Program at the Regional Office of Education.

Student Behavior

Student Rights

All students have the right to:

- Attend school unless removed under due process as specified in the Illinois School Code;

- Attend school in a safe and orderly environment;
- Enjoy the full benefit of their educational efforts without disruption from other students;
- Have reasonable access to school personnel;
- Be respected and treated courteously by staff members.
- Be recognized for who they are and accepted regardless of race, ethnicity, sex, gender, gender expression, sexuality, ability, original language, culture.

Student Responsibilities

All students have the responsibility to:

- Attend school and classes regularly and on time, and to leave the school campus immediately at the end of the school day unless participating in a supervised school activity;
- Be prepared for class with the appropriate materials and work;
- Know, understand, and follow school rules and regulations;
- Respect the rights of school personnel, fellow students, and the general public in going to, coming from, and during school;
- Achieve to the best of their ability;
- Be accountable for all of their actions.

Authority of Adult School Employees and Substitute Teachers

All adult employees at Edison have the responsibility to ensure a safe environment for all students. Substitute teachers, hall monitors, office staff, and others are expected to give directions to students to ensure safety.

Bus Expectations

1. Be Safe:
 - a. Respect each person's individual space (no throwing objects or intentionally trying to touch another student, no running or horseplay).
 - b. Maintain a safe, seated position by keeping feet and arms out of the aisle or windows.
 - c. No eating or drinking while on bus. This will reduce the risk of choking or attracting bugs.
 - d. Keep voices at a low level. Speaking with indoor voices allows the driver to concentrate on the road.
2. Do not distract the driver. Wait until the bus is stopped to get the driver's or monitor's attention
3. Keep track of personal belongings. The school district is not responsible for items lost on the bus.

Bus Consequences – MTD/Yellow Bus

1st Referral:	Warning and parent contact
2nd Referral:	Loss of privilege, reteach expectations and parent contact
3rd Referral:	1 day bus suspension, reteach expectations and parent conference
4th Referral:	2 day bus suspension, reteach expectations and parent conference with Principal and/ or designee

- 5th Referral:** 3 day bus suspension, reteach expectations and parent conference with Principal and or designee
- Repeated/Severe:**
- 1st: 5 day suspension through 45 day suspension and assigned seat
 - 2nd: 10 day suspension through 45 day suspension and assigned seat for remainder of school year
 - 3rd: 45 day suspension through dismissal for remainder of school year

Closed Campus

Campus is closed. Students are not permitted off campus once they arrive or during the school day unless leaving with a parent/guardian or permission is granted by school authorities.

Detentions

Detentions are served with the teacher who assigned the detention to the student within 3 school days of the assigned detention or on a mutually agreed upon detention date if extenuating circumstances are present. Any detention not served within the above stated time period will be doubled in duration and changed to ILC lunch detention(s).

Dress Code

Our values¹ are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

The following list includes clothing items not allowed during school hours and after school activities.

- Attire with statements/art work depicting offensive images or language, including illegal substances or activities, hate speech, or pornography.
- Pants worn below the waist.
- Pants or tops that do not cover the midsection or that expose undergarments.
- Shorts/skirts that do not expose the buttocks, genitals, or undergarments.
- See through or sheer clothing.

All prohibited attire must be removed before walking into the school building. Students who repeatedly disregard this expectation will have these items held for family/guardian pick-up and may be subject to disciplinary action. **Any other attire that is deemed in any way disruptive or inappropriate applies under this dress code.**

¹ Inspired by the Oregon NOW Model Dress Code

Hall Passes

All students who are in the halls during class time must have a pass and must make their pass visible for any staff member. All students are to walk in the hall, keep the noise to a minimum, and keep their hands, feet, and objects to themselves.

Horseplay

Physical contact, even in jest, is unacceptable as it generates a climate that is not conducive to learning and may escalate into arguments and fighting. Pushing, shoving, wrestling, kicking, tackling, and other forms of “playing” are violations of the Unit 4 Student Code of Conduct and will be subject to disciplinary action under violation #016-Horseplay/Scuffling.

Individualized Learning Center (ILC)

Students may be assigned time in the Individualized Learning Center (ILC) by an administrator. When a student is assigned to ILC, they must bring **schoolwork to complete**. If a student refuses to work while in ILC, progressive disciplinary actions may occur.

Search and Seizures

In order to maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student, and without a search warrant. In addition, school authorities may request the assistance of law enforcement officials, and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances and materials.

Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas.

The school has jurisdiction over student actions in school, on school property, during school-sponsored activities or events, and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the District’s rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, outer clothing, electronic devices, other personal effects, and vehicles may be searched. All searches should be conducted by no fewer than two (2) school officials. The involved student’s(s’) presence at the search of lockers, desks, etc. may be requested by the school official.

School personnel have reasonable suspicion to search personal property when (1) the search is justified at its inception; (2) the search is limited to the scope of the reason for the search; and (3) the search is not excessively intrusive in light of the student’s age, sex and/or nature of the infraction.

School officials shall make a reasonable attempt to contact the parent or legal guardians of any student under the age of 18 prior to searching personal property on the student, such as bags carried by the student, stockings, shoes, outer clothing, and clothing pockets. School officials are not required to contact the parent or guardian prior to searching personal property not in the possession of the student, such as bags or purses left in a locker. A reasonable attempt is made when either of the following occurs:

1. When the school official calls each phone number provided to the school by the parent/guardian at least one time, or
2. If the parent/guardian is not available, but whoever answers the phone communicates that they will contact the parent/guardian, the reasonable attempt is complete.

School officials may conduct the search immediately following the reasonable attempt at parent/guardian contact and are not required to wait for a parent/guardian to be present before conducting the search. School officials will notify parents/guardians following the confiscation of student possessions.

When deemed appropriate, items seized during a search conducted in accordance with these procedures shall be turned over to law enforcement authorities. If any weapons or illegal substances are seized, they must be turned over to law enforcement officials.

Canine Searches

To maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student and without a search warrant. Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Sexual Harassment

Sexual harassment is prohibited, and is defined as follows:

1. An employee's or district agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, service, or treatment, or that makes such conduct a condition of the student's academic status.
2. Unwelcome sexual advances, for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of: (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
3. A student who believes they are the victim of sexual harassment should immediately report the incident to a trusted adult in the building. The incident will then be immediately reported to the building level administrator and the administrator will follow-up according to school district policy (#720.09R). Issues around sexual harassment will be handled in a timely and sensitive manner.

Social Probation

As a middle school, our goals include helping students understand the ultimate importance of working to be successful academically and for them to exhibit responsible and respectful choices regarding their behavior. Administratively, Edison will assign students to social probation status if they are not realizing one or both of the above goals. Students on social probation will not be allowed to attend extracurricular activities, including dances, athletic events, and public performances that are not a part of regular classroom curriculum during the week of their social probation. Students will be placed on social probation if they:

- Receive one or more discipline referrals in one week.
- Receive one or more failing cumulative grades in any class, checked weekly.
- Receive an out-of-school suspension.

Student Services

Edison Middle School strives to provide a safe and comfortable place for students to learn and develop both cognitively and socially. If students feel unsafe, uncomfortable, or need guidance for social/emotional and/or academic related issues the student service team is here to help.

Incident Reports/Student Service Requests

Student incident reports are in the student service office to document concerns relating to school climate. Each of these reports is signed by the student and reviewed by an administrator. Students are to request a pass from their teacher in order to fill out these reports. Students may also complete a Student Service Request slip to request to speak to a counselor, the school psychologist, or an administrator. These slips are found in each classroom, the Counseling Office, and Student Services, as well as online.

Guidance Counselors

Guidance counselors are available for every student. Guidance services include assistance with educational planning, interpretation of test scores, career information, study hints, and social/emotional supports. Guidance is considered to be a vital part of the Edison program, and students are encouraged to use the services of the staff often. Students wishing to obtain a counseling appointment should report to the Counseling Office with a pass from a teacher. Students will fill out a request form, and a counselor will send for the student at an appropriate time. If a teacher feels the student's need is urgent, a pass may be given to the student to visit a counselor. **Students must have a pass in order to visit the counseling office.**

School Psychologist

The school psychologist assists students with academic and emotional difficulties and works with a team of other specialists to design appropriate programs that will help all students succeed. The psychologist is located on the first floor of the school. Students who wish to see the school psychologist should obtain a pass from a teacher and fill out a request form in the counseling office or in Student Services.

Social Workers

Social work services are available to all students and their families. Assistance is provided in all areas, including referrals to outside agencies, crisis intervention for emotional and physical incidents, and school behavioral support. Similar to counseling, support is also available for social/emotional supports as they relate to the school environment. Students who wish to see a social worker should obtain a pass from a teacher and fill out a request form in the counseling office or in Student Services. A social worker will send for the student at an appropriate time.

Transportation

Bicycles/Skateboards

Bicycles/skateboards are not to be ridden on school grounds or on the sidewalks surrounding the school. Bicycles are to be parked in the bicycle racks on the west side of the building. Bicycles should be locked with a strong chain or cable and lock. The school is not responsible for bicycles that are damaged or stolen. Parents should report bicycle theft to the Champaign Police Department.

Walkers and Students Dropped Off by Parents

Parents should drop students off north of the cafeteria on Prairie Street or Healey Street; please do not drop off students south of the cafeteria, as this is where buses drop off students. During inclement weather, the Prairie Street entrance to the building opens at 7:30 a.m., and students are to report directly to the auditorium. During

fair weather, the building will open at 7:45 a.m., and students are to wait on the west playground area, then enter the building by the entrance assigned to their grade level and team.

General Information

Cafeteria Information

All students are assigned to a lunch period by grade level. Students may purchase a school lunch, if approved receive a free or reduced price lunch, or bring a lunch from home. Outside food from restaurants may not be brought in to students during the school day unless a parent/guardian stays with their student. During lunch periods, students are expected to:

- Follow the directions of supervising adults.
- Use good dining room manners at the table, including talking in reasonable tones.
- Leave the table and surrounding area clean and orderly, throw lunch trays away, and put trash in the proper receptacles.
- Respect others by not “cutting” in line or “saving” places for others.
- Follow all school rules that have been established for appropriate behavior.

Students should refrain from paying for lunches with currency larger than \$5.00, as it is difficult for the cafeteria cashiers to make change for larger bills.

Care of the Building

Each member of the Edison Middle School community should take pride in the building and its surrounding grounds. This pride is best exhibited by doing everything one can to keep the building and grounds clean and attractive. Students are expected to pick up all paper and litter from their classrooms and hallways. Students marking on or damaging school equipment or property in any way will be required to clean the article and/or pay for the damage.

Electronic Devices Guidelines (Personal Music Devices, Tablets, Cell Phones)

1. Cell phones may be carried, but must be put away during the school day. The only exception to this is lunch.
2. Personal music devices such as iPods, MP3 players, and other music players are only permitted before school, after school, lunch, recess, and at events in which a teacher explicitly condones their use. Headphones are not to be worn in the hallways or at any other time other than lunch
3. Personal Bluetooth speakers are not to be used at any time during the school day, including lunch and recess.
4. Tablets are only permitted before school and after school and at events in which a teacher condones their use.

Students who repeatedly choose not to observe the electronic device guidelines may be subject to disciplinary action and/or loss of privileges. Any inappropriate use of electronic devices may require a parent/guardian to pick up the device from student services.

Email

All students will have an email for educational purposes. In 6th-8th grades, the account will be restricted to sending and receiving emails from teachers only. It will not send to other students or outside email addresses. Additionally, we will monitor and archive all emails. The proper use of email and network accounts are covered in detail in the Acceptable Use Policy #651R.

Field Trips

All school-sponsored field trips must be approved by the building principal and/or designee. Parents/Guardians must sign a consent form in order for their child to attend each school field trip. All field trips are designed to be an extension of the school curriculum and parents are encouraged to attend as chaperones. Appropriate and respectful behavior is expected at all times when students leave the Edison campus. Any actions by students that are deemed inappropriate by school staff during the field trip will be subject to disciplinary consequences when the students return to school. These consequences may include a request for parent accompaniment with the student on future field trips, and/or removal of the student from participation in future field trips for repeated acts of inappropriate behavior on previous trips. We want all of our students to enjoy and learn from the experiences of field trips. We also want our students to present themselves as responsible young citizens in the community.

Library/Media Center

Students are encouraged to use the library as much as possible. The library is a place where students can work independently or in small groups. While in the library, students need to respect the rights of others as well as the items they use. Most books are checked out for a period of ten school days. Overdue fines are five cents per school day. Damaged or lost books will be charged for the replacement cost of the book. Students who have not paid overdue, damaged, or lost book fees will not be allowed to participate in school dances and other extracurricular activities, including the eighth grade promotion ceremony. Please feel free to ask for assistance from the librarian or desk clerk when needed.

Lockers

Locker assignments are made at the beginning of the school year. Students are responsible for keeping lockers clean both inside and outside. Lockers should always be locked when they are closed. **Lockers or combinations should not be shared with other students.** When lockers are closed, students should spin the dial to insure they are locked. Valuable items should not be left in lockers, **as the school is not responsible for any items lost or stolen from lockers.** Gym lockers are to be used only for physical education purposes, and are not to be used by students outside of their physical education period.

Lockers are to be used at the direction of teachers. Academic team teachers will determine what times of the day students may use their lockers. Team teachers will periodically conduct locker clean-out sessions with their students. Locks from home are not permitted. School administrators have the right to inspect lockers at any time when they have reasonable belief to do so. Students are to empty their lockers before school is dismissed for summer; any materials left in lockers will be discarded after the last day of school. Violations of these guidelines may result in losing locker privileges temporarily or permanently.

Lost and Found

Coats, book bags, band instruments, and other valuable articles should be labeled. It is best not to bring expensive items or large amounts of money to school. If something is lost, students should check first with their classroom teachers. Found books and other valuable items are kept in the main office; found clothing is stored in bins in the South Gym. Lost items should be reclaimed promptly, as unclaimed clothing is donated to charity at the end of each semester. **The administration, faculty, and staff of Edison Middle School are not**

responsible and will not commit time or resources to search for lost or stolen items that are not school related. This includes personal music devices, cell phones, electronic games, etc.

Making Appointments

Edison Middle School staff, including teachers, support staff, and administrators, are more than willing to meet with parents. However, due to the nature of the school schedule, it is advisable to call in advance and make an appointment in order to avoid the frustration of not being able to meet with the desired person upon arrival. Appointments may be made with teams of teachers, individual teachers, guidance counselors, social workers, the psychologist, or administrators. Leave your name and number so that the person may call and verify the date and time to meet.

Medication

Diagnosis and treatment of illness and the administration of medication can only be done by a limited number of school personnel.

If a student is required to take oral medication during school hours and a parent cannot be at school to administer the medication, only the principal, the nurse, or their designee may administer the medication in compliance with the regulations below. This policy includes even common and widely used medication such as aspirin.

The district will limit the medication it will dispense to that where failure to take prescribed medication could jeopardize the student's health and/or education. Specifically, the district will administer ADD/ADHD, asthma, seizure, and diabetic medications.

Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time, and duration is required. The telephone number of the physician must be indicated.
2. A written request and permission from the parent for the school to administer the drug is required.
3. Medication must be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and pharmacy must be indicated on the containers.

All medications are stored in an appropriate, locked cabinet in Nurse's office.

It is the student's responsibility to ensure that they report to the nurse at their scheduled time for the medication.

IN ALL CASES THE SCHOOL RETAINS THE DISCRETION TO REFUSE TO ADMINISTER MEDICINE

Non-school Fundraising

Students may not solicit or act as agents for any business or other not-for-profit organizations while on school grounds. This includes fundraising for non-school projects and/or activities.

Physical Education

All students are expected to dress and participate in PE on a daily basis. Students who do not participate must have a medical excuse, but will remain with their PE class. Proper dress for PE is a standard short-sleeve T-shirt or sweatshirt and shorts or sweatpants with the student's first and last name on all of their items and gym shoes. Failure to dress and/or participate in PE will affect the student's grade.

PTSA

Edison Middle School has an active Parent-Teacher-Student Association. Everyone is welcome to attend these meetings. Involvement in the PTSA is an excellent way to remain informed and involved as an Edison parent.

Schedules

All student schedules are created and adjusted through the registrar (351-3771). If students, parents, and/or teachers are seeking a schedule change, they must first contact the student's counselor. The counselor will review the request, and if found appropriate, will notify Administration of the request. An Administrator will approve or deny the request.

School Dances

Students attending a school dance must have a permission slip with the parent/guardian signatures and student ID. Students will not be allowed to enter the building thirty minutes after the dance begins. Students may not leave the building unless accompanied by parents/guardians prior to the end of the dance. Parents/Guardians are responsible for picking students up immediately after the dance. The building is closed approximately fifteen minutes after the dance is over. Supervision will **not** be available after that time.

School dances are for Edison students only. Students not meeting behavior and/or academic expectations/requirements may not be eligible to attend. All school rules, including dress code, apply. Only appropriate dancing as determined by adult supervisors and chaperones will be allowed. Violations of dance rules may result in loss of privileges to attend future dances.

School Telephone

The office phone is to be used for school business only. Students may use this phone for class business or any emergency with the permission of the administrator or secretary. Students may use personal cell phones for emergency purposes but must get a pass to go to the main office to use it.

Should a need for an activated cell phone exist during the school day due to a health-related situation, the student's parent/legal guardian shall address a request in writing to the principal, explaining the reason for the request. The principal's response shall be made in writing.

Parents are requested to place only EMERGENCY calls for students during the school day. Only messages of urgent nature will be delivered to students.

Student ID's

Student ID's will be issued to all students at the beginning of the school year. Any student who is assigned to use the MTD for transportation to and from school must have a student ID with a bus pass on it in order to do herso. All students will need their ID for entrance into dances and athletic events, as well. .

Textbooks

Champaign Unit 4 provides all textbooks on a rental basis. Responsibility for lost/damaged/stolen book fines is not covered in the annual book rental fee. Students are required to pay for lost books as follows:

- Textbooks and Supplementary Books: Books will be assigned to students by their classroom teachers. Students are responsible for the condition of the book until the book is checked back in late in the school year. Books lost or damaged beyond repair, such as the back torn off, pages torn out, etc., will result in being fined the initial cost of the book. Books which can be rebound shall have the rebinding fee assessed as the fine. If lost books and/or materials are found and returned, the fee shall be refunded minus a \$1.00 service fee. (Responsible for lost/damaged/stolen book fines is not covered in the annual book rental fees.
- *Workbooks*: Lost or destroyed workbooks will result in the actual cost assessed as the fine.

Vision & Hearing Screenings

- Vision screenings will be done as mandated in the Illinois School Code for the following students: **preschool, kindergarten, 2nd, 8th, all special education students K-12** and new students entering the district for the first time. Vision screenings are not a substitute for a complete eye examination by an optometrist. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision exam form is not on file at the school, your child (in the mandated grade/group) will be screened.

***Kindergartner's entering school for the first time and any student regardless of grade entering the district from another state or country must now have a completed vision examination done by an optometrist according to Illinois Law. Proof of the exam must be given to the school office no later than October 15th. If an appointment has been scheduled for later than that date, the parent must call the office informing them of the appointment date and time. Schools can hold student report cards for failure to comply.

- Hearing Screenings will be performed on all **preschool, kindergarten, 1st, 2nd, 3rd grade students, special education students K-12** and new students to the district. The teacher and/or parent may also request a screening for students who are not in the hearing mandated grades if there have been prior concerns.

Visitors

Adult visitors are always welcomed at Edison Middle School. Parents and guardians are encouraged to visit the school and classrooms at any time, however visiting for social purposes is not permitted, and students are not to invite friends or non-adult relatives to school. All visitors should use the entrance from the playground along Prairie Street. Visitors are to report to the main office upon entering the building in order to sign in and receive a visitor's badge.

Emergency Information

Emergency Contact Information

It is critical to have up-to-date information on each student in the school in case of an emergency. Up-to-date information must appear on each student's registration sheet. A phone number other than that of the parents/guardians must also appear in case of an emergency when the parents/guardians cannot be reached.

Families that move or change contact information during the school year, should notify the main office (351-3771) so that registration information can be updated.

Emergency School Closings

It may be necessary for the school to close or have a delayed opening or an early closing during the school year because of weather conditions. Radio and television stations will broadcast school closing information if weather warrants closing. You may also get this information on the Champaign Community Schools Unit #4 web site, www.champaignschools.org or through school messenger. **Students and parents should not call the school to request this information.**

Fire, Tornado, and Crisis Drills

Distinct evacuation and safety procedures have been established at the school for a number of emergency situations. Teachers will instruct students about the specific procedures for their individual classrooms, and periodic, regular drills will be conducted to practice those procedures. Emergency procedures are also posted in all classrooms and other areas of the school. During all drills, as well as actual emergency situations, students are to refrain from talking, line up and walk in an orderly fashion, and at all times follow all directions of staff members in an immediate and complete fashion. At no time during a drill or an actual emergency are students to delay in complying with the legitimate and reasonable directions of an adult. Delay in following directions can result in injury or loss of life during an actual emergency.

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

2015 Annual FERPA and Student Privacy Notice to Parent(s)/Guardian(s) and Eligible Student(s)

The Family Educational Rights and Privacy Act (FERPA) - Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99 is a federal law that gives parent(s)/guardian(s) and eligible student(s) certain rights to their education records. Eligible students are 18 years of age or students that enter a postsecondary educational institutional at any age.

BOARD OF EDUCATION POLICY NO. 735.01/R STUDENT RECORDS - Access

- **Parent(s)/guardian(s) or eligible student(s) have the right to inspect and review the student's education records maintained by the School District. (34 CFR § 99.10.)**

Parent(s)/guardian(s) or eligible student(s) should submit a written request that identifies the record(s) they wish to inspect to the Student Records Department. The School District will make arrangements for access within 45 days of the request and notify the requestor of the time and place where the records may be inspected. The School District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent(s)/guardian(s) or eligible student(s) to review the records. The School District may charge a fee for copies. However, no individual shall be precluded from copying information because of financial hardship.

- **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student(s) believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. (34 CFR §§ 99.20, 99.21, and 99.22.)**

Parent(s)/guardian(s) or eligible student(s) can request that the School District correct records which they believe to be inaccurate or misleading. The parent(s)/guardian(s) or eligible student(s) should write a letter that identifies the part of the record that needs to be changed, as well as specific reason(s) why it should be changed then submit the letter to the School District. If the School District decides not to amend the record, the parent(s)/ guardian(s) or eligible student(s) has the right to a formal hearing. (Refer to **Challenge to Student Records** for the hearing procedure.)

BOARD OF EDUCATION POLICY NO. 735 STUDENT RECORDS

Challenge to Student Records

Parent(s)/guardian(s) or eligible student(s) shall have the right to a hearing to challenge any entry, except academic grades, in the student's school records. If, however, the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, the parent(s)/guardian(s) or eligible student(s) have no right to challenge references in those records of expulsions or out-of- school suspensions. Challenges to any other entry in the student's school records shall be made on the basis of accuracy, relevance, or propriety.

The School District shall notify the parent(s)/guardian(s) or eligible student(s) of their right to a hearing. The initial step in the challenge procedure shall be an informal conference with the principal and/or author of the document in question and the parent(s)/guardian(s) or eligible student(s) within fifteen (15) school days of the request. If the challenge is not resolved by the informal conference, then the School District-level step in the School District's complaint procedures shall be utilized. Either the parent(s)/guardian(s) or eligible student(s) or the School District has the right to appeal the hearing officer's decision to the Regional Superintendent within twenty (20) days after the decision is transmitted. If the parent(s)/guardian(s) or eligible student(s) appeals the decision, the parent(s)/guardian(s) or eligible student(s) shall inform the school, and within ten (10) days of the notice, the School District shall forward a transcript of the hearing, a copy of the hearing officer's decision, and any other pertinent materials to the Regional Superintendent.

In addition to these challenge procedures, the parent(s)/guardian(s) or eligible student(s) also have the right to insert in their child's record a statement of reasonable length setting forth their position on any disputed information contained in the records.

Special Education Records

In the case of a disabled student who graduates or permanently withdraws from the School District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has seceded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's disabling condition. An explanation of the usefulness of the records may be given to the parents/guardians or student by the School District's appropriate student personnel services worker.

The parents/guardians of a special education student who transfers to a new school shall give the new school a copy of the student's IEP, and the student will be placed in a special education program in accordance with the IEP pending the decision of the new IEP team.

Test protocols are not considered student records unless they personally identify a student. Only personally identified test protocol will be considered a temporary record and subject to disclosure.

- **The right to provide written consent before the School District discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (34 CFR §§ 99.30 AND 99.31.)**

Generally, the School District must have written permission from the parent(s)/guardian(s) or eligible student(s) in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties on connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

- **The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent.**

The School District may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the School District must tell parent(s)/guardian(s) or eligible student(s) about directory information and allow parent(s)/guardian(s) or eligible student(s) a reasonable amount of time to request that the School District not disclose directory information about them.

*Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g
23 Ill. Adm. Code, 23 ILAC 375 et seq.
105 ILCS 10/1 et seq.*

Champaign Unit 4 Schools Student Records Department

