

SIUE
East St. Louis Charter High
School



2011-2012 Student Handbook

SIUE East St. Louis Charter High School Creed

CREED

We can. We will

We can achieve success without excuses.
We can achieve success in the most challenging subjects.
We can succeed together and choose our futures.
We can graduate from a university of our choice.

Yes, we can.

We can settle our disagreements with nonviolence.
We can respect ourselves and those around us.
We can build and maintain peace within these walls.

Yes, we can.

We can speak and act with honesty.
We can be dignified by accepting consequences.
We can persevere against all odds.

Yes, we can.

Yes, we will.

Dedicated to the staff and students of the SIUE East St. Louis Charter High School

Written by Tina Chaffee and Carolyn Kribs
SIUE ESLCHS Faculty Associates 2010

The SIUE East St. Louis Charter High School Mission

The Mission of the Southern Illinois University Edwardsville East St. Louis Charter High School is to prepare students who are career-and college – ready upon graduation.



The SIUE East St. Louis Charter High School Logo



The SIUE East St. Louis Charter High School emblem represents a promise of academic success. Like a coat of arms, it is a symbol of solidarity between the students, faculty, and community and indicates the common goal of academic achievement shared by everyone. The red shield represents faith, safety, and fidelity and signifies the protection a solid education provides to all who choose to stand behind it. The banner proudly displays our school's name and emphasizes the Southern Illinois University Edwardsville's trademarked "e," reminding us that we are a community of students and educators who accept nothing less than academic excellence. The Arch represents a gateway to new possibilities through strong educational foundations. The shooting star epitomizes the drive of our students to reach their full potentials and make their dreams realities. The blank pages of the open book await each student's story; the chronicles of challenges met with successful happy endings.

Written by Colin Neumeyer
SIUE ESLCHS Faculty Associate 2010

“WHAT WE BELIEVE”

- ALL STUDENTS HAVE THE ABILITY TO LEARN
- IN VALUING INDIVIDUAL DIFFERENCES
- ALL STUDENTS ARE ENTITLED TO A SAFE LEARNING ENVIRONMENT
- STUDENTS SHOULD BE TAUGHT HOW TO ASK QUESTIONS AND THINK INDEPENDENTLY
- LITERACY (READING, WRITING, LISTENING, SPEAKING, AND VIEWING) IS THE PATHWAY FOR ALL LEARNING
- LEARNING MUST BE CONTINUOUS, CHALLENGING, AND ENGAGING
- IN USING A VARIETY OF ASSESSMENT TOOLS HELPS TO MEET THE INDIVIDUAL EDUCATIONAL NEEDS OF OUR STUDENTS
- CONTENT SHOULD BE PRESENTED IN A VARIETY OF WAYS TO MEET THE NEEDS OF ALL STUDENTS
- THE ARTS ARE A CRITICAL COMPONENT OF A WELL ROUNDED EDUCATION.
- SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS LITERACY ARE REQUIRED TO BECOME COMPETITIVE EMPLOYEES FOR THE TWENTY-FIRST CENTURY.

Letter from Administration

Dear Students, Parents, and Guardians:

On behalf of the faculty and staff of Southern Illinois University Edwardsville East St. Louis Charter High School, we welcome you. Thank you for entrusting your child with us.

Please take time to read this handbook and discuss it with your child. The contents of this handbook will provide answers to the many questions you may have. Feel free to contact either of us with any additional questions. We have high expectations for your child. Regular and on time attendance is essential. Commitment to completing assignments and compliance with our behavioral expectations are an important part of your child's success at our school. Your child's cooperation with faculty, staff, administrators and fellow students is a key to their achieving our common goal of academic excellence. **Hope Happens here with Excellence, Every day for Every student!**

Parents and guardians are invited to visit the Charter High School at anytime. Involvement in your child's education is necessary in order to ensure that your son/daughter has a positive and meaningful experience while enrolled in the SIUE East St. Louis Charter High School.

We look forward to an outstanding academic year. With your support as a parent/guardian there is no doubt that your child will be successful.

Sincerely,

Gina Washington
Director
618.482.8391

Mr. Willis Young
Assistant Director
618.482.8376

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The handbook is only a summary of Board policies governing the district. The handbook may be amended during the year without notice.

Zero Tolerance Discipline Policy

The Code of Conduct

Southern Illinois University East St. Louis Charter High School is committed to providing a safe, disciplined and drug-free environment for students and staff. Students are expected and required to display appropriate manners and behavior at all times. In order to ensure that students adhere to reasonable standards of conduct while attending the Charter High School, a Zero Tolerance Behavior agreement shall be used as a deterrent to unwanted behaviors.

Behaviors falling within the categories listed below shall be considered part of the Zero Tolerance Behavior agreement, with infractions resulting in disciplinary action that may include a suspension and/or permanent expulsion up to two calendar years.

Zero Tolerance Behaviors include:

- **Threats, harassment, intimidation, verbal or physical abuse of a Southern Illinois University East St. Louis Charter High School staff member or any other SIUE East St. Louis staff**
- **Threats, harassment, intimidation, verbal or physical abuse of a Southern Illinois University East St. Louis Charter High School student or participant of any other East St. Louis program**
- **Possession or use of a weapon, look alike weapon, or the use of any item as a weapon while on school grounds, in a school-related activity, or at school-related work site**
- **Possessing, selling, distributing, or being under the influence of drugs or alcohol while on school grounds, in a school-related activity, and/or at the school-related work site**
- **Vandalism or theft of school property or the property of an employer while on school grounds, or in a school-related activity, and/or at a school-related work site. This includes writing on walls, lockers, etc.**
- **Tampering with, disabling, or intentionally causing malfunction within the Charter High School's computer-based instructional program**
- **Pagers, cell phones and all electronic devices are prohibited**

Following is a partial list of items that students are not allowed to bring to school unless authorized and approved by the Director: laptop computers, laser pointers, radios, tape/CD players, portable televisions, electronic games, and recorders or **cellular communicating devices** (beepers, pagers, etc), boom boxes, walkmans, etc. Additionally, the school will confiscate and return the item to the child's parents (parent's are responsible for picking up the device) at some time in the future up to the end of the current school year. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS BROUGHT TO SCHOOL FOR ANY REASON.** Violation of this policy and refusal to give an electronic device to a staff member may result in a 3 – 5 day suspension and a mandatory parent/guardian conference.

Charter High School Rules

Rule	Explanation
1. Your actions must maintain a safe environment for yourself and others	<u>Refrain From:</u> Hitting, kicking, pulling chairs, throwing, having a weapon (a weapon is anything that can be used or misused to harm another person, i.e., knives, guns, lighters, chains, locks, etc.), gesturing, physical threats and/or throwing objects.
2. Your words must be appropriate	<u>Refrain From:</u> Name calling, put-downs, use of profanity (cursing), sarcasm, shouting, getting in someone's face, verbal threats, coercion and/or challenging remarks ("It's whatever", "What's up?") or bullying another person.
3. Behave in a manner that is appropriate for being in school and which shows respect	<u>Refrain From:</u> Physical contact of a sexual nature (kissing, hugging, touching), or physical contact deemed inappropriate by staff.
4. Behave in a way that allows the program and lessons to continue smoothly	<u>Refrain From:</u> Calling out answers, interrupting a lesson when entering or leaving a classroom, being off-task, inappropriate comments and/or behavior that MAY be deemed as inappropriate by staff.
5. Interact positively with teachers and peers	<u>Refrain From:</u> Continuing to voice an opinion after both people have expressed their ideas; displaying rude or disrespectful gestures as deemed by staff.

Be prepared

Be in uniform

Be prepared for class

Be engaged

Be respectful

***Due to building rules: no food, drink or gum in classroom.**

GANGS OR SECRET SOCIETIES

Gangs, gang-like behavior, or secret societies will not be tolerated. The solicitation of a person or persons to join such, or the agreement of an individual to join or participate in such an organization, will result in suspension from school for a minimum of three (3) days. Gang symbols and gang dress will not be allowed. Students that fail to comply will be suspended from school and may be expelled. Any other items that are determined "gang-like" by administration will render a consequence.

Alcohol, Tobacco and Other Drugs

Philosophy:

The SIUE East St. Louis Charter High School recognizes the health risk involved with the use of tobacco, early use of drugs and/or alcohol. We believe that along with parents and the community, the school has a role to play in helping students understand the health risks associated with the use of tobacco. Therefore, we will cooperate with parents and the community by acting as an educator, resource, and referral agent. Our intent is to promote the health and well being of our students.

Discipline:

SIUE East St. Louis Charter High School is a smoke free environmental (105 ILCS 5/10-20.5b and 105 ILCS 5/34-18.11). Students are not permitted to possess, consume, smoke, or chew tobacco, in any of its forms, or use or possess lighters/matches within 15 feet of the school, on campus, anywhere in the school building, on buses, or at any school functions, home or away. There is no authorized smoking area for Charter High School students on school property. All tobacco products will be confiscated. If available, students may be referred to a tobacco education or smoking cessation program for suspension reduction. Violation of this policy may result in a 3 – 5 day suspension and a parent/guardian conference.

Charter High Classroom Expectations

- 1. Show respect to everyone, including yourself.**
- 2. Students will not eat, drink or chew gum in the classrooms and dance studio areas.**
- 3. Be Prompt. Be Prepared. Be Persistent.**
- 4. Take responsibility for your learning and actions.**

Absences and Truancy

Success in school depends largely on regular, punctual attendance and good study habits. Being present each day and arriving on time shows you and your child value learning. We are a school of choice.

Students are expected TO ATTEND ALL CLASSES AND ASSIGNED ACTIVITIES unless there is a justifiable reason for being absent. Please understand that excessive absenteeism, regardless of cause, may adversely affect academic performance and may even lead to academic failure. Parents, with the aid of the school, are responsible for ensuring regular, punctual attendance. Poor attendance and truancy will be reported.

Classified Reasons for Absence

1. **Excused Absence:** The school recognizes as an excused absence that which is due to personal illness, death in family, or an emergency situation. An excused absence entitles the student to a reasonable amount of time and help in making up assignments and tests missed. The student is responsible for requesting the make-up assignments and tests missed.
2. **Planned Absence:** A student who knows in advance that he will be absent must make arrangements with the Director. Absences due to causes such as social engagements which could be delayed until school is not in session will not be approved. Generally, planned absences are serious problems at home, medical or dental appointments that cannot be scheduled on out-of-school time, visits to colleges, interviews for permanent employment, and religious instruction or observation. A student who fails to properly arrange for a planned absence may be classified as unexcused.
3. **Unexcused Absence:** An absence due to truancy or to any cause which the Director cannot approve is classified as unexcused. In such cases the teacher has no responsibility for assisting the student in making up the work missed, and the student receives no credit. However, it is to the student's advantage to cover the subject matter missed.
4. **Absence Limit and Medical Statement:** The school may require that absences in excess of eight (8) days per semester be accompanied by a physician's statement in order for them to be classified as excused.
5. **Truancy:** Truancy, forbidden by law, cannot be condoned by ESLCHS. The state truancy law is clear and will be invoked when other reasonable approaches fail to bring results.

“Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who willfully permits such child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor.” (**Illinois School Code, Article 26, Section 26-10**)

Attendance Policy and Procedures

PARENTS should call the school office no later than 8:00 a.m. to report if their child will be absent. If the school does not receive a call when a student is absent, we will make every effort to contact you at home or at work the same day. The school office number is **(618) 482-8370**.

Policy:

Regular daily attendance is expected of students enrolled in the SIUE East St. Louis Charter High School. Students absent an excessive amount of unexcused days will be subject to the following disciplinary actions.

Disciplinary Actions/Procedures:

- An attempt will be made to notify parents and/or guardians daily of their child's absence. A daily log will be kept of the contacts made
- Students missing **three** consecutive days must return with a doctor's statement, funeral notice of relative, or a statement that verifies that student's absence
- A student with **two** unexcused absences in a quarter will receive a **WARNING** letter
- A student with **three** unexcused absences in a quarter will be required to attend a conference with a parent or guardian
- A student with **six** unexcused absences will be placed on contract and probation (Both a parent/guardian and student will be required to sign the contract)
- A student with **eight** unexcused absences in one quarter will be dismissed from the Charter High School.

Parents/guardians and students can request a hearing within ten days of the student's dismissal from the Charter High School.

Use of Technology Resources in Instruction (EIS)

The Southern Illinois University East St. Louis Charter High School will provide electronic information services (EIS) to students who attend the Charter High School as a part of the educational program.

EIS include Internet access via a World Wide Web browser, such as Netscape or Microsoft Explorer, e-mail access via a free on line service and research tools via the Internet. Students will be able to access data and/or software via the LAN. Students will produce documentation, spreadsheets, databases, presentations and publications by learning to use specific software to accomplish the academic goals of the East St. Louis Charter High School.

Students will not be allowed to install/uninstall, modify or copy software licensed to the Southern Illinois University East St. Louis Charter High School. No software other than approved academic software will be installed or copied onto the system. The SIUE East St. Louis Charter High School reserves the right to monitor the use of all software and hardware provided to the students. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures MAY be denied access to the Southern Illinois University East St. Louis Charter High School's EIS, MAY be subject to disciplinary action and MAY be expelled from the Charter High School.

Acceptable use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the Southern Illinois University East St. Louis Charter High School. The user must:

- Use the EIS for **educational purposes** only.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations.
- Understand that electronic mail is not private and may be monitored at any and all times.
- Not use the network in any way that would disrupt the use of the network by others.
- Must not order or utilize those services and products that are available for fee through the Internet.
- Not use the EIS for commercial purposes.
- Not attempt to harm, modify, or destroy software or interfere with system security.
- Not copy software from or onto the system.

Students and parents are required to sign a "technology agreement." Violation of this agreement may result in disciplinary actions and/or dismissal from the Charter High School.

Grading Scale

<u>Grade Scale</u>	<u>Grade Point Average (Based on semester grades.)</u>
100 - 97 = A+	4.00
96.99 - 93 = A	3.67
92.99 - 90 = A-	3.33
89.99 - 87 = B+	3.00
86.99 - 83 = B	2.67
82.99 - 80 = B-	2.33
79.99 - 77 = C+	2.00
76.99 - 73 = C	1.67
72.99 - 70 = C-	1.33
69.99 - 67 = D+	1.00
66.99 - 63 = D	0.67
62.99 - 60 = D-	0.33
59.99 and below = F	0

Honors and Awards

Students making Honor the Honor Roll will be recognized, at the end of each grading period.

Graduation Requirements

The East St. Louis School District 189 Board of Education requires twenty (20) credits for students currently enrolled in high school. Students who are currently enrolled in high school will be subject to these requirements until graduation. Students are required to receive a passing grade in the following courses for graduation:

4 Credits	English Language Arts
3 Credits	Mathematics
3 Credits	Science
3 Credits	Social Studies
<u>7 Credits</u>	Electives

20 Credits needed for graduation*

*½ Credit must be African American History

Pupil Performance Standards

Pupil performance standards for the Charter High School are:

1. All students graduating will demonstrate mastery of reading and writing competencies as demonstrated by the completion of reading analyses and writing samples which will be reviewed and rated by a Charter High School review team composed of staff, outside educators and community representatives, or through standardized test score results that document appropriate grade level performance.
2. All students graduating will have earned the required number of credits core courses with an overall G.P.A. of 2.0 or higher on a 4.0 scale.
3. All students graduating will have completed a student portfolio, reviewed and approved by a Charter High School review team composed of staff, outside educators and community representatives.
4. All students graduating will have developed a clearly defined postsecondary education and/or career plan.
5. All students graduating will have completed, at some level of involvement, participation in the “Arts” focus of the School, whether through technical, planning, and/or marketing activities, or actual performance in School productions.
6. All students graduating from the Charter High School will have completed 10 hours of community service as planned and documented with Charter High School staff.

Transcripts

Transcripts will be provided to parents and students through a written request. It may take up to two days to process your request.

Student Fee

Students classified as freshmen, sophomore, and junior are assessed a fee of \$40.

This non-refundable fee covers:

- Computer lab fee
- Science lab fee
- Locker rental
- Book fee

Student fees must be paid at the start of school before a student's schedule can be released.

Senior Fee

Seniors will be assessed a fee of \$100. This fee will cover:

- Cap and Gown/Graduation/ Diploma/Invitations
- Senior Actives
- Pinning day
- Two transcripts
- Book fee
- Locker Rental
- Computer and Science Lab fees

Senior Fees must be paid at the start of school before a student's schedule can be released.

Incompletes

Students receiving an "Incomplete" in a course will have one semester to complete assignments in order to remove the "Incomplete." Students not meeting the deadline will receive a grade of "F".

Uniform Policy

The SIUE East St. Louis Charter High School uniform policy for students is as follows:

Females:

- Khaki slacks or skirts that are tan in color. Skirts should be knee length.
- Solid white short sleeve or long sleeve oxford or polo-collared shirts or blouses.
- Black belt
- Solid white or black crew neck, pullover, or button up sweaters may be worn.
- Only solid white T-shirts may be worn under a student's shirt or blouse.
- Black closed-toe in shoes or white tennis shoes may be worn (No slippers or flip flops) with black or white socks.
- NO HOODIES or jackets
- ID badges must be worn at all times.

Males:

- Khaki slacks that are tan in color.
- Solid white short sleeve or long sleeve oxford or polo-collared shirts (tucked in at all times).
- Black belt
- Solid white or black crew neck, pullover, or button up sweaters may be worn.
- Only solid white T-shirts may be worn under a student's shirt.
- Black shoes or white tennis shoes may be worn (No slippers or flip flops) with black or white socks.
- NO HOODIES or jackets
- ID badges must be worn at all times.

Students should arrive in uniform and remain in uniform during the entire school day. Oversized and undersized uniforms are not permitted. Pants must be worn on the waist with a belt. Sunglasses, headbands, and scarves are not part of the uniform. **Student may not wear hoodies or cutoff jackets. Purses and book bags are not permitted in the classrooms they must be kept in the lockers.**

Students are expected to be clean, well groomed and in uniform as described below. No one will be allowed to wear hats, caps, or headscarves in the building. Sunglasses may not be worn in the school building. Hair is to be neatly groomed at all times. Young men who choose to wear their hair long must have neatly shaped hair or braids.

In the event that there is an "out of uniform" day, the following dress code must be observed. The following types of clothing will not be allowed: house slippers, spandex-type clothing, sheer, lace, halter tops, tank tops, shirts that look like undershirts, short (crop) tops, sagging pants (Pants must be worn at the student's natural waist line). All shorts, skirts and dresses must be below the point where the longest finger touches the leg when standing erect with shoulders relaxed (or no more than three inches above the knee). Tights can only be worn when the top garment covers the entire posterior. Students MAY not wear clothing with inappropriate printing, i.e., words or pictures related to alcohol, drugs, sex, racial slurs, or anything demeaning to others. Blue jeans may not have tears, rips or expose parts of the body that would be inappropriate.

Students who do not conform to the school uniform policy are subject to disciplinary actions that may include in-school suspension, suspension or dismissal.

School Day

School begins promptly at 7:45 a.m. and is dismissed at 4:15 p.m. on Monday, Tuesday, Wednesday and Thursday. Friday school begins promptly at 8:45 a.m. and is dismissed at 4:15 p.m. Any early dismissal days will be announced.

BEFORE SCHOOL ARRIVAL POLICY

SIUE East St. Louis Charter High School strives to keep the safety of your child a top priority. Therefore the only students who are allowed to be on campus prior to 7:30 a.m. will be those who are being directly supervised by a staff member. We appreciate your support and cooperation in maintaining the safety of your child.

Inclement Weather

In case of inclement weather, notification will be made on local television (KMOV 4, KSDK 5, and KVTI 2) radio stations KMOX (AM 1120) , WSIE (FM 88.7), WBGZ (AM 1570), and WGEL (FM 101.7).

Transportation

According to the policy of the Board of Education, all students who attend SIUE ESLCHS are responsible for their own transportation to and from school.

Parent Newsletters

A newsletter will be published quarterly and contains important dates, information concerning school programs, and highlights students' achievement.

Cafeteria

Students must remain on campus for lunch. Lunch will be provided for students daily. Students may not use vending machines or make purchases from the cafeteria during the lunch hour. Items may be purchased before or after school hours only. Family and friends may not bring food to students during the lunch hour or school day. These guidelines are part of federal food regulations of the free and reduced lunch program and will be strictly enforced.

Lockers

Students are assigned a locker for their personal use. At no time does SIUE East St. Louis Charter High School relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. **Purses and book bags are not permitted in the classrooms they must be kept in the lockers.**

The rules and regulations to be observed in connection with lockers are as follows:

1. Students may not have enough time to go to their lockers after each period. It may be necessary to carry books for more than one class.
2. Tardiness as a result of a trip to ones locker is unexcused.
3. Students will not allow others to use their lockers. Students should keep their combination confidential.
4. Students are to keep their lockers locked at all times. Large sums of money or valuable materials are not to be kept in lockers. The school is not responsible for losses.
5. Students should report locker difficulties to the Office.
6. A student who damages school property will be required to reimburse the school.
7. Personal possessions must be removed at the end of each school year. School personnel will clean lockers and dispose of items left in lockers.

Sharing of lockers is not permitted. Doing so may result in loss of locker privileges of both parties.

Searches

A student's locker is school property and may be searched at any time. If it becomes necessary to search a student or his/her belongings, the person doing the search should request that the student voluntarily surrender any contraband. If the request is denied, the student's parent should be contacted for permission to do the personal search. If permission is still denied, the police should be called. Any search should be conducted in the presence of another school staff member or the student's parents. Any search of motor vehicles on school owned or rented property will be performed by the police.

CHS Complaint Policy

The CHS believes in due process; if you feel that you have been denied due process and/or would like to appeal a decision, please contact the CHS Director, Gina Washington at 618-482-8370 or vwashin@siue.edu. If you would like further assistance in the appeal process you may contact:

Venessa A. Brown, Ph.D.
Associate Provost for Institutional Diversity and Inclusion
Executive Director, ESL Center for Pre-College Programs
Professor, Social Work
RH 3116, Box 1020
Edwardsville, IL 62026
618-650-5867
vbrown@siue.edu

Parent Conferences

Parent conferences are held at the end of each quarter. Additional appointments may be made to meet with faculty, staff, or administration. Please be mindful that faculty is in class from 7:45 a.m. – 4:15 p.m. Meetings with faculty should be scheduled before school, after school, or during the teachers' planning period. Parents may request an appointment by calling 482-8370.

Parent Community Advisory Council

Parent community advisory council meetings are held quarterly. Notifications of meetings are mailed home one week prior to the scheduled meeting. Persons interested in serving on the CAC should submit a resume to the Director for consideration.

Supplies

It is essential that students arrive daily equipped to work. Students should have pencils, pens, and paper and/or notebooks, note cards, and computer disks. Individual teacher may require additional supplies for their class.

Progress Reports

Grade reports are supplemented by special mid-quarter reports. The dates are included in the school calendar. Progress reports MAY be sent when academic achievement, effort, and/or conduct are considered unsatisfactory. Parents are urged to contact the appropriate faculty member to discuss the report.

Requesting a Hearing

A parent or guardian of a student dismissed from the Charter High School may request a hearing in writing within ten working days from the date of dismissal. The request must be made to the school director. The request will be reviewed by the disciplinary review team within five days of receiving the request. The person making the request will be notified immediately after the review as to the action to be taken.

Telephones and Messages

The office telephone is a business phone. Neither students nor teachers will be called from class to the phone except in case of an emergency. Personal calls MAY be made from pay phones at lunchtime and/or after school.

Valuables

Students should refrain from bringing large sums of money, expensive jewelry, and other valuables to school. The SIUE East St. Louis Charter High School is not liable for lost or stolen items.

Early Dismissal

A note is sent home the day before students are to be dismissed early. Early dismissal dates are also listed in the parent newsletter. Students needing to leave early on a regular school day should bring a note from a parent. The parent will be notified to verify the request. Parents are to sign the students out of school in the office.

Emergency Drills

Procedures are established to ensure safety of all students and staff. Drills are to be taken seriously. Teachers will give instructions. In the event of a natural emergency, telephone lines will be needed for outgoing calls, so please do not try to call the school. Should you come to pick up your child, please make sure that one of the faculty or administrators knows that your child is leaving. In such an emergency situation, accounting for every child is absolutely essential to everyone's well being.

Misconduct by Students with Disabilities

The Director or a designated person shall plan and implement a program for using behavioral interventions with children with disabilities that will provide ways for successfully working with children who have difficulty conforming to acceptable behavior patterns.

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct.

I. Suspension for a Cumulative Period Not to Exceed Ten Days in Any School Year

The Charter High School's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed ten days in any school year.

II. Suspension beyond Ten Days or Expulsion

A. The Charter High School shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing to the parent(s)/guardian(s) to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct, and

1. That the multidisciplinary conference (IEP) team shall meet as soon as possible but at least ten calendar days after this notice is sent unless such ten-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) shall be notified of the date, time and location of the multidisciplinary team meeting and they shall be requested to attend the meeting.

B. IEP Determination

The IEP team may determine that the student's disobedience or misconduct is not casually related to the student's disabling condition and, therefore, the student may be disciplined under the Charter High School's discipline policy for regular education students by measures up to and including expulsion. If the review team imposes expulsion or other disciplinary measures which involve any alteration of the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The review team may not expel a disabled student if the IEP team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The IEP team is responsible for addressing placement changes which may be appropriate in light of misconduct which is found to be disability-related.

C. Parental Objections to Discipline of Students with Disabilities.

If the parents of a special education student, either prior to, during, or after an expulsion or suspension of the student for more than ten (10) school days, consecutively or cumulatively, object to the discipline for special education reasons, they shall be informed in writing that they may request a case study evaluation or a due process hearing pursuant to the Special Education Rules. If a due process hearing is requested, the Charter High School shall return the student to the last mutually agreed upon placement pending the results of due process proceedings.

If the parent(s)/guardian(s) object to a proposed change in their child's educational placement, and the Director believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Director is authorized to seek a court order to change the student's placement or to suspend the student for more than 10 days.

D. Parental Objection to Discipline of Students without Identified Disabilities

If the parents of a student not currently identified with a disability, either prior to or at the expulsion hearing, object that their child suffers a disability and that is the reason for their objection to the recommendations for expulsion, the review team shall:

- 1. Proceed with the expulsion hearing and determine whether or not there is a disability and whether or not the misconduct is related to such disability.**
- 2. If the review team determines that expulsion is appropriate, the expulsion will not be stayed by the parent's objection, but shall go into effect as provided in policy, and**
- 3. Commence appropriate proceedings under the Special Education Rules.**

If the parents of a non-special education student, after the expulsion hearing, object for special education reasons to the expulsion, the review team shall:

1. **Commence appropriate proceedings pursuant to the Special Education Rules and continue in effect the student's expulsion pending the results of such proceedings.**
2. **If the final result of special education proceedings is a determination that the expelled student is eligible for special education and that his gross disobedience or misconduct was related to, or resulted from, his exceptional characteristic, the review team shall:**
 - a. **Order placement of the student in the appropriate special education placement; and**
 - b. **Expunge from the student's records all references to the expulsion.**

III. Changes in Placement

- A. School personnel may order a change in placement for an eligible child to an interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, up to a maximum of 45 days, if:
 1. **The child carries a weapon to school or to a school function under the jurisdiction of a state or local school Charter High School ; or**
 2. **The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or schools function under the jurisdiction of a state or a local school district.**
- B. No later than ten business days after making the decision to place the child in an alternative setting, the Charter High School shall convene an IEP meeting.
- C. The interim alternative educational setting in which a child is placed pursuant to subsection (f) of this Section shall be identified by the child's IEP team.
 1. **The setting shall be selected so as to enable the child to continue to progress in the general curriculum.**
 2. **While the child is served in the interim alternative educational setting, he or she shall continue to receive the services and modifications set forth in the IEP.**
 3. **The placement shall include services and modifications designed to address the behavior that resulted in the child's being removed from his or her current educational placement, and to prevent the behavior from recurring.**
- D. An expulsion constitutes a change in placement and requires revision of the child's IEP in a manner that conforms to the applicable requirements. Cessation of services to an eligible child is prohibited during a period of expulsion.

LEG REF Individuals With Disabilities Education Act 20 U.S.C. 1400et Seq.23 Ill. Admin. Code 226.40 and 226.41.

Health Services

Illinois law requires students entering the ninth grade and transfer students to have a physical examination and up-to-date immunizations on file. The physical must be recorded on the State of Illinois Certificate of Child Health form. Students may obtain the physical from the physician of their choice. The physical may be completed by a MD / DO / APN or PA.

First aid may be given when injury occurs as deemed appropriate. In case of major injuries or severe illness, every attempt will be made to contact the student's parent/guardian. If the parent/guardian cannot be contacted, the school administration will act "in loco parentis".

If a student receives diagnosis of a specific medical problem or handicap that would necessitate medical attention or treatment at school, this information should be documented and furnished to the counselor's office.

ADMINISTERING MEDICINES TO STUDENTS

Prescription Medications

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being.

A student may possess an epinephrine auto-injector (Epi-Pen), asthma inhalant, and/or insulin for immediate use at the student's discretion, provided the student's parent/guardian and the health care provider have completed a "School Medication Administration Form."

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication of epinephrine auto-injection, asthma inhalant medication, insulin, and/or self-administered medication that has been signed and approved by the parent/guardian, and the health care provider, (for prescription medication only).

Parents' Right To Know

Parents' Right To Review Instruction Material

Parents have the right to:

- inspect a survey created by a third party before it is administered and distributed to their students;
- request and access surveys distributed to the students;
- make arrangements to protect student privacy with regard to surveys requesting particular personal information;
- inspect any instructional material used as part of their child's education curriculum;
- be informed of physical examinations or screening that the district may administer to the student;

- be informed of the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information.
- Parents **may** be allowed to observe their child in the classroom setting as long as the visit is not intrusive to other students and prior approval has been granted by both the classroom teacher and the Superintendent.

Teacher Qualifications

Parents may request, from the director, answers to the following questions about their children's classroom teachers.

- Has the teacher met state qualification and licensing criteria for the grades and subjects he or she teaches?
- Is the teacher under emergency or provisional status?
- What was the teacher's college or university major course of study?
- What bachelor's and master's degrees has the teacher earned?
- What certifications in what subject areas does the teacher hold?
- Does the child receive services from a paraprofessional, and if so, what are that person's qualifications?

Compliance with Federal and State Law and Regulations

SIUE East St. Louis Charter High School operates within the framework of applicable federal and state laws and regulations. The policy of SIUE East St. Louis Charter High School is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders and regulations.

The statutes below are applicable and provide in part:

Family Educational Rights and Privacy Act

The 1974 Family Educational Rights and Privacy Act (Buckley Amendment) as well as the 1975 Illinois School Students Record provide for the confidentiality of student school records. These acts ensure that only authorized persons will have access to student records, that SIUE East St. Louis Charter High School will maintain all necessary records for the lengths of time required by law, and that students and parents will have access to these records in accordance with the law.

Title VI of the Civil Rights Act of 1964

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973

"No otherwise qualified handicapped individual in the United States ... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving financial assistance."

Sex Equity

SIUE East St. Louis Charter High School will not discriminate on the basis of sex in the provision of programs, activities, services or benefits and it guarantees both sexes equal access to educational and extracurricular programs and activities. Concerns regarding this policy should be referred to the Director or Assistant Director.

SIUE East St. Louis Charter High School will not discriminate in its programs and activities against any person because of race, color, national origin, religion, age, sex or handicap. Concerns regarding this policy should be referred to the Director or Assistant Director.

Disclosure to Military Recruiters

A federal law, the No Child Left Behind Act of 2001, authorized military recruiters access to certain student records. Section 9528 of the Elementary and Secondary Education Act (ESEA) now requires schools to provide student contact information to military recruiters. This information is referred to as “directory information” and consists of name, address, and phone listings. However, the law also provides, under the Family Educational Rights and Privacy Act (FERPA) that parents have the right to opt out of the release of this “directory information.” A secondary school student or the parent may request that the student’s “directory information” not be released without prior written parental consent. To deny sharing “directory information,” the parent or student must send a written request by October 1 of this school year. This written request should be directed to the Director of the SIUE East St. Louis Charter High School, 601 James R. Thompson Blvd., East St. Louis, Illinois 62201. Questions regarding this matter may be directed to the school at 618-482-8370.

Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic grade or achievement; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s school performance or creating an intimidating hostile or offensive school environment.

Students who are the victims of sexual harassment committed by employee(s) or student(s) are encouraged to notify the school Director.

There shall be no reprisal against any student, parent or employee for filing a sexual harassment complaint or utilizing the grievance procedure.

Pesticide Registration

SIUE East St. Louis Charter High School uses an integrated pest management program (IPM) to control insect pests. IPM combines regular inspections, preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides, with preference for products that are the least harmful to people and the environment. Should the need to spray occurs, the school will inform all students, parents, and staff through bulletins or newsletters at least two working days in advance.

Helpful Hints:

HELPFUL HINTS:

If students need to....	They should.....
Leave for an appointment or go home early for any reason	Have their parent or guardian call the Office in ADVANCE. If they get the voicemail please leave their name, the student's name and the reason for the absence
Find out about their credits or academic situation	See their counselor
Use the phone	Students who carry cell phones to school must have them off and out of sight from the time they come on campus until the official end of the school day. If a student must use a phone to call home they must go to the Office.
Seek help because they are upset, distraught or having an emotional problem	Report to counselor, assistant director or director.

Helpful Telephone Numbers:

Crisis Hotline List:	
Local Crisis Line: CALL FOR HELP	618-397-0963
Child Abuse Hotline	1-800-422-4453
Ecstasy Addition, Drug Abuse Hotline	1-800-468-6933
Gay & Lesbian National Support Hotline	1-888-843-4564
National Adolescent Runaway Hotline	1-800-621-4000
National Child Abuse Hotline	1-800-422-4453
National Domestic Violence Hotline	1-800-799-7233
SAFE (Self Abuse Finally Ends)	1-800-366-8288
Teen Dating Violence Hotline	1-866-331-9474
The Nine Line Suicide/Crisis Hotline	1-800-999-9999
Yellow Ribbon Suicide Prevention Program	1-800-784-2433

If you would like information pertaining to the SIUE East St. Louis Charter High School or any of the services offered by Southern Illinois University Edwardsville, Please visit the website at siue.edu

The East St. Louis Center link (siue.edu/eslc) will take you to programs at the East St. Louis campus.