

LIBERTYVILLE HIGH SCHOOL

DISTRICT #128

www.d128.org

708 West Park Avenue

Libertyville, IL 60048

Main Office: (847) 327-7000

Community High School District 128	Vernon Hills High School
50 N. Lakeview Parkway, Suite 101	145 N. Lakeview Parkway
Vernon Hills, IL 60061	Vernon Hills, IL 60061
District Office: 847-247-4500	Main Office: 847-932-2000

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunities will be provided to all qualified persons regardless of their race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, physical or mental disability if otherwise able to perform essential job functions with reasonable accommodation, unfavorable military discharge, or other protected group status. A discrimination grievance may be filed by using the Uniform Grievance Procedure. The Complaint Managers for LHS are Meagan Silverberg (847) 327-7018 and Eric Maroscher (847) 327-7004 at Libertyville HS, 708 W. Park Ave, Libertyville, IL 60048. **The most up-to-date calendar information can be found on the LHS website. www.lhswildcats.org, Libertyville High School.**

Board of Education – District #128

Patrick Groody, President

Jim Batson, Vice President

Ellen Mauer, Secretary

Karin Lundstedt

Scott Luce

Kevin Huber

Mackenzie Thurman

LHS Student School Board Representatives:

Ololade Akinlade

Eleanor Daly

Zachary Ford

Community High School District #128 District Administration

Dr. Prentiss Lea, Superintendent

Mr. Briant Kelly, Associate Superintendent

Dr. Rita Fischer, Assistant Superintendent for Curriculum and Instruction

Dan Stanley, Assistant Superintendent of Business

Mary Todoric, Director of Communications

Mick Torres, Director of Technology

Kelli Hartweg, Director of Special Services

Diane Phillips, Director of Community Education and Grants

Building Level Administration – Libertyville High School

Tom Koulentes, Principal

Ray Albin, Associate Principal

Eric Maroscher, Assistant Principal

Ole Stevens, Director of Student Support Services

TBD, Athletic Director

TABLE OF CONTENTS

[EMERGENCY INFORMATION](#)

[FACULTY AND STAFF NAMES AT LHS 2017-2018](#)

[ACADEMIC INFORMATION](#)

[AUDITING A COURSE](#)

[CHANGE IN LEVEL OF INSTRUCTION](#)

[CLASSIFICATION OF STUDENTS](#)

[COURSE AND CREDIT LIMITATIONS](#)

[FIELDTRIPS](#)

[GRADING](#)

[FINAL EXAMINATIONS](#)

[AP CLASSES IN REGARDS TO FINAL EXAMS](#)

[GRADE-POINT AVERAGE](#)

[GRADING](#)

[HOMEWORK / ASSIGNMENTS](#)

[HONOR ROLL](#)

[GRADUATION REQUIREMENTS](#)

[Driver Education](#)

[ENRICHMENT PROGRAMS](#)

[POWERSCHOOL](#)

[PHYSICAL EDUCATION ATHLETIC EXEMPTION POLICY](#)

[REQUEST TO CHANGE A TEACHER](#)

[SCHEDULE CHANGE](#)

[SUMMER SCHOOL](#)

[TECHNOLOGY CAMPUS/\(LCTC\)](#)

[ATHLETICS](#)

[ATHLETIC FEES](#)

[ATHLETIC ELIGIBILITY](#)

[ATHLETIC AWARDS](#)

STARTING DATES FOR ATHLETIC TEAMS

NCAA CLEARINGHOUSE REQUIREMENTS

ATTENDANCE

EXTENDED ABSENCE For students who have an extended absence and receive an incomplete at the end of the term, an educational team will meet to develop a timeline to complete course requirements for grade and credit. The educational team may consist of the teacher, LST personnel, nurse, parents, homebound tutors (if any) and administration as needed. Input from a doctor via medical notes will be taken into account. The goal of the educational team will be to create a plan to get the student caught up as soon as is practically possible. In extreme cases the educational team may recommend the student be medically excused (MX, no grade, no credit) from the class due to lack of progress.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES WHEN ABSENT

TARDINESS TO CLASS

TEMPORARY CARE OF YOUR STUDENT

BELL SCHEDULES

CALCULATOR USE POLICY

COLLEGE / CAREER RESOURCE / INFORMATION

COMPUTER/INTERNET USE POLICY

DISCIPLINE PROCEDURES

ACCIDENT REPORTS

HARRASMENT/BULLYING/CYBERBULLYING

CAFETERIA REGULATIONS

DAILY BULLETIN

DANCE RULES

Guest Pass Guidelines

MESSAGES/DELIVERIES TO STUDENTS

PASSES

DISHONESTY

DRESS CODE

DRUG / ALCOHOL POLICY (MARIJUANA, CONTROLLED SUBSTANCES, PARAPHERNALIA, LOOK-ALIKE)

ELECTRONIC DEVICES

SEARCH AND SEIZURE

[Seizure of Property](#)

[GANGS AND GANG ACTIVITY](#)

[GROSS MISCONDUCT](#)

[HANGING POSTERS WITHIN SCHOOL BUILDING](#)

[PREVENTING BULLYING, INTIMIDATION AND HARASSMENT](#)

[HAZING OF STUDENTS](#)

[IDENTIFICATION CARDS](#)

[INSUBORDINATION / GROSS INSUBORDINATION](#)

[INTERNET](#)

[LOCKERS](#)

[LOITERING](#)

[MESSAGES TO STUDENTS](#)

[PEDESTRIAN SAFETY](#)

[PHYSICAL INTERVENTION POLICY](#)

[SEARCHES](#)

[SECURITY CAMERAS](#)

[SMOKING / USE OF TOBACCO / POSSESSION OF TOBACCO](#)

[TEEN DATING VIOLENCE PROHIBITED BOARD POLICY 7:185](#)

[THEFT](#)

[THREATS](#)

[TRESPASSING](#)

[USE OF UNSUPERVISED AREAS](#)

[VANDALISM](#)

[VISITORS](#)

[VISITORS WHO ARE NON-LHS STUDENTS](#)

[WEAPONS/DANGEROUS OBJECTS](#)

[INTERVENTIONS OF INAPPROPRIATE BEHAVIOR](#)

[FIRST CLASS](#)

[REGISTRATION](#)

[BIRTH CERTIFICATE](#)

[COMPULSORY PHYSICAL EXAMINATIONS/IMMUNIZATIONS](#)

[All Transfer Students:](#)

[Transfer Students / Transcript Evaluation](#)

[FEES](#)

[MISCELLANEOUS FEES – Yearly or Per Time](#)

[ATHLETIC FEES](#)

[BASIC FEE REFUNDS](#)

[BASIC FEE WAIVER](#)

[PARKING FEE REFUNDS](#)

[STUDENT FINANCIAL OBLIGATIONS](#)

[INSURANCE: DISTRICT STATEMENT REGARDING STUDENT INSURANCE](#)

[PHOTOGRAPHY STATEMENT \(USE OF STUDENT PHOTOS\)](#)

[RESIDENCE](#)

[RESIDENCY / PERSONAL INFORMATION CHANGES](#)

[SEX OFFENDER NOTIFICATION](#)

[WITHDRAWAL PROCEDURE](#)

[RESOURCE CENTERS/STUDY HALL](#)

[PASSWORDS TO ACCESS Libertyville High School Library Media Center ONLINE DATABASES:](#)

[LIBRARY MEDIA CENTER CHECKOUT PROCEDURES](#)

[SERVICES AVAILABLE TO STUDENTS](#)

[GOOD STUDENT DRIVER INSURANCE FORMS](#)

[JOB OPPORTUNITIES BINDER](#)

[LOST AND FOUND](#)

[SPIRIT STORE](#)

[WORK PERMITS](#)

[YEARBOOK PICTURE SCHEDULE](#)

[SPECIAL EDUCATION SERVICES](#)

[STUDENT RECORDS](#)

[TRANSCRIPTS](#)

[TRANSFER STUDENTS](#)

[STUDENT SERVICES](#)

[COUNSELING](#)

[COUNSELOR APPOINTMENTS](#)

[EQUAL EDUCATIONAL OPPORTUNITIES](#)

[GENDER SUPPORT GUIDELINES](#)

[HEALTH SERVICES](#)

[MEDICATION PROCEDURE FOR EDUCATIONAL TOURS/FIELD TRIPS](#)

[HOMEBOUND INSTRUCTION](#)

[LEARNING SUPPORT TEAM FUNCTIONS](#)

[LEARNING SUPPORT TEAMS](#)

[TRANSPORTATION](#)

[General Parking Information:](#)

[Handicapped Parking Information:](#)

[BICYCLES](#)

[BUS SERVICE](#)

[STUDENT DROP OFF/PICK UP/ TRAFFIC FLOW ON CAMPUS](#)

[STUDENT ACTIVITIES](#)

[CLUBS/ ACTIVITIES](#)

[RESEARCH AND WRITING](#)

LIBERTYVILLE H.S. TELEPHONES/

EMAIL ADDRESS

Main Switchboard (847) 327-7000

Voice Mail Access (847) 327-7800

Main Office Fax Number (847) 327-7195

www.lhswildcats.org

The formula to contact faculty and staff members through email is: first name period last name @d128.org

An example of this is: jane.smith@d128.org

SCHOOL CONTACT INFORMATION

WHERE TO FIND

ADMINISTRATION

	ROOM	PHONE
Principal, Dr. Kouletes	1101	(847) 327-7001
Associate Principal, Mr. Albin	1103	(847) 327-7005
Assistant Principal, Mr. Maroscher	1103	(847) 327-7004
Student Services Director, Mr. Stevens	117	(847) 327-7012

Attendance Phone Numbers

(By last name of student)

A to F	(847) 327-7210
G to P	(847) 327-7220
Q to Z	(847) 327-7230

Department Coordinators/Directors

Applied Arts (Applied Tech/Business Education/Family & Consumer Science/Library Media/IRC)

Coordinator, Dr. Kellum	102	(847) 327-7240
Athletic Director, TBD	162	(847) 327-7063
Buildings & Grounds Director, Mr. Stancil	176	(847) 327-7092
Community Education Director, Ms. Phillips		(847) 247-4577
Computer Support Services Director, Mr. T. Murphy	160	(847) 327-7044
English Dept. Supervisor, Mr. Reiff	102	(847) 327-7183
Fine / Performing Arts Supervisor, Mr. Helvie	103	(847) 327-7057
International Language Supervisor, Ms. Goettsche	228	(847) 327-7052
Math Dept. Supervisor, Mr. Roegner	229	(847) 327-7053
Physical Welfare, Driver's Ed., Health Supervisor, Ms. Mascia	163	(847) 327-7188
Science Dept. Supervisor, Mr. Dawson	228	(847) 327-7054
Social Studies Supervisor, Mr. McCusker	102	(847) 327-7056
Special Services Supervisor, Mrs. Morgan	116	(847) 327-7089
Student Activities Director, Mrs. Uliks	1101	(847) 327-7258

Learning Support Teams/Team Directors

(Attendance, Address Change, Dance Guest Passes, Locker Problems, Theft Reports, Scheduling)

Learning Support Team Office (A-F) Room 152

(847) 327-7210

Meagan Silverberg (Team Director) A-F	(847) 327-7018
Kelly Angelos (Counselor) A-CA	(847) 327-7020
Judith Neuberger (Counselor) CE-F	(847) 327-7021

Gregory Loika (Social Worker)		(847) 327-7019
Educational Support Personnel	Barbara Whalen	(847) 327-7024
	Julie Everding	(847) 327-7025
		(847) 327-7220
Learning Support Team Office (G-P) Room 156		
Jason Schroeder (Team Director) G-P		(847) 327-7026
Scott Bogumil (Counselor) G-KAN		(847) 327-7029
Sarah Kelly (Counselor) KAO-McC		(847) 327-7150
TBD (Counselor) McD-P		(847) 327-7028
Jennifer Andersen (Social Worker)		(847) 327-7027
Educational Support Personnel	Katherine Cashman	(847) 327-7031
	Jewel Ronne	(847) 327-7032
		(847) 327-7230
Learning Support Team Office (Q-Z) Room 1104		
Sean Ferrell (Team Director) Q-Z		(847) 327-7033
John Mortillaro (Counselor) Q-STA		(847) 327-7036
Nancy Stevens (Counselor) STE-Z		(847) 327-7035
Lindsay Recsetar(Social Worker)		(847) 327-7034
Educational Support Personnel	Patty Scherrer	(847) 327-7038
	Holly Sundal	(847) 327-7037
		(847) 327-7161
College Resource Center (Room 111) – Amy Belstra		(847) 327-7161
Nurse(s) (Room 115) – Cameron Traut/Alisa Wasserman		(847) 327-7016
Student Assistance Coordinator(Room 014) –Brenda Nelson		(847) 327-7030
School Psychologist (Room 116) – Margaret Norton		(847) 327- 7090
School Psychologist (Room 114) – Marissa Frederick		(847) 327 -7267
School Resource Officer (Room 153) – Officer Racic		(847) 327-7011
Transition Coordinator (Room 114) – Stephanie Henrichs		(847) 327-7166
Other		
Assistant Athletic Director, Mr. Davis	162	(847) 327-7064
Athletic Office Support, Ms. Kirk	162	(847) 327-7065
Bus Information, Mrs. Gratz	1103	(847) 327-7006
CRC (College Resource Center) Support,		
Mrs. Lund	111	(847) 327-7017
Detention, Mrs. Barbian	124	(847) 327-7148
Fees/Fines & Fee Waivers, Mrs. Wolfe	117	(847) 327-7015
ID Replacement, Mrs. Gratz	1103	(847) 327-7006
Food Service, Mr. Lyon	159	(847) 327-7190
Library Media Center, Ms. McPhillips / Mrs. Wiggins	165	(847) 327-7048/7049
Lost & Found, Security Desk Studio Theater		(847) 327-7009
Main Office/Receptionist, Mrs. DeBruler	1101	(847) 327-7000
(Announcements, Daily Bulletin)		
Math & Science Help (MASH), Mrs. Molitor	1106	(847) 327-7043
Parking Stickers (Faculty and Staff/Students)	110	(847) 327-7131
Registrar, Mrs. Page	152	(847) 327-7022
(Transcripts, Car Insurance Verification)		
Safety/Security, Mr. Uliks	1104	(847) 327-7131
Saturday School (8:00 AM to 12:00 PM)	121	(847) 327-7252
School Resource Officer, Officer Racic	153	(847) 327-7011
Security Desk, Front Lobby		(847) 327-7252

Security Desk, Studio Theater Entrance		(847) 327-7009
Student Activities Bookkeeper, Mrs. Wacnik	1103	(847) 327-7010
Student Center	1103	(847) 327-7006 or 7007
Supervised Study, Mrs. Barbian	124	(847) 327-7148
Teacher's Center, Mrs. Cote	118	(847) 327-7040
Technology Campus (LCTC), Mr. Stevens	117	(847) 327-7012
Test Center, Mr. Gallivan	155	(847) 327-7097
Work Permits, Mrs. Glenn	118	(847) 327-7039

EMERGENCY INFORMATION

In case of a need to close school or go to a delayed start because of a snowstorm or other unforeseen reasons, the decision will be made by the administration prior to 6:00 AM, with input from the bus company. The district uses the AlertNow phone system to contact parents when deemed necessary. In order to use the AlertNow system effectively, parents should keep their student's LST aware of telephone number changes. For more information regarding this system, visit www.AlertNow.com.

A MESSAGE FROM THE ADMINISTRATION

The Libertyville High School Student Handbook is intended to provide our students and parents with a quick reference of the roles and responsibilities of our students as well as the policies and procedures of Libertyville High School, Community High School District #128. The information contained in the handbook is the result of a combined effort on the part of the faculty and administration to keep our students and parents well-informed.

The Community High School District 128 Board of Education, and the Faculty and Administration of Libertyville High School believe in continuous improvement in all areas of our school. The educational programs of Libertyville High School continue to excel because of the commitment of our staff, the involvement of our parents, and the high achievement of our students.

We strongly encourage each Libertyville High School family to take time to familiarize yourself with the information provided in this handbook. If you have any questions in regards to the policies and procedures of Libertyville High School, District 128, please contact the school at (847) 327-7000.

Go Cats!

SCHOOL SONG

Loyal and true
We pledge allegiance to you.
This is our motto:
We are one for all
And all for Alma Mater
Here's to our school
And long and high may she rule.
For evermore you will find us
Always loyal and true.
Yea, rah team!
Yea, rah team!
Rah, rah, rah, rah,
Rah, rah, rah,
Yea, rah, team!

LIBERTYVILLE HIGH SCHOOL ALMA MATER

Hail, Alma Mater! Praise we sing forever!
Loyal and True to Thee.
We will fail thee never.
Loud may our voices ring:
Tribute to thee we bring:
Hail, Alma Mater!

FACULTY AND STAFF NAMES AT LHS 2017-2018

Adams, Alex	Driver Education
Adams, Bob	Special Services
Akers, Laura	PAWS
Alasu, Mircea	B & G
Albin, Raymond	Associate Principal
Amann, Joyce	Physical Education/Health Education
Angelos, Kelly	Counselor
Aubin, Casey	Social Studies
Bachar, Katti	Science
Bauer, Diane	Cafeteria Monitor
Bell, Ashley	Science
Beezley, Esther	Special Services (District Office)
Belstra, Amy	College Counselor
Berango, Amable	B & G
Bizosky, Thomas	Science
Bogumil, Scott	Counselor
Bolsinger, Kristin	English
Joan Boro	Security
Brady, Dana	Science
Brenner, Richard	Mathematics
Brosio, Kelly	Fine & Performing Arts Office
Brown, Eryn	Physical Education
Brown, Jeff	Choir
Brown, Terry	District Office
Brum, James	Special Services
Budge, Timothy	Mathematics
Buhmann, Sarah	Science
Buesing, Mark	Science
Bush, Michael	Science
Cashman, Katherine	LST Office
Cloud, Sandy	Business Office (District Office)
Conley, Jake	B & G – Night Supervisor
Connolly, Kristen	Business/Yearbook
Constantinidis, Irene	Department Offices
Crawford, Chris	Special Services
Curtis, Ron	B & G
Davis, Christopher	Asst. Athletic Director/Physical Education
Davis, Lisa	Mathematics
Dawson, Peter	Supervisor, Science
DiBella, Claire	Special Services
Duffy, Dennis	Social Studies

Durkin, Ann	Library
Durkin, Marytherese	Special Services
Elmore, Teresa	Mathematics
Engreso, Allen	B & G
Escobar, Freddy	B & G
Everding, Julie	LST Office
Favia, Sandy	Library Aide
Faulkner, Adam	Special Services
Feeney, Monica	International Languages
Ferrell, Molly	Special Services
Ferrell, Sean	Team Director
Fischer, Rita	Asst. Superintendent Curriculum (District Office)
Fowkes, Anne	Physical Education/Health Education
Gallivan, Ken	Test Center
Gauger, Beth	Special Services
Gerlach, Jeremy	Applied Technology
Geryol, Kathleen	Special Services
Glenn, Audrey	Teacher's Center/Sub Coordinator
Gluskin, Michael	English/DOI
Goettsche, Jenny	Supervisor, International Languages
Gohr, Adam	Band
Goodwin, James	Mathematics
Gooris, Dan	Physical Education
Gooris, Hillary	Mathematics
Gorell, Kevin	Special Services
Gorski, Melissa	English
Gossell, Ray	Art
Gourley, Sara	Mathematics
Gratz, Diana	Ass't Principal's Office
Grossman, Stacey	Special Services
Guiard, Christophe	International Languages
Guiard, Laura	International Languages
Hahn, Chris	Business Office (District Office)
Heller, Aniko	Special Services
Helvie, Dustin	Supervisor, Fine Arts
Henrichs, Stephanie	Special Services
Hernandez, Libia	Cafeteria
Hironimus, Kurt	English
Holly, Kevin	Technical Services
Holtsford, Amy	Social Studies
Hubbard, Donna	Mathematics
Hyla, Kathryn	Family & Cons. Sciences

Isabelli, Kate	CCS
Jacks, Anthony	Special Services
Jansen, Kim	Special Services
Joesten, Christee	Math
Johnson, Don	Security
Johnson, Julie	Art
Jones, Lewis	B & G
Jones, Michael	Mathematics
Jones, Michelle	Attendance/Data Support
Kahn, David	Science
Kallison, Michael	Special Services
Karnstedt, Matthew	Music
Kelch, Robert	Applied Technology/Social Studies
Kellum, Debra	Supervisor, Applied Arts
Kelly, Briant	Assoc. Superintendent (District Office)
Kelly, Eli	Computer Technician
Kelly, Sarah	Counselor
Kendzior, Michaela	International Languages
Kerth, Alex	International Languages
Kinnee, Melodie	Special Services
Kirk, Kimberly	Athletic Director's Office
Klein, Lina	Technical Services
Klein, Rob	Technical Services
Koerner, Emily	International Languages
Kolze, Richard	Special Services
Koopman, Mark	Asst. Business Mgr.
Kostro, Nora	International Languages
Koulentes, Tom	Principal
Kruckman, Sandra	Principal's Office
Kreutz, David	Science
Kuceyeski, Kristen	English
Kym, Karen	Science
Lapish, J. David	English
Lara, Andrea	Social Studies
Lara, Minerva	Security/Monitor
Lazarski, Lynn	Cafeteria
Leafblad, Alice	Special Services
Lea, Prentiss	Superintendent (District Office)
Lechner, Heidi	International Languages
LeMaistre, Karen	English
Lemke, Doreen	Special Services
Leone, Matthew	Science
Loika, Gregory	Social Worker

Loika, Jennifer	Mathematics
Luick, Julianne	Mathematics
Lyon, Daniel	Director of Dining Services
Madden, Michael	Security
Malats, Jonathan	PAWS
Mansell, Michael	Special Services
Marcell, Catherine	Special Services (District Office)
Marino, Jeremy	Music
Maroscher, Eric	Assistant Principal
Mascia, Patti	PE/Health/Driver's Ed Supervisor
Matheson, Tim	Math
Mathiesen, William	B & G
Matthews, Sean	Driver Education
McConville, Brian	Special Services
McCusker, Shawn	Supervisor, Social Studies
McPhillips, Jodi	Library Media Center
Meza, Juan	B & G – Wknd
Meza, Fernando	B & G
Miley, Denise	Special Services
Miller, Gary	B & G
Mix, William	Social Studies
Molitor, Marjorie	Resource Aide
Molloy, Allison	Art
Monken, Cheryl	Physical Education
Mork, Brent	Physical Education
Morales, Margarito	B & G
Morgan, Karin	Supervisor Special Services
Mortillaro, John	Counselor
Murphy, Temple	Network Manager
Naslund, Dyan	English
Naylor, Angela	International Languages
Nelson, Brenda	Prevention & Wellness Program
Neuberger, Judith	Counselor
Niemet, Carrie	Physical Education
Nieto, Sarai	International Languages
Norton, Margaret	Special Services
O'Connor, Dan	B & G
O'Dea, Loretta	Family & Cons Sciences
Odishoo,, Regina	Special Services
Olszewski, Nikki	Mathematics
Olszewski, Peter	Science
O'Neill, Amy	Special Services

O'Neill, Kevin	Social Studies
Oslage, Simone	Special Services
Owens, Tiffany	Science
Page, Caryl	Registrar
Pankiewicz, Stan	B & G
Pedersen, Gregory	English
Peterson, Amaya	Department Offices
Phillips, Diane	Director of Community Education & Grants
Pilman, Kevin	B & G
Pothast, Lauren	Counselor
Powell, Sharra	English
Price, Susan	Special Services
Quittschreiber, Dan	B & G
Ramirez, Bernave	B & G
Rankin, Marge	Special Services
Recsetar, Lindsay	Social Worker
Reichert, William	Business
Reiff, Paul	Supervisor, English
Reifenberg, Alison	English
Rende, Tamara	Mathematics
Reuben, Jamie	International Languages
Robertson, Kristi	Social Studies
Rodrick, Joseph	B & G
Roegner, Timothy	Supervisor, Mathematics
Rogers, Erik	Aquatics Director/Social Studies
Rohde, Parker	Special Services
Rojas, Manuel	Cafeteria
Ronne, Jewel	LST Office
Rovirosa, Jose	B & G
Rowland, Cynthia	Associate Principal's Office
Rukes, Sherri	Science
Russ, Ron	Driver Education/Athletic Trainer
Ryan, Kelly	Special Services
Sabatino, Craig	Physical Education/Health Education
Sanchez, Betsaida	Cafeteria
Sanchez, Yanett	Cafeteria
Santamaria, Isidro	B & G
Schaefer, Beau	Science
Scherrer, Patty	LST Office
Schinto, Scott	Physical Education
Schmidt, Craig	English
Schoenbeck,	English
Mary Kate	

Schroeder, Jason Team Director

Schurr, Jim Physical Education

Sharp, Megan Science

Silverberg, Meagan Team Director

Sims, Roy B & G

Singleton, Anne English

Skurski, Diane CSS Office

Stancil, Chris B & G Asst. Director

Stanley, Dan Assistant Superintendent of Business

Stevens, Nancy Counselor

Stevens, Ole Director - Student Services

Stuart, Adam Physical Education/Driver Education

Sullivan, Brady Mathematics

Sundal, Holly LST Office

Szkodyn, Carol District Office

Tamayo, Jorge Special Services

Tarczynski, Meredith English

Tarrant, Kristin Family & Cons. Sciences

Taylor, Johnathan Mathematics

Thomas, Christopher English/Drama

Thompson, Matthew Social Studies

Thomson, Andrew Applied Technology

Thornton, Mona Special Services

Thumm, Connie Special Services

Todoric, Mary Comm/Staff Relations(District Office)

Tooley Matthew English

Torrence, Suzanne Science

Torres, Mick Director of Technology

Traut, Cameron Nurse

Twadell, Brian English

Uliks, Robert Director of Safety/Security

Uliks, Jennifer Student Activities

Vanderwiell, Yvonne Special Services

Vasquez, Ruth B & G Office

Voelker, Alex Physical Welfare Department Aide/Pool Aide

Wacnik, Cheryl, Student Accounts

Wallis, Mary Sue Cafeteria

Ward, Lynda Special Services

Warfield, Amanda Mathematics

Warmbold, Donnalyn Data Services

Weber, Miriam B & G

Whalen, Barbara LST Office

Wiggins, Amy Library Media Center

Wiggins, Matthew	Social Studies
Wilcox, Bryan	Driver Education/Physical Education
Wilkin, Allison	Special Services
Wine, Amanda	Special Services
Wolfe, Laura	Data Processing Specialist
Wojciechowski, Rhonda	Payroll(District Office)
Wright, Deborah	Cafeteria
Young, Bonnie	Business Office (District Office)
Zwit, Denise	Superintendent's Office (District Office)
Zyrkowski, Brian	Mathematics

This list of staff may not be all inclusive and is subject to change.

ACADEMIC INFORMATION

AUDITING A COURSE

A student may request to take a course on an audit basis by the 2nd progress mark period of the semester. For this request to be considered, a student must be enrolled in at least five other regularly-graded academic courses and have a completed audit contract on file with their counselor.

When a course that is being taken on an audit basis is successfully completed, **the class will be posted on the student's transcript with a grade of "NG". No credit will be awarded for a class taken on an audit basis.**

CHANGE IN LEVEL OF INSTRUCTION

Some courses at LHS are offered at more than one ability level. Ability grouping allows some students to proceed at an accelerated pace, while allowing others to proceed at a slower pace while receiving more individualized attention.

Students are placed based on recommendations of the departments. If a student and teacher feel that the student could perform more effectively at a different level, a change of level can be made, class size permitting.

For this request to be considered, a student must request the "level adjustment form" from their counselor.

CLASSIFICATION OF STUDENTS

Students are initially classified according to the year they enter school. Students will be freshman during their first year in high school and sophomores during their second year in high school. Students will become juniors during their third year in high school if they have completed a minimum of 10.0 credits. Students will be classified as seniors during their fourth year of high school if they have completed a minimum of 14.0 credits. Students may opt to graduate before their senior year if all graduation requirements are met. Students may petition the principal to waive prerequisite courses if special needs are identified.

COURSE AND CREDIT LIMITATIONS

ON LINE COURSE WORK

In certain cases, students may be allowed to participate in online coursework for credit recovery and in some cases, acceleration and enrichment, through an approved educational institution. Please discuss this with your counselor, there are restrictions upon online coursework. Prior approval is required before enrolling in any on-line coursework.

COURSE AND CREDIT LIMITATIONS

Students must enroll in at least five academic classes plus physical education or health/driver education to be considered a full time student at LHS. If a student drops a fifth academic class, he/she will receive a failing grade in that class and not be considered a full time student. Students may enroll in and earn credit in six or seven academic classes plus physical education or health/driver education. A maximum of two (2) credits may be earned during any one summer. Courses taken at location other than District 128 must receive approval by the administration prior to the start of the course. Students wishing to enroll in more than six (6) academic classes should discuss their wishes with their counselor.

COURSE LEVEL EXPLANATION/WEIGHTED GRADES

LHS, District #128, is committed to the idea of providing a program, which will meet the unique educational needs, interests, abilities, and aspirations of each of its students. To help accomplish this goal, three levels of academic instruction have been developed.

1. **Advanced Placement courses** are highly challenging courses with expectations that students will work independently and demonstrate high levels of critical and analytical thinking, reading, and writing. The textbooks and materials used are above grade level or at college level. The goal of the course is to prepare the student for the Advanced Placement exam, which may permit a student to receive college credit and/or placement.
2. **Honors courses** demand high levels of cognitive and problem-solving processes and independent work. A rigorous instructional pace allows for both curricular depth and enrichment. These courses prepare students for college work and future study in Advanced Placement courses.
3. **Regular courses** provide instruction to develop skills that allow concentration on acquisition and application of new knowledge. These courses prepare students for college work or other post-secondary options.

The following indicates the weighted grading scale:

<u>A.P.</u>	<u>Honors</u>	<u>Regular</u>
A - 5.0	A - 4.5	A - 4.0
B - 4.0	B - 3.5	B - 3.0
C - 3.0	C - 2.5	C - 2.0
D - 2.0	D - 1.5	D - 1.0

EXTENDED STUDY COURSES

Some courses are designated as being available for extended study (see curriculum guide). **Students may elect to further their studies in that class by repeating the class for grade and credit.**

FIELDTRIPS

District 128 encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Since attending a field trip requires absence from regularly scheduled classes, it is the student's option to remain in school. If a student decides to attend a field trip, then he/she is expected to determine what assignments they will be missing and have those assignments completed for the day of their return. If a student decides not to attend the field trip, then he/she may have to complete an alternate assignment in lieu of the missed field trip experience.

GRADING

PASS /FAIL OPTION

The P/F option has been developed to encourage students to take more rigorous courses. By electing to take a course P/F, it is possible for students to experience a broader curriculum as part of their four-year program.

For this request to be considered, students:

- Must be enrolled in at least four other regularly graded academic courses.
- Must have completed Pass/Fail contract on file with their counselor by the end of Week 9/Progress Report 2 of a semester
- Cannot use P/F for classes that are required for graduation

Students who select the P/F option will be expected to meet all course requirements. Students will:

- Attend and participate in class activities
- Complete all class assignments
- Take the final examination for the class

Summary of Grades and Implications

<u>Grade</u>	<u>Grade Recorded as</u>	<u>Credit</u>	<u>Computed for Honor Roll</u>	<u>Computed in GPA</u>
A,B,C,D	P	Yes	No	No
F	F	No	Yes	Yes

FINAL EXAMINATIONS

Three days for semester exams are scheduled at the end of each semester.

- No final examinations will be given prior to regularly scheduled examination dates.
- A student may place a request to his/her teacher for an exam to be moved only if the student has three Final Exams scheduled for the same day. The exam will be rescheduled at a mutually agreed upon time. Please note the make-up Final Exam period may be used in such a case.
- Students must attend all classes during examination days.
- These examinations cover work of the entire semester and count no more than 20% when determining the semester grade. Students should be continuously reviewing their assignments so they will be prepared for their final examination.
- A student who is ill and cannot attend classes on their final examination days must have a parent/guardian telephone their LST by 9:30 a.m. on the day of the scheduled examination. Failure to call may result in a truancy.
- Students must be on time to final exams because students will not be allowed in hallways during exam periods. Any student more than

10 minutes late to an exam will be considered truant.

- A student who is truant for a final examination may receive a zero for the examination, which may result in failing the course. Unexcused absences must be reviewed by the department chairperson to determine the student's eligibility to take the exam.
- Seniors may be exempted from second semester final examinations in a full year course if a grade of "A" is received for the second 18th week progress report for that class. Seventh semester seniors will be exempted from 1st semester final exams for semester courses only if a grade of "A" is received for the 18th week progress report. The exemption criteria would remain the same for 8th semester seniors: receiving an "A" for the 18th week progress report.

FINAL EXAM SCHEDULE			
DAY ONE	TIME		#
Period 1	7:30 -	9:00	90
Period 2	9:15 -	10:45	90
Period 4	11:00 -	12:30	90
Make-up Period	12:45 -	2:15	90
DAY TWO			
Period 3	7:30 -	9:00	90
Period 5	9:15 -	10:45	90
Period 6	11:00 -	12:30	90
Make-up Period	12:45 -	2:15	90
DAY THREE			
Period 7	7:30 -	9:00	90
Period 8	9:15 -	10:45	90
0 Hour/Make-up Period	11:00 -	12:30	90

AP CLASSES IN REGARDS TO FINAL EXAMS

In many year-long AP courses, taking the AP test exempts students from the final exam for the course. See individual course syllabus for specific teacher expectations and procedures.

GRADE-POINT AVERAGE

LHS will compute both a weighted and unweighted G.P.A. at the end of each semester and at the end of Summer School. Calculations will be based on semester grades from all courses. The unweighted G.P.A. will be calculated on LHS's regular scale regardless of weighting. Pluses (+) or minuses (-) are not computed into the grade-point average.

Grade-point average is printed on the student report card each semester. Libertyville High School no longer ranks students nor recognizes a valedictorian at graduation. Graduates with a G.P.A. of 4.0 or better, calculated at the end of the seventh semester using either the weighted or unweighted system, will be designated as Honor Graduates and honored at graduation ceremonies. (Seniors, earning a G.P.A. of 4.0 or better after eight semesters, will receive an Honors Medallion after graduation and the posting of final grades). Anyone with questions should contact the Student Services Director.

GRADE REPORT METHODS

Parents and students can access grades and other academic information through PowerSchool, an online school information system. Students and parents will receive a password to access student information such as attendance, current marks, grades history and schedule information.

Students and parents will have access to four progress reports each semester. In an effort to go green, all progress reports will be available online. Parents who want a hard copy of the first three progress reports can request them to be mailed home by contacting the school registrar. Each progress report communicates a ***cumulative grade to date***. At eighteen (18) weeks a semester grade will be given based upon the cumulative eighteen week progress report (80% of the semester grade) and the final examination (20% of the semester grade). The final semester report card will be mailed home. Any exceptions to the 20% final exam must be approved by the department supervisor.

Italicized are reports sent to students and parents.

4.5 weeks	9 week	13.5 weeks	18 weeks
<i>Progress Report 1</i> -available on PowerSchool	<i>Progress Report 2</i> -available on PowerSchool	<i>Progress Report 3</i> -available on PowerSchool	Progress Report 4 (80%) + <u>Final Exam Grade (20%)</u> = Semester Grade -available on PowerSchool and mailed home
			<i>Semester Report Card</i>

GRADING

Dates for the four progress reports are listed in the school calendar in this book. Final progress/semester reports are usually mailed within one week of the date listed. Student grades can be viewed from the school's website. Following a progress report grade or final examination grade, a plus (+) or a minus (-) may be issued to serve as an additional indicator of student achievement. Plusses and minuses will not be recorded when issuing semester grades.

Progress Report Grading Scale	Percentage
A+	97
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60
F+	57
F	Below 57

Semester Report Grading Scale	Percentage
A	90
B	80
C	70
D	60
F	Below 60

The following letter grades are awarded at Libertyville High School:

Symbol	Description	Symbol	Description
A	Superior achievement	P	Pass – No grade, credit awarded not computed into GPA
B	Above average achievement	NG	Audit – no grade or credit awarded
C	Average achievement	W	Withdrawn– no credit awarded
D	Below average achievement	WF	Withdrawn/failing – computed into GPA
F	Failure – no credit awarded	EX	Exempt – no credit awarded
I	Incomplete – no credit awarded	MX	Medically excused – no credit awarded
R	Repeated for Grade – no credit awarded		

If a student has an extended absence due to illness or a pre-arranged absence, a grade of Incomplete may be issued. The student will work with their teacher to develop a plan to complete their course requirements. The goal is to get the student caught up by the end of the 1st progress mark period of the next term.

HOMEWORK / ASSIGNMENTS

Students are expected to fulfill the particular requirements of a curriculum in order to fully benefit from the educational growth that a class has to offer. If these requirements are not fulfilled, the teacher has the right to fail a student.

- Teachers will specify the logistics and expectations for satisfactory completion, timeframe, and grading.
- Students will be expected to complete the requirement within the given timeframe that the teacher has set.
- Teachers have a right to refuse homework if not completed in the specified amount of time.
- Teachers have a right to make a reduction in grade if a student does not meet the assignment due date.
- Students who are sick or have an excused absence will be allowed the same timeframe plus one day to complete any work that has not been finished.
- Students who are assigned in-school suspension may request work they will be missing to be completed during this quiet study time. Students may also request to make up work upon returning to class. In this regard, no academic penalties shall ensue, however teachers have the discretion to set time limits for accepting work upon return to the regular classroom setting.
- Students who are assigned out-of-school suspensions follow the same guidelines as outlined in the Suspensions (out-of-school) section of this student/parent handbook.
- Students will not be allowed to make up work that is over three weeks late unless the teacher grants permission. (This is an effort to protect teachers from being overloaded at the end of any semester by a barrage of late work from various students.)
- Parents or students may request an informal hearing if it is felt that any portion of this policy was not followed fairly and justly. The hearing shall consist of the teacher, student(s), parent(s) or legal guardian(s), and the teacher’s department supervisor.

HONOR ROLL

An honor roll will be computed and published two times each year using 1st semester and 2nd semester grades that are recorded on District #128 report cards.

Only students who are enrolled in five or more academic subjects will be considered for the honor roll. There are two honor rolls: "A" honor roll and "B" honor roll. Students earn places on the honor roll in the following manner:

A Honor Roll - all "A" grades

B Honor Roll - a grade-point average of "B" or higher **not using weighted grades**

Any grade of "D" or "F" in an academic subject disqualifies a student from the honor roll. Only courses that carry a minimum of .50 credit per semester are counted in computing the honor roll.

GRADUATION REQUIREMENTS

Twenty two (22) credits will be required for graduation, eighteen (18) of which must be from academic courses (everything except Physical Education and Driver Education).

To be a candidate for graduation, a student must have fourteen (14) credits at the end of the summer before his/her graduation year.

A student may enroll in and earn credit in a maximum of seven (7) academic classes plus Physical Education or Health/Driver Education each semester (excluding Summer School). A maximum of 1 credit per year may be earned during any one summer school session.

The requirements listed below are **minimum** requirements for graduation from Libertyville High School. Graduation requirements should not be interpreted as admission requirements for colleges or universities.

English – 4.0 credits total

Writing – 2.0 credits (1.0 credit must be an English course and 1.0 credit may be English or any other subject defined as a writing intensive course. Courses that award writing credit are labeled Writing Intensive).

Mathematics – 3.0 credits

1.0 credit must be Algebra I and 1.0 credit must include geometry content.

Science – 2.0 credits

Social Studies – 2.0 credits

1.0 credit must be U.S. History; 0.5 credit must be Government and 0.5 elective Social Studies credit).

Consumer Education – 0.5 credit

Health Education – 0.5 credit

Students will be exempt from Physical Education for one semester while they are enrolled in Health.

1.0 credit from one of the following:

Applied Arts (Applied Technology, Business Education, Family and Consumer Sciences), Fine and Performing Arts (Art, Music, Theater Arts) or International Languages.

Driver Education

Students will be exempt from Physical Education, *for a maximum* of one semester while they are enrolled in Driver Education. Students must complete

30 clock hours of classroom instruction and 6 clock hours of behind the wheel instruction. In order for a student to be eligible for Driver Education:

1) he/she must have received a passing grade in at least eight academic courses during his/her previous two semesters.

2) Students must be alcohol and other drug free. Any violation of the alcohol and/or drug policy will result in the student being withdrawn from Driver Education for one semester beyond his/her eligibility date. At the end of that time, an assessment with a negative drug screen result from an agency approved by District #128 must be submitted to the Student Assistance Program Coordinator. **If a student is currently enrolled in Driver Education and is in violation of the alcohol and/or drug policy, the student will be immediately dropped from the Behind the Wheel section of their Driver Education Class.**

Physical Education – taken every semester (0.5 credit per semester).

Must be taken and passed every semester of attendance unless a student is medically excused or exempt. A maximum of 4.0 credits may be applied toward graduation.

State Testing - Students are required to participate in Illinois state testing to receive a high school diploma.

ENRICHMENT PROGRAMS

Link Crew is a yearlong transition program which facilitates the transition to high school for incoming freshman. Students will be assigned to Link Crew 2 days a week during half of their lunch hour—either Monday/Tuesday or Thursday/Friday. Link Crew provides a structure which guides students toward both academic and social success. Through the use of kinesthetic learning activities, Link Crew will focus on the following topics:

- acclimating to the high school environment
- building connections with students and staff
- accessing available resources
- developing information literacy
- internet safety

POWERSCHOOL

Parents and students will have access to easily view information regarding their child such as attendance, grades, academic history, current schedule and messages that may be posted. If you have any questions regarding PowerSchool, e-mail Donnalynn Warmbold at donnalynn.Warmbold@d128.org or call (847) 327-7014.

PHYSICAL EDUCATION ATHLETIC EXEMPTION POLICY

If a student is PE exempt and not attending PE class, the student will not be able to count that class as one of the five classes required for IHSA eligibility.

Students in grades 11 and 12 may request an athletic exemption from Physical Education if they satisfy the following criteria:

- The student-athlete is enrolled in 6 academic and credit bearing courses.
The student-athlete is participating in interscholastic athletics sanctioned by the IHSA, or pom-poms or Lacrosse.
- The student-athlete has never failed Physical Education in previous semesters and currently holds a “C” or better.

If the student satisfies the criteria above, then it is the student’s responsibility to complete the application process below:

1. The student–athlete must obtain the Physical Exemption form from the Athletic Director and all the required signatures. This must be returned to the Counselor **by the designated date**.
Signatures required (in order): The Student, Coach, Parent, Physical Education Instructor and Counselor.
2. The student–athlete must sign the form indicating they understand the rules and regulations of the Athletic Exemption Privilege and the consequences of failing to abide by any part of those regulations.
3. Each request for exemption from Physical Education Class will be verified and eligibility determined on a case-by-case basis by school district staff.
4. The student-athlete must apply each athletic season (Fall, Winter, Spring) for a PE Exemption.

To maintain their Physical Education Exemption status:

1. The student-athlete must report and stay in the assigned required study hall or appropriate attendance area ALL period EVERY day.
2. The student-athlete must attend ALL scheduled practices and competitions.
3. The student-athlete must return to Physical Education class when their competitive season is complete. Failure to return to class will result in a consequence from the LST. This may result in a loss of future exemption privileges.
4. The winter athlete must return to their second semester Physical Education teacher on day one of the second semester. They will return to their exemption the following day.
5. If the student athlete is receiving credit/grade for Physical Education they are expected to return for final exams.

NOTE: Questions regarding Physical Education Athletic Exemption should be directed to the Physical Education Teacher.

REPEATING A COURSE

Students may request to repeat a course if the student has not acquired an acceptable skill level to proceed to the next sequential class. Students who wish to consider this option should:

1. Obtain a “Request to Repeat a Class” form from his/her counselor,
2. Be enrolled in at least four other regularly graded academic classes, and
3. Complete the approval process prior to the start of the class.

If approved and the course is repeated, upon successful completion, the grade will be shown on the student's transcript, credit will be awarded and calculated into the GPA. A notation of "R" will be posted for the 1st class taken, and credit received will be removed.

REQUEST TO CHANGE A TEACHER

It is the school's philosophy that students select their courses, not their teachers. However, there are instances where a change of teacher might be necessary. A request to change a teacher will be considered providing:

1. The counselor receives a written request from parents/guardian indicating either this student or a sibling had the teacher for a class previously and the reason they are requesting a different teacher. A copy of the written request will be forwarded to the appropriate Department Supervisor.
2. The request is made prior to the beginning of each semester.
3. There is space available in another teacher's class.

Requests to change a teacher might be made at other times of the year or for other reasons than specified above. A parent, a teacher or a member of the student's Learning Support Team can initiate these requests. In these cases, the Department Supervisor, after consultation with the concerned teacher, and appropriate LST members, will make a recommendation to the building principal.

SCHEDULE CHANGE

High school course selection is an important process, which requires serious planning, and decisions on the part of students and parents. Students are given ample time during the preceding spring to choose their courses for the next school year. The school's master schedule is built upon these choices. Financial and space constraints do not allow flexibility in changing course requests. Students must be enrolled in at least five academic classes plus physical education/drivers education/health.

A sixth academic class may be dropped if the following guidelines are met:

- If a course is dropped by the second progress report of the semester, no entry is made on the permanent record indicating the student was enrolled.
- If a course is dropped after the second progress report of the semester, the course is recorded on the student's permanent record with a notation of either W (withdrawn passing), WF (withdrawn failing), or MX (medically excused).
- A grade of W or MX is not computed in the student's grade-point-average.
- A grade of WF is considered the same as a semester failure in computing grade-point-average.

All schedule adjustments must be completed by August 10, 2017. Schedule changes after first semester begins will be limited to necessary academic circumstances. Failing a prerequisite course, needing a required course for high school graduation, or making a change in the level of instruction, are examples of necessary changes. Second semester schedule adjustments can be made between the first of December and the end of the first semester. Once the second semester begins, schedule changes will be limited to necessary academic circumstances only.

If a student decides to drop a class after the billing date, no refund will be processed (see class fees).

SUMMER SCHOOL

District 128 has a seven-week summer school during which a student may take two one-semester courses to earn one high school credit.

Summer school provides:

1. The opportunity to make up work if a student is falling behind in credits.
2. An opportunity to complete a required course in the summer, making room for additional electives the following school year.
3. An opportunity for students to take the courses for enrichment, either for high school credit or for no credit.

Any student wishing to take Driver's Education in summer school must sign up with their counselor. Any student who is falling behind in credits is especially urged to take advantage of summer school. Invariably, the students who fail to meet graduation requirements at the end of four years could have graduated with their class if they had successfully attended summer school.

TECHNOLOGY CAMPUS/(LCTC)

The Technology Campus is part of the academic program. District #128, and Technology Campus policies and rules apply while students are in school, on school grounds or in transit between campuses. Use this link to access additional Technology Campus information <http://lhswildcats.org/lake-county-tech-campus> .

Technology Campus Students – Class meets 8:20 am to 10:20 pm, Monday through Friday

Depart LHS	7:40 am	
Arrive Tech Campus	8:10 am	
Class	8:20 – 10:20 am	
	Depart Tech Campus	10:25 am
Arrive LHS at approx.	10:45 am	

Technology Campus Half-Day Schedule

Depart LHS	7:40 am
Arrive Tech Campus	8:10 am
Class	8:20 – 10:20 am
Depart Tech Campus	10:25 am
Arrive LHS	10:45 am

Students will be excused from classes at LHS periods 5,6,7 but must attend period 8

Cosmetology Students - Class meets 8:15 am to 11:45 am, Monday through Friday

Depart LHS	7:40 am
Arrive Tech Campus	8:10 am
Class	8:15 – 11:45 am
Depart Tech Campus	11:50 am
Arrive LHS at approx.	12:10 pm (students may be late for their 6 th period class)

Cosmetology Half-Day Schedule

Depart LHS	7:40 am
Arrive Tech Campus	8:10 am
Class	8:15 – 11:05 am – (students must be permitted to leave early due to early dismissal at LHS)
Depart Tech Campus	11:10 am
Arrive LHS	11:30 am

Half Days

All students will attend their regularly scheduled classes at the Technology campus. Session 1 Tech students will be excused from periods 5,6 & 7, but will be expected to attend their period 8 class. Cosmetology students will be excused from periods 6, 7 & 8 at LHS

Late Starts –Late Start Days will occur every Wednesday. Cosmetology and Technology Campus students will attend their regularly scheduled classes at the Technology Campus. All students will catch their bus at the regular start time. Upon return to LHS, only those students with Senior Lunch Release privileges may leave the building until their next scheduled class. All other students must report to a resource area.

Assembly Days

All Tech Campus and Cosmetology Students will attend their regularly scheduled classes at the Technology Campus.

Final Exam Week

On day one of final exams (periods 1,2,4) all Cosmetology and Technology Campus and students will report to their classes at the Technology Campus. Students will be exempt from attending the Technology Campus on days 2 and 3.

LHS Non Attendance Days

If LHS is **not** in session and Technology Campus is in session, LHS students will not be required to attend Technology Campus. It will be marked as a calendar conflict at the Technology Campus and students will not be penalized. Bus transportation will NOT be available to

the Technology Campus.

Technology Campus Non Attendance Days

When the Technology Campus is not in session and LHS is, Cosmetology and Technology Campus students are not required to be in attendance at LHS until their first scheduled period. If students do arrive at LHS at any time during normal Technology Campus hours, they must go to their LST or a resource area. Loitering will not be permitted.

Driving To Technology Campus

Students may not drive to the Technology Campus without written permission signed by a District #128 Administrator, a Technology Campus Administrator and a parent/guardian. Permission to drive must be requested at least two school days in advance for the request to be considered.

ATHLETICS

ATHLETIC FEES

A \$40.00 Athletic Fee will be charged for each sport a student is participating in. Students will be billed \$40.00 once the team has been finalized. Prompt payment is requested.

Basic registration fees and outstanding fees must be paid to be eligible to participate in a sport. The Athletic Director will be notified if a student cannot participate due to outstanding financial obligations.

SCHOLASTIC STANDARDS

Students must pass twenty-five (25) credit hours of high school work per week. Students must have passed twenty-five (25) credit hours of high school work the previous semester to be eligible for the current (next) semester. A one-semester class meeting one period per day and receiving 1/2 unit of credit per semester is considered a 5-hour class. Eligibility is determined by calculating the student's cumulative grade to date for the semester. If you have any questions, see your coach, athletic director, or principal.

ATHLETIC ELIGIBILITY

1. Athletic Registration is completed online during the summer via info snap. In order for a student to participate in athletics info snap registration must be completed and a current physical needs to be on file in the athletic office.
2. Each freshman student and his/her parent/guardian will be required to attend an athletic information night. Students will **NOT** be permitted to participate in an athletic contest until this requirement has been satisfied. At this meeting we will present information on athletic procedures, policies and expectations. Along with this information we will review our training rules (athletic code of conduct). The athletic code is cumulative beginning with the student athlete/representative and parents signing of this code and continuing throughout the athlete's representative's entire high school career. There will be some time at the end of the meeting to answer any questions. The date of the freshman athletic information night is August 15, 2017. The meeting will start promptly at 6:00 PM in the Libertyville H.S. Auditorium.

ATHLETIC CODE OF CONDUCT

See Code of Conduct section for Athletics in table of contents.

ATHLETIC AWARDS

School athletic awards are presented to members of the Freshman, Sophomore, Junior Varsity and Varsity teams. Participants receive awards if they meet the requirements set for each sport and are recommended by the coach.

School numeral awards are issued to Freshman athletes only during the Freshman year of competition. School letters or certificates are awarded for participation at the Sophomore, Junior Varsity and Varsity level of competition.

ATHLETIC WEBSITE

For the most up-to-date information on athletic events check the Athletic Webpage at www.lhswildcats.org.

ATHLETIC PASSES - FAMILY

Family passes are available in the Athletic Office (Room 162) and will be sold at the gate for home football and basketball games. The price is \$50.00. These passes will permit admission to all home Football, Boys' Basketball, Friday night Girls' Basketball, and Wrestling events excluding any North Suburban Conference Invitational or IHSA State sponsored contest including regional or sectionals.

ATHLETIC RECOGNITION

A special awards night has been set aside for each season.

ATHLETIC SCHEDULES

Athletic schedules will not be printed in this handbook. Copies of athletic schedules for individual and all sports teams will be available on the LHS web site. The web site, www.lhswildcats.org/athleticschedule, will reflect, as best as possible, the most current athletic schedules and changes.

ATHLETIC SPIRIT

Spectator support is a vital part of any athletic contest. It is important to the spectators for LHS and the opposing team, community members, school personnel, and others that may be attending the athletic contest to show their spirit in appropriate ways.

The North Suburban Conference has set expectations for spectators.

- High school athletics are learning experiences for students, and sometimes mistakes are made. Praise student athletes in their attempt to improve themselves as students, athletes, and individuals.
- A ticket is a privilege to observe the contest, not a license to verbally assault others.
- Learn the rules of the game.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of the game officials.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances before and during contests.
- Use only those cheers that support and uplift the teams involved.
- Obey the rules and regulations set forth when a guest of any NSC. host school.

STARTING DATES FOR ATHLETIC TEAMS

The formula to contact faculty and staff members through email is: first name period last name @d128.org, an example of this is: jane.smith@d128.org

<u>Sport</u>	<u>Starting Date</u>	<u>Head Coach</u>
FALL		
Football	8/7/17	Mike Jones
Boys Cross Country	8/9/17	Stuart Mendelsohn
Girls Cross Country	8/9/17	Bill Etnyre
Boys Golf	8/7/17	Sean Matthews
Girls Golf	8/9/17	Greg Pedersen
Boys Soccer	8/9/17	Andrew Bitta
Girls Swimming/Diving	8/9/17	Erik Rogers
Girls Tennis	8/9/17	Dan Kiernan
Girls Volleyball	8/9/17	Greg Loika
Cheerleading	8/9/17	Erin Vance
Pom Pons	8/9/17	Casey Dugan
WINTER		
Boys Bowling	10/23/17	Robert Sweno
Girls Basketball	10/30/17	Greg Pedersen
Boys Basketball	11/6/17	Brent Mork
Cheerleading	11/6/17	Erin Vance
Pom Pons	11/6/17	Casey Dugan
Girls Gymnastics	11/6/17	Tiffany Owens
Wrestling	11/6/17	Dale Eggert

Girls Bowling	11/13/17	Lindsey Siegel
Boys Swimming/Diving	11/20/17	Michael Cunningham
Ice Hockey (club)	TBA	Bobby Scott

SPRING

Boys Track	1/29/18	Stuart Mendelsohn
Girls Track	1/29/18	Tom Bizosky
Boys Gymnastics	2/12/18	Josh Cimo
Badminton (Girls)	2/12/18	Judi Neuberger
Baseball	2/26/18	Matt Thompson
Softball	2/26/18	Elissa Wisniewski
Boys Tennis	2/26/18	Dan Kiernan
Boys Lacrosse	2/26/18	Tyler Cauble
Girls Lacrosse	2/26/18	Andra Dalton
Boys Water Polo	2/26/18	Ethan Matthews
Girls Water Polo	2/26/18	Tracy Balla
Girls Soccer	2/26/18	Andrew Bitta
Boys Volleyball	2/26/18	Jennifer Smith
Bass Fishing	TBA	Bill Reichert

NCAA CLEARINGHOUSE REQUIREMENTS

Students who wish to participate in collegiate athletics at the Division I or II level must apply for certification with the National Collegiate Athletic Association (NCAA) Clearinghouse. Libertyville High School counselors can assist students in completing this process.

To be certified by the Clearinghouse, you must:

1. Graduate from high school.

You should apply for certification after your sophomore year in high school if you are sure you wish to participate in intercollegiate athletics as a freshman at a Division I or II institution. The Clearinghouse will issue a preliminary certification report after you have had all your materials submitted. After you graduate, if your eligibility status is requested by a member institution, the Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards.

2. Complete the 16 core courses listed below.

Core Units Required for NCAA Certification

	Division I	Division II
English Core	4 years	3 years
Mathematics Core (Algebra I or higher)	3 years	2 years
Science Core (including at least 1 year of lab science)	2 years	2 years
Social Science Core	2 years	2 years
Additional English, math, or science	1 year	3 years
Additional Core (from any area above or foreign language, nondoctrinal religion/philosophy, computer science)	4 years	4 years
TOTAL CORE UNITS REQUIRED	16	16

NOTE: NCAA Division I schools will require ten core courses to be completed prior to the seventh semester (*seven of the ten must be a combination of English, Math or Natural/ Physical Science that meet the distribution requirements above*). Beginning August 1, 2015, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the ten course requirement, but would not be able to compete.

3. **Present a minimum required grade point average in your core courses.** Only courses that are on Libertyville High School's "List of NCAA Approved Core Courses" can be used to calculate your NCAA g.p.a. No special values are allowed for "+" or "-" grades.
4. **For Division I, earn a combined SAT or ACT sum score that matches your core course grade point average and test score in the NCAA sliding scale. For Division II, earn a combined SAT score of 820 or an ACT sum score of 68 with a minimum 2.0 GPA.** Beginning August 1, 2018, Division II will use a sliding scale to match test scores and core G.P.A.

LIST OF NCAA APPROVED CORE COURSES (formerly 48H)

The NCAA Initial Eligibility Clearinghouse has approved courses for use in establishing the certification status of student-athletes from Libertyville High School. If you intend to participate in college athletics, see your counselor concerning how this list affects your registration for classes.

To access Libertyville's List of Approved Core courses:

- Go to www.eligibilitycenter.org and enter as a high school student
- Click on "Resources" at the top
- Click on "U.S. Students"
- Click on "List of NCAA Courses" on right hand side
- Enter our high school code 142620 in the box and click "Search." You now have the most up-to-date list of our Approved Core Courses.

Be aware that not all LHS Core Courses are approved by the NCAA Clearinghouse. We strongly encourage student-athletes and parents to consult the list of Approved Core Courses early in their academic planning to ensure that approved courses are selected.

For more information on the eligibility process, visit www.eligibilitycenter.org

Clearinghouse Contact Information

NCAA Initial-Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207-7136
877-262-1492 (toll-free)
317-968-5100 (fax)

NATIONAL LETTER OF INTENT SIGNING DAY

D128 Athletic Departments will arrange National Letter of Intent Signing Days for student-athletes who participate in District 128 athletic programs. The student-athlete must be a current participant in the high school sport for which he/she has received a National Letter of Intent. Students who are not current participants in District 128 athletic programs and receive a National Letter of Intent may arrange to sign the letter in the Principal's office.

NO PASS - NO PARTICIPATION

Students participating in any school-sponsored or school-supported athletic program, club or fine arts extracurricular activity at Community High School District 128 will comply with the Illinois High School State Association by-laws in regards to eligibility and scholastic standing.

Students shall be doing passing work in at least twenty-five (25) credit hours of high school work per week to be eligible to participate in the interscholastic athletic program and shall be doing passing work in at least twenty-five (25) credit hours of high school work per semester for students participating in any school-sponsored or school-supported extracurricular activity. Such work shall have been completed in the semester for which credit is granted or in a district recognized summer school program, which has been approved by the Board of Education, and for which graduation credit is granted.

Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school; passing grades for the course would immediately be certified on the student's transcript to the school to which they transfer.

Failure to complete passing work in at least twenty-five (25) credit hours per semester shall preclude participation in interscholastic athletics, clubs and fine arts extracurricular activities for the following semester. **(BOE, Policy #715.13)**

ATTENDANCE

ATTENDANCE - PHILOSOPHY

Attendance, both punctual and regular, is important to a student's success in school. It is also the mark of a mature sense of responsibility. Unfortunately, there are times when a student cannot attend class. Each student should be aware that there is no way that

we can recreate the actual experience of their classmates who were in class. **A student must assume the responsibility for seeking out and completing his/her assignments.** The following procedures have been developed with this in mind.

ATTENDANCE – RESPONSIBILITIES

Students must attend school until age 17 according to Section 26-1 of the **Illinois School Code**.

- **Student:** to be on time to class so that his/her attendance can be taken in a proper manner to clarify any attendance questions.
- **Parent / Guardian:** to inform the school of any absence prior to or on the day of the absence.

To report absences please contact the appropriate LST attendance line.

LHS Learning Support Teams:

A to F	(847) 327-7210
G to P	(847) 327-7220
Q to Z	(847) 327-7230

Phone lines are available 24 hours / 7 days a week to leave a message. Please leave the following information: student's first and last name - spelled out, year in school, name of parent calling, daytime phone where parent may be contacted to verify the call and reason for absence. Notes from parents will not be accepted. Absences not cleared within a 24-hour period may result in an unauthorized absence and school consequences.

- **School:** to monitor the student's attendance and to inform parent(s)/guardian of any attendance problems. **The final decision for categorizing an absence rests with the administration.**

ATTENDANCE – VALID CAUSES FOR ABSENTEEISM

Libertyville High School, District #128, in keeping with Section 26-2A of the **Illinois School Code** considers the following circumstances to be valid causes for a student's absence:

- Legitimate illness
- Observance of religious holidays
- Death in the immediate family
- Other reasons approved by the LHS, District #128, administration such as a family emergency, dentist / doctor appointments (with documentation), and verified court appearance (with documentation).

CATEGORIES OF ABSENCE / RESOURCES

A. Authorized

1. **Excused** - These include illnesses (may request a physician's note), death in the family, religious holiday, homebound/hospitalized instruction and a verified court date. Students may make up missed work by making arrangements with the individual teachers. **The final decision for authorizing an absence rests with the administration.**

To help students meet the goal of regular attendance, A LIMIT OF 10 EXCUSED ABSENCES from class in one semester will be imposed. Any absences beyond 10 may require a doctor's note signed by the doctor. If a doctor's note is not provided, the absence will be counted as an unexcused absence.

2. **Medical Excused** – Any illness which is documented by a doctor's note will not be included in the 10 days excused absence limit. **The final decision for authorizing an absence as medically excused rests with the administration.**
3. **Pre-arranged Absences** - If a student knows in advance that he/she will be absent from school one or more days, parents should contact the LST Office prior to the date of the absence and the student will pick up a "pre-arranged absence form." They must have it signed by their teachers and return it to the LST office **before they leave.** Five days notice of extended pre-arranged absences is requested. Examples include college visitations, religious holidays, family wedding, funeral, school related field trip, etc.

Students are strongly encouraged not to take pre-arranged absences immediately prior to or following scheduled school vacations. Should a pre-arranged absence be taken, all work must be made up either the day of their return, prior to their departure, or at the discretion of the teacher. Please be aware that the taking of a pre-arranged absence prior to vacation or after vacation may impact your grade in class.

HOMEWORK POLICIES DURING AUTHORIZED ABSENCES

Students with authorized absences for one day will be expected to make up the work they missed on the day they return to school. For authorized absences of two or more days, students will be given the number of days absent plus one day to make up the work.

Please note that it is the intent of this policy to give students a reasonable amount of time to complete work assigned during an absence. It does not apply to long-term assignments or tests. For example, if a student was absent one test day only, then a student would be expected to make up the test on the day he/she returns. At the discretion of the teacher, more time may be granted.

B. Unauthorized

1. **Unexcused absence** - examples include oversleeping, missing the bus, car problems, work, employment interviews, transporting people to the airport, staying home to do school work, failure to provide doctor's note or court verification, etc. Unexcused absences will be given at the discretion of the LST. If a student is unexcused, he/she may not make up daily work and will receive zeros on homework, quizzes and/or tests. There will be no behavior consequences given by the LST.
2. **Truancy** – **EVERY** truancy will result in LST action. Consequences for truanies will be progressive in nature. Parent conferences may be required to resolve truancy issues. Students may be dropped from class due to chronic truanies. A student may not make up work and will receive zeros on any work or tests missed due to a truancy. Exceptions may be made for major projects. Students are encouraged to do missed assignments even though credit will not be given.

C. Resources Available for Student Attendance Problems

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- Conference with school personnel
- 8 day letter
- 10 day letter
- Project PASS/Regional Office of Education
- Administrative review

HOMEWORK REQUESTS DURING ABSENCES

Homework assignments may be requested from the student's teachers after a student has been absent for two days due to illness or a family emergency. To make this request, the student or parent may call the Learning Support Team Office. **Assignments may be picked up in the LST 24 hours after notification has been received.**

EXTENDED ABSENCE For students who have an extended absence and receive an incomplete at the end of the term, an educational team will meet to develop a timeline to complete course requirements for grade and credit. The educational team may consist of the teacher, LST personnel, nurse, parents, homebound tutors (if any) and administration as needed. Input from a doctor via medical notes will be taken into account. The goal of the educational team will be to create a plan to get the student caught up as soon as is practically possible. In extreme cases the educational team may recommend the student be medically excused (MX, no grade, no credit) from the class due to lack of progress.

LEAVING DURING THE SCHOOL DAY

Once a student arrives on campus he/she may not leave without permission.

If a student must leave the building during the school day for any reason (illness, family emergency, doctor's appointment, etc.),

HE/SHE MUST HAVE PARENT/GUARDIAN AUTHORIZATION AND MUST SIGN OUT IN THEIR LST BEFORE LEAVING THE BUILDING.

If the student is ill, he/she must first be assessed in the nurse's office, even if the student has already communicated with the parent/guardian. Students attempting to leave school through their LST due to illness will be sent to the nurse's office first. Failure to follow this procedure may result in an unauthorized absence and/or school consequences. If the student returns to school on the same day, **HE/SHE MUST SIGN IN AT THEIR LST WHEN RETURNING TO THE BUILDING.**

PARTICIPATION IN AFTER SCHOOL ACTIVITIES WHEN ABSENT

Students who are **absent** from school the entire day are not allowed to participate in any practices, competitions or school sponsored activities held after school or during the evening of the day(s) absence. The student must attend at least ½ day (4 periods) in order to participate in any practices, competitions or school sponsored activities held after school or during the evening. These activities include all athletic practices and events, plays, musicals, concerts, club meetings, and any other school sponsored activity. If the absence occurs on a Friday, this rule applies to the weekend also. If the situation arises in which an exception to the above rule is necessary, the Principal (or designee) will make the final ruling.

Students who are **suspended** out of school are not allowed to participate in any practices, competitions or school sponsored activities held after school or during the evening of the day(s) suspension. If the suspension occurs on and/or includes a Friday, this rule applies to the weekend also. These activities include all athletic practices and events, plays, musicals, concerts, club meetings, and any other school sponsored activity. A suspension officially ends upon the student's first day of return to school. If the situation arises in which an exception to the above rule is necessary, the Principal (or designee) will make the final ruling.

Powder Puff Football – Students wishing to participate in the powder puff football game need to be in full participation in their physical

education class. Any student with a doctor's note excusing them from physical education will not be permitted to participate in practices or play in the powder puff football game.

Intramural Sports - Students wishing to participate in intramurals must comply with **ALL** athletic guidelines and have completed paperwork.

TARDINESS TO CLASS

Tardies are defined as entering a classroom after the bell rings. A student, more than 10 minutes late without a valid excuse, will be considered truant and will be given an unauthorized absence or disciplinary consequence.

Students will be expected to report to classes on time and will be held accountable for timeliness. Students will be issued detentions for tardiness at the discretion of the teacher. Students have 2 days to complete their tardy detentions. Failure to serve these detentions, will result in a Saturday Detention assigned by the Team Leader. Repeated tardiness to class may result in additional intervention and disciplinary consequences.

TEMPORARY CARE OF YOUR STUDENT

When custodial parents or guardians are out of town, the school requires:

1. that the parent/guardian give written authorization to the appropriate LST office stating the name and telephone number of the individual(s) that will be responsible for your son/daughter, while parent/guardian is away.
2. indicate that this individual(s) has your permission to excuse the student from school should the occasion arise.
3. parent/guardian contact number.
4. length of time parent/guardian will be away.

Without the appropriate notification, students may be marked unexcused or truant and consequences may be given.

BELL SCHEDULES

BELL SCHEDULES FOR 2015-2016 (LIBERTYVILLE HIGH SCHOOL)

*Assembly schedules are subject to change.

Regular	Late Start with First Class	Late Start	
Zero Hour.....6:30 – 7:20	Zero Hour.....8:00 – 8:40	Zero Hour	8:00 - 8:40
EB 7:05 – 8:20	EB 8:25 – 9:28	EB	8:25 – 9:30
1 7:30 – 8:20	1 8:50 – 9:28	1	8:50 – 9:30
2 8:25 – 9:15	2 9:33 – 10:11	2	9:35 – 10:15
3 9:20 – 10:15	First class 10:16 – 10:37	3	10:20 – 11:05
4A 10:20 – 10:45	3 10:37 – 11:15	4A	11:10 – 11:30
4B 10:45 – 11:10	4A 11:20 – 11:39	4B	11:30 – 11:50
5A 11:15 – 11:40	4B 11:39 – 11:58	5A	11:55 – 12:15
5B 11:40 – 12:05	5A 12:03 – 12:22	5B	12:15 – 12:35
6A 12:10 – 12:35	5B 12:22 – 12:41	6A	12:40 – 1:00
6B 12:35 – 1:00	6A 12:46 – 1:05	6B	1:00 – 1:20
7A 1:05 – 1:30	6B 1:05 – 1:24	7A	1:25 – 1:45
7B 1:30 – 1:55	7A 1:29 – 1:48	7B	1:45 – 2:05
8 2:00 – 2:50	7B 1:48 – 2:07	8	2:10 – 2:50
	8 2:12 – 2:50		

Final Exams

Day 1

- Period 1 7:30 – 9:00
- Period 2 9:15 – 10:45
- Period 4 11:00 – 12:30

Day 2

- Period 3 7:30 – 9:00
- Period 5 9:15 – 10:45

Early Release

	Zero Hour	6:30 – 7:20
	EB	7:05 – 7:30
1		7:30 – 8:10
2		8:15 – 8:55
3		9:00 – 9:45
4		9:50 – 10:30
5		10:35 – 11:15

Period 6.....11:00 – 12:30	6	11:20 – 12:00
Day 3	7	12:05 – 12:45
Period 7.....7:30 – 9:00	8	12:50 – 1:30
Period 8.....9:15 – 10:45		
Zero Hour/...11:00 – 12:30		
Make Up Testing		

20 Minute Mid Day Assembly

Zero Hour.....6:30 – 7:20

EB	7:05 – 8:17
1	7:30 – 8:17
2	8:22 – 9:09
Assembly	9:19 – 9:39
3	9:44 – 10:31
4A	10:36 – 10:59
4B	10:59 – 11:23
5A	11:28 – 11:51
5B	11:51 – 12:15
6A	12:20 – 12:43
6B	12:43 – 1:07
7A	1:12 – 1:35
7B	1:35 – 1:59
8	2:04 – 2:50

20 Minute End Day Assembly

Zero Hour.....6:30 – 7:20

EB	7:05 – 8:17
1	7:30 – 8:17
2	8:22 – 9:09
3	9:14 – 10:01
4A	10:06 – 10:29
4B	10:29 – 10:53
5A	10:58 – 11:21
5B	11:21 – 11:45
6A	11:50 – 12:13
6B	12:13 – 12:37
7A	12:42 – 1:05
7B	1:05 – 1:29
8	1:34 – 2:20
Assembly	2:30 – 2:50

60 Minute Mid Day Assembly

Zero Hour.....6:30 – 7:20

EB	7:05 – 8:12
1	7:30 – 8:12
2	8:17 – 8:59
Assembly	9:09 – 10:09
3	10:14 – 10:56
4A	11:01 – 11:22
4B	11:22 – 11:43
5A	11:48 – 12:09
5B	12:09 – 12:30
6A	12:35 – 12:56
6B	12:56 – 1:17
7A	1:22 – 1:43
7B	1:43 – 2:04
8	2:09 – 2:50

60 Minute End Day Assembly

Zero Hour....6:30 – 7:20

EB	7:05 – 8:11
1	7:30 – 8:11
2	8:16 – 8:58
3	9:03 – 9:45
4A	9:50 – 10:11
4B	10:11 – 10:32
5A	10:37 – 10:58
5B	10:58 – 11:19
6A	11:24 – 11:45
6B	11:45 – 12:06
7A	12:11 – 12:32
7B	12:32 – 12:53
8	12:58 – 1:40
Assembly	1:50 – 2:50

CALCULATOR USE POLICY

The Mathematics Department is strongly committed to the use of graphing calculators to enhance learning. The TI-84+ graphing calculator is required for all math courses. Defined national and state standards now emphasize calculators as necessary tools to prepare students to compete in an ever-changing technological world. The calculator assists students in making connections, making abstract concepts more concrete and preventing arithmetic errors; it is not a substitute for understanding. The use of the calculator for an individual course is at the discretion of the teacher. While the calculator is an invaluable tool for studying mathematics, there will be times when the instructor deems that a particular topic or skill is more appropriately investigated and assessed without the use of a calculator.

Students are expected to demonstrate the utmost personal integrity in using the calculator. Inappropriate uses of the calculator include, but are not limited to:

- Playing calculator games during class or in Resource Center
- Storing formulas and/or answers, or using programs **unauthorized by the teacher**

Inappropriate use may result in disciplinary consequences. The teacher reserves the right to take steps to avoid inappropriate use by erasing memory, trading a personal calculator for a school calculator, trading student calculators, or other measures as necessary.

COLLEGE / CAREER RESOURCE / INFORMATION

COLLEGE / CAREER RESOURCE CENTER

The LHS College/Career Resource Center (CRC) offers a variety of resources and services to our students, parents, graduates, and community. Our goal is to provide support to students as they plan for “Life after Libertyville.” Located in Room 111 across from the Main Gym, our CRC offers the following resources:

- College Guidebooks
- Career Information
- Testing and Test Prep Information
- Scholarship Information
- NCAA Clearinghouse Information
- U.S. Military and Service Academies Information

We also offer the following services:

- Meetings with College Representatives
- Career Exploration
- College Planning and Consultation
- Assistance with College Applications: Essays, Navigating Online Applications
- Scholarship Searches and Applications
- Financial Aid and FAFSA/CSS Profile Support
- NCAA Eligibility and Working with College Coaches

We encourage all students and parents to utilize and explore **Naviance**, LHS’s premiere college research website, accessible at <http://succeed.naviance.com/libertyville> or from the LHS website.

To access a student’s Naviance account:

User Name = firstname.lastname (i.e. john.smith)

Password = student’s LHS ID number (i.e. 123456)

Naviance provides individualized student information and historical application data specific to LHS. Among Naviance’s many features:

- Career Exploration and Inventories
- Personality Surveys
- College Search Engines
- Information on Colleges across the U.S., Canada, and Abroad
- Most Up-to-Date List of College Representative Visits
- Schedule of College Fairs and Programs
- Scattergrams
- Local/National Scholarship Databases
- Summer Enrichment Opportunities
- Resume Builder
- Surveys Related to Counselor/Teacher Recommendations and Counselor Conferences

CRC DAY / NIGHT PROGRAMS

The CRC sponsors many events during the year, and a full schedule can be found on the CRC website under “Programs”. Typically the CRC hosts the following programs:

Fall Semester

- NCAA Eligibility Center Night for the North Suburban Conference
- Parents of Seniors College Information Night
- University of Illinois at D128
- Junior College Workshop: Creating Your College List

Spring Semester

- “Cats to College”: College Workshop for Juniors and Parents
- College Technology Workshop for Parents: Naviance and Your Student’s College Search
- Sophomore College Workshop: Life After Libertyville
- Financing Your College Education: Financial Aid & Scholarships

- Senior Decision Day

Throughout the School Year

- Lunch 'n' Learn Workshops for seniors and juniors
- Illinois College Exposition College Fair at CLC, offered in October and March

COLLEGE REPRESENTATIVES VISITING LHS

Over 200 college representatives visit LHS each year to introduce their schools to students. These one-period sessions are scheduled in advance and are posted on the student's Naviance account under "college visits". Students wishing to attend must sign up on Naviance, print out their confirmation page, and have it signed by the teacher of the class they will miss at least one day prior to the scheduled visit.

COMPUTER/INTERNET USE POLICY

COMPUTER/INTERNET USE POLICY

This policy applies to computers throughout the school.

- **No gum, food, or drinks are allowed in the computer areas.**
- **Students must display their current ID cards.**

A note to computer users: It is NOT District #128 policy to support a variety of word processors and other software. District #128, has chosen Microsoft products for Windows.

Students will use only licensed software provided by District #128.

Students may not use District #128 computers to copy software licensed to District #128 or to copy any other software. By using District #128 computers, students agree to adhere to the Federal Copyright Law (Title 17, United States Code) and District #128 policy as they apply to computers and software.

Students are not permitted to use District #128 computers for recreational purposes. Student disks containing computer games will be confiscated and/or the network directories will be erased.

Students may store work files on the network and should not use the local hard drives. District #128 cannot guarantee the integrity of those temporary files on local drives.

Students must always log in and out using their individually assigned ID. Proper behavior and attitude are expected at all times. Consequences will follow inappropriate behavior. This may include loss of privilege and contacting local law enforcement authorities. Your cooperation in helping us to maintain our facilities is appreciated.

COPYRIGHT POLICY AS IT APPLIES TO COMPUTERS AND SOFTWARE

Students are expected to abide by the **Federal Copyright Law (Title 17, United States Code)** as it applies to copyrighted works, computers, and software.

The following is the policy of this District:

- No student shall use or cause to be used on any District computer any software that is not owned by the District or has been approved for use by the principal or his representative;
- There is to be no copying of data or copyrighted software on any District computer;
- Any destruction or obstruction of computers, data, and/or hardware may be met with legal and/or disciplinary action.

INTERNET ACCESS FROM THE DISTRICT #128 NETWORK

Every student should have a Technology Acceptable Use Policy (AUP) on file at the high school, including signatures of the student and parent authorizing permission for the student to use the Internet at school. AUPs were collected as part of school registration via InfoSnap. According to our school policy *students are not allowed to participate in any Internet activity without parental permission.*

A student has authorized use of the District #128, Internet connection on his/her own time outside of an academic class, if the student has an Acceptable Use Policy on file, which gives parental authorization to utilize the Internet.

INTERNET FILTERING

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INTERNET SAFETY

To the extent practical, steps shall be taken to promote the safety and security of users of the Community High School District #128 online computer network when using all forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

TECHNOLOGY ACCEPTABLE USE POLICY

Community High School District #128's Board of Education, administration, and staff are committed to preparing our students to be successful leaders in a rapidly-changing technologically-oriented society.

Access to the District's technology resources must be for the purpose of education and be consistent with the educational mission of the District. Users might have access to information that may not be appropriate to the educational setting through access to other networks and people around the world. District #128 cannot control or be held responsible for all information available on the Internet beyond our school websites. Users wishing to use the school's computers for Internet access must do so in a way that is consistent with our educational mission and values.

The use of District #128 technology is a privilege, not a right. Thus, each user must take full responsibility for his/her actions. In most cases, common sense will guide the user toward appropriate use of technology. District #128 will provide technology access to users who have read and agree to abide by this Student Technology Acceptable Use Policy and have written approval from their parent/guardian. Inappropriate use may result in cancellation, limitation, or suspension of access privileges, disciplinary action, academic consequences, and/or legal action. Staff, teachers, and administrators will make all decisions regarding whether a user has violated this authorization. The administration's decision is final.

Users will:

- Abide by the computer use policies as listed in the Student Handbook.
- Use District #128 technology for appropriate educational purposes only.
- Conduct themselves in a positive manner reflecting the values of the student body, staff, and the community.
- Be aware that school personnel have access to all user directories, data, e-mail, web pages and other files stored on the District system servers and computers and may review files and communications at any time.
- Be responsible for all materials created, sent or received under his/her user account and therefore should not give out their password to anyone.
- Assume that any software is copyrighted.
- Efficiently use resources, such as file space, bandwidth and printing.
- Respect the privacy of individuals.

Users will not:

- Cause or contribute to the damage or modification of computer hardware, software or data.
- Access, display, or send written or graphic information, which is obscene, inflammatory, derogatory, or offensive.
- Plagiarize or violate copyright laws.
- Access the work of others without proper permission.
- Use technology to create, send, solicit, or store materials that contain racist, sexist, obscene, or otherwise objectionable material that would demean, defame, denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, etc.
- Use the school's technology for financial gain, for commercial activity, or for any illegal activity.
- Download and/or install any software without prior approval from the Computer Support Services Department.

Warranties/Indemnification

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered including but not limited to loss of data. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this policy.

The items incorporated in this policy are examples of the responsibilities and inappropriate use of technology and should not be construed as all-inclusive. The District therefore, reserves the right to apply the same policy interpretations to items that are not specifically listed.

COMMUNITY HIGH SCHOOL DISTRICT 128 EXTRACURRICULAR CODE OF CONDUCT

I. Philosophy

Community High School District #128 is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential as citizens in a global society. The extracurricular program expands the learning opportunities available to students and enhances the academic program.

The district offers an extensive and diverse extracurricular program to provide expanded learning opportunities to students who wish to develop special skills and talents to a higher level. While involvement in these activities is voluntary, it is also a privilege, and students choosing to participate take on extended responsibilities as special representatives of their school and community. These responsibilities hold the student to a higher standard of conduct as a condition of participation.

This code outlines the expectations for those who choose to be involved in the extracurricular program. This code also defines the rights of our students that will accompany such responsibilities. These rights include a due process procedure, which is designed to be consistent and fair to all concerned.

The school expects that all students who choose to participate in the extracurricular program will honor these guidelines. The school must clearly communicate the expectations of this code to all students and respond to all violations in a fair and expedient manner within the guidelines defined in this code.

We believe these rights and responsibilities for students and the school will help make participation in our extracurricular program a stronger and enduring learning experience. We hope that the experience will be meaningful and enjoyable for all involved and will increase learning opportunities for all students.

II. Purpose

The purpose of this code is to define the rules for all students involved in extracurricular activities, to define the consequences for those students who violate these rules, and to establish procedures that will ensure fair and consistent enforcement of the code. Participants involved in the extracurricular program are expected to comply with the regulations of the school, observe good order, and conduct themselves in a manner that will bring credit and honor to them and their school. All parties involved must always consider both the best interests of the individual student and the integrity of the extracurricular program.

The student extracurricular code of conduct will at no time infringe upon the constitutional rights of students through the enforcement of administrative policy.

III. Student Responsibilities - Code of Conduct

I will be the best that I can be and achieve at my highest level.

I will influence and encourage my peers in all their endeavors and projects.

I will have the courage to take the "right" stand regardless of peer pressure.

I will conduct myself in a manner that contributes to an orderly atmosphere and ensures the rights of all individuals within the school.

I will be considerate and respectful of others.

I will give my best to my academic and extracurricular pursuits.

I will demonstrate care and concern for school property and the property of others.

I will respond appropriately to the direction of faculty and staff at school as well as school activities.

I will be responsible for my attitude and behavior.

IV. Procedures

The extracurricular code of conduct is administered by the Principal in collaboration with the Athletic Director, Fine Arts Coordinator, Student Activities Director, and the coaches/directors/advisors/sponsors of the extracurricular activities. If there is an alleged violation of the code, the student's privilege of participation in the extracurricular student activity will be withdrawn, and a meeting will be held to discuss the infraction. The parents/guardians shall be notified and advised of the date and time of this meeting. This meeting will include the student, parents/guardians, director/administrator, and may include coach/advisor/sponsor/SAP Coordinator, and other pertinent people involved with the alleged violation. The parents/guardians will be provided a written summary of this meeting.

Any student who feels that his/her rights have been violated may appeal the suspension in writing to the building Principal. The appeal must be made within three (3) school days of the suspension code meeting. The Principal or his/her designee will establish the appeal process, review the appeal within five (5) school days of receiving the appeal and determine the final result of the appeal which will be communicated to the student, parents/guardians. The decision of the Principal is final.

These rules apply to the school-related conduct of all students involved in extracurricular activities, on or off campus, 24 hours a day, seven days a week, throughout the entire calendar year, including weekends and summer. The code of conduct encompasses all members of extracurricular student activities such as clubs, fine arts programs, and athletics including club sports participants, and team managers. School-related conduct is any conduct that has a direct and immediate effect on the discipline or general welfare of the school. School-related conduct includes conduct which occurs off school property and does not occur at school-sponsored events but which, nevertheless, is of such a nature that it reasonably may be deemed to have a direct effect on school discipline or the general safety and welfare of students and staff. Some examples of inappropriate behavior include, but are not limited to, use of tobacco/ tobacco products, alcoholic beverages, any form of controlled substance, illegal acts, aiding and abetting, insubordination, lying to school officials, falsifying information/ signatures on permit or permission forms, unsportsmanlike conduct, hazing, bullying, or intimidating acts, theft, fighting, and vandalism.

V. Policy

1. No member of a Community High School District #128 extracurricular student activity will:
 - A. Use, attempt to use, possess, sell, or assist any other student in the use of the following:
 - i. Tobacco/tobacco products, including e-cigarettes and/or any vaping devices.
 - ii. Alcoholic beverages - some examples may include but are not limited to, transporting alcohol or drugs/drug paraphernalia in your car, under the influence, consumption of alcohol
 - iii. Any form of controlled substance (drugs, look-alikes, drug paraphernalia) other than those prescribed by a physician for that student.
 - B. Exhibit gross misconduct or behavior/citizenship that is considered detrimental to his/her activity or school. Student behaviors must be in compliance with acceptable standards of conduct as per the current edition of the Student Parent Handbook. Some examples of inappropriate behavior may include, but are not limited to illegal acts, theft, fighting, vandalism, aiding and abetting, insubordination, lying to school officials, falsifying information/signatures on permit or permission forms, unsportsmanlike conduct, hazing, bullying, or intimidating acts. Maintaining or being identified on social media which depicts illegal or inappropriate behavior will be considered a violation of this code.
2. If there is an alleged violation of the code, the student's privilege of participation in an extracurricular activity is immediately withdrawn and a meeting will be held to discuss the infraction.
 - a. The parent/guardian shall be notified and advised of the date and time of this meeting. This meeting will include the student, parents/guardians, Athletic/Student Activities/Fine Arts Director, and other pertinent people involved with the alleged violation.
 - b. The parents/guardians will be provided a written summary of this meeting. Failure to attend this meeting will result in the suspension being served during this current season/year or next season/year.
3. The student extracurricular code record and consequences are cumulative beginning with the student and parents/guardians signing of the code and continuing throughout the student's entire high school career. These policies are in effect on or off campus throughout the entire twelve-month calendar year, including weekends and summer, and do not supersede District 128 school disciplinary policies. Suspension for violations will start from the point of discovery of the violation and meeting with student. If a student participates in a sport, activity, or event after a violation of the code, he/she must complete the sport, activity, or event in good standing in the sport, activity, or event in which the suspension is being administered. Students who are unable to complete a sanction during the course of the sport, activity, or event season shall complete the sanction during the next sports season, activity, or event season. To facilitate implementation of this policy, the following terms are defined:

Under the Influence: Any student who is under the influence of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician, or any other intoxicating substance will be subject to disciplinary action. Any student, who has consumed or used any amount of a controlled substance, examples of which include, but are not limited to, ecstasy, GHB, marijuana, or other drugs or intoxicants including alcohol, will be considered under the influence. The determination can be made by a police or school official, but the final decision to discipline will be made by the administration.

Possession: Any student who has possession or control of any alcoholic beverage, tobacco/tobacco products, marijuana, and controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, any "look-alike" intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. The term "possession" as used herein is defined to include the use of the student's person, clothing, supplies, or automobile as well as school lockers, desks, or other school property for the storage of illegal substances.

Delivery: Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, tobacco/tobacco product, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia or any

look-alike, will be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.

Hosting: Any student who provides or allows space (e.g. residence, yard, hotel, etc.) where delivery, possession or consumption of alcoholic beverage, tobacco/tobacco product, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia or any look-alike occurs is subject to disciplinary action.

Look-alike: A "look-alike substance" is a substance, which by dosage unit appearance, including color, shape, size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

Drug Paraphernalia: "Drug paraphernalia" means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana, or any controlled substance other than as prescribed by a physician.

Provisions of state and national charters/bylaws of student organizations shall not take precedence over the provisions of this policy.

VI. Disciplinary Procedures

The following procedures will be applied in accordance with the district's disciplinary procedures. In addition, the following consequences are outlined in the following three distinct categories. Students who violate the extracurricular code of conduct will be declared ineligible and suspended from participation as follows:

ATHLETIC PROCEDURES

A. First Offense

Use, attempt to use, possess, sell or assist any other student in the use of tobacco/tobacco products, alcoholic beverages, or any form of a controlled substance (drugs, look-alikes, drug paraphernalia) other than those prescribed by a physician for that student. The athlete will be suspended for 40% of the contests in his/her current season or the first scheduled sport in which the individual participates. The athlete and parents/guardians may enroll in an educational program. Documentation of successful completion of an approved program within **60 days** of the code meeting to the SAP Coordinator or Social Worker will result in a 30% suspension of the contests/competitions. Failure to successfully complete the program, as determined by the SAP Coordinator/ Social Worker and Athletic Director, will result in the athlete serving the original consequence. The 10% may be added to the next sport season for non-completion of the approved educational program.

- **Self-Reporting** – For an offense involving any of the substances listed in First Offense number 1, an athlete or parent may voluntarily admit an athletic code violation to the Athletic Director provided the following:
 - Self-reporting may be used one (1) time only in the athlete's entire high school career and only with regard to a first violation.
 - An athlete cannot self-report an incident for avoidance of a penalty.
 - An athlete cannot self-report an incident which the school already has or will become aware of or shall be informed of by other means, including but not limited to, notification by judicial or law enforcement agencies.
 - Athletes who self-report will be subject to a 20% loss of contests in their current season or the first sport in which they participate. The consequence may be reduced to 10% suspension of the season's contests/competitions if the athlete signs up for and successfully completes a school approved educational program.
 - Self-reporting of a first offense will **not** be recorded as a violation provided the individual maintains behaviors consistent with expectations/standards of the current Student/Parent Handbook and remains in compliance with CHSD 128 rules and policies for a full calendar year for the date of the initial reporting. Should a violation occur within a calendar year this will then be considered a second violation.
 - Athletes who believe they have a substance abuse problem are encouraged to seek help by voluntarily contacting the social worker, a counselor, a member of the school's SAP team, or a member of the administration. Participation in a recognized substance abuse program is valuable for the student but cannot be used to escape responsibility for sanctions under this policy.
- 2. Behavior/Citizenship, as described in V-1.B above will result in the student being suspended from 10 – 40% (see explanation below) of his/her current athletic season or the first scheduled sport in which the individual participates.
- 3. During an athletic suspension, the athlete is expected to attend and participate in all required practices and successfully complete the season. The athlete will only attend contests/competitions as a spectator during his/her suspension.

B. Second Offense

Two violations of the Code of Conduct for the use, attempt to use, possess, sell or assist any other student in the use of tobacco/tobacco products, alcoholic beverages, or any form of a controlled substance (drugs, look-alikes, drug paraphernalia) other than those prescribed by a physician for that student is considered a second offense. The athlete will be suspended for 80% of the contests in his/her current season or the first scheduled sport in which the individual participates. At the discretion of the Code Council, the duration of a suspension due to a second offense may be reduced if one of the two infractions involves a behavior/citizenship violation. The athlete and parents/guardians may enroll in an approved assessment/educational program. Documentation of successful completion of an approved assessment/program within 60 days of the code meeting to the SAP Coordinator or Social Worker will result in a 60% suspension of the contests/competitions. Failure to successfully complete the program, as determined by the SAP Coordinator/ Social Worker and Athletic Director, will result in the athlete serving the original consequence. The 20% may be added to the next sport season for non-completion of the approved educational program.

C. Third Offense

A third offense will result in total exclusion from all extracurricular activities for the remainder of the student's high school career. There will be no option to petition for reinstatement into the athletic program.

D. Appeal Process

Any student who feels that his/her rights have been violated may appeal the suspension in writing to the building principal. The appeal must be made within three (3) school days of the suspension code meeting. The Principal or his/her designee will establish the appeal process, review the appeal within five (5) school days of receiving the appeal and determine the final result of the appeal which will be communicated to the student and parents/guardians. The decision of the Principal is final.

This policy and procedure will be made available to all students and parents/guardians in the Student/Parent Handbook as well as on the District Web Site and will be discussed with the students by their coach, sponsor, or activity advisor no later than the first meeting of the activity in that year or at a mandatory parent meeting prior to the start of the sport, student activity or fine arts activity. Students will be required to sign a form indicating that they have read and understood the penalties of a code of conduct violation.

STUDENT ACTIVITIES PROCEDURES

A. First Offense

Use, attempt to use, possess, sell or assist any other student in the use of tobacco/tobacco products, alcoholic beverages, or any form of a controlled substance (drugs, look-alikes, or drug paraphernalia) other than those prescribed by a physician for that student. The student will be suspended for 40%* (see explanation below) of the total term of his/her current student activity or the first student activity in which the individual participates. The student and parents/guardians may enroll in an educational program. Documentation of successful completion of an approved program within 60 days of the code meeting to the SAP Coordinator or Social Worker will result in a 30%* (see explanation below) suspension of activities. Failure to successfully complete the program, as determined by the SAP Coordinator/Social Worker and Student Activities Director, will result in the student serving the original consequence. The 10% may be added to the next school year for non-completion of an approved educational program.

Self-Reporting – For an offense involving any of the substances listed in First Offense number 1, a student or parent may voluntarily admit a code violation to the Activities Director provided the following:

- Self-reporting may be used one (1) time only in the student's entire high school career and only with regard to a first violation.
- A student cannot self-report an incident for avoidance of a penalty.
- A student cannot self-report an incident which the school already has or will become aware of or shall be informed of by other means, including but not limited to, notification by judicial or law enforcement agencies.
- Students who self-report will be subject to a 20%*(see explanation below) loss during the current school year. The consequence may be reduced to 10%*(see explanation below) suspension of the activity if the student signs up for and successfully completes a school approved educational program.
- Self-reporting of a first offense will **not** be recorded as a violation provided the individual maintains behaviors consistent with expectations/standards of the current Student/Parent Handbook and remains in compliance with CHSD 128 rules and policies for a full calendar year for the date of the initial reporting. Should a violation occur within a calendar year this will then be considered a second violation.
- Students who believe they have a substance abuse problem are encouraged to seek help by voluntarily contacting the social worker, a counselor, a member of the school's SAP team, or a member of the administration. Participation in a recognized substance abuse program is valuable for the student but cannot be used to escape responsibility for sanctions under this policy.

2. Behavior/Citizenship, as described in V-1.B above will result in the student being suspended from 10 – 40% (see explanation below) of his/her current student activity in or the first student activity which the individual participates.
3. During an activity suspension for a primarily competitive activity, the student is expected to attend and participate in all required practices and successfully complete the activity. The student is only to attend contests/competitions/outings as a spectator during his/her suspension.
During an activity suspension for a primarily non-competitive activity, the student is excluded from attending any and all meetings, rehearsals, events or outings.

B. Second Offense

Two violations of the Code of Conduct for the use, attempt to use, possess, sell or assist any other student in the use of tobacco/tobacco products, alcoholic beverages, or any form of a controlled substance (drugs, look-alikes, drug paraphernalia) other than those prescribed by a physician for that student is considered a second offense. The student will be suspended for 80% of his/her current activity/activities or the first scheduled activity in which the student participates. At the discretion of the Code Council, the duration of a suspension due to a second offense may be reduced if one of the two infractions involves a behavior/citizenship violation. The student and parents/guardians may enroll in an approved assessment/educational program. Documentation of successful completion of an approved assessment/program within 60 days of the code meeting to the SAP Coordinator or Social Worker will result in a 60% suspension of the activity. Failure to successfully complete the program, as determined by the SAP Coordinator/ Social Worker and Student Activities Director, will result in the student serving the original consequence. The 20% may be added to the next activity for non-completion of the approved educational program.

C. Third Offense

A third offense will result in total exclusion from all extracurricular activities for the remainder of the student's high school career. There will be no option to petition for reinstatement into the activities program.

D. Appeal Process

Any student who feels that his/her rights have been violated may appeal the suspension in writing to the building principal. The appeal must be made within three (3) school days of the suspension code meeting. The Principal or his/her designee will establish the appeal process, review the appeal within five (5) school days of receiving the appeal and determine the final result of the appeal which will be communicated to the student, parents/guardians. The decision of the Principal is final.

*(Explanation) For the purpose of determining 10-40% consequences in Student Activities, a distinction is made between primarily competitive and primarily non-competitive activities and organizations. If any group/activity engages in interscholastic competition as a primary activity, the consequences will be determined based on number of contests (as is the case in athletics). In primarily non-competitive activities and organizations, the consequence is determined based on total number of days (term) that the activity or event meets.

- According to this definition, competitive activities/organizations include, but may not be limited to, the following: Math Team, Robotics Team, WYSE, Science Olympiad, Speech/Forensics, Debate, Model U.N., DECA, FBLA, etc.
- According to this definition, non-competitive activities/organizations include, but may not be limited to, the following: SPARK, Environmental Club, Interact, and most other clubs.

This policy and procedure will be made available to all students and parents/guardians in the Student/Parent Handbook as well as on the District Web Site and will be discussed with the students by their coach, sponsor, or activity advisor no later than the first meeting of the activity in that year or at a mandatory parent meeting prior to the start of the sport, student activity or fine arts activity. Students will be required to sign a form indicating that they have read and understood the penalties of a code of conduct violation.

FINE ARTS PROCEDURES

A. First Offense

Use, attempt to use, possess, sell or assist any other student in the use of tobacco/tobacco products, alcoholic beverages, or any form of a controlled substance (drugs, look-alikes, or drug paraphernalia) other than those prescribed by a physician for that student. The student will be suspended for 8 consecutive scheduled days of practices/performance for his/her current Fine Arts activity or the first Fine Arts activity in which the individual participates. The student and parents/guardians may enroll in an educational program. Documentation of successful completion of an approved program within 60 days of the code meeting to the SAP Coordinator will result in a reduction of the original consequence. Failure to successfully complete the program, as determined by the SAP Coordinator/Social Worker and Fine Arts Coordinator, will result in the student serving the original consequence. The reduction of the original consequence may be added to the next school year for non-completion of an approved educational program.

- **Self-Reporting** – For an offense involving any of the substances listed in First Offense number 1, a student or parent may

voluntarily admit a code violation to the Fine Arts Director provided the following:

- Self-reporting may be used one (1) time only in the student's entire high school career and **only with regard to a first violation.**
 - A student cannot self-report an incident for avoidance of a penalty.
 - A student cannot self-report an incident which the school already has or will become aware of or shall be informed of by other means, including but not limited to, notification by judicial or law enforcement agencies.
 - Students who self-report will be subject to a 20%* (see explanation below) loss during the current school year. The consequence may be reduced to 10%* (see explanation below) if the student signs up for and successfully completes a school approved educational program.
 - Self-reporting of a first offense will not be recorded as a violation provided the individual maintains behaviors consistent with expectations/standards of the current Student/Parent Handbook and remains in compliance with CHSD 128 rules and policies for a full calendar year for the date of the initial reporting. Should a violation occur within a calendar year this will then be considered a second violation.
 - Students who believe they have a substance abuse problem are encouraged to seek help by voluntarily contacting the social worker, a counselor, a member of the school's SAP team, or a member of the administration. Participation in a recognized substance abuse program is valuable for the student but cannot be used to escape responsibility for sanctions under this policy.
2. Behavior/Citizenship - as described in V-1.B will result in the student being suspended from 1 - 8 days of his/her current Fine Arts activity term or the first Fine Arts activity in which the individual participates.

B. Second Offense

Two violations of the Code of Conduct for the use, attempt to use, possess, sell or assist any other student in the use of tobacco/tobacco products, alcoholic beverages, or any form of a controlled substance (drugs, look-alikes, drug paraphernalia) other than those prescribed by a physician for that student is considered a second offense. The student will be suspended for 80% of his/her current activity/activities or the first scheduled activity in which the student participates. At the discretion of the Code Council, the duration of a suspension due to a second offense may be reduced if one of the two infractions involves a behavior/citizenship violation. The student and parents/guardians may enroll in an approved assessment/educational program. Documentation of successful completion of an approved assessment/program within 60 days of the code meeting to the SAP Coordinator or Social Worker will result in a 60% suspension of the programs/productions/presentations. Failure to successfully complete the program, as determined by the SAP Coordinator/Social Worker and Fine Arts Director, will result in the student serving the original consequence. The 20% may be added to the next activity for non-completion of the approved educational program.

C. Third Offense

A third offense will result in total exclusion from all Fine Arts extracurricular activities for the remainder of the student's high school career. There will be no option to petition for reinstatement into the Fine Arts program.

D. Appeal Process

Any student who feels that his/her rights have been violated may appeal the suspension in writing to the building principal. The appeal must be made within three (3) school days of the suspension code meeting. The Principal or his/her designee will review the appeal within five (5) school days of receiving the appeal and determine the final result of the appeal which will be communicated to the student, and parents/guardians. The decision of the Principal is final.

This policy and procedure will be made available to all students and parents/guardians in the Student/Parent Handbook as well as on the District Web Site and will be discussed with the students by their coach, sponsor, or activity advisor no later than the first meeting of the activity in that year or at a mandatory parent meeting prior to the start of the sport, student activity or fine arts activity. Students will be required to sign a form indicating that they have read and understood the penalties of a code of conduct violation.

Revised 6/2016 - As reviewed by the District Code of Conduct Committee appointed by the Superintendent.

DISCIPLINE PROCEDURES

GENERAL BEHAVIORAL EXPECTATIONS

Libertyville High School, District #128, recognizes that discipline is necessary in an educational environment. As a First Class school our school atmosphere is such that mutual respect, sensitivity, consistency, and fairness exist.

- Be present and punctual.
- Use classroom time effectively.
- Accept responsibility for classroom activities.
- Demonstrate a responsible attitude
- Observe District #128 Computer/Internet Use Policy
- Respond appropriately to staff members
- Respect and maintain the school physical environment.
- Follow Athletic, Student Activity, and Fine/Performing Arts Codes of Conduct.
- Be prepared and involved.
- Complete assignments on time.
- Respect the rights of others.
- Contribute positively to the classroom environment.

Behavioral Rules Are In Effect

Please recognize that rules apply while students are in school or on school grounds, on a school bus or in transit between school and home, during a school-sponsored field trip, while in attendance at extra-curricular activities (home and away) in which LHS is a participant and during a student's free time during the school day. No listing of rules can be all-inclusive. Students will be subject to disciplinary action anytime rules are violated and/or behavior is disruptive, illegal, or inconsiderate of others. These rules also apply at any point when students commute between LHS and VHHS campuses.

SPECIFIC BEHAVIORAL RULES AND RESPONSIBILITIES

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Cheating is misrepresenting another person's work as one's own, or allowing one's work to be used in such a manner. Students are expected to perform their own work. Where assignments require students to gather material from outside sources, teachers will instruct students of any restrictions regarding the use of other material (plagiarism). Any situation where a student is found to be cheating or plagiarizing may result in no credit for the particular assignment and the LST will be notified with each incidence of cheating. Repeated cheating incidents may result in a failing grade for the course and/or LST imposed consequences and may impact participation in school activities/athletics.

ACCIDENT REPORTS

In case of an accident, no matter how minor it may first appear, it is the student's responsibility to report this to his/her coach or teacher. An accident report should be filed within 24 hours after an accident. Accident report forms are available in the nurse's office (Room 115) and in the Teacher Center of LHS.

HARRASMENT/BULLYING/CYBERBULLYING

Using any form or type of aggressive behavior towards someone else and/or urging other students to engage in such conduct is prohibited. Aggressive behavior includes but is not limited to the use of violence, force, noise, words, gestures, coercion, threats, intimidation, bullying, or other comparable conduct.

Bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Accessing and/or distributing any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members is prohibited and is a violation of school policy and may result in a school consequence.

(see also Prevention of Bullying, Intimidations and Harassment)

See Board Policies - 7:20, 7:180, 7:190, and 7:310

CAFETERIA REGULATIONS

Libertyville High School maintains a cafeteria where students can purchase a plate lunch, including milk, for a reasonable price. Those who bring lunches from home can purchase milk and a la carte items if they wish. **No outside food (except homemade lunches) can**

be brought to, delivered to or sold in the cafeteria or classrooms during the school day except for school sanctioned fund raising activities.

To promote courteous consideration for all involved, students are required to adhere to the following regulations. Violation of rules may result in removal from the cafeteria for a period of time.

- Coats are not to be worn in the serving lines.
- Remain in the cafeteria during the lunch period.
- No food should be taken out of the cafeteria without staff permission.
- Any food that you handle in the serving line must be purchased.
- Theft of food will result in school consequences and may result in legal consequences.
- Payment is required at time of purchase. Students using their ID must make sure that there is enough money on it to cover their meal. No credit will be extended.
- Respect the rights of others.
- Return all trays, dishes, and silverware to the appropriate location.
- Clean up after yourself.
- Do not throw any food or trash.

DAILY BULLETIN

Bulletins are read during third period every morning by staff. Students are responsible for all information printed in the bulletin. The daily bulletin is available on the LHS web page and is available in the main office.

DANCE RULES

ID Cards

1. A student must show his/her current LHS ID card or his/her driver's license at the door even if you have pre-purchased your dance ticket.
2. If a student does not have an ID card or if it has been lost, report to the office to purchase a new card prior to the time of the dance.

Dance Guidelines

1. **Everyone** who enters a dance must have a photo ID (current student ID or driver's license).
2. It is suggested that students arrive at the dance within 30 minutes of the start of the dance and should plan on staying until the end of the dance.
3. Any student who exhibits inappropriate behavior may be removed from the dance and may lose the privilege of attending future dances.
4. Students may not return to the dance once they leave the building.
5. No glow sticks (oral or handheld) are allowed at any dances.
6. Inappropriate dancing, which includes that which is sexually explicit or dangerous, is prohibited.
7. Hats and canes or backpacks are not allowed at any dances.

Guest Pass Guidelines

1. One guest is allowed at the school dances only if accompanied by a current LHS student and the dance is not restricted to LHS students only. Guests must be 20 years old or younger to attend.
2. The guest application process will include the application form which includes the signature of the Dean or Assistant Principal from the visiting school and a copy of a photo id (current school ID or valid driver's license).
3. In order to bring a guest, the guest pass process must be completed prior to purchasing a ticket to the dance. No guests will be allowed into a dance without a valid guest pass.
4. Guest pass applications will be available online prior to the sale of dance tickets.
5. Guests who enter a dance must have a photo ID (current student ID or driver's license).

MESSAGES/DELIVERIES TO STUDENTS

Messages to students will be delivered only on an **emergency basis** when possible. Deliveries will be taken to the LST office and students will be responsible for picking them up. If items are not picked up in two days, they will be placed in the Lost and Found.

Money, wallets, purses, I-Pods, cell phones, and other items of value should not be dropped off. The school cannot assume responsibility for any items dropped off. Please take care of appointment times, rides, lunches, homework, projects, etc. prior to the start of the school day.

PASSES

- If students receive a pass to report to a school official, report to that person promptly. Failure to report will be considered as insubordination and is subject to disciplinary consequences.
- Delivery, alteration, possession, etc. of inappropriate passes will result in disciplinary consequences.
- Students will need to have a valid pass in order to be in the hallways except during passing periods.

DISHONESTY

Students will be expected to deal honestly with all staff members. Examples of dishonesty that may result in disciplinary consequences include but are not limited to:

- unauthorized attendance call
- lying to school officials
- forgery/altering school forms
- inappropriate possession of school forms / exams

DRESS CODE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching / learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

Articles of clothing considered offensive or inappropriate will not be allowed. This includes hats, sweatbands, bandanas, headgear, and any item of apparel or jewelry commonly associated with gangs and undesirable groups.

Any clothing with language or pictures conveying express or implied obscenities or sexual vulgarities, promoting the use of drugs, alcohol, tobacco/tobacco products, inciting violence or other illegal acts, or conveying other messages inconsistent with community values will not be allowed. Appropriateness of school dress will be determined by the school administration.

District #128 has a no hat/cap policy that is in effect throughout every District #128 building at all times. Hats are to be taken off when entering buildings and remain off until you leave the building.

All Athletic team and senior t-shirts must be approved prior to design-by the building level administration or the shirts will not be allowed in school or at school activities.

The dress code applies throughout the regular school day as well as extra-curricular events. Failure to adhere to the dress code policy will be considered insubordinate and are subject to discipline consequences.

DRUG / ALCOHOL POLICY (MARIJUANA, CONTROLLED SUBSTANCES, PARAPHERNALIA, LOOK-ALIKE)

See Board Policy 7:190

The LHS drug/alcohol policy is in effect and cumulative throughout the student's entire high school career.

High School District #128 students, found to have consumed any amount, in possession or control of, selling or delivering any controlled substances, prescribed medications, and/or commonly abused over the counter medications, (alcohol, drugs, drug paraphernalia, look-alike or marijuana) while on or off school property during any school sponsored activity that District #128 is involved in, shall be subject to disciplinary action. The disciplinary action could result in a suspension up to ten (10) days and the student will be removed from campus immediately. The local police will also be contacted.

In accordance with Board of Education policy. "Any person apprehended selling, distributing or dealing drugs, alcohol, or a controlled substance will be immediately recommended to the Board of Education for expulsion."

To facilitate implementation of this policy, the following terms are defined:

ALCOHOL / DRUG CONSUMPTION: Any student who has consumed or used ANY AMOUNT of a controlled substance, marijuana, drugs, or intoxicants, including alcohol, will be considered to be under the influence.

POSSESSION: Any student who has possession or control of any alcoholic beverages, marijuana, any controlled substance, any other intoxicating substance, any "look-alike" intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action.

The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event. Controlled substances, as prescribed by a physician, must be stored and administered by the school nurse. A student may not be in possession of more than one dose of an over the counter medication.

LOOK-ALIKES: A "look-alike substance" is a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.

DRUG PARAPHERNALIA: "Drug paraphernalia" means all equipment, products and materials of any kind that are peculiar to, marked for, used in injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than prescribed by a physician.

ARTISTIC / WRITTEN REPRESENTATION of drugs or alcohol or drug or alcohol usage is considered inappropriate and disciplinary consequences may occur.

USE, POSSESSION, UNDER THE INFLUENCE:

Several methods may be utilized by school officials to determine if a student is under the influence. These methods will access the student's appearance, smell, vital signs, pupil dilation and behavior. A breathalyzer, field sobriety tests and other methods may be utilized when deemed necessary. Breathalyzer will be available to confirm school official's assessment of alcoholic consumption. However, passing the breathalyzer does not eliminate the possible usage of other intoxicants. In some circumstances the school may recommend drug testing within a 24 hour period from an agency approved by District #128 which must be submitted to the Student Assistance Program Coordinator. The final determination if the student is under the influence will rest with the administration. This could include consequences up to 10 days suspension or expulsion.

DELIVERY

Any student who delivers, receives delivery of, or attempts/intends to deliver or receive any alcoholic beverage, marijuana, any controlled substance, prescribed medications, and/or commonly abused over the counter medications, or any drug paraphernalia shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration. This could include consequences up to 10 days suspension or expulsions.

ELECTRONIC DEVICES

Cellular Phones/Electronic Devices:

- Students may possess cell phone/electronic communication devices while on school property, and may use these devices only during passing periods or in the cafeteria during lunch hours. Students may not use cell phone/electronic devices during instructional time or academic areas except at the direction of the classroom teacher for educational purposes. Students should turn off these devices or place them on silent mode and store them out of sight during the school day. Such devices shall not be used in areas of personal privacy such as restrooms and locker room facilities or for any unlawful activities. Violation of this policy will subject the student to disciplinary consequences.

Personal Electronics/Technologies:

- Devices including, but not limited to graphing calculators and portable electronic devices are appropriate for various instructional settings. These items may be used in an instructional setting only with teacher consent. A violation may result in disciplinary action.
- In areas where headphones are permitted, the volume must not distract from the educational process of others.
- Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and possible police involvement.
- The taking, disseminating, possessing of lewd images on cell phones or electronic devices may be a crime under Illinois and/or federal law.

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent or designee. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Seizure of Property

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

EXCESSIVE SHOW OF AFFECTION

Excessive physical demonstrations of affection are inappropriate in school. Disciplinary consequences may occur.

FIGHTING

Physical confrontation is a dangerous and inappropriate method for solving problems. Students are expected to solve problems through proper channels and in an appropriate manner. **If a student is in a fight or encourages others to fight, he/she will receive disciplinary consequences REGARDLESS of who started it. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of intent.**

Students involved in fighting, mob action (any fight involving more than 2 people), instigating others to fight, intimidating, or harassing other students shall be subject to school consequences including the possibility of restitution, conflict resolution, peer mediation, suspension, police involvement and/or recommendation to the Board of Education for expulsion.

GANGS AND GANG ACTIVITY

The presence and activities of gangs in schools causes a substantial disruption to school activities and is a threat to the safety and well being of students and school personnel. The Board of Education desires to keep district schools and students free from threats or harmful influence of any groups or gangs, which advocate drug use, violence, or disruptive behavior. The Board prohibits the presence of gangs and gang-related activity on school premises, in school vehicles or buses, and at school-related activities and events. The Board also prohibits any apparel, jewelry, accessory, notebook drawings, symbols, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a gang, which advocates drug use, violence, or disruptive behavior. Failure to abide by this policy may result in disciplinary action up to and including expulsion. This policy applies to all students, regardless of whether a student admits involvement or affiliation with a particular group or gang. Consequences for gang activity is up to and including expulsion.

GROSS MISCONDUCT

Gross misconduct is any conduct or behavior including cyberspace/electronic activities which may lead school authorities to forecast/respond to substantial disruption/interference with the daily educational process. Incidents outside school may fall under school jurisdiction provided that a relationship exists between the conduct of the student and the school's educational function.

HANGING POSTERS WITHIN SCHOOL BUILDING

ALL posters to be displayed and/or flyers must be approved (initialed and dated) through either of the Assistant Principals or their designee and can only be placed and/or distributed in authorized areas. The only authorized areas for displaying posters are the tack stripes located throughout the building and in the staircases. **Posters are never to be taped to a painted surfaces or walls or glass areas.** If hanging multiple copies of the same poster have the Assistant Principal, Director of Student Activities or designee signs the original prior to Xeroxing. Posters that are not approved will be taken down. Flyers will be confiscated. All posters /flyers should be in good taste. Posters should be taken down in within 2 days of the event. Posters related to student council elections need to also be approved before they are displayed.

PREVENTING BULLYING, INTIMIDATION AND HARASSMENT

Board Policy 7:180 - Prevention of and Response to Bullying, Intimidation and Harassment

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus driver, school resource officers and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the

requirements listed below; each numbered requirement, 1-12 corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution.
3. Students are encouraged to report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted

Complaint Manager:

Mr. Briant Kelly

50 Lakeview Parkway, Suite 101

Vernon Hills, IL 60061

Email - Briant.Kelly@d128.org

847-247-4500

4. Consistent with Federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with Federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the finds of the investigation, and the actions taken to address the reported incident or bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitations:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

- e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors or any urging of other students to engage in such conduct.
- h. 7:310, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

HAZING OF STUDENTS

The hazing or "initiation" of students is prohibited by state law and is also forbidden by school regulations whether it occurs within the school, on campus, on the school buses or at any school sponsored activity or can in any way be related to school. Any infraction of this regulation must be reported at once. School consequences will occur immediately and expulsion is a possible penalty for such behavior whether it occurs within the school, on the campus, on the school buses, or at any school sponsored activity or can in any way be related to school.

IDENTIFICATION CARDS

As a part of the registration process, a student will be issued a student ID card. Students must carry their school ID's **at all times**. Student ID cards will be scanned for attendance purposes in a variety of places in the building. It is important that students not fold or abuse their ID cards. If it is not possible to scan an ID card because the card has been mistreated or if the ID card has been defaced so that the student picture is altered, covered, and/or unidentifiable, the student will be asked to replace the card. Students must have an ID to gain admittance in the following situations:

- MASH – Math & Science Help Resource Center
- Drop In/Computer Labs
- Testing Center
- Write Place
- Band and music rooms and resource centers
- Attendance at after school activities (i.e. dances, athletic events)
- Senior lunch release
- To purchase lunch
- To check out library materials
- Other miscellaneous needs

The student must surrender this card upon request by any faculty or staff member or by the school bus driver. **Failure to carry this student ID card may result in disciplinary action.** Students may purchase replacement ID cards for \$5.00 each.

No Temporary ID Cards will be issued to students who lose, misplace, or forget school ID's.

Disciplinary consequences may result if a student does not follow the above procedures.

INSUBORDINATION / GROSS INSUBORDINATION

Students are expected to obey reasonable directions of school employees. Students who refuse to identify themselves to any school personnel are guilty of insubordination. Refusal to comply with any reasonable directive will also be considered insubordination and disciplinary action will be taken. Chronic or repeated offenses of disobedience will not be tolerated and will be considered gross insubordination.

INTERNET

A Technology "Acceptable Use Policy" must be on file in order to use the Internet. Students will be subject to consequences for violation of the policy. See Technology Acceptable Use Policy.

Please be aware that internet sites constitute public domain and students may be held responsible for the content and subject to school disciplinary action. Libertyville High School retains the right to monitor all student computer activity.

LOCKERS

Each student is assigned a school locker. School lockers are the property of District 128 and at no time does the district relinquish

ownership. **Lockers should not be shared and locker combinations should be kept confidential. The school is not responsible for lost or stolen property including personal property, textbooks, etc. The student assigned to the locker is responsible for the locker and ALL of its contents. ALL LOCKERS ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS. LOCK ALL LOCKERS AT ALL TIMES. LOCKER COMBINATIONS SHOULD NOT BE PRE- SET TO OPEN.**

Opening Lockers: Student lockers can be opened by spinning the tumbler a full time around to the left and entering the first number of the combination, then spin the tumbler to the right passed zero to the second number of the combination, and then turn tumbler to the left to the third number of the combination.

Physical Education Locker: Each student is also assigned a physical education locker. Locks **MUST** be purchased in the Main Office. **Students should lock their lockers to prevent theft.** Students must lock all valuables inside their lockers i.e. purses, calculators, money, IPOD, etc.

Damaged/Vandalized/Broken Lockers: Students may be assessed a fine for damaged lockers. If a locker is damaged, vandalized, or broken, please report it to the LST. Please do not place stickers inside your locker. You may be charged a maintenance or cleaning fee for inappropriate use. You may use masking tape. No unauthorized locks / locking mechanisms should be placed on hallway lockers.

LOITERING

Loitering in corridors, washrooms, and the parking lot is prohibited. A student must be in assigned areas during school hours. Before school, students should not sit in the hallways. The cafeteria is open. Students should meet in the cafeteria. Loitering in the hallways during class can disrupt learning for other students. Students should leave the building or report to a resource center after their last class. Students need to have a valid pass to be in the hallways except during passing periods.

Students waiting for rides must wait in the front foyer. Please do not wander the building.

MESSAGES TO STUDENTS

Messages to students will be delivered on an emergency basis and/or the discretion of the LST. Please communicate appointments, appointment times, rides, etc. at home prior to the start of the school day.

PEDESTRIAN SAFETY

Students walking across Park Avenue (Rt. 176) to campus are expected to use the Brainerd Avenue/Garfield Avenue or Dawes Street crosswalk and obey the pedestrian crossing signal. Use sidewalks where provided. Be cautious when walking on a street that does not have a sidewalk.

PHYSICAL INTERVENTION POLICY

Faculty and staff may appropriately touch students when they are administering first aid, breaking up fights, protecting themselves, moving through a crowd to address an emergency, employing necessary restraint to behavioral disruptive students or when necessary to protect the student or other individuals.

Corporal punishment, defined as the use of force to inflict pain as a punishment, is expressly forbidden. Sufficient physical force may be used when necessary to protect the student or other individuals from bodily harm and to protect property.

SEARCHES

Individual

Searches can be conducted if "reasonable suspicion" is determined to protect the health, safety or welfare of the District, its employees and students, without notice or consent of the student and without a search warrant.

General

For the protection of our students and to maintain order and security in the school, school authorities may inspect and search places and areas such as lockers, desks, parking lots, vehicles, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students without notice to or the consent of the student and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places or areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, vehicles, and other school property and equipment owned or controlled by the school for illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection apply in all school districts, including special charter districts and districts organized under **Article 34 of the Illinois School**

Code.

SECURITY CAMERAS

All persons that are on District #128 campuses or in district buildings are subject to video surveillance. District #128 utilizes security cameras throughout its buildings and campuses.

SMOKING / USE OF TOBACCO / POSSESSION OF TOBACCO

District #128 is a smoke free environment. Smoking is not permitted on school grounds. Smoking, use of tobacco, possession of tobacco, electronic cigarettes, and/or tobacco products on school property, on a school bus or traveling between buildings is prohibited at all times. This rule applies not only for the regular school day but also for all school functions on or off school property. Students who violate the smoking / tobacco rule are subject to disciplinary action up to and including suspension.

TEEN DATING VIOLENCE PROHIBITED BOARD POLICY 7:185

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school –provided transportation is prohibited. For purposes of this policy the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

b. 7:180, Preventing Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in Policy 7:20, Harassment of Students Prohibited.

3. Incorporates age-appropriate instruction in grades 9 through 12 in accordance with the District's comprehensive health education program in Board Policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's education program as required by State law and in alignment with Board Policy 6:65, Student social and Emotional Development.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

THEFT

Unauthorized removal or possession of personal property belonging to students, staff, or the school will result in disciplinary action, which may include restitution, police action, suspension and/or recommendation for expulsion to the Board of Education.

In a case of stolen property, immediately report the theft to staff, the LST Team Leader, and security and complete a Theft Report documenting the incident. Please note that District #128 does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses. District #128 advises students not to bring valuables or large amounts of money to school. Students should always lock and secure valuables, avoid sharing locker combinations with other individuals, and never preset locker combinations.

THREATS

Students (regardless of intent) threatening to harm others or damage school property may be reported to the police and subject to disciplinary action including possible expulsion from school. This may include threats made through the use of communication devices, including but not limited to telephones, written, verbal, text message, Internet, and threats that may be indicated through body language.

TRESPASSING

The District #128 campuses are posted with "No Trespassing" signs. Trespassers will be referred to the police and also subject to school consequences.

USE OF UNSUPERVISED AREAS

Students may not be present in any unsupervised or locked area of the building. Examples include but are not limited to: athletic facilities, locker rooms, music department, auditorium, computer labs, learning centers, and classrooms. Students must leave the campus at the end of the school day unless they are involved in a supervised activity.

VANDALISM

A student who damages/vandalizes/defaces school property will be held responsible for their actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, or exclusion from school activities, including but not limited to the graduation ceremony. In addition, these actions may result in legal consequences.

VISITORS

Parents/Visitors must check in upon arrive into the building at either the Front Security desk or Studio Theater Security desk. A driver's license or government issued photo ID must be presented. A name badge will be generated and must be worn throughout the time of the visit. This name badge must be surrendered to either security location upon exiting the building.

VISITORS WHO ARE NON-LHS STUDENTS

For the protection of students and school property, visitors are subject to administrative approval. All visitors must sign in at either the Front Security desk or Studio Theater Security desk, provide a photo ID, and secure a permit to enter the building. **Advance arrangements must be made for student visitors with the assistant principals.** Students wishing to bring an out-of-town visitor to school must submit a written request, signed by their parent/guardian, and complete the LST visitor request form signed by his/her teachers and Team Leader. A visitor must live 100+ miles away from LHS. The request and form must be completed at least one day in advance of the visit. Students with student visitors must bring the visitor to the Assistant Principal's Office, Room 1103, at the start of the visit, before class begins. Visitor requests may be verified by a telephone call to the parent/guardian.

WEAPONS/DANGEROUS OBJECTS

Possession, storage or use of explosives, firearms, knives (including pocket knives) or other dangerous weapons or instruments as well as look-alike weapons or instruments shall be prohibited on school buses, in school buildings, and on school grounds at all times, or while attending all other school sponsored activities in which LHS, District #128, is a participant. If any of the above items are found, the items will be confiscated and students found to be in violation of this policy shall be disciplined in accordance with **Article 13-A of the Illinois School Code**.

The board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis. A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of this Section, the term "weapon" means possession, use, control or transfer, or storage of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by **Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 or the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code**, knives, guns, firearms, rifles, shotguns, brass knuckles, clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with **Article 13-A of the Illinois School Code**. The provisions of this subsection (d) apply in all school districts, including special charter districts and districts organized under **Article 34**.

INTERVENTIONS OF INAPPROPRIATE BEHAVIOR

If you violate the rules of Libertyville High School, District #128, certain consequences may follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. **The following is a list of examples of possible interventions for inappropriate behavior:**

Administrative Review – A student may be referred for Administrative Review when various interventions have not been successful in altering student behavior. The Administrative Review Team will develop an individual plan for each student referred. Specific problems and consequences will be addressed.

Alternative Educational Programs – These include Alternative to Suspension Program and other on or off-campus educational programs designed to meet the needs of the individual students. These programs provide an opportunity to remediate the student's behavior and may have additional costs.

Appeal Process – Whenever a student is disciplined, the student and/or his/her parents/guardian have the right to appeal the decision. The appeal process may range from a conference with the building level principal to a formal hearing conducted by the Board of Education.

Confiscation of Illegal Items – Illegal items will be taken from student, addressed by the LST and then turned over to the police.

Confiscation of Inappropriate Items – Inappropriate items will be taken from student. These items may be retained by the LST until

arrangements are made with the parent/guardian for return.

Conflict Resolution – Conference between students to resolve conflict mediated by LST members.

Student Contracts - To identify and acknowledge desired behaviors a contract can be created between a student and his administrative review team to reinforce student success.

Detentions – Detentions may be assigned by a teacher or LST. Detentions may be served before and/or after school or during any full non-scheduled periods in Room 121. Seniors may serve during their lunch release. A student will not be admitted to serve their detention without paperwork, ID or if they are late. If a student does not have his/her ID another detention could be given.

Regular Schedule: Before School 6:55 a.m. – 7:25 a.m. After School 2:55 p.m. – 3:25 p.m.

Half Day Schedule: Before School 6:55 a.m. – 7:25 a.m. After School 11:35 a.m. – 12:05 p.m.

Late Start Schedule: Before School 8:35 a.m. – 9:05 a.m. After School 2:55 p.m. – 3:25 p.m.

Expulsion – Expulsion is a school board action that may result in a student not being allowed to attend Libertyville High School, District #128, for up to two (2) years.

Loss of Privilege - Students may forfeit privileges for non-compliance with school rules. Privileges that may be forfeited include but are not limited to:

- Bus Riding
- Resource Areas Access
- Work Release
- Physical Welfare Exemption
- Late Start/Early Release
- Attendance at school activities / functions in which LHS, District #128, is a participant.
- Parking
- Lunch Release
- Cafeteria
- Internet/Computer Use

Peer Mediation – Conference between students to resolve conflict mediated by trained student peer mediators.

Police Referral - Police referrals may be made for students who violate rules that are also violations of local and state ordinances.

Restitution – Payment for damages, etc.

Saturday School – Saturday school provides an alternative to out-of-school suspension or supervised study for certain school infractions. Saturday detention hours are 8:00 AM to 12:00 PM in Room 121 (2 hour assignments are 8:00 AM – 10:00 AM) (4 hour assignments are 8:00 AM – 12:00 PM). Students will not be admitted if they are late. Students may be asked to leave if they are not following behavioral expectations and additional consequences may be added. Students must have their ID to enter Saturday School.

Searches – See the full definition of “searches”. The exact page number can be located in the Table of Contents.

Student Conference – Student and/or Parent Conference with Team Leader and/or LST members.

Supervised Study – A student is removed from the normal school routine. A student may be assigned any number of hours or days to this quiet study area. No academic penalty accompanies this consequence provided work is completed and turned in upon return to class. A student must have their ID to enter supervised study. If a student does not have his/her ID additional consequence can be added (i.e. detention, etc.) Students are responsible for providing their own lunch. Supervised study is held in Room 121.

Suspensions (Out-of-School) –Students may be assigned in school and/or out of school suspensions. Students will have the opportunity to make up missed assignments or assessments. Students bear the responsibility of communicating with teachers via email or telephone to determine and obtain all missed work. As it is impossible to recreate classroom instruction lost during a suspension, students must work closely with their teacher to devise a comprehensive make up plan.

Students should not be in any District #128 buildings or on school property during their suspension without direct permission or the student will be considered trespassing. Students are not permitted to participate in school activities during the time of their suspension which may include weekend events. A suspension officially ends upon the student’s first day of return to school. (See Table of Contents “participation in after school activities”). On a day where school is cancelled due to weather or any other circumstances, Out of School Suspensions do not apply. The student must serve the suspension on the next student attendance day.

Temporary Removal from Class – A teacher may temporarily remove a student from class who is exhibiting inappropriate behavior. **A student who is removed from class must report to their LST.**

CLEAR AND PRESENT DANGER

Illinois School Code requires that if an administrator determines that a person poses a "clear and present danger" to himself, herself or to others the Department of State Police shall be notified.

FIRST CLASS

First Class is a leadership/character education program that focuses on educating and empowering the community of Libertyville High School. The goals of the First Class program are:

1. To work in groups and develop teamwork whenever possible.
2. To work as leaders and mentors to involve and inspire others.
3. To understand the issues and events that affects our local, national or international community.
4. To engage in projects that will help others.

Student Leaders will work together with their period 3 classes in a first semester long project called WISH – Wildcats Initiative for Sharing at the Holidays. **The Late Start/First Class Bell Schedule can be found on the back cover.**

REGISTRATION

BIRTH CERTIFICATE

A birth certificate must be presented within 30 days of enrollment or by the end of the semester, whichever is a greater length of time. A student will not be allowed to enroll the following semester until the certificate is submitted. Birth certificate verification is necessary for driver education, athletic eligibility, and work permits.

Students who have attended school in the feeder schools to District 128 need not present a birth certificate.

COMPULSORY PHYSICAL EXAMINATIONS/IMMUNIZATIONS

9th Graders:

Incoming freshmen students must submit a physical examination (dated within 12 months of the first day of school) **with required immunizations at the time of registration.** This physical will be acceptable for participation in athletics for one year from the date of the physical. Students may not participate in interscholastic sports or team practice until they have filed a sport physical with the athletic office. **Sport physicals do not suffice for freshmen physicals.**

Any 9th grade student not in compliance with the physical and immunization requirements will be excluded from school beginning October 15 of the current school year until the correct information is submitted to the nurse's office.

Transfer Students (Grades 10, 11, 12):

From an Illinois School:

Students must present a copy of their 9th grade physical, or more current complete physical, with updated immunizations, at the time of registration. **A sport physical does not meet this requirement.**

From another state or military base:

Students must present a copy of their high school physical with updated immunizations at the time of registration. IF the previous high school did not require a physical, the students have 30 days to complete the Illinois state requirement. The physical must be completed on the Illinois state form. **A sport physical does not meet this requirement.** If submitting a prior physical, the physical exam must have been completed/dated within 12 months of the first day of school for the new student, and the form submitted must contain all required parts of the Illinois state form. **A sport physical does not meet this requirement.**

From another country:

The student has 30 days to complete the Illinois state requirements of a physical and updated immunization. The physical must be completed on the Illinois state form. **A sport physical does not meet this requirement.** If submitting a prior physical, the physical exam must have been completed/dated within 12 months of the first day of school for the new student, and the form submitted must contain all required parts of the Illinois state form. **A sport physical does not meet this requirement.**

All Transfer Students:

Must complete an Illinois Eye Exam Form obtained from the nurse.

ALL STUDENTS INTENDING TO PARTICIPATE IN ATHLETICS must register online through the LHS School registration process on *Infosnap*. Although the registration process will be completed online, all athletes will still need to submit a current physical to the LHS Athletic Office **BEFORE** you will be allowed to tryout or begin practice. Incoming freshmen can use the incoming freshman school physical for their athletic physical, but you need to submit a copy to the Athletic Office. Athletic Physicals are acceptable for 395 days (1

year and 1 month) from the date of examination. Blank physical forms can be obtained from *Infosnap*, your doctor's office, the LHS Athletic website or the Athletic Office.

Transfer Students / Transcript Evaluation

Students who have attended another high school will have their official transcript evaluated for credit by Libertyville High School. Hours of attendance, duration of class periods, graduation requirements, maximum class loads and accreditation will be considered in the evaluation process. Every effort will be made to accept transfer credits using the criteria and standards of Libertyville High School as a guideline.

FEES

For the convenience of our parents, course fees are consolidated into the Basic Student Fee. The \$250 Basic Student Fee includes costs for textbook rentals, the student newspaper, student ID, towels and locks for PE classes, the annual Chromebook fee and costs for consumables in all courses. Other fees, depending on student interest, may include a Parking Pass (\$130), Driver's Education Fee (\$195), Athletic Fee (\$40/sport) and an Activity Pass (\$75), which includes admission to athletic, some drama and music activities as well as a discounted price for the yearbook. Students will also be responsible for purchasing their own calculators, PE uniforms, paperbacks for English classes, Red Cross life saving certification (if applicable) and field trips, as needed.

For the **2017-18** school year registration will be processed by mail, on-line via info snap and payments via our web store. Students who have met their financial obligations and returned other necessary registration materials by Thursday, July 21, 2017, will receive their schedule, ID card, locker number and combination.

MISCELLANEOUS FEES – Yearly or Per Time

Athletic Family Pass	\$50.00
Athletic Fee Per Sport	\$40.00
Parking Sticker Fee	\$130.00
Parking Sticker Replacement Fee	\$2.00
Parking -Temporary Sticker Fee	\$1.00
Driver Education	\$195.00
(Does not include state driver permit fee)	
Replacement - Chromebook Charger	\$45.00
Replacement – Lost Gym Lock	\$5.00
Replacement Heart Rate Monitor Strap	\$5.00
Replacement – Lost ID Card	\$5.00
Student Activity Ticket	\$75.00**
Yearbook Only	\$55.00

***Additional fees may be assessed for materials.**

****Student Activity Ticket includes** a copy of Nautilus (yearbook), regular home football games, regular home basketball games, regular home wrestling matches, 2 plays (winter and spring) and 6 music department concerts to include: winter band concert, winter orchestra concert, spring band concert, spring orchestra concert, spring choral concert and the Orchesis Dance Recital. The Student Activity Ticket does not include entry into IHSA regional, sectional or state contests, or dances, the musical, and all other activities not listed above.

ATHLETIC FEES

A \$40.00 Athletic Fee will be charged for each sport a student is participating in. Students will be billed \$40.00 once the team has been finalized. The exception to this is Lacrosse (Club Sport) which is \$260.00. Prompt payment is requested.

Basic registration fees and outstanding fees must be paid to be eligible to participate in a sport. The Athletic Director will be notified if a student cannot participate due to outstanding financial obligations.

BASIC FEE REFUNDS

If a student withdraws from LHS before the start of second semester, completes the withdrawal form and meets all of their financial obligations, the student will be entitled to receive a refund of ½ of his/her basic fee. If a student withdraws after the beginning of second semester, there is no refund.

BASIC FEE WAIVER

If a family needs to have the basic fee waived due to financial or extenuating circumstances, the principal must be contacted in writing. **The basic fee waiver cannot be used for athletic fees, class fees, parking fees, or activity ticket.**

PARKING FEE REFUNDS

If a student withdraws from LHS before the start of second semester and completes the withdrawal form, meets all of their financial

obligations and returns their parking sticker, the student will be entitled to receive a refund of ½ of the original parking fee.

STUDENT FINANCIAL OBLIGATIONS

Fees – Student fees are defined as any charge related to basic registration fees, class fees.

Fines – Student fines are defined as any charge related to library books (late or damaged), textbooks (missing or damaged), classroom equipment or materials (missing or damaged), athletic equipment (missing or damaged), or other costs incurred while in attendance.

All students must pay their fees and meet other financial obligations incurred while in attendance at LHS.

Collected money will first be applied to the student's outstanding account before money will be applied to athletics, activity tickets, parking stickers, and summer school enrollment.

Students who have not met all of their financial obligations from previous years may have the following withheld:

- Participation in Athletic Contests
- Summer School Enrollment
- Activity Ticket

All school fees and outstanding fines must be paid before a student's official transcript will be sent.

Seniors who have not met all of their financial obligations (fees and fines) will not receive their cap and gown or graduation tickets.

INSURANCE: DISTRICT STATEMENT REGARDING STUDENT INSURANCE

The school district assumes no responsibility for payment of medical expenses in case of any injury to any student while in or on school property or in connection with any school sponsored activity.

The Board of Education encourages parents to seek a reliable insurance company to provide accident insurance protection for their child against injuries sustained while in school or while en-route to or from school. Exact insuring conditions and limitations should be discussed with your insurance provider.

PHOTOGRAPHY STATEMENT (USE OF STUDENT PHOTOS)

Community High School District 128 staff members, student teachers, and contracted individuals regularly take photographs and video footage of students throughout the school year as they participate in school activities events and during the regular school day. The photos are used in District 128 publications (ePaw Prints, curriculum guides, etc.), promotional materials, student publications (newspapers, yearbooks), student teacher evaluations, and on the District website and social media. Photos are sometimes shared with local newspapers for use in their printed publications and online editions. Members of the local media often attend special events/presentations and take photos of students as well. Video footage is used for a variety of media presentations shown at the schools and posted on the District webpage and social media pages. In all cases mentioned here, student names may not appear with the photograph. Unless a parent has selected the "Opt Out"

option, it is understood that District 128 has permission to photograph or video record a student and use the photos and videos as detailed above. The "Opt Out" option is available during the registration process via Info Snap.

RESIDENCE

Only those youths under age 21 who have completed eighth grade and who reside with their parents or legally appointed guardians within the boundaries of High School District 128 are entitled to enroll at Libertyville High School or Vernon Hills High School.

Any student not living with his/her natural or adopted parents in the district must present proof of residence and legal guardianship papers from a court of law prior to enrolling. For details, contact Ole Stevens at Libertyville High School at (847) 327-7012.

RESIDENCY / PERSONAL INFORMATION CHANGES

Families must provide proof of residency within Community High School District 128 attendance boundaries at the following times:

All incoming freshman- All incoming freshman are required to provide proof of residency within Community High School District 128 attendance boundaries. In June, families will receive detailed instructions regarding proof of residency and registration. Class schedules will not be mailed until proof of residency and registration is complete.

New/Transfer students- All new students are required to provide proof of residency within Community High School District 128 attendance boundaries prior to registering for school.

Change of address and/or personal information- Any time a student changes his/her residence, this information must be reported to the LST office immediately and provide documentation for proof of residency. In addition, the LST must be informed of changes in marital status, family status, telephone number, emergency contacts, and other information of this type. It is vitally important that school records are accurate and up-to-date.

Documentation for proof of residency- D128 requires at least three documents to verify residency

Primary- Current lease or mortgage statements

Secondary- at least two documents that could include a current utility bill, property tax information, voter registration, auto or homeowner's insurance

Question regarding residency? Please contact Ole Stevens, LHS Director of Student Services, 847-327-7012.

SEX OFFENDER NOTIFICATION

As required by Public Act 94-004 public information regarding sex offenders is available at www.isp.state.il.us/sor.

WITHDRAWAL PROCEDURE

The withdrawal procedure is as follows:

1. In the case of transferring, the student needs to bring a note to the LST Office signed by a parent. The note should include the new address and, if possible, what school he/she will be attending.
2. The student should pick up a withdrawal card from the LST Office and have it signed by all necessary people. (This includes the student's counselor.)
3. The student should return all books to the teachers who issued them.
4. The student must pay any fines or fees assessed.
5. Complete parental permission statement for release of school records must be on file.

No student can legally or officially be withdrawn from the school roll unless he or she complies fully with this withdrawal procedure. Transferring students will have their school records sent to the next school only after meeting these responsibilities.

RESOURCE CENTERS/STUDY HALL

- **College Resource Center** Room 111
- **Drop-In- Computer Lab (DIL)** Room 150
- **Library Media Center (LMC)** Room 165
- **Math, Science & Int'l Lang Help (MASH)** Room 1106
- **Study Hall during Lunch Periods 4,5,6,7** Room 157
- **Study Hall Period 1, 2, 3, 8** Room 157
- **The Test Center** Room 155

Resource Area	Mon – Thurs	Friday	Late Start
Library	6:45-3:30	6:45-3:00	7:30-3:30
MASH	6:30-4:30*	6:30-2:50*	7:30-4:30**
Drop-In-Lab	7:00-3:30	7:00-2:50	7:30-3:30
Test Center	6:30-3:45	6:30-2:50	7:30-3:45
CRC	7:30-4:00	7:30-4:00	7:30-4:00
Study Hall Room 157	7:00-2:55	7:00-2:55	7:30-2:55

*Science help is not available until 7:30am and Math help is not available after 2:50 pm

**Math and Science help is not available until 8:50am

Students should use his/her assigned lunch/study hall time constructively, either in the study hall or by seeking assistance in other resource areas. Students must have current ID cards to be admitted. ID cards will be scanned for attendance purposes. Students choosing to work in a resource center should report directly to the appropriate center. Use of cell phones is strictly prohibited. Any abuse of these privileges will result in disciplinary action.

Students who are tardy may not be admitted and will be sent to their LST. Students need to report to a resource center on time even if they have no assigned class during the period that they are utilizing a resource center. Students need to bring all school-related materials with them since passes will not be issued to lockers. No food/drinks are allowed in any Resource Center or Library Media Center. Therefore, students are requested to work silently and independently in the DIL and LMC. Students may work quietly with a partner if both are working on school assignments. Students in all centers must remain on task to preserve the academic atmosphere for all. Consequences will follow inappropriate behavior and may result in loss of privileges.

Resource Centers have extended hours before and after school. However, the Centers close after classes on Fridays, the days prior to holidays and on half-days. Students may come to the Centers during their study hall periods. Inappropriate behavior will result in students being sent to their LST and disciplinary consequences may occur.

College Resource Center (CRC) – Room 111: The CRC is available for college & career research and meetings with representatives from colleges. It also functions as an alternative resource center/study hall.

Drop-In Computer Lab (DIL) – Room 150:

The Drop-In Computer Lab has several Windows computers. Students are expected to work independently on school related assignments. A computer staff member is available for assistance.

Library Media Center (LMC) – Room 165:

The librarians are available for collaboration with teachers on specific assignments and for research assistance with students. And, in keeping with information literacy standards, the LMC web page offers several specialized online database programs and a variety of print materials. Students are encouraged to use the LMC web page for research either at school or from home with login passwords.

PASSWORDS TO ACCESS Libertyville High School Library Media Center ONLINE DATABASES:

Connect <http://lhswildcats.org/library>.

No usernames or passwords are needed while at school. Use the following log-ins to continue your research off-campus.

<u>Database Name</u>	<u>Username</u>	<u>Password</u>
• ABC—CLIO American History, American Government, libertyville State Geography, World History Ancient, World History Modern, World Geography		wildcats
• AccessScience	libertyville	wildcats
• CIAO-Columbia International Affairs Online	libertyville	wildcats
• C.Q. Researcher	libertyville	wildcats
• Discovery Education Streaming	libertyville	wildcats
• Ebsco Student Research Center, Auto Repair Reference Center, ERIC, Literary Reference Center, NoveList, Points of View Reference Center, Professional Development Center	libertyville	wildcats
• Encyclopedia Britannica Online, Annals of America	libertyville	wildcats
• Facts on File History Database Center, Science Online, World Atlas	libertyville	wildcats
• First Search WorldCat, Wilson SelectPlus, Medline, ABI/Inform	100107316	wildcats
• Lexis/Nexis Legal Research Database	lhslibrary	wildcats
• Gale Virtual Reference Library ebooks	<none>	wildcats
• Newsbank Chicagoland newspapers	libertyville	wildcats
• Proquest Historical Newspapers (<i>New York Times, Chicago Tribune, Washington Post, Wall Street Journal</i>), Culturegrams, SIRS Researcher, SIRS Government Reporter, SIRS	libertyville	wildcats

Salem History	libertyville	wildcats
• Thomson-Gale History Resource US, Literature Resource Center, Opposing Viewpoints Resource Center, American Decades Primary Sources	none	wildcats

LIBRARY MEDIA CENTER CHECKOUT PROCEDURES

- Students must have their school ID to scan into the library during study hall periods.
- Books circulate for three (3) weeks. Reference and reserve materials circulate overnight only.
- Back issues of magazines may be checked out for three weeks.
- Fines for overdue materials range from \$.10 per day for books to \$1.00 per day for overdue reference and reserve materials, up to a student maximum of \$5.00 per incident.
- If materials are lost, the student is responsible for the cost of replacement or the original cost of material whichever is less.

Math, Science and Int'l Lang Help (MASH) – Room 1106

The MASH center is a learning resource center where students can receive help from a Math, Science and/or Int'l Lang teacher. Computers are available for school related use only, and a computer staff member will be available to assist students. In order to be admitted, students must bring work with them. Students will be allowed to work together quietly on schoolwork.

Study Hall – Room 157 (Periods 1, 2, 3 and 8)

Study Hall is available for those students who do not want to use the other Resource Centers.

The following expectations will be applied in Room 157 during a period study hall:

- Be on time.
- You must have your ID to go to a resource area.
- No eating/drinking allowed except for water.
- Passes are needed to leave study hall.
- Behavior/loudness is at the discretion of the monitor.
- Appropriate quiet talking.
- Inappropriate behavior/language is not allowed.
- Music devices with headphones are allowed.
- No card playing.

Study Hall – Room 157 (During Lunch Periods 4, 5, 6, 7)

The following expectations will be applied in Room 157 during lunch period study hall:

- Be on time.
- You must have your ID to go to a resource area.
- No eating/drinking allowed except for water.
- Passes are needed to leave study hall.
- Behavior/loudness is at the discretion of the monitor.
- Inappropriate behavior/language is not allowed.
- Music devices with headphones are allowed.
- No card playing.

The Test Center – Room 155

The Test Center will be used by those students who need to make up a test or quiz.

School ID is required.

Pre-scheduled appointments are required. Seating is limited.

Please arrive on time.

No food or beverages are allowed.

No I-pods or electrical devices are allowed while testing.

Limited computers for student use are available at this time but only for use related to test make-ups.

SERVICES AVAILABLE TO STUDENTS

GOOD STUDENT DRIVER INSURANCE FORMS

Many insurance companies offer automotive insurance at reduced rates to students who are above average academically. Most insurance companies who offer reduced rates will furnish a form for the student to complete. Usually a student must meet one or more of the following in order to qualify:

1. Have a "B" average (3.00 or better) for the previous semester.
2. Be on the most recent Honor Roll.
3. Have a cumulative grade-point average of at least a 3.00.

The qualified student should take the insurance company form to the Registrar for verification.

JOB OPPORTUNITIES BINDER

The school offices regularly receive phone calls from local employers seeking part-time or summer student help. Notices regarding these jobs are posted in a binder located in each of the LSTs. Job opportunities should list requirements for specific positions. Students interested in part-time or summer employment should check the Job Binder regularly and read the notice carefully before considering a position. Students contact the employer directly.

LOST AND FOUND

District #128 is not responsible for personal belongings. However, any articles found on school property should be turned in at the Security Desk located by either the Front Entrance or Studio Theater in a timely manner. Items that are found or turned in will be kept at the Studio Theater Security Desk. A notice will appear in the bulletin when lost and found will be cleaned out and unclaimed items donated.

SPIRIT STORE

Parent CATS runs a store with various items, including spirit wear, located in the main entrance foyer across from the main gym. Days and hours are generally Wednesday and Friday during lunch periods.

VENDING MACHINES

Vending machines are available in the cafeteria, studio theater lobby and other areas in the building. If one of the vending machines malfunctions, please go to the main office, Room 1101.

WORK PERMITS

The school acts as an agent of the State Department of Labor in issuing one-year work permits, issued in the Teacher Center (Room 118) of Libertyville High School. Permits may not be issued unless all state requirements are met and the job for which the permit is requested is on an approved list. Under **Section 205/7 of Hazardous Occupations** - No minor under 16 years of age shall be employed, permitted or allowed to work in any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled. To secure work permits,

Anyone under 16 years of age must present:

1. A social security card (original).
2. A birth certificate, baptismal certificate, or passport (original).
3. A letter of intent to hire from employer, with a job description.
4. Be accompanied for the application process by a parent.

Anyone 16 years of age: Only a birth certificate is required to obtain a work permit.

Anyone up to 20 years old: When obtaining an age certificate, only a birth certificate is required.

YEARBOOK PICTURE SCHEDULE

Freshman - Yearbook Pictures - Thursday, August 15, 2016 (during P.E./Health class in Gym)

Sophomore - Yearbook Pictures - Friday, August 16, 2016 (during P.E./Driver Ed/Health class in Gym)

Junior - Yearbook Pictures - Friday, August 16, 2016 (during P.E. class in Gym)

Seniors – Visual Image Photographers is the official photographer. Please call their customer service department at (800-577-9570 or 847-499-9300) to schedule your senior picture if your assigned time does not work or if you have questions. You can also visit www.vipis.com for further information. The yearbook cannot accept pictures from other studios for publication in the yearbook. If you do not have your yearbook picture taken by the deadline that has been communicated the senior picture will not be included in the yearbook.

Make- ups - Thursday, August 25, 2016 (Location Outside the Auditorium, information will be in the daily bulletin)

Retakes – Thursday, October 11, 2016 (Location Outside the Auditorium, information will be in the daily bulletin)

SPECIAL EDUCATION SERVICES

District #128 provides a free appropriate public education to high school aged students who are determined to be *eligible* to receive special education services. Special education programs and services are those which are not available through the general education curriculum and which an *eligible* student requires in order to benefit from his/her education. ***Students suspected of having a disability which may require special education services, should be referred to their school counselor for a review.***

Administrative procedures for case study evaluation, determination of eligibility for special education services and placement into special education programs/services have been developed. They are available by contacting the District #128 Special Services Director at (847) 247-4582.

AMERICANS WITH DISABILITIES REHABILITATION ACT

District #128 provides educational accommodations to students who have a mental or physical impairment which **substantially** limits one or more major life activities and who have been found eligible to receive ADA, Section 504, accommodations by the High School District. ***Students who have a disability which requires ADA, Section 504, accommodations should contact their guidance counselor to receive the forms necessary to begin the process for requesting a 504 plan.***

In determining a student to be eligible for a 504 plan while in high school, it must be demonstrated that the student's impairment *significantly* impacts their academic functioning. A 504 plan will be specific to the academic situation the student is in at the time of the request and will provide *reasonable* accommodations to ensure the student's safety and academic functioning while attending school and school activities. The high school will conduct 504 case study evaluations to determine the necessity for the development of a 504 plan of accommodation.

Administrative procedures for a 504 case study evaluation, determination of eligibility for a 504 plan and the development of a 504 plan have been developed. They are available by contacting the District #128 the Special Services Director at (847) 247-4582.

STUDENT RECORDS

Student Records Defined

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

Maintenance of School Students Records

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information
- Academic transcripts
- Attendance record
- State Assessment Scores
- Health reports
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records

Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another

Special education files

Verified reports or information from non-educational persons

Information pertaining to release of this record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduate, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance center, whichever occurs first, to verify entries and correct inaccurate information. The district no longer uses students' Social Security numbers for intra-school identification purposes. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

Access to Student Records

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parent(s)/guardian(s); and
- e. Notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to, or release information from, any student record as specifically required by Federal or State statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a judge of the circuit court and members of the staff of the court designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to court order; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provide^{3r} when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
12. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
 - a. The committee member is a State or local official or authority,
 - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),
 - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
 - d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
13. The District charges \$.25 per page for copying information in a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
14. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, records custodian, or other person. The record of release shall include:
 - a. Information released or made accessible.
 - b. The name and signature of the records custodian.
 - c. The name and position of the person obtaining the release or access.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Directory Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study

Period of attendance in school

The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

Student Record Challenges

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records. However, when the student’s school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. They have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of information in dispute.

TRANSCRIPTS

Students applying for admission to a college nearly always need a transcript of their high school record. In order to be in compliance with existing state and federal statutes, it is necessary for LHS to have an authorization to forward student records. This will require having a signed authorization on file before student transcripts are sent. Students requesting a transcript should either see the registrar and bring their student ID or photo ID or visit the LHS website to obtain a “release of information form.” This completed form should be attached to the application and given to the student’s counselor. Allow at least one week between the time the application is given to the LST Office and when the application is expected to be mailed.

TRANSFER STUDENTS

Students transferring into LHS from another school will have their transcripts evaluated in accordance with LHS guidelines. As an example, LHS course credit limitations will apply.

STUDENT SERVICES

COUNSELING

Counseling: Individual and small groups Conferences

- High School Course Planning With parents
- Post-high school educational planning With teachers
- Post-high school career planning With college representatives
- Personal/social concerns

Testing

- High school placement tests LHS Social Worker
- College admissions tests Psychologist
- Interest inventories Other agencies; public and private

Referrals

Enrollment

- Incoming freshmen
- Transfer students during the school year

Adjusting student schedules

COUNSELOR APPOINTMENTS

There is an appointment sheet next to each counselor’s door.

In order to reserve a specific time to see a particular counselor, the student should enter his/her name on that appointment sheet. If a student must miss a class to see a counselor, prior arrangements should be made with the classroom teacher and the counselor. Parents wanting to contact a counselor may do so by calling the Learning Support Team Office.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, sexual orientation, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Further, the District may not enter into any agreements with any entity or any individual that discriminates against students on the basis of sex. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. The Complaint Managers for LHS are Meagan Silverberg (847) 327-7018 and Eric Maroscher (847) 327-7004 at Libertyville HS, 708 W. Park Ave, Libertyville, IL 60048.

Sex Equity / Title IX

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. The Complaint Managers for LHS are Meagan Silverberg and Eric Maroscher.

GENDER SUPPORT GUIDELINES

Community High School District 128 is dedicated to the social, emotional and academic success of all our students. This includes our transgender and gender-expansive students. District 128 staff and students should be proactive in creating a school climate that respects, values and fosters understanding of gender identity within our school community. Gender Support Guidelines have been developed to help ensure a safe learning environment that promotes the integration of transgender and gender-expansive students and creates a culture free of harassment, discrimination and bullying. [The Guidelines can be accessed here.](#)

HEALTH SERVICES

The health services of the school are under the supervision of a registered nurse certified in school nursing. Provision is made for first aid, assisting students who become ill during the school day, and for the supervision of a student's health program when special attention is required. The parent will always be notified in case of serious injury or illness. The student will be sent to an emergency room by rescue squad if necessary. No medications will be administered at school unless they are essential in order for a student to remain at school and unless a physician prescribes them. All medications should be stored in the nurse's office and distributed by the nurse.

Students must have a pass from their assigned teacher to see the nurse except in the case of an emergency. The school nurse will send the student home only if conditions so warrant and only after receiving parental permission. Any ill student must first be assessed in the nurse's office before leaving school, even if the student has already communicated with the parent/guardian. It is not the function of the health services department to maintain a clinic or give treatments or medications unless they are required in order to allow a student to attend school.

District Policy for Administration of Medication to Students:

Medication shall not be administered to a student at school unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to **both prescription and nonprescription** medication. If medication is needed during the school day, the following procedure must be followed:

1. Medication shall be administered by the certified school nurse, or a certified employee designated by the superintendent.
2. The student's physician shall provide written orders detailing the name of the student, the diagnosis for which the medication is ordered, the name of the medication with the start and discontinuation date of the drug therapy, the desired effects, and an emergency number where the physician can be contacted. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of adverse symptoms for which to watch. The physician shall detail steps to be followed if the student experiences an adverse reaction. The order shall be renewed periodically.
3. The student's parent or guardian shall provide to the nurse a signed authorization to administer the medication, which has been ordered by the physician. The authorization shall include the parent or guardian's name and telephone number for use in case of an emergency.
4. Medication shall be brought to school by the parent, and given to the nurse in the original package or an appropriately labeled container. Prescription medication shall display: student's name, prescription number, medication name and dosage, administration route or directions, date and refill, licensed prescriber's name, pharmacy's name, address, and phone, and name or initials of pharmacist. Over-the-counter medication shall be in the original container with manufacturer's label listing all contents, the student's name affixed to the label. Medication should be delivered to the school by the student's parent or guardian.
5. The student's parent shall remove any unused medication from the school at the end of therapy, or the end of the school year. If the parent fails to remove unused medication, the school nurse will appropriately dispose of it in the presence of a witness.

No medication will be administered to students unless these guidelines are followed. If it is determined by physicians or parents that a student should retain medication on himself/herself for self-administration, it is recommended that the parents inform the school nurse of the situation, but the school assumes no responsibility for administering medication unless the above guidelines are followed. Students are permitted to carry an epinephrine auto-injector and/or an inhaler for self-administration when necessary provided that the required information, as stated above, is kept on file in the Health office.

All controlled substances prescribed by a physician must be administered by the school nurse. The school assumes no responsibility unless the nurse, under the orders of a physician, administers the medication. A student may not possess or self-administer any

controlled substances. Students are not permitted to give medication to another student.

Recent amendments to the Illinois School Code state that students at risk of anaphylaxis, which is a severe allergic reaction to insect bites/stings, foods, drugs and other allergies, and students diagnosed with asthma, have immediate access to life-saving medications while in school, at a school sponsored activity, while under the supervision of school personnel, and before or after normal school activities on school property. **Required information that must be kept on file in the Health office for self-administration of either asthma or anaphylaxis medication:**

1. The parents/guardians of the pupil provide to the school a written authorization for the self-administration of medication.
2. The parents/guardians of the pupil provide to the school a written order from the pupil's physician containing the following information:
 - The name and purpose of the medication.
 - The prescribed dosage.
 - The time(s) at which or special circumstances under which the medication is to be administered.

Community High School District #128 and its employees incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by the pupil. Permission for administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year.

Teachers and other non-administrative school employees, except certified school nurses, and non-certificated and registered professional nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students within 15 days after the beginning of each school year, or within 15 days of transferring to the District.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (Epi-Pen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A School nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee, is for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advance practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

MEDICATION PROCEDURE FOR EDUCATIONAL TOURS/FIELD TRIPS

A Medication Form for Educational Tours/Field Trips must be completed for each educational tour or field trip that a student participates in when students need to take medications. This form is available in the Health Services Office.

I Nothing in this policy will prohibit any school employee from providing emergency assistance to students, including administering

medication.

- II. For a field trip lasting only one day, a student who takes medications in the nurse's office will be allowed to carry and self-administer a dose of medication as needed during an off-site school sponsored activity (field trip), as long as the following criteria are met:
- Medication will be supplied by the parent(s)/guardian(s);
 - Medication authorization form, filled out by a parent(s)/guardian(s), is on file with the school nurse;
 - Medication is stored and transported in its original prescription-labeled container.
- III. For an educational tour (a trip lasting more than one day), student may carry and self-administer over-the-counter and prescription medications provided the following criteria are met:
- Medication will be supplied by the parent(s)/guardian(s);
 - Medication authorization form, filled out by a parent(s)/guardian(s) is submitted to the designated district employee/chaperone;
 - Medication is stored and transported in the original, manufacturer-labeled or prescription-labeled container.

HOMEBOUND INSTRUCTION

Homebound instructional services are provided to students when a licensed medical physician (M.D. or D.O.) determines that the student, will or is anticipated, due to a medical condition, be out of school for a minimum of two consecutive weeks of school (10 days) or more or on an ongoing intermittent basis. The student will be tutored by their own content area teacher(s), a District 128 teacher, or an approved substitute or certified teacher assigned by CHSD 128 for their homebound instruction. This will afford the student an opportunity to access academic instructional support to keep up with course assignments and assessments, with the goal of supporting the student's return to instruction in the classroom as seamlessly as possible. Arrangements for homebound instruction are made through the LST via the student's school counselor.

LEARNING SUPPORT TEAM FUNCTIONS

The attendance, discipline, and guidance functions have been combined into three Learning Support Teams. Learning Support Teams are divided alphabetically.

Each Learning Support Team is made up of a team director, counselors, a social worker, and is supported by teachers, a psychologist, a nurse, and office personnel. The Learning Support Team works together to help the student take advantage of all the programs the school has to offer.

Functions of attendance, counseling, social work, and behavioral interventions are all a part of the Learning Support Teams' responsibility. A close working relationship between the teacher, the coordinators and teacher leaders, the administration, the student, and the parent(s) will help each student best meet his/her potential both academically and as a productive, well-adjusted member of society.

LEARNING SUPPORT TEAMS

Learning Support Team Office (A-F) Room 152

(847) 327-7210

Meagan Silverberg (Team Director) A-F

(847) 327-7018

Kelly Angelos (Counselor) A-CA

(847) 327-7020

Judi Neuberger (Counselor) CE-F

(847) 327-7021

Greg Loika (Social Worker)

(847) 327-7019

Educational Support Personnel

Mrs. Whalen

(847) 327-7024

Mrs. Everding

(847) 327-7025

Learning Support Team Office (G-P) Room 156

(847) 327-7026

Scott Bogumil (Counselor) G – KAN

(847) 327-7029

Sarah Kelly (Counselor) KAO-Ma

(847) 327-7150

Lauren Pothast (Counselor) McC-P

(847) 327-7028

TBD(Social Worker)

(847) 327-7027

Educational Support Personnel

Mrs. Cashman

(847) 327-7031

Mrs. Ronne

(847) 327-7032

Learning Support Team Office (Q-Z) Room 1104

(847) 327-7230

Sean Ferrell (Team Director) Q-Z

(847) 327-7033

John Mortillaro (Counselor) Q-STA

(847) 327-7036

Nancy Stevens (Counselor) STE-Z

(847) 327-7035

Lindsay Recsetar(Social Worker)	(847) 327-7034
Educational Support Personnel	
Mrs. Sundal	(847) 327-7037
Mrs. Scherrer	(847) 327-7038
College Resource Center (Room 111) – Amy Belstra	(847) 327-7161
College Resource Center Support Personnel –	
Mrs Lund	847) 327-7017
Nurse(s) (Room 115) – Cameron Traut	(847) 327-7016
Prevention & Wellness Coordinator (Room 014) – Brenda Nelson	(847) 327-7008
School Psychologist (Room 116) – Marissa Frederick	(847) 327-7090
School Psychologist (Room 121a) - Claire DiBella	
School Psychologist (Room 114) – Margaret Norton	(847) 327-7267
School Resource Officer (Room 153) - Officer Uliks	(847) 327-7011

MODIFIED INSTRUCTION

CATEGORY I: A student who is capable of meeting most course objectives and standards with minor modifications and accommodations. Examples would include alternate testing situations such as a test reader, extended time, or an isolated testing site as determined by the IEP, 504 or Learning Support Team. When applicable, use of a tape recorder or teacher notes would also be considered examples of minor accommodations. Grading would be based on class standards.

CATEGORY II: If a student is having difficulty meeting course objectives due to a disability or other reasons as determined by a Special Services Team or a student’s LST, modifications in course goals may be recommended. In these instances, the course title will be changed to include the word “modified”. An educational team will determine the type of grade to be earned. Students may receive letter grades, using the alternate grading option or other LHS grades. This grade will be computed into the student’s GPA at the regular level.

PREVENTION AND WELLNESS PROGRAM

Wellness can be defined as the state of physical and social-emotional health that makes students maximally available for learning both in and out of the classroom. It provides the bedrock for attention, problem-solving, and emotion regulation. Prevention aims “upstream” at helping students build positive and adaptive attitudes, habits, and behaviors that support well-being.

The Prevention & Wellness Program aims to provide the LHS community with a multidimensional approach to supporting student growth and learning by means of encouraging healthy lifestyle choices. Studies using functional MRI technology have established adolescence (ages 12-25) as a period of opportune brain development when a foundation can be laid for healthy lifelong habits, including sleep, nutrition, stress management, help-seeking behavior, and choices regarding drugs and alcohol.

The Prevention & Wellness Coordinator builds and sustains school-wide efforts to support academic and social-emotional learning (SEL), both of which are critical for life success. Prevention & Wellness efforts include both in-classroom and out-of-classroom content and learning experiences that facilitate communication, collaboration, and creativity. The content and learning experiences are grounded in prevention science as it interfaces with the public high school environment, adolescent development, and social-emotional learning standards.

Because Prevention & Wellness primarily focuses on tier one, i.e., universal intervention, staff can tailor the information and support from the Coordinator and team to specific content areas, whether in an academic subject or related to arts, athletics, or activities. Ultimately, the Prevention & Wellness program aims to help all students build knowledge and skills that pave the road for present and future self-care and service to school and community.

SCHOOL RESOURCE OFFICER

The SRO is a sworn Libertyville police officer assigned full time to the LHS campus. The SRO is a certified juvenile specialist and works closely with administration, faculty and staff in all matters involving school safety and student issues. The SRO handles all police matters involving students on or off campus and conducts criminal investigations when necessary. The SRO serves as an educational liaison between the school, community and the local police department. The SRO may enforce state laws, village ordinances and applicable school rules and policies. The SRO also provides law related education to students and staff.

TRANSPORTATION

AUTOMOBILES / MOTORIZED VEHICLES

General Statement:

Student parking on District #128 property is a privilege not a right. In order to promote a safe school environment, students will be expected to adhere to the following rules and regulations. In addition, any motor vehicle parked on District #128 property shall be subject to a search with or without cause, by a school official, law enforcement officer, and/or specially trained dogs. The search may include the passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.

Students and/or persons refusing to cooperate are subject to:

- Loss of parking privilege; police involvement; disciplinary consequences (i.e. suspension).

Furthermore, District 128 is not responsible for theft or damage to any vehicle while parked on school property. Any vehicle that is parked on District #128 property is parking at the owner's risk.

Rules and Regulations:

1. All motorized vehicles must have a permit to park on school grounds. Vehicles on school grounds without a permit will be subject to ticketing, towing at owner's expense, and/or possible disciplinary action against the driver including the loss of parking privileges temporarily or permanently. LHS utilizes Ernie's Towing Service of Vernon Hills.
2. Students may park in areas designated for students only. Students parking in staff, visitor, or no parking areas **may permanently lose parking privileges**, be ticketed and/or towed at owner's expense. Students must park between the yellow lines in a designated spot or the vehicle will be ticketed.
3. The parking permit must be permanently attached to the **front window – driver's side** of the student's vehicle.
4. The permit may not be transferred to another vehicle. If transferred the permit is null and void. If a student plans to drive more than one vehicle, a parking sticker must be purchased for each vehicle. The only person that may park in District #128 parking lots is the student (not siblings) who purchased the parking permit.
5. Students who use their vehicle to assist others in breaking school rules will be assigned consequences, which may include loss of parking privilege.
6. The speed limit in any areas of Libertyville High School and District #128 campuses is **10 miles per hour. Stop signs must be obeyed.**
7. Driving to and from the Technology Campus during the school day without school permission will result in disciplinary consequences and possible loss of parking privileges.
8. Parking privileges may be revoked because of reckless or dangerous driving, unsafe or noisy vehicles, excessively loud music, and continued tardiness to school, cutting classes, pranks, or violations of established regulations. If a permit is revoked, the student may not park in any LHS or District #128 parking lots.
9. All motorcycles, scooters, etc. must follow the rules and regulations for automobiles and park in designated areas. We encourage students to wear helmets when they ride motorcycles or scooters.
10. Parking on campus is a senior privilege. Underclassmen are not allowed to park on campus unless special privilege is granted by Security or their LST. Juniors or sophomores parking on campus without permission will jeopardize their senior privileges when they become eligible.
11. Juniors and sophomores are **NOT** allowed to park on campus during finals week.

General Parking Information:

1. There will be a limited number of parking spaces available. LHS reserves the right to determine eligibility for parking permits.
2. Each permit will cost **\$130.00**. Students may not purchase a permit for another student's vehicle. Permits may not be sold or given to other students. Replacement fee for a new parking permit is \$2.00.
If a student withdraws from LHS District #128, before the start of second semester and completes the withdrawal form, meets all of their financial obligations and returns their parking permit, the student will be entitled to receive a refund of ½ of the parking fee. The student must request a refund in writing. Students who lose their parking permit due to disciplinary actions will receive no refund.
3. A new permit will be provided for a new or different vehicle **only when the original permit is returned, a new parking application is completed**. If the original permit is not returned, permission to purchase a new permit or receive a temporary parking permit may be denied.
4. When a student with a parking permit, who for unavoidable reasons, must drive a different family vehicle is required to obtain a temporary parking permit. The cost of this temporary permit is \$1.00. If a permit is not obtained, the unauthorized vehicle may be ticketed and / or towed.

Handicapped Parking Information:

In order to secure a handicapped parking temporary permit, put your request in writing and give it to your team leader. The numbers of handicapped parking temporary permits that are available are limited.

BICYCLES

For a student's own protection, when riding a bicycle to school, be sure to lock it in the bicycle rack. Bicycles should not be locked to fences or any other object. The school cannot assume responsibility for damaged, lost or stolen bicycles. We encourage students to wear helmets when they ride their bicycle. **Students must obey Libertyville City Ordinance 83-0-9.**

BUS SERVICE

Free transportation is available to students who live 1 1/2 miles or more from school.

Students will have the option of 2 different starting and ending times. Busses will be available to transport students to school for a Period 1 start and the return route will run after Period 8. Students electing to start or end the school day at other times will be responsible for their own transportation.

On LATE START days busses will begin their routes at approximately 7:50 a.m.

Parent(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage reimbursement for private automobile at the cents per mile rate established by the state. Parent(s) must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live by February 1, 2018.

Students who are scheduled for dismissal before period 8 must provide their own transportation and must leave the building or they must report to a resource center at the end of their last scheduled class.

Guidelines - The student ID card also is used as a bus pass and must be shown to the driver. The bus and route numbers appear on the ID card. Students are allowed to ride only their designated bus. Drop off at other locations is not allowed.

Students must cross the road in front of the bus while the stop arm is out and the flashers are operating. Extreme caution should be observed when entering or leaving the bus.

School rules apply on the buses. Aside from a possible suspension from school, bus privileges may be suspended for misconduct such as vandalism, fighting, or violation of safety procedures. Behavior expected of students during the regular school day must also be exhibited on the bus. Smoking and/or food is not permitted on the bus. If you should want information regarding specific times or bus routes, call Lakeside School Bus Lines, (847) 263-7619.

STUDENT DROP OFF/PICK UP/ TRAFFIC FLOW ON CAMPUS

Libertyville High School encourages drop-offs and pick-ups at the main entrance circle. Please use the "drop-off" lane. Do not leave your vehicle unattended in the pick-up/drop-off zone or the front circle at any time. **Automobile traffic will be prohibited behind the building after school. All curbs that are painted yellow are no parking areas.**

STUDENT ACTIVITIES

STATEMENT

*All profits from fundraisers must be used for the benefit of students.

CLUBS/ ACTIVITIES 2017-2018 SCHOOL YEAR

Mrs. Uliks can be contacted at [jennifer.uliks @D128.org](mailto:jennifer.uliks@D128.org) or (847) 327-7258 for more information or check the daily bulletin for club updates.

CLUBS/ ACTIVITIES

(Clubs/Activities/Sponsors are subject to change)

ACABELLAS: Acabellas is LHS's only co-curricular auditioned vocal ensemble for girls. Admission to this group is open to females from freshmen through seniors. Auditions are in October and the group runs from November through May performing at the Holiday Music Festival, Cabaret, and Spring Choir Concert. Acabellas focuses on vocal jazz and pop a cappella music for females. (Dr. Brown)

ACADEMIC DECATHLON: The Academic Decathlon team is composed of 9 students from different academic levels. Each student competes in 10 different academic disciplines: math, science, literature, economics, music, art, speech, essay, interview and super quiz. Tryouts are held in late fall. (Mr. Buesing)

AdvoCATS: This is a club dedicated to spreading awareness of issues regarding gender inequality. As a club, we aim to spread awareness of issues ranging anywhere from unequal pay to reproductive rights. Throughout the year, we raise money for organizations that help women all over the world, and complete volunteer projects to benefit women closer to home. Anyone is welcome to join! (Ms. Lara)

LHS United: Our goal is share human rights issues and other world issues with students at LHS. We believe that everyone deserves

equal rights. Every year, we raise funds to provide food for families around the world and to support entrepreneurial efforts in third world nations. We also run awareness campaigns to inform LHS students and staff of human rights violations and crimes being committed around the world. We hope that through awareness we can create change and encourage students and staff to sign petitions and write letters to the UN and other organizations to put an end to human rights violations. (Mrs. Chamberlin)

ART CLUB: Do you find yourself always wanting to creatively express what you feel and think? Then Art Club may be the perfect activity for you! This club is designed for anyone (taking an art class or not) interested in the many fields of art such as: ceramics, painting/drawing, and photography. Some of the group projects this club takes part in is painting the Spirit Store and creating artworks displayed throughout the school. (Ms. Johnson)

ATHLETES COMMITTED TO EXCELLENCE (ACE): ACE consists of a club for any athlete, cheerleader, or pompon squad member committed to a drug-free lifestyle. The club strives to promote the idea of serving as good role models for our school and community and at the same time raise the awareness of substance-free living. We meet every Friday at 7:05 in the Studio Theater. Finally, we will participate in many service projects, attend local events, and also be involved in promoting this substance-free message to our feeder schools. (Mr. Ferrell, Ms. Schoenbeck and Mr. Thompson)

ATHLETIC CLUBS: Clubs available include: Girls' and Boys' Lacrosse, Fencing and Ice Hockey.

BASS FISHING CLUB: IHSA Bass Fishing Team is a group of individuals dedicated to improving their skills as bass anglers and participating in competitive bass tournaments. The team is active all year long. The state sectionals and championship occur in the spring and invitationals can occur in either fall or spring. Meetings to prepare for the tournaments begin in late February. When not preparing for the tournament, other types of fishing are explored such as ice fishing and fly fishing. (Mr. Reichert and Mr. Uliks)

BEST BUDDIES: The mission of Best Buddies is to enhance the lives of people with intellectual and developmental disabilities by providing opportunities for one-to-one friendships. By introducing Best Buddies to public and private high schools, we are crossing the invisible line that too often separates those with disabilities from those without. Best Buddies introduces socialization opportunities and helps provide the necessary tools for students, with intellectual disabilities, to become more independent and, consequently, more included in the community. (Mrs. Recsetar, Mrs. Stevens and Mrs. Kneisal)

BRIDGE CLUB: Bridge Group was formed to create social opportunities for students who typically struggle in traditional social situations. The group is led and comprised of students who want to become more involved in the school and will give students an opportunity to be social in a safe environment. Visit our website for more information.

CARING FOR CAMBODIA: This club's mission is aligned with the non-profit organization Caring for Cambodia. Members raise awareness of the poverty stricken nation of Cambodia and hold drives for needed supplies such as toothbrushes, sports equipment, shoes, and various other clothing items. Funds are raised with the goal of holding a student mission trip during the summer to help build schools in Cambodia. (Mrs. Owens)

CATS AGAINST CONFLICT: A student run organization that uses a process for its members to listen, negotiate, and design a mutual agreement to promote peace among their peers. These students capitalize on their communication skills, and are involved in a variety of activities to work towards peace among the students at LHS. Members collaborate on school wide initiatives for a peaceful community such as, bullying prevention and kindness campaigns. (Mrs. Kelly)

CHESS CLUB: This club's mission is to provide challenging and friendly opportunities to play chess with other students after school a couple times a month. The club is currently non-competitive but opportunities for formal competition can be arranged if requested. (TBA)

CLEFTOMANIACS: If you are a male and like to sing pop music from the 70's, 80's, and 90's and 2000's this group is for you. The Cleftomaniacs meet one day a week after school in the music department and is open to any male at LHS, grades 9-12. No audition is required. The Cleftomaniacs perform three times a year at the Holiday Festival, Cabaret and Spring Choral Concert. (Dr. Brown)

CHINESE CLUB: Chinese Club introduces students to the culture, music, art, literature and history of China. Students will examine these themes through weekly meetings, activities, and field trips to museums, restaurants, theaters and Chinese cultural centers. Students also will investigate contemporary issues of modern China. The Chinese Club is open to all students who wish to learn about the Chinese culture and explore the language. (Ms. Zhao)

***CHROME CATS:** Chrome Cats are students helping students with technology. They learn new technology and help answer tech-related questions during their study hall or lunch period. We are looking for students who enjoy sharing their knowledge with others and catch on quickly to classroom and mobile technology. (Mr. Albin)

COSMETIC CLUB: The Cosmetic Club is open to all students interested in developing personal care products. The club members have to pay for the raw materials they use while developing various products. The cost is usually around \$5 which includes the container and label. The club will focus on learning the basics of chemistry used in developing personal care products. (Mr. Kreutz)

CROSS-FIT: Come and join the group for fun and exercise with cross-fit. Times will vary for this club. Take your exercise to a higher level! (Mr. Schinto)

DEBATE TEAM: The LHS Wildcat Debate Team offers students a chance to compete in regional and state level tournaments in Lincoln-Douglas and/or Public Forum style debate. Throughout the season (September-March), students conduct research, write cases,

and apply argumentation theory to problems of significant social impact. (Mr. Voss, Ms. Greenswag and Mr. Duffy)

DRAMATIC EVENTS: The Fine and Performing Arts department produces four stage presentations each year: a fall musical, two dramatic productions, and a freshman/sophomore play that are directed by adult sponsors but are student oriented. Any LHS student may audition for a production or sign-up to work on the "Tech Crew" which includes scenery construction, painting, costumes, lighting, props, and house management.

DROPS OF INK: The school newspaper is a class, meeting each school day to work on publishing the newsmagazine issues and our website. Staff members write and edit their own work, take pictures, create layouts and graphics, and manage the publication's social media. Some after-school work may be required in order to meet publication deadlines. (Mr. Gluskin)

DUNGEONS AND DRAGONS: This is a social club that offers the opportunity to play the game Dungeons and Dragons. Come learn the game and the strategy behind it all! (Mr. Gallivan)

ERIKA'S LIGHTHOUSE: Erika's Lighthouse club strives to raise awareness of adolescent depression and build support systems for teenagers within the school and community. It is an advocacy group, rather than a support or therapy group. As a teen panel students have the opportunity to present to faculty, students and parents in order to raise awareness for depression and mental health. The club sponsors activities during Mental Health Awareness Month in May and organize a team to walk in the Erika's Lighthouse Walkathon. Approximately one in ten adolescents lives through a significant episode of depression each year. Our club activities are intended to help decrease this alarming statistic. Our goal is to be "A Beacon of Hope" for Adolescent Depression. (Mrs. Recsetar and Ms. Anderson)

FCCLA: Family, Career and Community Leaders of America (FCCLA) is a national student organization that helps young men and women become better leaders in their families, careers and communities. Members have the opportunity to demonstrate leadership skills through Family Consumer Science based competitions, Membership is based on classroom performance and members are teacher selected. (Ms. Hyla, Tarrant)

****FELLOWSHIP OF CHRISTIAN ATHLETES:** FCA allows student/athletes the opportunity to strengthen their Christian faith through their athletics. (Mr. Stuart)

FENCING: Whether it's Zorro, Star Wars, or the Three Musketeers, fencing is all about heroic combat, fancy moves, spectacular attacks and defenses, but most of all it's fun. The fencing club, called the Thundercats, is a co-ed fencing team made up of students from the Libertyville and Vernon Hills High Schools. We fence epee and sabre. We compete in the Great Lakes High School Fencing Conference. The club is open to all students regardless of previous fencing experience, so come out and give fencing a try! To learn more visit www.thundercats128.org. (Mr. Jackim)

FILM CLUB: The club offers students an opportunity to watch a variety of films from the 1930s to present day and discuss them. We also talk about film history, important people, media messages, and other issues related to the film. (Mr. Schmidt)

FRENCH CLUB: Get in touch with your French side! Whether you take French or not, French Club is open to anyone interested in exploring French culture in an interactive and engaging way. The club participates actively in International Language Week and introduces members to various French cuisines, films, music, plays and more. The club will motivate you to improve your French abilities or pick up some new French phrases and have fun while doing it too. (Mrs. Guiard)

FRESHMAN CLASS COUNCIL: This council is open to all freshmen and will represent the entire freshman class. The elected Freshman Student Council Class Officers will direct this group. The Freshman Class council will have bi-weekly meetings to organize and plan homecoming activities, community service projects and dances. (Ms. Kym)

FRET BORDERS/GUITAR CLUB: Fret Borders/Guitar Music Club is a regularly scheduled musician's jam. All skill levels are welcome. This club offers a safe place to learn to perform as well as meet others to share, practice and learn. We will choose a music related service project every year. (Mr. Ness)

FUTURE BUSINESS LEADERS OF AMERICA (FBLA): FBLA is a national organization providing youth with an interest in business a venue to share, network and compete with others on local, state and national levels. (Mrs. O'Dea)

GAY/STRAIGHT ALLIANCE: GSA is a club open to all students, regardless of sexual orientation or gender identity. The club aims to provide and advocate for a safe environment for all students at LHS, paying particular attention to issues surrounding the LGBTQ community. Students participate in regular discussions of local, national and worldwide events, school climate, and current issues. Students organize and execute activities raising awareness during Ally Week, No Name Calling Week, National Day of Silence, and Transgender Memorial Week. Additional activities may include movie nights, field trips to live theatre performances, and perhaps a summer outing to the Gay Pride Parade. (Ms. Naslund)

INTERACT: Interact is a student organization whose primary focus is to provide volunteer opportunities for students. Activities might include helping at a home for women and children, volunteering at a senior center, working with Rotary and Lions Club and a wide range of other community oriented activities. (Mrs. Uliks)

INTRAMURAL ATHLETICS: Intramural activities are offered to LHS, District #128, students throughout the year. These include boys and girls weightlifting, basketball, coed volleyball, badminton, flag football and bowling. Programs are offered satisfying student interest when facilities are available. Announcements concerning these activities can be found in the daily bulletin, which is read in period 3.

Listen for details of your favorite activity and get involved.

JUNIOR CLASS COUNCIL: This council is open to all juniors and will represent the entire Junior class. The elected Junior Student Council Class Officers will direct this group. The Junior Class council will have bi-weekly meetings to organize and plan homecoming activities, community service projects and dances. (Mrs. Peterson)

LATIN CLUB/CERTAMEN TEAM: Latin Club is an organization open to all students who love Roman history, culture, mythology, and language. The club is primarily a social club, and yearly outings include trips to the Olive Garden for dinner, Greek and Roman themed movie nights, bowling, and laser tag. We also celebrate the most important Roman festivals, such as Saturnalia, with food and games. Latin Club caps off the year with a "Roman Olympics" where teams can participate in events such as chariot racing, footraces, catapult construction, and mosaic making. Enrollment in Latin class is not required. Latin Club also sponsors an academic team which participates in tri-annual district wide Latin Certamen competitions. Certamen is a quiz-bowl style Latin competition in which teams from Chicago and North Shore area high schools compete against one another in the areas of Latin grammar, translation, history, culture, and mythology. (Ms. Reuben)

LEAF: The Libertyville Environmental Action Force, LEAF, was formed to serve the communities of Libertyville and Vernon Hills and the students and faculty of LHS. LEAF's objectives are to promote environmental awareness and encourage environmental activities at LHS while networking with existing programs locally, nationally and globally. Each week we collect the school's recycling, and each year we engage in local environmental activities and hold fundraisers to support conservation organizations. (Mr. Lapish and Mrs. Owens)

LIBRARY / ANIME CLUB: This group is more than a traditional book discussion club. Besides sharing ideas and reflections on manga, this club views and discusses Japanese animated videos. (Ms. McPhillips)

MASTER SINGERS: From the madrigals to vocal jazz, the Master Singers cover the musical spectrum. Auditions for membership are required. The group performs at the Holiday Festival, Cabaret, and Spring Choral Concert, as well as the IHSA Solo & Ensemble Contest. (Dr. Brown)

MATH TEAM: Do you like to be challenged, to think in new ways and to broaden your mathematical horizons? Do you like to do math problems just for fun? If so, you will fit in perfectly on the Math Team. The Math Team participates in monthly competitions covering topics ranging from counting to calculus. The Mathematics Team is an Illinois Council of Teachers of Mathematics (ICTM) activity as well as a North Suburban Mathematics League (NSML) activity. We are also members of the Illinois Mathematics League. Practices are held weekly on Tuesday after school. (Mr. Brener, et al.)

MED CATS: Are you interested in medicine and possibly a career in a healthcare field? Come join us as we explore a variety of healthcare professions, site visits, and other related activities. (Ms. Traut)

MOCK TRIAL: Bring the excitement of courtroom drama to life! This team prepares a case, either criminal or civil and competes against other schools in the area. Team members will serve as attorneys, witnesses, or both throughout the competition season. The year culminates with the state competition held in March in Springfield. In addition to the sponsor(s), local attorneys volunteer to help the members hone in their litigation skills. (Mr. Duffy)

MODEL UNITED NATIONS: This group trains students to understand and solve the problems of different countries throughout the world. Students interested should attend meetings on Thursdays and attend one of the many Model United Nations Conferences LHS attends. (Mrs. Pothast and Mr. Thompson)

MU ALPHA THETA: This club is a National High School Mathematics Club dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject and promoting the enjoyment of mathematics. There are certain criteria for eligibility into Mu Alpha Theta. (Mr. Brenner)

MUSLIM STUDENTS ASSOCIATION: This is a national organization with many branches in various universities, colleges, and high schools around the country. It is a club designed to promote the human values that Islam emphasizes: community, equality, justice, mercy, compassion and peace. The club is designed to promote Islamic heritage and provide a forum for discussion among LHS students in order to promote understanding.

NATIONAL HONOR SOCIETY: Membership into the LHS chapter of the National Honor Society is one of the highest honors a student can receive in District 128. Membership is open to seniors with a minimum 3.4 GPA. Eligible members can apply at the end of junior year or beginning of senior year. A committee elects members. In addition to scholarship, members must show evidence of service, character and leadership. The NHS selection process can be found at www.nhs.us (Mrs. Kelly)

NU DELTA ALPHA DANCE HONOR SOCIETY is a national dance honor society for high school students, which recognizes outstanding academic and artistic achievement, including performance, production, scholarship, technology and community service. Students are admitted by being actively involved in dance classes, maintaining a B average, completing an application, and earning 30 membership points. Meetings take place periodically after school throughout the year, and students involved participate in dance workshops and community service projects. (Mrs. Brown)

ORCHESIS: This group is an audition-based dance company that rehearses three times a week after school that is designed to promote

student choreography and artistic expression. Orchesis dancers perform a variety of dance styles including jazz, ballet, modern, tap, etc. In addition to creating their own dances, students have the opportunity to learn and perform the choreography of faculty, guest artists, and their fellow company members. Orchesis is open to female and male students of all grade levels and meets during the spring season with performances in May. (Mrs. Brown)

PHOTOGRAPHY CLUB: This club meets weekly to take photographs, go on field trips, and share their work. Field trips have been to neighboring towns as well as to downtown Chicago. No photography experience is necessary and students may use a cell phone camera, point and shoot or a DSLR. The group also participates in a photography service project as well as a fundraiser. (TBD)

PHYSICS CLUB: This team consists of students selected from the physics classes to compete in several competitions. Students participate in the AAPT Physics Bowl, the U.S. Physics Team Competition, and the Physics Olympics. The team sponsors several building competitions throughout the year that are open to the entire student body. The team also sponsors several outreach activities for the feeder schools and parents. (Mr. Bush)

PING PONG/TABLE TENNIS CLUB: For those who want to have fun playing ping pong once a week — no experience needed. Just come and hit the ball! (Mr. Guiard and Mrs. Kneisal)

PRODUCTION SERVICES: This organization is responsible for the technical work for most events at LHS, from a simple set up for a meeting in the Studio Theater to special-effects lighting and complex sound systems for the Jazz Band concert. Their ultimate responsibility is to produce a professional looking and sounding show. Members of Production Services are in charge of lighting crew and sound crew for the musical and both plays.

ROBOTICS TEAM: The Robotics Team is a team for students who are interested in science, engineering and programming. The team will be divided into smaller teams and will be able to design, build, and compete with a robot at the robotic competitions held at Abbott using the Lego Mindstorm Kits. There are 8 competitions held at Abbott with the last one open to the public. Another competitions may also be explored. (Ms. Rukes)

SAVE ANIMALS FOREVER (SAFE): SAFE club is committed to animal advocacy. Students participate in education and volunteer efforts to promote animal welfare. This club sponsors fundraisers to benefit local and national organizations. (Mrs. Kneisal et al.)

SCIENCE OLYMPIAD: Whether building balsa bridges, solving crimes, identifying fossils, or delving into protein modeling—students are engaged in science across 23 unique events! Students participate in competitive tournaments—including an invitational at LHS in January. The teamwork required in many Science Olympiad events parallels the collaborative group dynamic in real-world settings. Meetings are held on Fridays. Bring an enquiring mind and a desire to explore science. (Mrs. Ahern and Ms Allen)

SCHOLASTIC BOWL: Scholastic Bowl is an IHSA activity. In teams of five, students compete against many high schools in the Chicago area to answer questions covering a broad base of knowledge which includes math, science, history, geography, music, literature, mythology, art history, spelling, grammar, sports, current events and entertainment. Think *Jeopardy!*, except with four friends on your team. (Mrs. LeMaistre and Mrs. Guiard)

SENIOR CLASS COUNCIL: This council is open to all seniors and will represent the entire senior class. The elected Senior Student Council Class Officers will direct this group. The Senior Class council will have bi-weekly meetings to organize and plan homecoming activities, community service projects, dances, graduation and a class gift. (Mrs. Angelos and Mrs Kruckman)

SKILLS USA: SkillsUSA is open to all students that are involved in skilled areas such as automotive technology, electronics, woodworking, graphic communications, computer repair, drawing, screen printing and advertising design to mention a few. SkillsUSA students compete in their area of expertise at the state and national level. (Mr. Gerlach)

SLANT OF LIGHT: Slant of Light is the literary magazine at LHS. Students on staff advertise the magazine, decide which submissions are put in the magazine, and compile the magazine in the Spring. Open to all years. (Mr. Tooley)

SNO CATZ: Sno Catz is a ski and snow boarding club that provides students with an opportunity to refine their ski and snow boarding skills at various resorts around Illinois and Wisconsin. Whether you are a novice or an expert, gather your friends and get ready for fun! (Mrs Kelly)

SOPHOMORE CLASS COUNCIL: This council is open to all sophomores and will represent the entire sophomore class. The elected Sophomore Student Council Class Officers will direct this group. The Sophomore Class council will have bi-weekly meetings to organize and plan homecoming activities, community service projects and dances. (Mr. Gorell)

SPANISH CLUB: Spanish club is welcome to all LHS students who have an interest in expanding their knowledge about the Spanish speaking world. Students will further explore the language and culture through music, movies, fiestas, food and crafts. (Ms. Gavin)

SPORTS MEDICINE CLUB: This is a program for any student to get involved with the athletic teams as a Student Athletic Trainer. The program offers students seeking a career in any medical profession, (Athletic Training, Nursing, Physicians/Doctors, and Physical or Occupational Therapist) the chance to experience and assist in the area of Sports Medicine.

STAGE PLAYERS: This is LHS's very own Drama Club, open to all students who are interested in any aspect of theatre. Every year, we take several field trips to the Illinois High School Association Theater Festival, as well as to see shows in local theaters and in Chicago. Stage players hosts our annual One Act Festival and our school's Improv Club. www.lhsstageplayers.org (Mr. Thomas)

STUDENT AMBASSADOR SERVICES: This group helps families who are considering LHS as their home school, as well as those students who are new to the district, successfully transition into the LHS community. Current LHS students are utilized throughout the school year, on an as-needed basis, to provide school tours and to meet with new students. All students are welcome! (Mrs. Angelos)

STUDENT COUNCIL: Student Council is an organization that represents the entire student body. The council consists of five elected officers along with five elected representatives from each class. Students may petition to join the Council as non-elected “walk-on” members. The student body, at large, elects a five member Executive Board to supervise and plan all Council events. The council serves to relay student concerns and opinions to the administration. (Ms. Wine, Ms Lara and Mrs Faulkner)

STUDENT COUNCIL 2016-2017

STUDENT COUNCIL EXECUTIVE BOARD

PRESIDENT - Daniel Oh

School Liaison - Bridget Horvath

Haley Holson

Council Liaison - Zach Pearson

Philanthropy - Alo Garcia-Escobar

Publicity - Maria Thames

Wake Up Wildcats - Kien Tran & Emily Regan

SENIOR CLASS OFFICERS (Class of 2017)

CO - PRESIDENT - Nida Ahmad

CO - PRESIDENT - Ian Down

BOARD

Amy Dykstra

Matt Price

Brian Szymczak

Gillian Filler

Rohan Kianichalil

JUNIOR CLASS OFFICERS (Class of 2018)

CO - PRESIDENT - Colin Hawkinson

CO - PRESIDENT - Mary Kate Buchert

BOARD

Jack Miller

Hannah Hutchins

Stephanie Luce

Nary Lothspeich

Charles Bloom

SOPHOMORE CLASS OFFICERS (Class of 2019)

CO - PRESIDENT - Annie Ryan

CO - PRESIDENT - Tess Styler

BOARD

Hannah Schuler

Layan Abdo

Tara Recana

Olivia Gauvin

Freshman CLASS OFFICERS (Class of 2020)

TBA September 2016

TOPCATS MENTORING AFTER SCHOOL PROGRAM: Topcats will provide opportunities for LHS students to mentor “at-risk” elementary students one afternoon a week with the Boys and Girls Club of America. Topcats is open to any student at any grade level who will commit approximately three hours weekly after school from 3:00 to 6:00 p.m to this activity for the duration of the school year. (Mrs. Glenn and Mrs Ronne)

TREBLEMAKERS: If you are a female and like to sing pop music from the 70’s, 80’s, & 90’s and 2000’s, this group is for you. The Treblemakers meet one day a week after school in the music department and is open to any female at LHS, grades 9-12. No audition is required. The Treblemakers perform three times a year at the Holiday Festival, Cabaret and Spring Choral Concert. (Dr. Brown)

ULTIMATE FRISBEE: Students will learn the aspects of ultimate frisbee. All ages welcome. Pick up games will be offered weekly depending on group interest and weather dependent! Advisor Mr. Bill Reichert

WILDCAT GUARD: The Guard is comprised of those aquatic enthusiasts who want to help the school and community through our swim program. Guard members help teach at our Learn-to-Swim program on Saturday mornings, and weekdays during the summer. They also

work as lifeguards for our weekend and evening community programs. (Mr. Rogers)

WILDCAT PRODUCTIONS: Whether you enjoy producing videos in your spare time or want to be a part of a live broadcast seen by many; this is the place for you. Working alone or collaboratively become the writer, producer, director, graphic artist or camera operator for your masterpiece. Unleash your creativity while producing commercials, promotional videos, documentaries, green screen videos, and much more. (Mr. Treptow)

WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE): WYSE has several competition teams which allow high achieving science and math students to compete against other schools in the state. The Academic Challenge Team is a group of 14 students who are selected to participate in competition offered in seven subject areas. The Science Bowl is a tournament-style academic competition. All students all welcome to come to meetings, but the competition teams are generally comprised of upperclassmen in AP math and science courses. (Mr. Dawson and Mr. Kreutz)

WRITERS CLUB: Come share your writing talents throughout the year with other club members. Writers will be invited to be a part of the Annual Writer's Week at LHS and share their works with the school community. (Mr. Schmidt et al)

YOGA/ZUMBA CLUB: Looking for a fun way to take of your body and stay healthy? Join us as we take some time to slow down our busy lives during Yoga class with a certified Yoga instructor. We use Yoga straps and blocks to enhance our Yoga practice as we learn new poses. Opposite of Yoga days, we will conduct Zumba class. The Zumba advisor will lead a lively Zumba dance party that incorporates Latin-based rhythms with easy to follow international dance moves. It's exercise in disguise! No previous Yoga or dance experience is required for this club! All welcome! (Ms. Norton)

YOUNG ENTREPRENEURS: Young Entrepreneurs is a distinct and exclusive club at Libertyville High school. It is open to all innovative freshman-seniors who wish to be involved in an opportunity of a lifetime. Talented students will be able to join Young Entrepreneurs and expand their minds with creative ideas to create a profitable business. Students will be able to get a hands-on experience of conducting business. (Dr. Kellum)

***Pilot club. ** Non-school sponsored**

Pilot Clubs for 2016-2017:

Book Club: A social club focused on reading different books together and meeting to discuss various aspects of the writings. (Mr. Tooley and Mrs. Wiggins)

WIBL: "The World is Larger than Libertyville" is a club designed to look at the current events happening around the world. Students will learn different perspectives of other students and have a dialogue about the who, what, when, where, and why of events. (Mrs. Greenswag)

Cre8 - Creatively Relevant Engineering is designed to both encourage, teach and attract all types of students interested in bridge building, 3D Design, challenge based activities and competitive challenges. Students do not need an engineering background to join. (Mr. Thomson)

RESEARCH AND WRITING

The English department follows the recommendations of the Modern Language Association for writing research papers. You can get detailed information about MLA procedures for citing and documenting sources from your teacher or by visiting the English department webpage.