

**Panhandle Community Unit School District #2**  
509 North Prairie Street  
Phone 229-4215

**Lincolnwood Jr./Sr. High School**  
507 North Prairie Street  
Phone 229-4215  
FAX 229-3005

**Raymond Grade School (Grades 2-5)**  
505 N. Prairie St.  
Phone 229-4215  
Fax 229-4216

**Farmersville Grade School (Grades PK-1)**  
407 Sedentop St.  
Phone 229-4215  
Fax 227-3246

PANHANDLE COMMUNITY UNIT SCHOOL DISTRICT #2  
BOARD OF EDUCATION

Terri Payne – President  
Dana Pitchford - Vice President  
Gabe Pope - Secretary  
Heather Millburg      Scott Cowdrey  
Gretchen Rovey      Darrin Daugherty

Rules and Regulations contained in Board of Education policy do apply. All educational opportunities will be offered without regard to race, color, national origin, sex or handicap.

**DISCLAIMER**

Handbook rules and regulations and/or school policies are subject to change due to changes in state law, local, or school board policy.

## Table of Contents

Academic Information	14
Capital Area Career Center	16
Cheating	16
ChrisMont Alternative Program	17
Classification of Students	17
Computer Lab Policies	20
Credit for Alternative Courses and Programs, and Course Substitutions	17
Curricular Services	20
Determination of Class Rank and Honor Roll	15
Driver's Education Policy	14
Dropping Courses	14
Early Graduation	17
Elementary Honor Roll	19
Elementary Promotion	20
Elementary Retention	20
Failed Classes	14
Grading Scale	19
Graduation Honor Cords	18
Guidance Counselor	20
High Honors and Honor Roll	15
Home and Hospital Instruction	17
Incomplete Grades	15
Junior High Honors	19
Late Work Policy	16
Library Resources	20
Low Grade List	16
Physical Education Exemption Policy	15
Promotion/Retention of Junior High Students	19
Requirements for High School Graduation	18
Schedules and Schedule Changes	14
Semester Exams	16
Senior Early Dismissal Policy	6
Valedictorian and Salutatorian	18
Activities	22
Dances/Extra-Curricular Activities	23
Extra-curricular Activities	22
Extra-Curricular Policies (Handbook Codes)	43
Field Trips	23
Organizations in Operation	23
Senior Trip	23
After School	7
Aggressive Behavior	28
Attendance	10
Excused Absences	10
Pre-arranged Absences	11
Returning to School after Illness	11
Tardy	11
Truancy	11
Unexcused Absences	11
Unexcused Tardies	12
Bicycles	25
Care of Building and Equipment	28
Chain of Command	7
Change of Address or Telephone	5
College Day Requirement	12
Crisis Hotline Numbers	59
Daily Schedule	5
Dangerous Weapons	28
Dating Relationships at School	27
Electronic Devices	25
Elementary Playground Expectations	24
Emergency Drills and Procedures	13
Enforcement of Rules and Regulations	29
Conferences	32
6-12 Detentions	32

Expulsion and Due Process	34
In-School Suspension	33
Saturday Detention	33
Out of School Suspension/ OSS - Due Process	33
Penalties and Actions	42
Removal from Classes	32
Faculty Lounge	25
Fees and Financial Responsibilities	12
Cafeteria	13
Book Rental Fees	12
Library Fees	12
Registration Fees	12
School Meal Fees	13
Textbook Return	12
Find It on the Web	5
Gangs/Cults and Related Activities	28
Grievance Procedures	29
Internet Usage Policy	41
Access & Sanctions	42
Content Guidelines	42
Mission	41
Panhandle Internet Code of Conduct	41
Rights and Responsibilities	41
Usage Guidelines	42
Jurisdictional Statement	5
Legal Documents for Student Records	5
Legal Notices	34
Accommodating Individuals with Disabilities	35
Asbestos Notification	34
Bullying, Intimidation & (Sexual Harassment)	37
Certificate of High School Completion	35
Child Abuse Reporting	34
Civil Rights Discrimination	34
Corporal Punishment	34
Directory Information	36
District Title I Plan	37
Education of Children with Disabilities	35
Equal Opportunity and Sex Equity	35
Faith's Law	5
Illinois McKinney-Vento Education Program	40
Lead Contamination	34
No Child Left Behind	34
Nondiscrimination Coordinator/Complaint Managers	40
Pesticide and Herbicide Warning	35
Release Time for Religious Instruction/Observance	35
Safety Drill Procedure and Conduct	37
School Visitation Right	37
Sex Offenders: Public Act 94-004: Sex Offender Registration	40
Student Privacy Protections	36
Student Records	35
Length of the School Day	6
Medical Information	21
Care of Students with Diabetes	40
Dental Exam	22
Head Lice/No Nit Policy	21
Illinois Medicaid Program	58
Illnesses	22
Medical Excuses from Physical Education	21
Medication	21
Students with Food Allergies	40
Mission Statement	5
Noon Hour Policy	24
Party Invitations	21
PBIS	5

Personal Appearance	27
Sale of Items by Students	24
Sale/Possession/Use of Tobacco, Alcoholic Beverages, Dangerous Weapons	28
School Closings	7
Student Behavior and Discipline Measures	29
Search and Seizure	40
Skateboards	25
Students Leaving School Early	12
Student Random Drug Testing Policy	55
Sunday/Wednesday Activities	24
Telephone Usage	21
Transportation	7
Bus Conduct	9
Bus Rules and Safety	8
Bus Schedule	8
Contacting Bus Garage	9
Suspension of Bus Privileges	9
Unauthorized Food or Drink	25
Use of Lockers	27
Vehicle Policy	9
Visitors	7
Walkers	25

## **WELCOME**

This handbook should serve as a reference and guide for you throughout the year. Please read through it and become familiar with its contents. Should you have any questions about anything contained in this booklet, please feel free to talk with one of us, as we are here to help. As always, good luck and best wishes to you for a successful school year.

## **PANHANDLE CUSD #2 MISSION STATEMENT**

The mission of the Panhandle CUSD #2 is to provide the maximum educational experiences and opportunities for all children, enabling them to develop to their fullest potential. These experiences and opportunities will be achieved through the interactive cooperation and involvement of the students, parents, community and staff. The District will provide the environment that reflects the values, needs and standards of the community, strives to create well-balanced citizens and instill a desire to continue to be life-long learners.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and a reflection of the goals and objectives of the board of education. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct, which disrupts, interrupts or interferes with the educational process.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant; including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules or regulations of the school district.

### **Faith's Law**

The district will utilize laws encompassed by Public Act 102-0672 and Public Act 102-0702 in guiding employment and the hiring of staff within the school district.

## **PBIS**

The Panhandle School District will utilize Positive Behavior Intervention and Supports (PBIS) to promote behavior expectations for all students within the district. The expectations are RESPECT, RESPONSIBILITY, SAFETY, and SELF-CONTROL. More information regarding PBIS and the district's Quest for Success can be obtained through the school office.

## **CHANGE OF ADDRESS OR TELEPHONE**

If, during the school year, the student's home address, telephone number, or parent/guardian's work status should change, **it is the responsibility of the parent/guardian to inform the office as soon as possible.** If you plan to move from the community, please notify the office as soon as your plans are complete. Also, parent/guardians are required to notify the main office of changes in a child's caregiver or after-school arrangements.

## **LEGAL DOCUMENTS FOR STUDENT RECORDS**

Parents are required to provide to the school's office any official **written** notification and/or updates, which pertains to the safety, custody, visitation, and etc. of their student.

## **FIND IT ON THE WEB**

Panhandle CUSD #2 Website: [www.panhandleschools.com](http://www.panhandleschools.com) (for information about our schools) Jr./Sr. High Sports Information: [www.highschoolsports.net](http://www.highschoolsports.net) (click on Illinois, then Lincolnwood High) Information for high school students and parents: [www.Collegezone.com](http://www.Collegezone.com)  
Parents can access Grades, Schedules, Cafeteria Accounts and more by clicking our district website.

## **DAILY SCHEDULE**

Grades (7-12) The building will be open to students from 7:45am to 8:00am for Breakfast. Between 8:00 and 8:05 a.m., students are expected to obtain their books from their lockers and go to the classrooms of their first period class. This avoids a last minute rush to obtain books from lockers, and also gives students the opportunity to talk to their teachers about homework problems and visit with classmates. A single, steady ring of all bells in the building is the signal that indicates the beginning/end of the regular class periods. There is also a warning bell in the gym and one outside the music room, which rings seven minutes before the end of each period.

**Jr. High School Schedule**

Warning Bell	8:00
Period 1	8:05 – 8:50
Period 2	8:54 – 9:39
Period 3	9:43 – 10:31
Period 4	10:35 – 11:20
Lunch	11:20 – 11:50
Period 5	11:54 – 12:37
Period 6	12:41 – 1:24
Period 7	1:28 – 2:11
Period 8	2:15 – 3:00

**High Schedule**

Warning Bell	8:00
Period 1	8:05 – 8:50
Period 2	8:54 – 9:39
Period 3	9:43 – 10:31
Period 4	10:35 – 11:20
Period 5	11:24 – 12:07
Lunch	12:07 – 12:37
Period 6	12:41 – 1:24
Period 7	1:28 – 2:11
Period 8	2:15 – 3:00

**LENGTH OF THE SCHOOL DAY**

The school day is 8:05 a.m. to 3:00p.m.

300 minutes of attendance constitutes a full day of student attendance. 150 minutes of attendance constitutes a half-day of student attendance.

**SENIOR 2:15 DISMISSAL POLICY**

Seniors who meet the following criteria may be dismissed at 2:15 p.m.

1. Must be on pace to graduate.
2. Must have passed all previous calendar year courses.
3. No F's.
4. C- grade average or above.
5. 94% attendance rate.
6. Good Code of Conduct
7. Sign out each day.
8. Parents must give written consent for student to participate in Senior 2:15 Dismissal Policy.

Any Violation of set standards will result in this privilege being suspended.  
Seniors who do not meet the set standards will be present for an assigned advisory.

**2:00 Dismissal:**

Warning Bell	8:00
Period 1	8:05 – 8:39
Period 2	8:43 – 9:19
Period 3	9:23 – 9:59
Period 4	10:03 – 10:39
Period 5	10:43 – 11:20
Period 6 (HS)	11:24 – 12:07
JH Lunch	11:20 – 11:50
Period 6 (JH)	11:54 – 12:37
HS Lunch	12:07 – 12:37
Period 7	12:41 – 1:17
Period 8	1:21 – 2:00
Dismissal	2:00

**11:25 Dismissal:**

Warning Bell	8:00
Period 1/5	8:05 – 9:01
Period 2/6	9:05 – 9:48
Period 3/7	9:52 – 10:35
Period 4/8	10:39 – 11:25
Dismissal	11:25

**ARRIVAL TO SCHOOL**

The school day begins at the morning bus stop and/or arrival on school grounds and continues through the attendance of any school activity as it relates to disciplinary action.

**School supervision of students begins at 7:30.**

**The school is not responsible for accidents that occur on the school grounds prior to the time at which supervision will begin. Upon entering the building, students will need permission from on-duty supervisor or office to return to his/her vehicle.**

(K-5) Upon arrival at school, **students are to report to the multi-purpose room or breakfast area prior to the first bell.** The multi-purpose supervisors will dismiss students from the multi-purpose room for breakfast and at the first bell of the school day to go to their classrooms. 7:45-8:00am will be utilized for pre-arranged student/teacher and parent/teacher conferences.

#### **AFTER SCHOOL**

If for any reason a student is to be picked up from school by someone other than a parent or guardian, the student's teacher or the school office must be notified.

If for any reason there is a change in the bus the student usually rides, the student's teacher or the school office must be notified. A note from the student's parent or guardian is required along with a note from an adult who will be at the student's destination.

**\*\*Any deviation from a student's usual departure from school must be arranged with the student's teacher or the school office.**  
**\*\***

FGS ONLY: Students who ride the late buses are to go directly to the multi-purpose room. Bus riders are asked to sit down and work or talk quietly while they wait for the bus.

#### **SCHOOL CLOSINGS**

In the event of bad weather or other conditions might cause the temporary closing of schools in Panhandle CUSD #2, we ask that parents listen to the following stations:

Radio	Television
Litchfield - WSMI 106 FM	Springfield – WICS

#### **VISITORS**

In the interest of safety for our students and staff members, ALL VISITORS, including parents, must report to the office upon entry to the building. **All visitors must register in the “Visitor’s Book” and state the reason for your visit. Visitors will be issued a visitor’s tag that must be worn while in the building. Your cooperation will increase the safety level for our students. Parents/guardians who wish to confer with a teacher MUST CALL TO ARRANGE A TIME TO MEET WITH THE CLASSROOM TEACHER. Teachers cannot confer with parents during instructional time. Parents may not enter their child’s classroom during class time unless they have made an appointment. Parents may attend classroom events and student presentations with written prior approval by the classroom teacher.**

#### **CLASSROOM VISITATION**

Prior to a classroom visitation by a parent/guardian, a meeting with the classroom teacher will be necessary in order to determine time frames, expectations, and review school requirements. **The classroom teacher will determine the appropriate date, time, and length of parent observations.**

#### **CHAIN OF COMMUNICATION:**

Parents are to address their classroom and/or student matters with the classroom teacher first. If the situation is not resolved, then they are encouraged to contact the building principal. Additional steps in the Chain of Communication are as follows: 1) Certified & Non-Certified Staff 2) Building Principal 3) Superintendent of Schools 4) Board of Education. Transportation Coordinator & Personnel report directly to the Superintendent.

#### **TRANSPORTATION (Pre-K-12)**

Parent(s) or legal guardian(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. If you can answer “yes” to the following questions, you may be eligible to receive reimbursement for providing such transportation:

- Will the student be under the age of 21 at the close of the school year?
- Is the student a full-time student in grades K-12?
- Does the student either live 1 ½ miles or more from school or live less than 1 ½ miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation?
- Does the student attend a school within Illinois, which meets Illinois compulsory attendance laws?
- Did the parent/guardian incur transportation expenses resulting from transporting the student to and from school?

If you answered “yes” to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled and complete a claim application. In addition, parent(s)/guardian(s) who have students living less than 1 ½ miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an

Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and denies or approves this application within 30 days of receipt. If the safety hazard is approved, the parent/guardian must go to the school the student attends and complete the claim form. Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per student reimbursement paid to public schools for transporting regular education students. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

### **BUS SCHEDULES (6-12)**

Regular afternoon buses leave the high school no later than 5 minutes following dismissal. A late bus will run to Harvel, Waggoner, and Farmersville for students who remain after school for officially sponsored school activities. Buses will be in the parking lot near the East side of the high school building. Students riding buses are expected to adhere to district policies concerning behavior and conduct.

### **BUS RULES AND SAFETY (PRE-K-12)**

The Board of Education provides bus service to transport all students living a distance of more than one and a half miles from the building and within Panhandle CUSD #2. Students who are not bus riders cannot ride a bus home with a friend without written permission. Students assigned to a bus must ride their assigned bus only, unless receiving prior approval by the principal and only if a note from parents is provided beforehand. Bus rules are necessary and your driver has absolute authority on the bus. Follow his/her instructions at all times, so that you will not lose your riding privilege. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by district administration.

Students are expected to follow all school rules while on the bus. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

The most important rule is safety - for you and everyone who rides the bus.

- Be on time at the designated school bus stop; help keep the bus on schedule.
- Be on the loading side of the road or street before the bus approaches you. If you do have to cross the road, cross when there is no traffic coming from either way. If it is necessary for you to cross the road when you are returned home, walk about 10 feet from the right fender side, and then look at the bus driver, and he/she will then signal to you when you may cross the road in front of the bus.
- Stay off of the road at all times while waiting for the bus.
- All students will form a line to board the bus. The first to arrive is the first in line. Seats are not to be saved for anyone. Students must occupy seats assigned to them, if the driver follows this practice. No one is allowed to stand or move around once the bus begins to move.
- The driver must be able to see out the back of the bus, so be sure to keep your entire body out of the main aisle. As soon as you board the bus, go directly to your seat. You are not to leave your seat, unless the bus driver tells you to do so.
- Never do anything that could distract the driver and thus put the lives of you and other students in danger.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- The window may be opened in good weather, only to the halfway mark. Hands, heads, and arms must never extend outside the window.
- Respect the rights of others to ride a bus without being bothered - verbally or physically.
- No eating of food or drink, including candy, gum, or soda. This is your bus. Keep it clean. Do not carve, mark, or write on any part of the bus. Destruction of property or vandalism will result in suspension of the bus riding privilege as well as having to pay for damage caused.
- Be quiet when the driver stops at a railroad crossing.
- No unauthorized stops will be made. Students must be at their assigned bus stop on time, or they will be left.
- Be careful when approaching the place where the bus stops. Do not move towards the bus until the bus has come to a complete stop and the door has opened.
- Be alert of danger signals from the driver.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.

- Carry no animals on the bus without permission.
  - Keep books, packages, coats and all other objects out of the aisles.
  - Help look after the safety and comfort of smaller children. Observe safety precautions when exiting the bus. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
  - Observe the same rules and regulations on the other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones appointed by the school.
  - The driver is in full charge of the pupils and the bus. His/Her relationship with pupils should be on the same plane as that expected of teachers. Pupils should obey the driver. The privilege of all pupils to ride on the bus is conditioned upon their good behavior and observance of the rules and regulations.
  - Pupils must refrain from unnecessary conversation with the driver.
  - Classroom conduct must be observed while riding the bus. Ordinary conversations are permitted.
  - Profanity will not be tolerated on the bus.
  - All school rules are in effect on the school bus, at a bus stop, or waiting for the bus.
- Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.**

### **BUS CONDUCT (PRE-K-12)**

Failure to follow the rules while riding the bus can cause a very dangerous situation for the other students on the bus. Therefore, any infractions will be dealt with swiftly and severely.

Administrative discretion applies to all infractions and situations. The process of investigation and due process will be adhered to in all disciplinary actions. The administration shall be authorized to take necessary actions in regard to student conduct.

Reasonable action might include:

Conference with administrator	Suspension from school
Conference with administrator and parent	Expulsion from school
Suspension of riding privileges	Criminal charges
Elimination of riding privileges	

### **SUSPENSION OF BUS PRIVILEGES (K-12)**

Students who show disregard for the safety of others and break rules on the bus will be warned, then punished by detentions or suspensions off the bus. Parents will then be responsible for providing transportation to and from school for their child. Any student who fails to come to school during a bus suspension will receive an unexcused absence. Student behavior concerns on the bus should be reported to the building principal. Students and parents should be aware that students riding a school bus may be videotaped at any time without warning, and that video may be used as evidence for disciplinary action.

### **CONTACTING THE BUS GARAGE**

If your child will not be riding their normal AM or PM bus route, please contact 229-4452. The school personnel on duty will notify the appropriate bus drivers.

### **VEHICLE POLICY**

Driving to school is a privilege and not a right. Safety is of utmost importance. A driving permit must be filed by those students who plan to drive a vehicle to school. Permits can be obtained from the office and must be returned by September 1. As students receive their license and obtain vehicles, a permit should be filed immediately. All students driving automobiles or motorcycles to school are required to park them in an orderly manner in the lot on the East side of the high school. **THE FRONT ROW OF PARKING IS RESERVED FOR THE FACULTY AND IS NOT FOR STUDENT USE.**

- Do not loiter in cars or the parking lot.
- Do not park in the service drive by the cafeteria, behind the Agriculture Annex, near any fire hydrant, or any manner which blocks either the drive way or other vehicles.
- Improper parking may result in vehicles being towed at student/parent expense.
- Students who fail to park in the lot on the East side of the High School will have their privilege of driving/parking on school property suspended or revoked as well as the possibility of suspension.
- The Board of Education dictates that cars are not to be driven during the school day.
- At dismissal time, students are required to drive from the school lot at a slow rate of speed, following the flow of traffic, so as to avoid any kind of accident.

- Students who fail to follow safe driving practices while on school property may have their privilege of driving/parking on school property suspended or revoked as well as the possibility of a suspension. Students are not to sit in the cars during the school day.
- Violation of any of the above regulations will result in disciplinary action as per handbook policy.
- All vehicles on school property are subject to search without prior knowledge or consent and/or tow.

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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

### **ATTENDANCE**

School success is closely related to regular attendance. It is the parent's responsibility to see that their child is at school on a regular basis. Therefore, parents/guardians are asked to call between 7:45 - 9:00 a.m. to report an absence.

**Raymond Grade School**  
(229-4215)

**Farmersville Grade School**  
(229-4215)

**Lincolnwood**  
(229-4215)

Requests for assignments must be made before 9:00 a.m. and will be ready for pickup by 3:00 p.m. If a call is not made, a written explanation containing the student's name, date of absence and parental signature must be presented within 24 hours of the student's return to school. Failure to do so will result in an unexcused absence being recorded.

### **EXCUSED ABSENCES (K-12)**

Good schoolwork depends to a large extent on punctual and regular attendance. Regular school attendance is the responsibility of both the student and the parent. Students shall be permitted **NO MORE THAN TEN (10) EXCUSED ABSENCES PER YEAR BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE.** After the student has been excused (10) times during the school year, a written doctor's excuse will be required for any additional absences. After the ten (10) excused absences, the school office will notify the parent/guardian by mail. Other excused absences will be limited to death in family, a family emergency requiring the absence of the student or other reasons determined by administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring a card from their appointment and turn it in to the office. If a student absence is verified by a doctor's excuse before the student has reached the limit of ten (10) days of excused absences that absence will not count toward the ten (10) days permitted by this section. **ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 SCHOOL DAYS OF THE ABSENCE.** If a student is absent 3 consecutive days, a doctor's excuse is required.

Students that have been referred to the Regional Office of Education for truancy services will not be allowed the 10 parent verifiable absences. These students will be required to have a doctor's statement to validate the absence for the remainder of the school year or until the student is off the truancy/RAP list.

The following constitutes an excused absence:

- 1) Personal illness
- 2) Serious illness or death in the family/ family emergency
  - 3) Emergency medical or dental appointments
  - 4) Pre-arranged absences
  - 5) Religious holiday

It is the student's responsibility to obtain his/her 'make-up' work from each teacher. Students are afforded one day to complete make-up work for each day absent. Staff may require this work to be done before or after school. Students unable to take exams or quizzes due to absences (excused) may receive a different exam or quiz over the same material. Work that was assigned prior to a student's absence will be due upon his/ her return to school – i.e. a test that was announced on Monday to be taken on Friday will be taken by the student on Friday even if the student were absent on Thursday. Students attending school field trips or other school sponsored activities will be listed as excused in the attendance record, their work may be 'made up'; however, the absence will not be applied toward the students' absence limit. **Multiple days of unexcused absences may result in the district contacting the ROE truancy officer.**

### **PRE-ARRANGED ABSENCES (K-12)**

Absences due to family reasons may be excused if the building principal is notified by the parent/ guardian and approves the absence. If more than two days of absence per year are needed for family reasons the parent or guardian is expected to meet personally with the principal to explain the situation. Absences for family reasons during the first and last months of school are highly discouraged. A STUDENT WHO FAILS TO ARRANGE FOR A PRE-ARRANGED ABSENCE MUST EXPECT THAT ABSENCE TO BE CLASSIFIED AS UNEXCUSED.

Work missed due to a pre-arranged absence is to be turned into the teacher either prior to the absence or upon the student's return to school. The student is not afforded extra time due to the absence.

### **UNEXCUSED ABSENCES (K-12)**

Absences without parental consent, administrative approval, or that reach beyond the 10 absence maximum as mentioned earlier are considered unexcused and truant. Unexcused students will also face disciplinary action as a truant student (see Discipline). Examples of unexcused absences are:

- 1) Skipping school
- 2) Leaving school, class, or school grounds without permission
- 3) Hunting, fishing, etc.
- 4) Personal errands

It is the student's responsibility to obtain his/her 'make-up' work from each teacher. Students are afforded one day to complete make-up work for each day absent. Staff may require this work to be done before or after school. Students unable to take exams or quizzes due to absences (excused) may receive a different exam or quiz over the same material. Work that was assigned prior to a student's absence will be due upon his/ her return to school – i.e. a test that was announced on Monday to be taken on Friday will be taken by the student on Friday even if the student were absent on Thursday.

If a student is absent from school due to illness but attends any school activity that day, the absence will be marked unexcused. If a student is suspended from school, he/she will be permitted to make up all missed work or work equivalent, including homework and tests, for equivalent academic credit.

### **RETURNING TO SCHOOL AFTER ILLNESS**

Parents should wait 24 hours before sending their student back to school after an illness, which may have included vomiting, high fever, etc. unless otherwise instructed by a physician.

### **TRUANCY (K-12)**

A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof is considered to be truant. The following supportive services may be recommended to a student who is experiencing an attendance problem:

1. Parent/teacher conferences
2. Counseling services by an outside agency
3. Alternative educational programs
4. Alternative school placement
5. Community agency services

A student who continues to exhibit attendance problems after services have been provided could face disciplinary action and also referral to the truancy officer.

### **TARDY (6-12)**

There is a 4-minute passing time between all classes. This will allow sufficient time to reach any class or study hall without being tardy. Any student who realizes he/she will be late to class or study hall for some valid reason, must obtain an

admission slip. If the tardy is unexcused, the teacher will record the tardy as unexcused and apply the appropriate disciplinary action.

### **UNEXCUSED TARDIES (6-12)**

If a student is tardy for the start of school, the tardy will be unexcused (unless an emergency or bus related cause is excused by the principal or designee). Each **QUARTER** the following procedures will be followed for unexcused tardiness to school/classes:

- A. First Offense: Conference and warning from the teacher or administrative discretion.
- B. Second Offense: Detention from the teacher or administrative discretion.
- C. Third Offense: Detention from the teacher or administrative discretion.

Beginning with the fourth unexcused tardy, the student will be referred to the principal for more severe penalties, which will increase with number of offenses from a Saturday detention to suspensions.

### **COLLEGE DAY REQUIREMENTS**

1. Seniors are allowed two days during the school year for a college visit, taking placement exams, and college/vocational entrance activities.
2. Seniors may request a college day at least two days prior to the planned visit.
3. Appointments for college day visits should be made through the guidance office.
4. A college day permission slip must be obtained from the guidance office and filled out by the student, parent, and the guidance counselor.
5. The student must obtain a “pre-arranged” form from the high school office and have it filled out by teachers.
6. The college day permission form must be turned in to the office before the college visit.
7. The student must have a college representative sign a college day verification form at the time of the visit. This form must be returned to the high school office for the student to receive an excused absence from school.

### **STUDENTS LEAVING SCHOOL EARLY (K-12)**

Any student who needs to leave school early must report to the office, discuss the reason with the principal, and obtain parental permission. If approval is given, the student must then complete the check out sheet in the office. Students returning to school should sign in at the office upon arrival and before returning to class. Failure to follow these procedures will result in an unexcused absence. **No student will be given permission to drive a vehicle to run errands for a school organization during instructional time.** Permission to leave school must be obtained from the office before leaving the building. Students arriving late or leaving early are to check with their teachers for assignments.

Elementary students must be signed out in the office by the parent/guardian.

### **FEES AND FINANCIAL RESPONSIBILITIES**

#### **REGISTRATION FEES (K-12)**

All fees must be paid at the time of registration. Students who qualify for ‘Free and Reduced Lunch’ will be eligible for a registration fee waiver. Applications for the fee waiver are available in the office. The registration fees include book rental, lab fees, activity fees, etc. An exact listing of fees can be obtained from the Lincolnwood office. Be aware that some courses may have additional expenses throughout the year.

#### **TEXTBOOK RETURN (K-12)**

Aside from allowances made for normal wear and tear, textbooks are to be returned in the same condition as they were issued. If damaged, an assessment of a 1/5 of the replacement cost will be made for each year remaining in the planned use of the book. Most books are purchased for a 5- year usage period.

#### **BOOK RENTAL FEES**

Elementary \$60.00	Junior High \$95.00	High School
		Available at Registration

Textbook waiver forms are available in the office for qualifying families.

#### **LIBRARY FEES (6-12)**

Fines for all overdue materials are 10 cents per school day. (Weekends, holidays and days absent are not counted.) Overdue fine money collected will be used to purchase additional titles for the media center. Failure to pay overdue fines will result in the loss of library privileges.

Lost materials of any kind are to be replaced at the current price. If the material is later found and is in usable condition, half of the money will be refunded. Please notify the librarian as soon as you suspect you have lost any library material. The library staff will also look for the lost material and the overdue fine will not accumulate while we are searching.

### **SCHOOL MEALS FEES (6-12)**

Students must eat in the cafeteria during the designated lunch periods. Lunches are \$2.25 per meal. Extra milk is sold at \$.30 per carton. Breakfast is available at a cost of \$1.25. Ala Carte service is also available to students (7-12). Lunches may be purchased in any amount. Students are encouraged to deposit money in their account by 8:00 am. **Weekly or monthly is preferred.** No charging will be allowed. Check in the office for details. Parents can access account balances on the Panhandle website. Free and reduced lunches are available to those who qualify.

### **CAFETERIA (K-12)**

Breakfast and lunch are served daily in the cafeteria. Meals are planned to meet the nutritional standards established by the State of Illinois and the United States Department of Agriculture.

Students may buy a lunch at school or bring a lunch from home.

Lunch may be purchased in three ways; daily, weekly, or monthly. Students are to give their money to their teacher in the morning. Prices for breakfast, lunch, and milk break are listed on the calendar.

Checks should be made payable to the school of attendance. If you send a milk or lunch payment for two students in one check, please include a note explaining how the money will be divided.

**LUNCH CHARGES SHOULD BE LIMITED TO EMERGENCY SITUATIONS. STUDENTS WHO HAVE EXCESSIVE CHARGES WILL BE GIVEN AN ALTERNATIVE LUNCH UNTIL THE LUNCH CHARGES ARE PAID IN FULL.**

**STUDENTS WILL NOT BE ALLOWED TO CHARGE EXTRA MILK (including milk break).**

Students may not bring homemade treats for distribution during classroom parties, etc.

Refer to the school district's wellness policy when planning for parties and other class activities.

The school district, in accordance with state and federal guidelines, offers free or reduced price lunches to those families that meet the guidelines established. Information and forms will be provided at registration. During the school year, forms are available in each school office to apply for free or reduced price lunches. The applications must be completed in full, sent to the District Superintendent, and approved before family members may receive free or reduced price lunches.

We would expect students to behave in the cafeteria, as we believe parents expect their children to behave at the dinner table at home. Students using good manners will have no problems in the cafeteria. Authorized school personnel will be supervising both lunchrooms with the principal or independently. Listed below are some guidelines for students to follow:

- Once seated, students should remain seated unless permission is given by the supervisor to leave the table.
- Students may talk with each other, but should not yell or try to carry on conversations with people at other tables.
- Food sharing is not permitted, in order to ensure that each student is eating the meal their parents intended for them to eat and from a hygiene point of view.
- Throwing food or intentionally creating a mess with food is not acceptable.
- Take all waste materials to the waste containers.
- No cutting in the lunch line.
- Be courteous to the cafeteria workers.
- No food or drink outside of the cafeteria.
- Students will raise their hand if they need assistance.

If unacceptable behavior occurs in the lunchroom, the following disciplinary options may be used

- Verbal and/or written warning.
- Moved to a table by themselves.
- Principal contacts parents about behavior.
- Possible suspension based on repeated failure to follow school rules.

### **EMERGENCY DRILLS AND PROCEDURES (K-12)**

#### **INSTRUCTIONS FOR EVACUATION OF CLASSROOM (FIRE)**

**\*\*Signal- Fire alarm- intermittent siren blast; Listen for PA system or phone announcement; or Navigate Prepared warning alert before proceeding to Step 1**

1. Students shall form a line quickly, quietly, and in an orderly manner.
2. Teachers shall close classroom doors after their class has exited the room.
3. No one shall stop to go to his or her lockers when the alarm sounds.
4. Students shall walk to the assigned exit or to the nearest unobstructed exit of the building in an orderly fashion. Do not talk or jostle in line. NO ONE SHALL RUN.
5. Help should be provided by a prearranged plan for students unable to walk in the line.
6. Students will listen and obey the instruction of the teachers at all times.
7. Students and teachers will remain together by classes at a distance of at least 500 feet from the building until notified it is safe to return to their rooms.

### **TORNADO/ EARTHQUAKE**

**\*\*Signal- Bells- intermittent blasts; Listen for PA system or phone announcement; or Navigate Prepared warning alert before proceeding to Step 1**

1. Students shall move quickly to their assigned areas.
2. Students shall immediately duck and cover (protective position).
3. Students shall remain in this position until notified by their teacher that it is safe to move.
4. Once the 'all clear' signal is given, students will follow the instructions of their teachers for exit or return to classroom procedures (see posted emergency plan).

### **LOCK DOWN OF CAMPUS**

**\*\*Signal- Announcement over PA system or by phone or Navigate Prepared Warning Alert**

1. Students shall move to safe location in classroom and remain there until further notice.
2. Teachers shall lock classroom doors until further notice, not allowing anyone in or out of the classroom.
3. Once the situation has resolved, an 'All Clear' will be announced over the P.A. system.
4. Students will then follow the instructions of their teachers for classroom procedures (plan posted near doors).

### **ACADEMIC INFORMATION**

#### **SCHEDULES AND SCHEDULE CHANGES (6-12)**

- Requests for schedule changes should be made the first 3 days of the semester.
- Students need to follow these procedures when requesting a change in their schedule:
  1. Fill out a request form provided by the guidance counselor.
  2. Have a parent sign the request form.
  3. Turn in request form with the parent signature to the guidance counselor.
  4. THE GUIDANCE COUNSELOR WILL CONTACT YOU IF DISCUSSION IS NEEDED REGARDING THE REQUEST.
  5. Follow your current schedule until you receive a revised schedule or a copy of your request.

Each student must take at least six courses plus physical education each semester, with the exception of seniors who will be allowed to enroll in only five courses and physical education.

A student must have approval from both their parents and course instructor before enrolling in a 7th academic class.

#### **DROPPING COURSES (9-12)**

Formal drop procedures for both the full year and semester courses must be completed by the end of the third day of class for each semester. When dropping or adding a class, the student must be able to demonstrate an academic need or credit crisis. Administrative schedule changes, after the third day of class, can occur for academic reasons or as a result of a disciplinary action. Students removed from a class after the deadline will receive a grade of "F" on their transcript for that course.

#### **FAILED CLASSES (9-12)**

Students who have failed a required course must retake the course prior to graduation. If the course failed is a sequential course, the failed section must be passed prior to advancing to the next level. For example, if a student fails English I second semester during 9<sup>th</sup> grade, he/ she must retake and pass second semester of English I prior to enrolling in English II. This could be accomplished by enrolling in summer school or enrolling in English I, second semester during his/ her sophomore year. EXCEPTION: Juniors and seniors demonstrating a need and with approval from administration.

### **DRIVER'S EDUCATION POLICY**

Placement in the driver's education program will be made chronologically by birth date. The state of Illinois requires 30 clock hours of classroom instruction. Failure to meet the 30-hour requirement in a given quarter will result in having to take the classroom portion again. The district charges a \$150 dollar fee to all enrolled in driver education. There is an additional \$20 permit fee payable to the Secretary of State that the instructor will facilitate.

### **PHYSICAL EDUCATION EXEMPTION POLICY (K-12)**

**All physical education exemptions must be in accordance with the Illinois School Code.**

It shall be the policy of the Panhandle School District that students in grades K through 12 may request exemption from physical education for the following reason:

A condition exists that requires the student to be excused from participation in physical activity. This condition must be properly documented by a person licensed under the Medical Practice Act and must be provided to the building administrator prior to an exemption being granted. See **Medical Information**.

It shall be the policy of the Panhandle School District that students in grade 11 and 12 may request exemption from physical education for the following reasons:

1. Students may be excused from physical education through ongoing participation in an interscholastic athletic program. Students will be excused to study hall for the length of their season (from the day of the first practice to the last contest. Students exempt from physical education for their participation in an ongoing interscholastic athletic program will earn physical education credit on a pass / fail bases. Cheerleading will be considered an interscholastic athletic program for purposes of this exemption. Students who participate in three sports per year may choose to take an academic class, a study hall, or work study.
2. Junior or senior students may be excused from physical education through enrollment in an academic class, which is weighted, required for graduation, or is beneficial to their field of continuing education.
3. Students may be excused from physical education through enrollment in academic courses that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

A student will be exempted from P. E. in the three situations mentioned above, the exemption request for fall semester is made during or before the 1st week of fall semester and before the beginning of 2nd semester. Each request for exemption from physical education is to be verified by the school counselor and eligibility determined on a case-by-case basis and requires approval of the building principal.

### **PHYSICAL EDUCATION**

The following policies will be in place regarding participation in P.E.:

Students are required to dress each day.

1<sup>st</sup> no dress for Quarter – verbal warning

2<sup>nd</sup> and further no dress – loss of daily points per teacher

Any use of rentals will be loss of ½ daily points per teacher

Any refusal to dress or insubordination will result in disciplinary actions and/or being ineligible to participate in athletics that same day

Students who do not dress will not be allowed to work on other class assignments without permission from physical education teacher

**All students will be required to purchase and wear school-issued physical education uniforms.** Students will order uniforms during the student registration process.

- A parent's note excusing a student from P. E. can be used up to three days. After three days, a doctor's note is required excusing the student from class.
- All medical forms from a doctor must have a beginning, an end date, and a specified reason for exemption in physical education.
- Students who do not participate in P.E. due to physical injury will not be allowed to participate in any extra-curricular activities, games or practice, that day or evening.

### **INCOMPLETE GRADES (K-12)**

Unless arrangements have been made with the teacher, all incomplete work will be due no later than 10 days after the end of each quarter or the quarter grade will be changed to an "F". No incomplete grade assignments are acceptable at the end of the 4th quarter unless special arrangements have been made with the Principal.

### **DETERMINATION OF CLASS RANK AND HONOR ROLL MEMBERSHIP (9-12)**

The purpose of calculating the academic class rank of students is to place students in numerical order from the highest grade point average to the lowest. Class rank is calculated at the end of each semester, each year, and at graduation. Anyone who wishes to know his or her class rank throughout the year should contact the guidance counselor.

Honor roll membership is determined by calculating the grade point average (GPA) of the students for each nine-week quarter and semester. Method for GPA calculation: use the point system of: A = 5.00; B = 4.00; C = 3.00; D = 2.00; and F = 1.00 for one-unit courses, half of these numbers for 1/2 unit courses and 1/4 of these numbers for 1/4 unit courses, divide the total points earned by the total of the credits earned. The figure arrived is the GPA. The GPA must be at least a 4.00 in order to be named to the Honor Roll. Students attaining a GPA of 4.50 or above will be listed on the High Honor Roll.

Exceptions and Additions:

1. (+), (-) values are used in the computation as per the grading scale. (See Grading Scale)
2. Any grade below a 'C-' will exclude the student from Honor Roll.
3. Specific college-prep courses are subject to a weighted grading scale. On that scale, A=6, B=5, C=4, D=3, and F=2. The (+) and (-) points will be used in the same manner as it is used in 'un-weighted' classes. A list of weighted courses can be obtained from the high school office and found in the current registration bulletin.

### **LOW GRADES LIST (6-12)**

A 'Low Grade List' is compiled weekly by the athletic director. Students reported on this list are those receiving grades lower than a 'C-' in any class. The purpose of this list is to determine athletic/ extra- curricular eligibility and to allow the counselor and administration to identify those students who are in danger of failing. As this is a weekly list, it is updated frequently and monitored closely. This is not a publicized list and is for school monitoring only.

### **LATE WORK POLICY (6-12)**

The following will be the guidelines for late work for Lincolnwood Jr./Sr. High School. The administrative team can make accommodations to this policy when needed.

**Students will have one week to complete late work for any class for grades 6-12. After one week, the student will have a permanent 0 in the gradebook and will no longer be able to make up the work for credit. If a student turns in make up work within a week of the due date the student can receive up to 75% credit on the assignment. If a student has an unexcused absence on the day an assignment is due, the student has one week from that date to make up the assignment.**

**The following is a schedule for accepting late work:**

**Due Monday-->-->-->-->-->Accepted until Monday**  
**Due Tuesday-->-->-->-->-->Accepted until Tuesday**  
**Due Wednesday-->-->-->-->-->Accepted until Wednesday**  
**Due Thursday-->-->-->-->-->Accepted until Thursday**  
**Due Friday-->-->-->-->-->Accepted until Friday**

**\*In a circumstance where an unforeseen school closure occurs a week after the due date, the student will be able to turn in the assignment for credit once school resumes (i.e. snow day, emergency day, etc.).**

**\*If there is a scheduled holiday or day of no student attendance, the student should turn in the assignment the day before. Example: Student A fails to turn in assignment on Monday 1/11 then the makeup assignment would be due Friday, 1/15 because of no school attendance for MLK Day on Monday, 1/18.**

### **CHEATING (K-12)**

Cheating on tests or assignments, plagiarism or any other type of deception to obtain credit without effort is universally recognized as improper conduct. Students who engage in cheating or other deceitful activities will receive a "0" on the assignment and receive consequences from the discipline policy. Continued cheating will result in more serious action and could result in removal from the course and loss of credit.

## **SEMESTER EXAMS (9-12)**

All students will be required to take semester exams each semester. SENIORS MAY, AT TEACHER DISCRETION, BE EXEMPTED FROM EXAMS DURING THE SPRING SEMESTER IF THEY ARE MAINTAINING A PASSING GRADE IN THE CLASS.

## **CHRISMONT ALTERNATIVE PROGRAM (6-12)**

The Panhandle School District participates in the Safe Schools Program, offering an alternative educational setting for students in grades 6-10 who have difficulty functioning in a regular school setting and have reached a point in their disciplinary record that expulsion is imminent. Particulars of the program can be discussed with the Counselor or Principal.

## **CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS, AND COURSE SUBSTITUTIONS**

For information regarding the following alternative course and programs, and course substitutions please refer to school board policy, registration bulletin and/or contact the HS Guidance Counselor.

Correspondence Courses	Distance Learning Courses, Including Virtual or Online Courses Exchange Programs
Summer School and Independent Study	
College Courses	Dual Credit Courses
Foreign Language Courses	Military Service
Volunteer Service Credit Program	Youth Apprenticeship Vocational Education Program (Tech Prep)
Vocational Academy	Substitutions for Courses

## **CAPITAL AREA CAREER CENTER**

Students attending **Capital Area Career Center** are subject to the rules and regulations of the Capital Area Career Center during the period of attendance. In the event of excessive absences or failure, Lincolnwood High School reserves the right to withdraw the student from CACC or deny admission for disciplinary or attendance issues. The following attendance policy will be followed for CACC students:

- Students will be allowed five (5) excused absences per semester. Students who exceed five days will finish the current semester, but will not be reenrolled the following semester.
- Students accumulating three (3) unexcused absences during the year will finish the current semester, but will not be reenrolled the following semester.
- Students not in attendance for full morning classes at Lincolnwood High School will not be allowed to attend CACC in the afternoon without principal's approval.
- ALL CACC students are required to provide their own transportation.

Rubric for selection of Capital Area Career Center Students:

1. Credits- Has the student passed all of his/her required classes and is the student on pace to graduate in four years.
2. Program- Is this a program we offer at Lincolnwood?
3. Certification- Does the program offer certification or lead to certification?
4. Future Plans- Will the program benefit the students' future plans?
5. Attendance- Did the student follow the absence policies at Lincolnwood High School?
6. Behavior- The student's previous office referrals will be taken into consideration.

Grades: Students who do not pass a course at the vocational center will not be allowed to return to the center the next school year.

Inclement Weather: If Panhandle CUSD cancels school due to weather conditions, students will NOT be required to attend CACC. They will be school-excused.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the building principal.

## **CLASSIFICATION OF STUDENTS (9-12)**

Classification is based on the number of credits earned. Below is the breakdown of credits required for each classification (only academic credits apply to student classification):

**Credits Earned**

**Classification**

Senior	15
Junior	10
Sophomore	5
Freshman	Less than 5

### EARLY GRADUATION (9-12)

This option applies only to those students who wish to graduate before their designated class and who have met all requirements for graduation. Students requesting early graduation must begin the approved process no later than the beginning of the semester in which they desire to graduate. It is preferred that such requests be made one year in advance of the proposed graduation date. Students wishing to pursue this option should contact the guidance counselor to discuss the procedures, etc.

### GRADUATION HONOR CORDS

Honor cords are issued to graduating seniors who have acquired a cumulative GPA of 4.25 or higher. These will be worn for Baccalaureate and commencement exercises.

### VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian must have attended LHS for a minimum of 3 complete semesters.

### REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Students will be granted a high school diploma upon the satisfactory completion of the required courses, attaining 24 units of credit, including an elective class, attaining the recommendation of the superintendent and the approval of the Board of Education. Students must complete all graduation requirements by the graduation date in order to participate in the commencement exercises. Subjects mandated by the State of Illinois and Lincolnwood High School for graduation is:

<b>Freshman</b> Class of 2028	<b>Sophomores</b> Class of 2027	<b>Juniors</b> Class of 2026	<b>Seniors</b> Class of 2025
<b>Language Arts</b> 4 years, 4 credits * see footnote	<b>Language Arts</b> 4 years, 4 credits * see footnote	<b>Language Arts</b> 4 years, 4 credits * see footnote	<b>Language Arts</b> 4 years, 4 credits * see footnote
<b>Mathematics (3)</b> Algebra I, II Geometry	<b>Mathematics (3)</b> Algebra I, II Geometry	<b>Mathematics (3)</b> Algebra I, II Geometry	<b>Mathematics (3)</b> Algebra I, II Geometry
<b>Science</b> 2 years, 2 credits	<b>Science</b> 2 years, 2 credits	<b>Science</b> 2 years, 2 credits	<b>Science</b> 2 years, 2 credits
<b>Social Studies (3)</b> World History 1 year, 1 credit	<b>Social Studies (3)</b> World History 1 year, 1 credit	<b>Social Studies (3)</b> World History 1 year, 1 credit	<b>Social Studies (3)</b> World History 1 year, 1 credit
U.S. History 1 year, 1 credit	U.S. History 1 year, 1 credit	U.S. History 1 year, 1 credit	U.S. History 1 year, 1 credit
Global Studies 1 sem., ½ credit	Global Studies 1 sem., ½ credit	Global Studies 1 sem., ½ credit	Global Studies 1 sem., ½ credit
American Gov't. 1 sem., ½ credit	American Gov't. 1 sem., ½ credit	American Gov't. 1 sem., ½ credit	American Gov't. 1 sem., ½ credit
<b>Resource Management</b> 1 sem., ½ credit	<b>Resource Management</b> 1 sem., ½ credit	<b>Resource Management</b> 1 sem., ½ credit	<b>Resource Management</b> 1 sem., ½ credit
<b>Health</b> 1 sem., ½ credit	<b>Health</b> 1 sem., ½ credit	<b>Health</b> 1 sem., ½ credit	<b>Health</b> 1 sem., ½ credit
<b>Driver's Education</b> 1 sem., ½ credit	<b>Driver's Education</b> 1 sem., ½ credit	<b>Driver's Education</b> 1 sem., ½ credit	<b>Driver's Education</b> 1 sem., ½ credit
<b>Speech</b> 1 sem., ½ credit	<b>Speech</b> 1 sem., ½ credit	<b>Speech</b> 1 sem., ½ credit	<b>Speech</b> 1 sem., ½ credit
<b>Physical Education</b>	<b>Physical Education</b> 4 years, 2 credits	<b>Physical Education</b> 4 years, 2 credits	<b>Physical Education</b>

4 years, 2 credits			4 years, 2 credits
--------------------	--	--	--------------------

To fulfill the necessary mandates and earn **24 credits for graduation** from Lincolnwood High School, a student will need to supplement with elective coursework.

All juniors are required to complete the Prairie State Achievement Exam (PSAE) for graduation.

\* Definition of Unit of Credit: A unit of credit is the numerical value given for successful completion of a course. Generally, courses taken for a complete school year are valued at 1 credit while semester courses receive 0.5 credit. Please consult the registration booklet for an exact listing of courses and credits available for completion.

\* A student who has failed to complete the necessary requirements for graduation will be allowed to participate in baccalaureate services, but will not be allowed to participate in the commencement ceremonies.

\* A transfer student's credits will be adjusted to be in compliance with Lincolnwood standards. Please see the Guidance Counselor for additional information.

### PROMOTION / RETENTION OF JUNIOR HIGH STUDENTS

In order to be promoted to the next grade level, all junior high school students must comply with the following guidelines:

1. 6th, 7th, and 8th grade students must pass three of these five subjects: Language Arts, Math, Science, Social Studies, and PE/Health. One of the 3 must be math or language arts.
2. Exhibit a continued effort in all subjects
3. Successfully complete the Federal and State Constitution exam.

Passing/failing grades for individual subjects grades 6-8 are determined using the following means:

1. Failing 3 quarters will result in failure of a subject for the school year.
2. Failing 2 quarters and passing 2 quarters will result in averaging the 4 quarters together to determine the average for the school year.

JUNIOR HIGH STUDENTS MAY NOT RECEIVE HIGH SCHOOL CREDIT. ANY CLASSES TAKEN PRIOR TO BEING CLASSIFIED AS A FRESHMEN CARRY NO HIGH SCHOOL CREDIT OR WEIGHT AND CAN NOT BE FIGURED INTO THE HIGH SCHOOL GRADE POINT AVERAGE.

### JUNIOR HIGH HONORS (6-8)

A student must obtain high honor roll for the first three quarters of the school year. In order to obtain high honors per quarter the students GPA must be 4.25 or higher.

### ELEMENTARY HONOR ROLL

Students in grades 4-5 will be given the opportunity to earn a place on the honor roll. A student must have a 4.0 grade average to make the honor roll. This is found by averaging grades in math, English, science, social studies, spelling (grades 4-5), and reading. A "D" or "F" in any subject including PE, music, or band will disqualify a student. An "A" is given a value of 5 points; a "B" is 4 points; and a "C" is 3 points.

Bringing Up Grades ("BUG") Awards (RGS) and "On A Roll" Awards (FGS) (K-5)

Bringing Up Grades ("BUG") Awards (RGS) and "On A Roll" Awards (FGS) are awarded during the second, third, and fourth quarters to those students that stay the same or go up in at least one of the six subjects from the previous nine weeks. Staying at the same letter grade will qualify as remaining the same. For example, if a student has a B one quarter and earns a B- the next quarter, this qualifies as same. If the child makes a U, D or F in art, PE, or music, this will exclude the student.

### GRADING SCALE (K-12)

The following grading scale will be used by the faculty when calculating all classroom grades:

			Grading Scale (K-12)				
A+	99%	5	Excellent	C	76%	3	Average
A	94%	5	Excellent	C-	74%	2.67	Average
A-	92%	4.67	Excellent	D+	72%	2.33	Below Average
B+	90%	4.33	Very Good	D	67%	2	Below Average
B	85%	4	Very Good	D-	65%	1.67	Below Average

B-	83%	3.67	Very Good	F	0%	1	Failure
C+	81%	3.33	Average	P			Pass

			High School Weighted Scale				
A+	99%	6	Excellent	C	76%	4	Average
A	94%	6	Excellent	C-	74%	3.67	Average
A-	92%	5.67	Excellent	D+	72%	3.33	Below Average
B+	90%	5.33	Very Good	D	67%	3	Below Average
B	85%	5	Very Good	D-	65%	2.67	Below Average
B-	83%	4.67	Very Good	F	0%	2	Failure
C+	81%	4.33	Average	P			Pass

### ELEMENTARY PROMOTION

Students in grades 3-5 must pass four of the six core subjects to gain promotion. Determination will be based on yearly grade point average in each of the six core subject areas.

### RETENTION

If retention is found to be necessary, the following criteria may be reviewed when considering student retention in grades K-5:

- Academic performance
- Attendance patterns of the child
- Teacher and parent recommendations.
- Previous retention
- Test scores on local, state, and national tests

### CURRICULAR SERVICES (9-12)

#### GUIDANCE COUNSELOR

The Guidance Counselor at Lincolnwood Jr./ Sr. High School is more than willing to help the individual student with any personal or academic problems, which may arise. Some, but certainly not all, of the areas in which the counselor may assist the students are:

1. Course selection
2. Scheduling
3. College information and application
4. Career Planning
5. Scholarships
6. Armed Services information.
7. Conflict Resolution
8. Mentoring
9. Personal issues

Students are encouraged to contact the guidance counselor during the school year to discuss any questions and/or problems. The guidance office is housed next to the main office. If a student would like to talk to the guidance counselor, he/she must contact her to set up an appointment and to obtain a pass if it is scheduled during school hours. Emergency cases will be handled on an individual basis. **This is a confidential service.**

### COMPUTER LAB POLICIES

The computer labs (Room 9 and Room 11) are to be used for teacher-assigned work only. No student is to be in the computer lab without the consent and knowledge of a teacher. All students must have a computer pass that has the signatures of the teacher assigning the work, the study hall teacher (if applicable), and the computer lab supervisor.

When entering a computer lab, students must sign in and sit at a workstation assigned by the computer supervisor. No students are to leave the computer lab without permission and must stay the entire period that they are assigned to the computer lab.

The computer labs are available throughout the day from 8:00am to 3:15pm.

### LIBRARY RESOURCES

The library is accessible to all students except when it is reserved for special classes. The library hours are posted. Students in advisory may obtain permission to use the library from their study hall teacher. A pass will be issued to a limited number of students by the advisory teacher. When a student has completed his/her purpose at the library, the librarian may issue a pass

for the student to return to study hall so that other students may have access to the library. Use of library may be limited based on availability. Current magazines and newspapers must be used in the library and are not to be removed from the library. Printers are to be used for school purposes only.

Students using the library have access to a full-service media center, offering in-house reference books, fiction and non-fiction titles, current periodicals, back issues of periodicals covering five years, vertical file materials, audio/video collection, inter-library loan and borrowing privileges with Lewis and Clark Library System, and networked computers with internet access.

### **TELEPHONE USAGE (K-12)**

School phones are not to be used by students unless given permission by a faculty/ staff member for the purpose of medical emergencies or school-related business.

Elementary students will only be allowed to use the phones in an emergency. Forgotten homework, sports equipment, etc. do not constitute emergencies.

### **PARTY INVITATIONS**

When party invitations are sent to school for distribution please include enough invitations for all students in the classroom. If the party is for a small group of students, please distribute the invitations outside of the school day.

### **MEDICAL INFORMATION**

#### **MEDICAL EXCUSES FROM PHYSICAL EDUCATION (6-12)**

Medical excuses obtained from certified physicians, psychologists, or chiropractors may limit or exclude students from physical education activities. Medical excuses should detail the extent of limitation and the approximate length of time. Students who are **excluded** will be assigned to study hall and will be required to earn their missed credit in another class, if they are in high school (**PE Exemption section of this handbook**). Students who are temporarily restricted from participation are expected to observe the following guidelines:

1. Report to physical education classes as scheduled on a daily basis.
2. Learn the rules and regulations pertaining to each sport and/or activity.
3. Observe other students participating in a given sport and/or activity.
4. Prepare a written report on each sport and/or activity covered in P.E. class (minimum of 750-1000 words). This will enable the instructor to give the student a grade to be used in figuring his/her nine-week grade. This report will be required only if a student is excused for a period of time that exceeds ten (10) school days.
5. Take all written quizzes and/or tests over rules and regulations for each sport and/or activity covered.
6. Students should be willing to assist the P.E. teacher, if requested.
7. Each student restricted from P.E. for medical reasons will receive a grade for each nine week grading period and semester. This grade will be based upon scores received on tests, quizzes, and required written reports.

PLEASE NOTE: If a student is physically able to participate and has written permission from his/her physician, he/she may participate in a specific activity, such as golf or archery. If the student does participate, the guidelines listed above will not apply during the specific activity. However, the regular P.E. guidelines will apply. All exceptions to participate under this guideline must be approved by the building principal prior to participation.

#### **HEAD LICE/NO NIT POLICY (K-12)**

HEAD LICE POLICY – The School Board will adhere to rules and regulations of the State Board of Education and Department of Public Health relative to the control of head lice in the school district. This may include the exclusion of students with head lice in appropriate cases. Parents/guardians will be notified upon discovery of the problem and be provided information on the necessary treatment. But, failure of parents/guardians to remedy the problem may lead the district to enforce this policy of exclusion in order to protect other children. A child who is sent home with a head lice problem should be treated immediately and housekeeping procedures done as directed in the provided literature, and should return to school after one working day (for example: if a child is sent home on Wednesday, (s)he has Thursday to remedy the problem, and must be back at school Friday morning. If the child is sent home on Friday, (s)he has Monday to remedy the problem, and must be back in school on Tuesday morning). Truancy procedures may be started if more than one school day is missed for each incident of head lice is reported. If a student has 10 incidents with head lice, the Attendance Officer may file a Petition of Neglect against the parents (i.e., if head lice are found on Wednesday, this is considered the first incident, and (s)he returns on

Friday but the problem is not corrected, (s)he being sent home again is considered the second incident). Our district has a NO NIT POLICY which means that a child must be clean of nits before being allowed to return to school.

### **MEDICATION (K-12)**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Medication guidelines are as follows:

1. A written statement (School Medication Authorization Form) from the student's parent/guardian and physician indicating the necessity of the medication and proper dosage, time, and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. All over-the-counter medications shall be brought in the original unopened container from the manufacturer with the student's name written on the box/bottle/bag. All prescription medication shall be brought in the original bottle from the pharmacy labeled with the student's name, physician's name, and pharmacy name and number. Medications sent in Ziploc bags or unmarked containers will not be accepted.
3. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian and licensed health care provider has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 asthma inhaler, or the storage of any medication by school personnel.

In all cases the school retains the discretion to reject a request for administering medication.

### **ILLNESSES (K-12)**

If a student becomes ill during the school day, parent/guardian or an "emergency person" designated by parent/guardian must be contacted through the school office before the student will be allowed to go home. This is for the safety and well being of the student. If a student is running a temperature, then he/she will be sent home. Students who are sent home sick (i.e. fever and/or vomiting) should not return to school for 24hrs. Should emergency conditions require medical attention and contacting the parents proves unsuccessful, the school will contact emergency medical help.

### **DENTAL EXAMS**

School code also requires students entering grades K, 2, & 6 to have a recent dental exam by a dentist.

### **ACTIVITIES (6-12)**

#### **EXTRA-CURRICULAR ACTIVITIES**

The Board of education recognizes that student's activities sponsored by the District will contribute to the leadership abilities, social well being, self-realizations, good citizenship and general growth of all students. Student activities are defined as planned, organized and supervised activities conducted under the auspices of the District, which primarily involves students in other than classroom situations. The District may schedule two categories of extracurricular activities: those which meet during a period listed on the school's daily schedule and those which meet at a time outside the regular school hours. (Also see Extra-Curricular Policies)

The purpose of the student activities program is to:

1. Provide an outlet for student interest and abilities
2. Contribute to the mental, physical and moral growth of the student
3. Provide group activities
4. Foster leisure-time activities

Student participation in Board of Education approved student activities shall be contingent upon the following requirements:

1. Membership is limited to students currently enrolled in the District
  2. Membership shall not be limited because of the Student's race or sex
  3. Fees assessed for student participation in extracurricular activities shall be reasonable and shall not exceed the actual cost of operating the District's program.
  4. When appropriate, membership and participation shall be subject to the specific by laws of an organization. Participation in certain activities (i.e. Prom) may require class dues to be current. In the case of competitive events, selection of team members or participants shall be left to the discretion of the sponsors or coaches as long as the selection criteria conforms to the District's student academic and conduct standards and such other rules and regulations that may apply
  5. The student shall satisfy all the academic/conduct standards set forth in the Extra Curricular Handbook
  6. The student shall satisfy all the standards set forth in the Student Handbook
- Any student who cannot maintain the standards for participation listed above shall be considered ineligible to participate in student activities.

#### **Organizations in Operation at Lincolnwood High School**

Freshman Class	FFA	Sophomore Class	Pep Band	Tech Club	Junior Class
Cheerleading	Legend	Senior Class	Drama Club	Soccer	Volleyball
Scholastic Bowl	Spanish Club	Basketball	Student Council	Baseball	Golf
Band	Softball	National Honor Society	Chorus	LCSO	

Clubs and organizations may increase or decrease as student interest warrants. There are criteria established for each organization given to each participant and available upon request.

#### **DANCES/EXTRA CURRICULAR ACTIVITIES**

Throughout the school year there will be several dances. Wherever the dance is held, it will be the responsibility of the students to adhere to the following rules:

1. Students arriving at the dance must stay in the building. Upon leaving, a student will not be re- admitted.
2. Appropriate dress and proper conduct will be adhered to at all times.
3. The student organization hosting the dance/activity is responsible for cleanup.
4. Junior High students will not be allowed to attend high school dances; High School students will not be allowed to attend junior high dances.
5. Junior High students are not allowed to bring guests from other schools to school dances.
6. 6<sup>th</sup> grade students are invited to the Spring Dance.
7. High School students may bring students from other schools or that have graduated provided they are: age 20 or under, approved by the administrator in advance and willing to comply with all school rules. If a guest becomes a disruption at a dance, he/she will be removed and the student escort also asked to leave the event.
8. High School students bringing a non-Lincolnwood High School guest MUST complete and return a DANCE-GUEST Form, to the high school office before the dance. Failure to complete the necessary form will result in the guest not being allowed to attend the dance.

***Furthermore, it should be noted that all school rules and policies apply to all school-sponsored activities on or off school campus.***

#### **SENIOR TRIP/JH END OF YEAR CLASS TRIPS**

Seniors/JH Students in good standing and meeting all requirements for graduation/promotion will be allowed to participate in a senior/class trip planned by the class/class sponsors and approved by the Administration and Board of Education under the following guidelines:

**\*\*The Guidelines for the Senior Trip apply to the entire school year:**

**\*\*The guidelines for JH trips apply to the second semester of the school year only:**

1. No student will be allowed to participate if they have been suspended out-of-school. Students placed in In-School Suspension for 3 or more days will also be prohibited from participating in the trip.
2. A student must be passing all courses and meeting graduation/promotion requirements at the time of the trip.
3. Students recording 5 or more complete days of unexcused absences will not be allowed to participate in the trip.

***Furthermore, it should be noted that all school rules and policies apply to all school-sponsored activities on or off school campus.***

#### **FIELD TRIPS (K-12)**

Field trips are taken at various times throughout the school year. Field trips are an important educational opportunity for students to explore areas of study in an environment outside of the classroom. To participate in a field trip, a student must meet certain requirements. Students that do not meet these requirements may be excluded from the field trip. Participation in a field trip is a privilege. If participation is not allowed, the student will be required to be in attendance at school. If an excluded student is absent on the day of a field trip, he/she will be assigned an unexcused absence.

In order to participate in a class/academic sponsored field trip, a student must:

1. Have on file a signed parent permission form, emergency form, and emergency phone numbers.
2. Be in good academic standing.
3. Be in good behavioral standing.
4. Agree to follow all rules applying to bus conduct and normal school conduct.
5. (Grades 6-12) Students recording 5 or more complete days of unexcused absences for the semester will not be allowed to participate in the trip.

If the field trip is club/activity sponsored, then participation will be based on the Extra Curricular Policies, Rules and Regulations, Letter C of this handbook.

The classroom teacher will assess the need for parent volunteers for the field trip. The selection and the quantity of volunteers will be determined by the classroom teacher. When parents are going along on field trips (K-12), pre-school children and other siblings / relatives are not to ride along. Parents are discouraged from providing transportation for their students (and other students) to and from field trips. Students will not be allowed to ride to and from any destination in vehicles other than school buses unless they have written parent permission and administrative approval in advance. If serious disruptions occur during a field trip, a student may be removed from the group and placed in supervised isolation, or, if needed, parents will be called and student will be sent home.

#### **GUIDELINES FOR VOLUNTEERS ON FIELD TRIPS**

Volunteers are to adhere to school district's rules and policies at all times.

#### **SUNDAY/WEDNESDAY ACTIVITIES (K-12)**

1. An attempt will be made to not schedule school activities or contests after 6:00pm on Wednesday or at all on Sundays.
2. **There will be no school activities scheduled on Sundays.** Exceptions: a) afternoon music concerts, b) athletic practice if post season or tournament contest is scheduled on the following Monday, c) exceptions will not be allowed for Easter and Mother's Day d) all exceptions require the approval of the building administrator.
3. No school activities will be scheduled on New Year's Day, Thanksgiving, Christmas Eve and Christmas Day.

#### **SALE OF ITEMS BY STUDENTS (K-12)**

Students are asked not to contact faculty members, staff members, or other students during school hours, for the purpose of selling merchandise not connected with a school club or organization. Items sold for personal profit can cause disruption, embarrassment, and inconvenience if offered for sale during the school day.

#### **NOON HOUR POLICIES (6-12)**

Except for restroom usage, students are expected to go directly to the cafeteria. No food/ drink may be consumed outside the cafeteria. During the noon hour, students must remain in the cafeteria, gymnasium, or outside the front of the building near the gym entrance. Students are not to be in the main part of the building unless given permission by the lunch supervisor. Lincolnwood's campus is a closed campus. **Students are not permitted to drive any vehicles or sit in vehicles during the lunch hour.** Students violating the closed campus policy or any other noon hour policy will be subject to disciplinary action.

#### **ELEMENTARY PLAYGROUND EXPECTATIONS**

**RESPECT** - Take turns using playground equipment, follow the teacher's directions, use correct language, and stay in the assigned area

**RESPONSIBILITY** - Use playground equipment in the way it was intended to be used. Line up quickly and quietly, follow the rules of the game or activity, obtain any materials for recess before going out to recess

**SELF-CONTROL** - Keep hands, feet, and objects to yourself, wait patiently

Each student needs to obey the following playground rules:

- When in doubt about the procedure, ask the teacher or supervisor - all students must obey the teacher or supervisor at all times.
- Come to school properly dressed to go outside, weather permitting.
- Students should not bring playing/trading cards, baseball bats, hard balls, footballs, skateboards, or roller skates to school
- No tag or chase on playground equipment

- In winter months, no snowballs are to be thrown and no rolling or lying in the snow.
- No tumbling or back flips, etc.
- Team Sports rules (Team games will be suspended if rules are not followed):
  - \*\* No contact sports/activities are allowed      \*\* Team captains have similar abilities
  - \*\* No boys against girls                                      \*\* If players argue – the game stops
  - \*\* Teams are equal                                                      \*\* Let anyone who wants to play - play
  - \*\* Rules are decided by the captains before game begins
- \*\* Late joining players cannot chose the team they are on – They must join the team with fewer players or points
- Swing set rules:
  - \*\* Swing in the direction the swings were intended to swing
- \*\* Never run under a person who is swinging. Never run in front or in back of the swings.
  - \*\* Never jump out of the swing while it is still in motion.

**WALKERS**

Students who walk to and from school should abide by the following rules:

1. Use the sidewalks on the school grounds.
2. When crossing the street, cross at the corners.
3. Walk. Do not run.
4. No skateboards at any time.
5. No throwing snowballs or sliding on the ice.
6. Promptly leave the school grounds after dismissal.

**BICYCLES**

Students who ride bicycles to school will observe the Illinois Safety Rules and Procedures for the use of bicycles. Students will follow these rules and procedures when riding their bikes to school:

1. Students will not ride their bicycles on the playground. Once a student reaches the school grounds, he/she will get off his bike and walk it.
2. Bicycles must be stored in the bike racks provided by the District.
3. No one may use another's bike with or without permission.  
Those students who do not exhibit cyclist courtesy or who do not follow District safety rules shall be prohibited by the principal from bringing their bicycle to school. A letter will be sent from the Principal to the student's parent/guardian explaining the reasons for denial to the student of this privilege.

**SKATEBOARDS**

No skateboarding will be allowed on school property.

**School Playground (new addition to the handbook)**

The school playgrounds will be off-limits to the public during any after-school activities (i.e. any students who are not a part of after-school tutoring will not be allowed on the playground until tutoring is over at 4:15pm).

**UNAUTHORIZED FOOD AND DRINK (K-12)**

Students should not consume any food, soft drinks, candy, gum, etc. in any part of the high school after 8:00 a.m., with the exception of classroom parties that have been approved by the administration and coffee or water purchased from the school coffee shop. Students may also carry water, bottled or in a water thermos to and from all classes. Non-approved food or drink items taken to class after the 8:00 a.m. bell will be confiscated and may result in disciplinary action. It is completely acceptable for a student to bring his/her lunch to school; however, it is not acceptable to have lunch delivered during school hours. Students bringing lunch items into school should store them in their lockers until their lunch hour. Emergency exceptions will be made on an individualized basis.

**FACULTY LOUNGE (6-12)**

Students are not permitted in the faculty lounge for any reason. Students discovered to be in the lounge will be sent directly to the office for disciplinary action. Should a student need to speak with a teacher who is in the lounge, he/she may knock on the door and ask for the teacher once the door is answered.

## **ELECTRONIC DEVICES (K-12)**

Use or possession of unapproved electronic devices at school will result in confiscation by staff and/or disciplinary referral. Exceptions to this policy will be made only in the event that the device is specifically named in the student's IEP or data storage devices used for educational purposes only.

**DEFINITION OF APPROVED DEVICES:** Electronic devices that are approved for use include, but are not limited to items such as iPads, Tablets, and Nooks.

- Students may have these mobile electronic devices on their person. These devices should be set to silent or quiet mode during the school day.
- Use of electronic devices during school hours is regulated by specified times and locations.
- Building administration has approved the use of mobile electronic devices during instructional time to be consistent with the district goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.
- Students may not use mobile electronic devices in the classroom unless it is teacher approved and/or a planned portion of the learning activity.
- Any use of mobile electronic devices is strictly prohibited in locker rooms, bathrooms, whether here or at another facility where a school activity or athletic event is occurring.
- Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices. Students and parents are strongly encouraged to ensure that if students have mobile electronic devices in their possession they should not leave them unattended or unsecured.
- Misuse of electronic devices will result in disciplinary action as determined by building administration.
- Students will not be permitted access to wireless internet without prior administrative permission.
- Use of an electronic device for the purpose of taking pictures, audio recording and/or recording video without teacher or administrative approval is prohibited, including posting to social media sites.

The personal use of electronic signaling devices (i.e. cell phones, pagers, direct connect services, etc.) by students during the school day shall be prohibited on school premises. Electronic devices should be turned off and put away promptly upon the 8:00 am warning bell. All electronic signaling devices found to be on while in a student's possession during the school day shall be confiscated by staff and disciplinary action taken at the discretion of the administrator. Cell phones may only be used outside of school hours – i.e. after practice, on the way home from events, etc.. Any abuse of this policy will be met with disciplinary action. Violation of the cell phone policy will result in the parents/guardians being required to pick the cell phone up at school. USE of a picture phone for the purpose of taking pictures and/or recording video is strictly prohibited.

(High School) The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). USE of a picture phone for the purpose of taking pictures and/or recording video is strictly prohibited.

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

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

First offense – The device will be confiscated by school personnel. A detention will be assigned. The student will receive the device back at the end of the day in the school office. (Refusal to relinquish phone to school personnel will result in an automatic Saturday detention).

Second offense – The device will be confiscated. The student will be assigned a 1 day ISS. The student’s parent/guardian will be notified and required to pick up the device in the school office.

Third offense – The device will be confiscated. A Saturday detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, upon arrival to school the student will turn in their phone to administration for a 10 day period. Any day the phone is not turned in will not count towards the 10 day suspension of phone privileges. If the student is found in possession of the device during this 10-day period, the student will turn in the device to administration at the beginning of everyday for a one month period. The student will also face consequences for insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned a 3 day I.S.S. and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned an I.S.S. and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

### **Cell phone usage with Internet/email**

Using a cell phone or personal computer to access the Internet, e-mail, or the school network is prohibited. Students found to be using such a device for any of these purposes at school will be subject to handbook policy for disciplinary action consistent with the District Internet Policy including the possible loss of all school Internet and network privileges.

### **USE OF LOCKERS**

Hall lockers are assigned to all students for their use during the school year. As school lockers are the property of the school and not the student, lockers are subject to inspection without notification or permission. Students should consider lockers as "public", not "private". Lockers will not be shared. Students are to use their assigned locker unless reassigned by the office. Students are asked not to paste or stick anything to the inside of a locker, which may be difficult to clean. Lockers must be kept free of any permanent signs, decals or materials of questionable, illegal or dangerous materials. All lockers will have locks installed on them. Combinations will be handed out during registration. Quarterly locker clean-out times will be scheduled. Book bags / backpacks are to only be used to carry items to and from school. **Book bags / backpacks are to be kept in your locker during school hours.**

### **DATING RELATIONSHIPS AT SCHOOL (K-12)**

Students should not show public displays of affection (PDA) during school hours or at school functions. Kissing, embracing, or other displays of affection puts students at risk of disciplinary referral for indecent behavior. The normal disciplinary procedure would include a conference with student and parent for the 1st offense, detention for the 2nd offense, and ISS for further incidents.

### **PERSONAL APPEARANCE (K-12)**

Any item that disrupts the educational process is prohibited.

Below are listed some guidelines for school dress:

1. Shoes will be worn at all times.
2. Coats will not be worn or brought into the classrooms with the exception of annex- housed courses and extreme weather conditions.
3. Worn-out, extreme low-riding or dirty slacks/jeans will not be allowed in school. Holes or rips are permitted as long as minimal skin is exposed.
4. Shirts or blouses must be full body (no bare midriff or low neckline) and closed in front and back.
5. Mesh shirts, string/ narrow strapped tank tops, or see through blouses may be worn only if a full shirt is worn under or over the garment or are under wide-strapped tank tops. Tank tops with wide straps may be worn. A determination of the garments’ appropriateness as school apparel will be made by the administration.
6. Shirts that contain printing may not display lewd pictures, foul language, advertising for beer or tobacco products, promotion of drugs, gangs, or cult activity, or other printing considered inappropriate for school.

7. Sunglasses, hats/caps, or items promoting gang or cult activity shall not be worn inside the building. Hoods on hooded sweatshirts must be down when inside the building.
8. No extremely 'short' shorts or mini-skirts will be allowed. Minimum length of dresses and skirts shall be fingertip length as arms are held straight down at the sides. A determination of the garments' appropriateness as school apparel will be made by the administration.
9. Wearing of chains, straps, etc., that could be used as a weapon is strictly prohibited.
10. Any student appearance that causes a disruption to the educational process is prohibited.

If the teacher or principal believes the student is in violation of the appearance standards, corrective measures shall be discussed with the student. If the student does not agree to correct this violation, the principal will contact the parent or guardian. Disciplinary action will be taken as per handbook policy on insubordination, resulting in an ISS. Possible solutions may include but not limited to: changing to PE clothes; School supplied clean t shirt; Change of clothing from home or other; Hiking up low riding pants with plastic ties; other appropriate solutions as determined by administration.

Any student appearance that causes a disruption to the educational process is prohibited.

### **AGGRESSIVE BEHAVIOR (K-12)**

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and /or urging other students to engage in such conduct will not be tolerated. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or comparable conduct. Any student who exhibits aggressive behavior will be disciplined for his/her actions and the parent notified immediately. Repeat displays of aggressive behavior could result in suspension from school, expulsion from school or placement in ChrisMont Alternative School (see **ChrisMont Alternative Program**).

### **CARE OF BUILDING AND EQUIPMENT (K-12)**

It is a violation of the best traditions of our school to mutilate or damage lockers, desks, equipment, walls, floors, building fixtures, etc. Any student causing such damage will be held financially liable for the repair or replacement of the damaged item. Students and their parents will be responsible for any and all willful damage to school property or equipment. Restoration, repair, or replacement will be to original condition. In addition, any student willfully and purposely vandalizing or destroying school property will be subject to suspension and/or expulsion. Permission must be secured from the Principal's Office or the Guidance Office to put up posters/ advertisements. Students are expected to remove their posters after the event is over.

### **GANGS/CULTS AND RELATED ACTIVITIES (K-12)**

The presence of/or student involvement in gangs/cults or related activities on school grounds, while school is in session or at school-related events, including the display of gang/cult symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion. Each case will be handled individually, based on the severity of the incident(s).

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is contrary to the public good, (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang/cult-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang/cult, (2) to perpetuate the existence of any gang/cult, or (3) to effect the common purpose and design of any gang/cult, including without limitation recruiting students for membership in any gang/cult, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang/cult.

### **SALE/ POSSESSION/ USE OF TOBACCO, ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, PARAPHERNALIA OR DANGEROUS WEAPONS (K-12)**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and

shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Possession shall be considered as upon one's person, within one's locker, within one's automobile, or within one's belongings. Any violation of these official policies pertaining to smoking, drinking, or use of controlled substances, of the Panhandle Unit shall be sufficient cause for the immediate suspension of a student.

### **DANGEROUS WEAPONS (K-12)**

Possession or use of explosives, firearms, pocket knives or other weapons or instruments considered to be dangerous shall be prohibited on school buses, in school buildings or on school grounds at all times. Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. However, offenses in these areas can be met with any and all of the following actions: suspension from school, expulsion from school, alternative school placement, and referral to the police department and charges filed.

### **GRIEVANCE PROCEDURES (K-12)**

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of legal requirements of civil rights legislation. Any student of this district who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program, may file a grievance. More detailed information is available in the office of the building principal.

### **STUDENT BEHAVIOR (K-12)**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of student and staff; (2) maintain a positive, weapon-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution and (5) teach students positive behavioral skills to become independent, self-disciplined citizens the school community and society. The Board of Education endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all students.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained.
4. Respect for individual worth to the end that every student shall be assisted to the limit of his ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered are an obligation of the school as well as the student.

### **WHEN AND WHERE CONDUCT RULES APPLY**

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

On, or within sight of, school grounds before, during, or after school hours or at any time

Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school

Traveling to or from school or a school activity, function, or event; or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:

- (a) be a threat or an attempted intimidation of a staff member; or
- (b) endanger the health or safety of students, staff, or school property.

### **ENFORCEMENT OF RULES AND REGULATIONS (K-12)**

Self-discipline is the best discipline. If this is not possible, then appropriate school personnel will take the necessary steps to affect acceptable standards of self-discipline.

## **DISCIPLINARY MEASURES**

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

Notifying parents/guardians.

Disciplinary conference.

Withholding of privileges.

Temporary removal from the classroom.

Return of property or restitution for lost, stolen or damaged property.

In-school suspension.

Detention or Saturday detention provided the student's parent/guardian has been notified.

Community service.

Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

Suspension of bus riding privileges.

Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

## **STUDENT BEHAVIOR**

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

Using, possessing, distributing, purchasing, selling or offering for sale:

Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

"Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

Using or possessing an electronic paging device.

Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

Disobeying rules of student conduct or directives from staff members or school officials.

Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public

humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

Engaging in teen dating violence.

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

Entering school property or a school facility without proper authorization.

In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

Being absent without a recognized excuse.

Being involved with any public school fraternity, sorority, or secret society.

Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

The Panhandle Board of Education shall seek to recover damages from the parents of any minor, or from any person, who has initiated, or taken part in, any act of vandalism or arson.

### **CONFERENCES (K-12)**

Students may be given a conference slip to discuss a classroom, curricular, or behavior problem with a teacher or the principal. They may also be given a conference slip in order to complete an assignment, which was either incomplete or not representative of their abilities. Periodically, copies of the conference slips will be mailed home to the parents of the students receiving them. Conferences may be held either in the morning before school, in the afternoon after school, or a time during the school day deemed appropriate by the teacher or principal. Failure to attend an assigned conference will result in an automatic detention.

### **REMOVAL FROM CLASS (K-12)**

A student whose conduct is persistently inappropriate or is disruptive in nature may be sent out of the classroom. The student is expected to report directly to the office. The teacher shall submit a written referral of the student's behavior to the principal as soon as possible. A conference with the teacher/student/principal/parent may be scheduled. Students who are removed from class for disciplinary reasons are accountable for the next day's assignments given in their absence.

## **6-12 DETENTIONS:**

### **Code of Conduct and Consequences**

The following will be the protocol for grades 6-12:

Any student who receives three or more detentions within one semester of school will be assigned an I.S.S. for subsequent offenses throughout the semester. Further consequences will be established by administration.

**All detentions will be served during lunch on Wednesdays with administration monitoring students in lunch detention. In the instance where a student might have a one hour detention, this will be served on Tuesdays from 3:00pm-4:00pm.**

## **SATURDAY DETENTION**

The guidelines for Saturday detentions are as follows:

1. The detention will be served in a school classroom on the date indicated. Students are to enter and exit the building through the main school entrance.
2. The detention period is from 8:00 a.m. until 11:00 a.m.
3. The student will conduct himself/herself in an appropriate fashion during the entire detention.
  - No food or drinks are allowed.
  - Normal classroom behavior is expected.
  - Failure to do so will result in the student being sent home and an out-of-school suspension.
4. The student is responsible for his/her transportation to and from school for the detention.
5. Students will not be admitted to the detention room after 8:00 a.m. Failure to report promptly at 8:00 a.m. shall result in further disciplinary action. Failure to report shall result in an out-of-school suspension.
6. Students will bring appropriate school related study materials with them to the detention. Students who fail to bring adequate study materials will be provided a packet of material to complete.

NOTE: Saturday detention is a disciplinary measure assigned by the administrative staff only.

## **IN-SCHOOL SUSPENSION (K-12)**

In School Suspension (ISS) will be used at Principal's discretion as an alternative to external suspension. ISS room rules will be posted and strictly enforced. Rules for students assigned to the ISS room will be reviewed daily by the supervisor of ISS. ISS is viewed as a last resort to external suspension. Any disciplinary problems in the ISS room result in immediate external suspensions. Students serving ISS will be required to make up all missed assignments, projects, or exams. Grades received on this work will stand as a "normal" grade. Students serving ISS are not allowed to attend/ participate in extra curricular activities until they return to their regular class schedule. For example, if a student receives an in school suspension on Friday afternoon and it is to be served on Monday of the next week, he/ she will not be allowed to return to extra curricular activities until Tuesday when school starts.

## **OUT-OF-SCHOOL SUSPENSION (K-12)**

Out-of-school suspension will be used by the principal for gross rules violations or inappropriate behavior. During the term of an out-of-school suspension, a student may not participate in or attend extracurricular activities and may not be on school property. Repeat out of school suspensions will result in a recommendation being made to the Board of Education for the student's expulsion from school or placement in alternative school. If a student is suspended from school, he/she will be permitted to make up all missed work or work equivalent, including homework and tests, for equivalent academic credit. Allowances will be made for longer-term projects that were previously assigned, chapter tests and exams.

## **RE-ENGAGEMENT OF RETURNING STUDENT**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **OUT OF SCHOOL SUSPENSION – DUE PROCESS (K-12)**

Out-of-school suspension shall be for a period not to exceed ten (10) days. The following guidelines shall be observed:

- i. The building principal will advise the student of the reason(s) for the suspension. The student will be afforded an opportunity to present their views or thoughts about the matter.
- ii. The building principal will report the suspension as soon as possible to parents or guardian of students below age eighteen. A letter of explanation will be sent to the parents or guardians within two school days, with copies to the Superintendent and School Board. The letter will include the name of the student, days of suspension, whether gross disobedience and/or misconduct was involved, and it shall advise the parent/guardian of their right to have the suspension reviewed. A parent conference may be required prior to the student's re-admittance and the principal may request other school personnel to be present at the conference.
- iii. Any request for review of a suspension must be submitted in writing to the Superintendent of Panhandle Schools by the parent/guardian.
- iv. The school board will act as a review board for suspensions and will utilize the following procedure:
  1. The review proceeding will be held in executive session.
  2. The school administration shall proceed first and the student may then respond.
  3. All witnesses shall be subject to inquiry by both parties.
  4. Either party may keep a written record of the proceeding at their own expense.
  5. The Board will have its action recorded as part of the Board minutes.

### **EXPULSION AND DUE PROCESS (K-12)**

The Board of Education of Panhandle Unit Number Two Schools may expel a pupil upon the recommendation of the superintendent for gross disobedience or misconduct. The term "expulsion" means disciplinary action taken by the Board of Education whereby a student is excluded from school attendance for a period in excess of ten school days or is separated for the balance of the school term. The expulsion shall be for a period not to exceed two (2) school terms. The following guidelines shall be observed:

- i. Expulsion shall take place only after the parent(s) or guardian(s) have been requested to appear at a meeting of the Board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting.
- ii. The following procedure will be utilized when expulsion is being considered:
  1. The review proceeding will be held in executive session.
  2. The school administration shall proceed first and the student may then respond.
  3. All witnesses shall be subject to inquiry by both parties.
  4. Either party may keep a written record of the proceeding at their own expense.
  5. The Board will have its action recorded as part of the Board minutes.
- iii. When expelled, the student may be reinstated only by action of the Board for that period of time he/she was expelled.

### **LEGAL NOTICES (K-12)**

#### **ASBESTOS NOTIFICATION**

This notice is to notify you that Panhandle CUSD #2 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility/Facilities. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00 AM to 3:30 PM) and during other times by special arrangement. We request that appointments be made with us to review such plans.

#### **CHILD ABUSE REPORTING**

Anyone in the state of Illinois, who works daily with children, is under legal obligation to report to the Department of Children and Family Services any suspicion of child abuse. (Abused and Neglected Child Reporting Act [Ill. Rev. Stat.1985 Ch. 23]) It is not the school's job to investigate—we cannot do that. Investigation is Department of Children and Family Services job. We will call in reports as we are legally obligated to do and as we should do, as caretakers and nurturers of children.

#### **CIVIL RIGHTS DISCRIMINATION**

The Board of Education has adopted policies and procedures that assure students that program access and participation is guaranteed the student to all students in Panhandle CUSD #2 assumes providing acceptable responsibility. This non-discrimination assurance assures equal educational opportunities are offered students regardless of national origin, age, color, race, religion, disability, and sex or gender.

#### **NO CHILD LEFT BEHIND**

As a result of legislation passed by Congress called No Child Left Behind, parent/guardian of each student attending any school receiving funds under Title 1, Part A, may request, and the district will provide to the parent/guardian on request, information regarding the professional qualifications of the student's classroom teachers.

## **CORPORAL PUNISHMENT**

Illinois law now prohibits the use of corporal punishment by school authorities. Teachers and administrators have a legal right to use reasonable force as needed to maintain safety for students and themselves. Teachers and administrators may remove a disruptive student from a classroom and will provide due process to the student.

## **LEAD CONTAMINATION**

Congress legislated a ban on use of all lead solder and pipe as a part of the Safe Drinking Water Act Amendment of 1986. The language in those amendments requires that all public water suppliers notify their water consumers of the potential dangers of lead in drinking water, and provide information regarding steps consumers can take to prevent ingesting water containing high lead levels. To prevent lead contamination, remember:

- Use only cold water for drinking, cooking and preparing baby formula
- If water has not been run in your home, school, or business for several hours - overnight, on weekends, during vacation periods - turn on the tap and allow the water to run until you feel a temperature change
- This will remove or flush the water, which has been standing in the pipes, and supply water directly from the public water supply distribution system piping - it is very important that school custodians flush the drinking fountains each morning before children arrive
- Home softeners should not be plumbed to the cold water, which is used for drinking and cooking - a separate pipe can be installed for cooking and drinking, or the softener can be installed to include only hot water processing
- Place a glass or pitcher of water in the bedroom or bathroom for small children or members of the family who get up in the night for a drink of water - store some drinking water in a glass jug in the refrigerator for drinking

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the non-discrimination coordinator.

## **PESTICIDE AND HERBICIDE WARNING**

With the passage of Senate Bill 527 regarding the Lawn Care Products, Application and Notice Act (415 ILCS 65/2), all schools are required to provide notice to all parents of their intent to use chemical pest and weed control agents in the buildings and on the grounds. As a parent, you are also entitled to advance notification of any applications, which are to be made during the school year. If you wish to be notified when chemicals are to be applied within the school buildings or on the grounds, you should notify Jason Wagahoff, IPM Coordinator at Lincolnwood High School. Notification should be made in writing and within the first month of each school year.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent (s) guardian (s) must give written notice to the District 5 days before the student's anticipated absence. The parent (s) guardian (s) written notification of the student's anticipated absence shall satisfy the District's requirements for a written excuse when the student returns to school.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Services are provided to the district by the Mid-State Special Education Cooperative. If you have additional questions, contact Mid-State at (217) 526-8121.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **CERTIFICATE OF HIGH SCHOOL COMPLETION**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

### **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There will be a charge for copies, not to exceed \$.35 per page.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

### **STUDENT PRIVACY PROTECTIONS SURVEYS BY THIRD PARTIES**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **SURVEYS REQUESTING PERSONAL INFORMATION**

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

### **INSTRUCTIONAL MATERIAL**

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

### **DIRECTORY INFORMATION**

The district intends, in the conduct of its business, to disclose personally identifiable information from the educational records of students in attendance in its schools that has been designated as directory information. Such information shall include name, address, gender, grade level, birth date and place, parents' names and addresses, major field of study, height, weight, academic awards, degrees, and honors, data related to school sponsored activities, organizations, and athletics, period of attendance and previous schools attended. The parent of the student or the eligible student has the right to refuse to permit the release of any or all such directory information. Anyone wishing to restrict such release of the directory information may do so by notifying the school officials in writing prior to the first day of student attendance for the school year. Parents have the right to inspect and challenge any information contained in a school student record prior to transfer of the record to another school district. Parents have the right to challenge any entry exclusive of grades in the student's record on the basis of accuracy, relevance and/or propriety.

Copies of the board's policy regarding parent and student's rights may be obtained from the Central Office. Parents have the right to copy any school student record or information contained therein. Cost per page shall be \$ .35. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any information from the student's temporary record which such individual may obtain through the exercises of any right secured under the act. Persons who believe the district has not complied with the requirement of the "Privacy Rights of Parents and Students" have a right to file a complaint regarding such alleged failure to comply.

### **SCHOOL VISITATION RIGHTS**

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

### **DISTRICT TITLE I PLAN**

The district's Title I plan is available in the grade school office for any individuals wishing to review the district's Title I policies and procedures.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT**

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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.

**Bullying may result in the following disciplinary action:**

Once the incident has been reported to the office by staff or has been witnessed by fellow students, and upon due process the corrective measures which the school or district uses will be determined by the extent of resources available for remediation in the best interest of all students. Bullying violations may result in one or more of the following:

- Parental notification
- Detention
- Saturday detention
- Loss of school privileges
- Possible counseling and/or social emotional skill building
- Possible In-school suspension

Possible out-of-school suspension (maximum 10 days)

Possible notification of Law Enforcement Officials

Possible recommendation for expulsion

Possible placement in a safe school

### **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 I of the Illinois Constitution.
3. Students are encouraged to immediately 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.
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 findings of the investigation, and the actions taken to address the reported incident of 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. 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.

6. 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.

7. 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.
8. 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.
9. 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.
10. 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 limitation:

- 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.

**NONDISCRIMINATION COORDINATORS/COMPLAINT MANAGERS:**

<b>Aaron Hopper, Superintendent/Principal</b>	<b>Kate Wagahoff, Student Advisor</b>
505 N. Prairie St.      407 Sedentop St.	505 N. Prairie St.
Raymond, IL 62560      Farmersville, IL 62533	Raymond, IL 62560
(217) 229-4215      (217) 229-4215	(217)229-4215

**Sex Offenders: Public Act 94-004: Sex Offender Registration**  
 This information is made available to the public at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

**CARE OF STUDENTS WITH DIABETES**

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

Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

- a. Sign the Diabetes Care Plan
- b. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. **For further information , please contact the building principal**

**STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **ILLINOIS MCKINNEY-VENTO EDUCATION PROGRAM**

Illinois Hotline for the Homeless – 800-215-6379

The term “homeless children and unaccompanied youth” pertains to individuals who lack a fixed, regular, and adequate nighttime residence, youth who are not in the physical custody of a parent or guardian. As a result of the lack of shelter most homeless situations share housing with friends or relatives, stay in motels or other temporary facilities, or live on the streets, in abandoned cars, and in woods and campgrounds. Families who have lost their home due to foreclosure and now live doubled up with family or friends may receive help through the McKinney-Vento Act.

The homeless liaison, Joe Webb, (RGS Principal/District Dean of Students) for the PANHANDLE CUSD #2 holds the position of advocacy for these families and their children and depends upon other school community members to refer when homeless education services are needed. Eligible children and youth have the right to: go to school, no matter where they live; continue attending their school or origin; receive transportation to and from the school of origin at no cost; enroll immediately in a new school without records; enroll, attend classes and participate fully while the school gathers records; have access to the same program and services available to all other students; and receive free school meals.

## **SEARCH AND SEIZURE**

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

## **SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

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

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

## **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 school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

## **SEIZURE OF PROPERTY**

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

## **INTERNET USAGE POLICY (K-12)**

### **MISSION**

The mission of the Panhandle Community Unit #2 Computer Network/Internet Connectivity System is to enhance learning and teaching by giving users access to additional sources of information and research through electronic communication and technology, and thus, allowing for greater collaboration and dissemination of successful educational practices, methods, and materials. Panhandle Schools, while encouraging the educational use of the Internet, will make every effort to protect children from content that is obscene, pornographic, or harmful to minors. The District, while respecting the privacy of its users, reserves the right to log network use and to monitor its users. In addition, the District reserves the right to limit content that it deems “inappropriate for minors.”

## **RIGHTS AND RESPONSIBILITIES**

The use of computers and the Internet will provide students access to local, national and international sources of information and collaboration vital to intellectual inquiry in today's society. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. The Internet is part of the curriculum and is not a public forum. Users agree to respect copyright laws, including trademark and/or license restrictions when downloading, archiving, distributing or sharing any software or digital files.

A Panhandle network computer account with password accessibility will be given to each student yearly for school use. Students should keep the password private and are responsible for all activity on the network accessed through their passwords. Account holders are expected to act in a responsible, ethical and legal manner, in accordance with the Panhandle Internet Code of Conduct, the missions and purposes of the other computer networks they use school wide and on the Internet and the laws of the State and the United States. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Each District computer shall access the Internet through a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) considered harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or Superintendent's designee.

### **PANHANDLE INTERNET CODE OF CONDUCT**

This Internet Code of Conduct applies to all users of the Panhandle network. It reads:

Users will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. Users agree to follow school and network policies in regard to the access, usage, and content rules as put forth in the Panhandle Computer Use/Internet Policy Statement.

### **ACCESS**

Access to the Internet within the Panhandle District is a privilege and not a right and any inappropriate use will result in cancellation of those privileges. Building principals will act as "system administrators" for their buildings and will deem what is inappropriate use with their decisions being final. The system administrator may close the access of any user at any time as required. Teachers or other staff may request that system administrator deny, revoke, or suspend specific user accounts at any time for cause. Appeals regarding cancellations can be made through the building administrator.

### **SANCTIONS**

Violations of the rules will result in a temporary or permanent ban on computer/internet use. Disciplinary action may include restriction of a student's computer use in the labs as well as his/her classroom use depending on the type and severity of the infraction. The building principal will be notified of any infraction for further disciplinary actions per the Student Handbook and Board of Education policy. When applicable, police or local authorities may become involved.

### **USAGE GUIDELINES**

The Internet account holder/computer user is held responsible for his/her actions and activity within his/her account. Unacceptable use of the network/school computers will result in the suspension or revoking of these privileges. Account holder will not use the network/computers for any illegal activity, including violation of copyright or other contracts nor for plagiarizing the works of others. If a user mistakenly access inappropriate information, he/she should immediately inform a teacher or staff member. This will protect the student against a claim that he/she intentionally violated this policy. The Acceptable Use Policy does not attempt to state all required or proscribed behavior by users. However some specific examples are provided. Students will agree to the following conditions:

1. I will not use the computer/Internet system for financial or commercial gain or for any non-school related activities.
2. I will not degrade or disrupt school equipment, software or system performances and will not wastefully use finite resources.
3. I will not bring files or programs to school on a portable storage device/flash drive in an attempt to circumvent the network or school Internet policy or gain access to sites blocked by the school's filtering system.
4. I will never give out personal information such as my name, address, phone number over the school Internet.
5. I will not invade the privacy of individuals nor will I post anonymous messages.
6. I will not use a cell phone or personal electronic device to access the Internet or e-mail while at school.
7. I will not attempt to hack or to gain access to files or resources of others.
8. I will not post personal communications without the original author's consent.
9. I will not create, download, store or print files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
10. I will not use the Internet to buy or sell, or to attempt to buy or sell any service or product.
11. I will not change any computer file that does not belong to me.

12. I will not send chain letter or any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause a congestion of the Internet.
13. I will never knowingly circumvent, or try to circumvent, security measures on either Panhandle computers or the Internet.
14. I will never log on as another user or allow someone to log on as me nor will I ever knowingly give my password to others.
15. I will not author and/or edit FROM SCHOOL DISTRICT EQUIPMENT, district or personal web pages that contain inappropriate images or language or material that is threatening, abusive, harassing defamatory, invasive of privacy, vulgar, obscene, or that includes or encourages instructional information about illegal activities.
16. I will not use or access e-mail on the school computer network. I will not link the school site to any other sites without the school's permission to do so.
17. I will not download programs, games, music, or any other files using school computers without teacher permission and supervision. Nor will I play any games on school computers except those with educational value and only those after teacher permission.
18. I will not make or attempt to make any malicious effort to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.
19. I will not enter or attempt to enter any social networking site, chat room, newsgroup, instant message communication or any other sites on the school network or the Internet that involves person-to-person conversation in which I may be asked to identify myself or give personal information.
20. I will not violate the content guidelines as outlined below.

### **CONTENT GUIDELINES**

Students will be allowed to produce materials for electronic publication on the Internet. Network administrators will monitor this material to ensure compliance in content standards. The content of student material is restricted to the following:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
2. Full names of students may be used with student and parent consent but will never be combined in a way to directly identify such student in a photo. When pictures are used, it will be a group photo with full names or last names only in no specific order or if an individual or small group photo, only first names will be used. The same rules apply to movies and sound recording used on the system and Internet.
3. Student work can be used on the Internet with permission of the student and parent. It may contain the full name of the student but will not be accompanied with an individual photo of the student.
4. No text, image, movie or sound that contains pornography, profanity, obscenity, language that offends or tends to degrade others will be allowed.
5. Computer storage areas, network accounts, and portable/flash drive storage will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on the server or disks would always be private.



## LINCOLNWOOD AND MORRISONVILLE JR/SR EXTRA-CURRICULAR CODE

### I. General Information

#### a. Mission Statement

The Lincolnwood and Morrisonville Athletic Departments strive to be the best it can be on a daily basis. We believe that athletics are an extension of the classroom and can teach our athletes lessons that cannot be learned in the classroom. We will build character in our athletes through athletic competition. We build our programs to be better each day and compete at the highest level every year.

#### b. Philosophy

- i. It is the belief of the Lincolnwood Athletic Department and Morrisonville Athletic Department that participation in Lincolnwood High School (LHS), Lincolnwood Junior High School (LJHS), Morrisonville High School (MHS) and Morrisonville Junior High School (MJHS) activities is a privilege and not a guaranteed right of Panhandle CUSD #2 and Morrisonville CUSD #1 students.
- ii. Research indicates a student involved in extracurricular activities has a greater chance for success in adulthood, so these extracurricular activities have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life well after high school.
- iii. Students who elect to represent LHS/LJHS/MHS/MJHS by participating in extra-curricular activities must also accept the responsibility to conduct themselves in a manner that exemplifies the behavior of a law-abiding citizen of the many communities that represent the Panhandle and Morrisonville School Districts.
- iv. Students must adhere to the following extra-curricular code for the duration of their attendance at LHS/LJHS/MHS/MJHS.
  - v. These rules, approved by the Panhandle and Morrisonville Boards of Education, have been set forth to guide students toward a better understanding of their responsibilities as representatives of LHS/LJHS/MHS/MJHS, once they have decided to participate in extracurricular activities.
  - vi. The extra-curricular code applies to extra-curricular activities that are not directly linked to an academic course. The extra-curricular code begins on the opening day of the fall sports season, the first day of practice allowed for any sport, and will remain in effect through the conclusion of the spring sports season.
  - vii. Students who are deemed in violation of the extra-curricular code in the off-season, should report to the Athletic Director prior to the first practice.

#### c. Transportation

- i. Students are required to ride district provided transportation. No student will be allowed to ride to or from any activity with anyone except a parent or guardian.
- ii. If a parent or guardian wishes to have their child ride with them, they must contact the coach/sponsor and sign the student sign-out sheet.
- iii. Any other arrangements for someone else to sign out another student must be requested by a parent or guardian in writing and approved at least 24 hours before the contest. This may be done by written note, texting or by email; social media messages are not acceptable.

iv. Only direct family members may sign-out a student. This does not include siblings or other family members who are still/could be in school, family friends, etc.

v. Safety of the students is our number one priority; your convenience is not.

c. Student Absence/Attendance

vi. Students are expected to be at school the day following an athletic contest.

vii. A student must be in attendance by 9:00 AM the day of a contest to be able to participate in a practice or event that evening.

viii. If a student leaves school for any reason, except for the below exceptions, they may not participate in a practice or event that evening. This is done primarily as a safety measure for the student as well as the school district. The Principal or Athletic Director may give pre-approval.

ix. 9/9 Athletic Attendance Policy

1. Any student-athlete who wants to participate in an extracurricular activity must report to school by 9 A.M. the day of the event in order to participate. They must also be at school by 9 A.M. the day after an event in order to participate in the next scheduled event unless the student produces a doctor's note excusing their absence or has pre-approval from the athletic director or principal.

2. This policy is not intended to cause harm or to keep students from participating, but to teach student-athletes to be responsible and to place priority on their academics and attendance at school.

x. If a student is absent part of the day, they must sign in at the high school office immediately upon return. The following exceptions will be approved:

1. Scheduled doctor appointments

2. Funerals

3. Family Emergencies

4. Illness - student must be in by 10:00 AM.

5. Other reasons deemed acceptable to the Principal and the Athletic Director

vi. As a member of the school team, all student athletes are expected to attend all practices and games. If the situation arises where it becomes necessary for an athlete to miss a contest, notice must be given to the coach and athletic director for approval. Failure to receive approval from the coach and athletic director could result in suspension or dismissal from the team.

vi. Any student who serves an in-school suspension (ISS) or out-of-school suspension will not be allowed to practice or participate in athletics until they return to their regular class schedule.

e. Mental Health Days

i. Students who use mental health days are allowed to participate in athletic events that day.

1. The office must be informed of the use of the mental health day.

2. They must contact their coach to inform them of the use of a mental health day to avoid any confusion.

f. Athletic/Activity Academic Eligibility

i. Interscholastic activities are activities between 2 or more schools.

1. Interscholastic activities are checked weekly on Fridays.

ii. Interscholastic activities are activities within the school such as choir, drama club, field trips, etc.

1. Interscholastic activities will be checked at inception and thereafter at each quarterly grading period.

iii. An athlete that is declared academically ineligible may practice with the team but will not be allowed to be in uniform, sit on the bench or ride the bus for any contest. A coach may have an athlete miss practice to work on their grades during practice times.

iv. Athletes must be passing all classes they are taking. One failing grade will deem an athlete ineligible. An athlete must also have at least 1 C or higher grade; all D grades will deem an athlete ineligible.

v. Semester grades are used for athletic eligibility for high school.

vi. Quarter grades are used for athletic eligibility for junior high.

vii. Any student who fails a semester class will be ineligible for the following semester.

f. Athletic Fees

viii. All athletes participating in any athletic activity at LHS or LJHS will be required to pay an athletic fee.

- ix. The fee will be \$50 per sport with a \$100 maximum for an individual.
- x. All fees must be paid before the first contest. Students who have not paid their fee will not be allowed to participate until the fee has been paid.
- xi. Payments may be made to the head coach, athletic director or high school secretary. Checks should be made out to LHS or MHS. There will be no refunds once the fee has been paid and the season has begun.
- xii. The athletic director can give refunds on an as needed basis.
- xiii. The fee can be waived if the student meets certain criteria. Any family that has financial difficulty and are unable to afford the fees can set up a payment plan with the athletic director.
- f. Physical Exams
- xiv. Every student who participates in an extracurricular activity at Lincolnwood and Morrisonville must have a current physical examination on file in the office.
- xv. Please submit a roster to the athletic director at least 1 week before practice starts so physicals can be checked.
- xvi. A student cannot participate during practice or games until a physical is on file.
- xvii. If a physical is turned into a coach, please get it to the AD or office as soon as possible.
- xviii. Physical Examinations are good for 395 days
- xix. If a physical expires during the season, it must be updated, or the student may not participate

i. Chain of Command

i. Below is the Chain of Command for LHS/LJHS/MHS/MJHS:

1. Player speaks to coach
  2. Parent speaks to coach
  3. Athletic Director
  4. Principal
  5. Superintendent
  6. School Board
- ii. Individual School Board members have no authority other than voting on official actions at meetings. So, they are not the place to start when a parent or student-athlete has a concern within an athletic season. Only when the Superintendent presents it to the School Board, should a School Board member hear about any grievances.
  - ii. The chain of command must be followed to properly get any grievance resolved. The best place to start is at the lowest level and with the persons that are more directly involved in the grievance.
    1. Those not involved at daily practices, or all games may not be able to help solve your problem – i.e. Athletic Director and up on Chain of Command
    2. Coaches should have the first chance to handle situations with their team, players and parents.
    3. Playing time, team strategy, play calling, or other student-athletes are not topics that should ever be brought up in these conversations. Conversations about work ethic at practice/games, attitude, etc. can be discussed about the student-athlete in question.
    4. Please observe 24-hour rule before contacting the coach
    5. Approaching coaches at inappropriate times or with inappropriate subject matter may result in the parent(s) not being able to attend a game, games, or the rest of the season's games.
  - ii. Communication expected from a coach:
    6. Philosophy of the coach
    7. Expectations the coach has for the student-athlete as well as the team
    8. Location and times of all practices and contests
    9. Team requirements, fees, special equipment, off-season conditioning, etc.
    10. Procedure should the student-athlete be injured during participation
    11. Discipline that results in denial of the student-athlete's participation
  - ii. If the grievance cannot be solved at the lowest level, then it should be taken to the next level and so on.

j. Open Gym Policies

- i. Teams that are not in season may conduct open gyms during the school year. These open gyms must be available to anyone in and out of the district and have no impact, directly or indirectly, for membership of a school squad.
- ii. There must not be any coaching or instruction of the skills associated with a particular sport.
- iii. Students who are participating in another sport that is in season may not participate in open gyms for other sports unless the coach of the in-season sport allows.
- j. Wednesday and Sundays
  - iv. No regular season games should be played on Wednesdays unless unavoidable and approved by administration
  - v. No game will be played on Sundays
  - vi. Conference games can be made up on Wednesdays if necessary
  - vii. Practices on Wednesdays must end by 6:00
  - viii. These guidelines apply to all athletic programs. Any exceptions MUST be cleared by the athletic director.
- j. Curfew
  - i. Sunday-Thursday – 10:00 PM
  - ii. Fridays and Saturdays – State curfew unless it is the night before a contest
  - iii. School sponsored activities – State curfew or if it is a night before a contest then 10:00 PM
  - iv. Exceptions to these must have approval from AD or Administration
- m. Participating in Another Sport During A Season
  - i. Athletes who are participating in a sport at LHS or LJHS may not participate on another team, outside of LHS/LJHS/MHS/MJHS in the same sport once practice has begun and until the season has concluded, including postseason.
  - ii. With coach's permission, an athlete may participate on another team outside of LHS or LJHS in a different sport but must inform their coach at LHS/LJHS/MHS/MJHS of their participation on this team.
  - iii. The athlete must make the LHS/LJHS/MHS/MJHS team the priority. If an athlete misses a practice or event to play on the other team, the athlete may face disciplinary actions, including being dismissed from the team.
- m. Physical Education Policy
  - iv. A student-athlete must participate in physical education, if enrolled, to participate in that evening's practice or event.
    - v. Reasons a student-athlete may be out of physical education are a medical excuse or does not have their physical education clothes.
  - vi. If a student-athlete is pulled out of physical education during the day by any office personnel, for various reasons, they may still participate in that evening's practice or event.
  - vii. Any non-participation on Fridays will carry over into the weekend until the next day of school and the student has participated in physical education.
- m. Concussions
  - viii. Both districts have a Concussion Oversight Team (COT) that will be used in the instance that a possible concussion has occurred during any athletic activity.
- ix. If a coach, parent, or administrator feels that a concussion may have occurred they must contact the COT and then the athlete must meet the return-to-play protocols.
  - x. The return-to-play protocol for an athlete that has a suspected head injury is for the overall safety and future well-being of all LHS and LJHS athletes. Any athlete that enters the return-to-play protocol must first be taken out of all physical activities, including physical education. The athlete must also be seen by medical professional that has the capability to assess head trauma. Only when a professional medical doctor, who has the capabilities to state that the athlete is safe to return to play, may the athlete be allowed to return to their activity. If anyone that tries to violate or impede on this protocol will be dealt with by the administration.
- m. Harassment, Hazing and Bullying
  - i. See Harassment, Hazing and Bullying Policy
- q. Social Media
  - i. See Student-Athlete Social Networking Policy
- q. Uniform Modifications
  - i. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural

values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

- s. Random Drug Testing
  - i. Any athlete or student driver is subject to random drug testing at LHS only.

## II. Extra-Curricular Expectations

a. The purpose of an extra-curricular program is to provide students with wholesome activities on an inter school level. At the same time, we hope to develop, in our student-athletes, a sense of dedication to a cause and the establishment of high standards of morality, attitude and conduct. These standards should be maintained throughout the school year.

### b. Responsibilities

i. Student-athletes that are involved in extracurricular activities have a responsibility to be a positive reflection for their parents, schools, community, and themselves. Students deemed in violation of these responsibilities are subject to Athletic Discipline, which could include suspension or dismissal from the team.

ii. Student-athletes involved in extracurricular activities will:

1. Display good sportsmanship
2. Display a high standard of conduct both on and off the field
3. Demonstrate respect for authorities, teachers, coaches, officials and sponsors
4. Display a spirit of cooperation
5. Maintain a neat appearance when representing your school or community
6. Use appropriate language
7. Abide by all school rules
8. Be financially responsible for equipment, uniforms, etc., where applicable

**STUDENT-ATHLETES WHO DO NOT ABIDE BY THESE RESPONSIBILITIES MAY BE SUSPENDED OR DISMISSED FROM THE TEAM AT THE DISCRETION OF THE COACH, ATHLETIC DIRECTOR OR PRINCIPAL.**

## III. Extra-Curricular Violations

### a. GENERAL RULES

i. Any participation of extra-curricular activities and violating any of the following offenses during a season they are competing in will be dealt with according to the standards listed below. Students are subject to their school's Disciplinary Code and Extra-Curricular Code. In certain cases, students will be subject to discipline from both.

1. Smoking, use of or possession of tobacco products.
2. Possession, use, under the influence, delivery or sale of alcohol, drugs, drug paraphernalia or look-alikes.
3. Presence (and NOT immediate exit) at a social gathering in which alcohol or drugs are being illegally consumed.
4. Theft/possession of stolen property or serious and intentional destruction of any school property
5. Criminal or any other serious acts which are detrimental to the individual, the sponsor or coach, or the school that may or may not also include court supervision or parole.
6. Hazing or bullying other students
  - Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of their willingness to participate.
7. Be insubordinate or disrespectful toward the team's coaching staff or activity's sponsors.
8. Any violation of the Harassment, Hazing, and Bullying Policy
9. Any violation of the Student-Athlete Social Networking Policy

ii. These actions listed above are minimum disciplinary actions required for extracurricular code violations. Individual coaches/sponsors may have more stringent rules in the sport/activity they supervise.

#### IV. Review

- i. Any participant accused of committing one or more of the above infractions is subject to the following:
  1. The athletic director and/or principal shall investigate reported code violations. If probable cause exists, the athletic director and/or principal will notify the parents/legal guardians of the participant in writing of the reported code violation.
  2. A Review Committee composed of athletic director, principal and at least two (2) coaches/sponsors shall hear the charges against the participant and allow the participant to provide for their defense.
  3. If desired, the participant may appeal the decision by the Review Committee to the superintendent within ten (10) days of the decision.
  4. The proceedings shall be documented and kept on file in the principal's office. A letter stating the violation shall be sent to the parents/legal guardians of the participant stating the action taken in regard to the matter.

#### V. Actions To Be Taken

##### i. 1<sup>st</sup> Offense

1. The student-athlete shall be suspended for at least one-half of the scheduled contests of the school season. The suspension will begin immediately after a review meeting is held and the student is found guilty of the violation.
2. In cases where the violation occurs out of the participant's season, the suspension will occur at the beginning of the next sport/activity season in which they participate.
3. If the suspension occurs with less than one-half of the contests remaining, the remainder of the suspension will be served during the student's next activity or season.
4. Students who are suspended may practice with the team at the coach/sponsor's discretion.
5. If the student self-reports the offense within 2 school days following the alleged offense, the student will lose participation in one-fourth of the regularly scheduled interscholastic contests or events and still may attend practice.
  - a. The student may also participate in and complete a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service. The suspension will be voided once the program or community service has started. The student may continue to participate in practice at the discretion of the coach/sponsor.

##### ii. 2<sup>nd</sup> Offense

1. The student-athlete shall be suspended for one full season of the scheduled contests or school season. The suspension will begin immediately after a review meeting is held and the student is found guilty of the violation.
2. If the student self-reports within two (2) days of a second offense violation, and if the student found in violation agrees to participate in and complete a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences will be lowered to one-half of a scheduled season. The student may continue to practice at the discretion of the coach/sponsor.

##### iii. 3<sup>rd</sup> and Final Offense

1. The student will be permanently suspended from all sports/activities within the Lincolnwood and Morrisonville school districts.
  2. If a student self-reports within two (2) days of a second offense violation, and if the student found in violation agrees to participate in and complete a substance abuse program or counseling program deemed appropriate to the offense at no charge or expense to the school and/or performs an appropriate amount of community service the consequences will be lowered to 365 days.
- v. Any student reporting an offense in which he/she intends to plead not guilty will have their activity suspension held until the courts act on the offense.
  - v. Anonymous reports will not be considered valid.

VI. IHSA/IESA Thrown Out of Game Suspensions

a. IESA

- i. A player who is ejected from a contest will now be required to miss the next two contests at the level at which the ejection occurred and all contests in the interim and complete the National Federation of State High School Associations (NFHS) Sportsmanship course.
- ii. A second ejection by the same player in any sport will result in a five-game suspension and a \$100 fine.
- iii. A coach who is ejected from a contest will receive a two-game suspension at the level at which the ejection occurred and all other contests in the interim and will be required to complete the NFHS Sportsmanship Course and pay a \$100 fine. A second offense will result in a five-game suspension and a \$250 fine.
- iv. A fan who is ejected will be required to watch the NFHS course and meet with administration about possible suspension before they can return to a contest.
- v. All fines will be paid by the school to the IESA. Schools may choose to fine the coach the same amount if warranted.

b. IHSA

- i. A player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.
- ii. A coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IHSA or the school may assess.
- iii. A fan who is ejected at any event must meet with administration before they can attend another athletic event, home or away.

VII. Sex Equity

- a. No student shall, based on 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 extra-curricular programs and activities.
- b. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Schools Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

VIII. NCAA Eligibility Center

- a. Student-athletes desiring to participate in NCAA Division I or Division II athletics must prove academic eligibility through the NCAA Eligibility Center. Please follow the link to access the NCAA Eligibility Center webpage - <https://web3.ncaa.org/ecwr3/>

**Harassment, Hazing and Bullying Policy**

The athletic department recognizes that hazing, harassment, sexual or otherwise, and/or bullying of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. We further recognize that preventing and remedying hazing, harassment, and/or bullying in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

We are committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment. To this end, we strictly prohibit all forms of hazing, harassment, and/or bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

### **Hazing Definitions**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any humiliating, degrading or dangerous activity demands a student to join a group, regardless of the student’s willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
- Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Substance Abuse – use or abuse of tobacco, alcohol or illegal drugs.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

### **Bullying Definition**

Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. Bullying similar to all forms of harassment and hazing are prohibited behaviors.

Common characteristics of bullying:

- Physical – hitting, kicking, taking or damaging a victim’s property
- Verbal – using words to berate, hurt, or humiliate
- Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm to them.

### **Reporting Complaints**

In order for the District to effectively intervene in these situations and to take prompt corrective measures, it is essential that all victims of hazing or bullying and persons with knowledge of hazing or bullying report the harassment immediately. The District will promptly investigate all complaints of hazing or bullying, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

### **Investigation/Resolution**

If, after appropriate investigation, the District finds that a student, an employee or a third party including parent/guardian has violated this policy, prompt corrective action will be taken.

All complainants and those who participate in the investigation of a complaint of hazing or bullying have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

### **Student-Athlete Social Networking Policy**

Student-athletes are representatives of our district, and their behavior is subject to scrutiny by their peers, family, administrators, the community and the media. The actions of a single student-athlete can reflect positively or negatively not only on the individual student athlete, but also on his or her team and coaches, the Athletics Department and the community. Therefore, student-athletes are expected to represent themselves and their district with honor, dignity and integrity at all times – including when interacting on social networking websites and in other online environments.

The popularity of social networking websites (e.g. Facebook, Twitter, Tik-Tok, YouTube, SnapChat, Instagram) has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the student athlete and the university. Almost anything a student-athlete posts on a social networking site may be viewed by others, and both the media and the general public are more likely to view the profiles of student-athletes than the profiles of other students. The athletics department has developed this Student-Athlete Social Networking Policy in order to:

(i) provide recommendations and suggestions for student-athletes to help them use social media in a safe and responsible manner; and

(ii) outline important rules that student-athletes must follow when using social media.

#### **I. Important Suggestions & Recommendations Regarding Social Networking Sites**

Some students mistakenly believe social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, the content on most of these sites is accessible by anyone in the general public unless security and privacy features are used.

The public nature of these websites has created personal safety and personal welfare concerns. For example, student-athletes may be stalked or sexually harassed and assaulted as a result of their Facebook profiles. Fans of opposing teams have taunted student-athletes based on information obtained from social networking sites.

Student-athletes also should be aware that potential employers and college admissions officers now regularly screen applicants by conducting “Google” searches of an applicant’s name and by reviewing the applicant’s social networking profiles. Students are being passed over for interviews and denied admission to universities based on the content of their profiles.

Student-athletes should be very careful about what personal information they share on the internet. For their own security, protection and welfare and that of their teammates and friends, the athletics department strongly recommends and advises student-athletes to:

- Keep phone numbers, physical addresses, birthdates, current whereabouts, travel plans and other personal information strictly confidential. This information should not be contained in a student-athlete’s personal online profile.
- Limit the access of others to e-mail addresses and screen carefully those whom a student-athlete may accept as “friends” on a social networking site.
- Use whatever security and privacy features are available to restrict the ability of others to view a student-athlete’s site or to post pictures, messages and other content on a student-athlete’s site.

If an individual contacts a student-athlete via a social networking site and the nature of the contact makes the student-athlete concerned for his or her safety or uncomfortable in any way, the student-athlete should immediately contact a coach, the athletic director, school administration or the police.

## **II. Rules Regarding Social Networking Sites**

Participation in athletics is a privilege and not a right. As a condition of being a student-athlete they must abide by the following rules related to the use of the internet and social networking sites:

1. Student-athletes may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the athletics department or the district (examples: obscene images or language, pictures at parties with alcohol, references to drugs or sex).

2. Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

3. Student-athletes may be asked to provide the administration with access to their social networking sites if requested.

**STUDENT-ATHLETES AT THE UNIVERSITY ARE REQUIRED TO ABIDE BY RULES SET FORTH IN THIS POLICY. THE FAILURE TO DO SO WILL BE CONSIDERED A VIOLATION OF THE STUDENT-ATHLETE**

CODE OF CONDUCT AND/OR THE UNIVERSITY'S STUDENT CODE OF CONDUCT. THE VIOLATION MAY RESULT IN DISCIPLINARY ACTION BY THE ATHLETICS DEPARTMENT AND THE UNIVERSITY.

## **PANHANDLE COMMUNITY UNIT SCHOOL DISTRICT 2** **SPORTSMANSHIP & SPECTATOR CODE OF CONDUCT**

According to Illinois School Code (Section 5/24-24), a school district may adopt a code of conduct and sportsmanship. The Panhandle School District Board Policy 8:30 provides further guidance for visitors on school grounds. Spectators who violate the code may be denied admission to school events for up to one year, provided that the individual receives a 10-day written notice of the volatile behavior and has the right to a hearing before the school board, if so requested. Nothing prohibits a school district from immediately removing a spectator from a specific game or event for disobeying rules or causing a disruption.

Any person who behaves in an unsportsmanlike manner during an athletic, extra-curricular event, or event held on school grounds that receives an ejection may be denied admittance to ANY school event for 50% of the current season or the next season if less than 50% of the given season remains. A second ejection offense will result in denial of admittance no less than the remainder of the school year to a maximum of a full calendar year. In addition, any fan ejected from a contest shall not be allowed to return to future contests until he/she has completed the NFHS Sportsmanship course online and has presented proof of completion to the school administration during a meeting with administration prior to return.

Examples of inappropriate behavior include, but are not limited to:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property or school property.
5. Violate any Illinois law, town or county ordinance.
6. Smoke or otherwise use tobacco products or vape devices.
7. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
8. Use or possess medical cannabis.
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
12. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
13. Refusal to pay admission.
14. Commenting or posting on the School District's social media (i.e. Facebook, twitter, etc.) in a manner that would be disruptive to any of the Panhandle School District athletic or extracurricular programs, including that which interferes with the rights of others, is profane, or which is threatening to others.

**CONCUSSION DEFINITION AND SYMPTOMS**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
Headaches "Pressure in head" Nausea or vomiting Neck pain Balance problems or dizziness Blurred, double, or fuzzy vision Sensitivity to light or noise Feeling sluggish or slowed down Feeling Foggy or groggy Drowsiness Change in sleep patterns	Amnesia "Don't feel right" Fatigue or low energy Sadness Nervousness or anxiety Irritability More emotional Confusion Concentration or memory problems Repeating the same question/comment
Signs observed by teammates, parents, and coaches include:	
Appears dazed Vacant facial expression Confused about assignment Forgets plays Is unsure of game, score, or opponent Moves clumsily or displays incoordination Answers questions slowly	Slurred speech Shows behavior or personality changes Can't recall events prior to hit Can't recall events after hit Seizures or convulsions Any change in typical behavior or personality Loses consciousness

**CONCUSSION PROTOCOL**

- I. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall not return to play until cleared by an appropriate health care professional.
- II. Athletes showing signs of a concussion will be administered sideline concussion checklist test to determine athletes' condition. Test will be administered by coach, assistant coach, athletic director, district administrator, or athletic trainer.

- III. If it is confirmed by the school's approved health care professional (athletic trainer) that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
- IV. If an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day.
- V. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury, the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.
  - a. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.
- VI. Upon visiting a licensed physician athletes must have a completed (by coach, AD, or district administrator) Panhandle Concussion Information Form regarding the accident that caused the injury. This form is to be completed by the licensed physician and returned to athletic director or district administrator.
- VII. It will be the responsibility of the coach or assistant coach to notify student athletes parent regarding injury (if not present when injury occurs) and athletic director. The athletic director will notify district nurse, administration, and IHSA/IESA as needed.

**COGNITIVE REST**

A concussion can interfere with school work, sleep, and social interactions. Many athletes who have a concussion will have difficulty in school with short and long-term memory, concentration, and organization. These problems typically last no longer than 2-3 weeks, but for some these difficulties may last for months. It is best to lessen the student class load early on after the injury. Most students with concussion recover fully. However, returning to sports and other regular activities too quickly can prolong the recovery.

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television, and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video game, ect., may be allowed as well as a gradual progression back to full academic work.

**RETURN TO LEARN**

In many cases, it is best to lessen the student's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or longer, if necessary. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

**RETURN TO PLAY**

After suffering a concussion, no athlete should return to play or practice on that same day. Once an athlete no longer has signs, symptoms, or behaviors of a concussion and is cleared to return to activity by an appropriate health-care professional, he or she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below, following medical clearance:

**Progressive Physical Activity Program**

Step 1: Light aerobic exercise – 5- 10 minutes on an exercise bike or light jog; no weight lifting, resistance training or any other exercise.

Step 2: Moderate aerobic exercise – 15-20 minutes of running moderate intensity in the gym or on the field.

Step 3: Non-contact training drills, may begin weight lifting, resistance training, and other exercise.

Step 4: Full contact practice or training.

Step 5 : Full game play.

## **ELECTION OF CLASS AND EXTRA CURRICULAR ORGANIZATION OFFICERS**

### **A. ELIGIBILITY TO SEEK TO BE ELECTED TO AN OFFICE:**

1. A candidate must have a grade point average of at least 3.0 or above for the preceding semester with no "F" semester grades.
2. This average will include grades in all subjects taken for credit.
3. The only exception may be for any group or organization, which requires a higher academic standard required by an article in the constitution by which the group operates.

### **B. PROCEDURE FOR BECOMING NOMINATED FOR OFFICE:**

1. A candidate for nomination must secure the required signatures of 15 members of the group on his/ her petition for nomination.
2. A candidate must have the petition signed by two class or organization sponsors before the petition is filed.
3. A properly nominated candidate for a higher office (example: President) who is not elected to that office may be nominated from the floor for some other office of that organization.
4. A candidate's scholastic eligibility must be determined by the guidance counselor prior to filing the petition.
5. Completed petitions and certificates of eligibility will be returned to the office at least two days prior to elections so that ballots can be prepared.

### **C. REQUIREMENTS FOR BEING ELECTED TO AND HOLDING AN OFFICE**

1. To be elected, a candidate must have been properly nominated as outlined above.
2. A student may resign from one office in order to accept another to which he/ she is elected
3. An officer must maintain the same scholastic grades as were required for nomination, or forfeit his/ her office. A grace period of nine weeks may be granted by the sponsor if the student receives a "D" or "F" grade.
4. If an officer fails to discharge his duties in a satisfactory manner, that office may be declared vacant and another officer elected.

### **D. OFFICERS TO BE ELECTED:**

1. Classes
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. A girl Student council member
  - f. A boy student council member
2. Other organizations - Officers to be elected will correspond to constitution of the organization

### **E. ELECTION PROCEDURE:**

1. Ballots will be issued for all elections
2. Properly nominated candidates names will appear on the ballot
3. Candidates nominated under procedure B.#3 may be written in on the ballot
4. A properly marked ballot shall consist of crossed lines on the line before a candidate's name.
5. To be elected, a candidate must receive a majority of votes cast.
6. If no majority exists on the first ballot, the candidates or candidate with the fewest votes will be omitted and another vote cast for the remaining candidates until a majority does exist.

## **NATIONAL HONOR SOCIETY MEMBERSHIP**

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Selection to The National Honor Society is a privilege, not a right. Students do not apply for membership; instead they provide information to be used by the local selection committee to support their candidacy for membership. Sophomores (after 3 semesters), juniors and seniors must be scholastically eligible with a GPA of 4.25 on a 5 point scale. Service, leadership, and character are criteria taken into consideration by the faculty committee for selection into The National Honor Society (see selection process). Documentation packets may be obtained from the sponsor.

**Service** – Each member must be involved in at least three school organizations or two school and one-community organization.

- a. Willingness to render cheerfully and enthusiastically any requested service to the school
- b. Willingness to do committee and staff work
- c. Readiness to show courtesy by assisting visitors, teachers, and students
- d. Uses his/her own time to volunteer, is dependable and well organized, puts others ahead of his/herself

## ELIGIBLE SCHOOL ORGANIZATIONS

Academic Bowl	Cheerleading	Technology Club
Athletics (1 only)	Spanish Club	Band
Student Council	LW Legend Yearbook	Chorus
Drama Club	Lancer Banner	FFA
Pep Band	LCSO	

## EXAMPLES OF ELIGIBLE COMMUNITY ORGANIZATIONS

Church Groups, 4-H, Candy Striper/ Volunteer in hospital, etc., Teaches: baton, acrobats, music lessons, swimming, etc., Community Theater groups, etc.

Note: Other organizations accepted with administrative approval

1. **Leadership** – members MUST have held or hold at least one elected office or positions of responsibility.
  - a. successfully holds school offices or positions of responsibility and is reliable and dependable without prodding
  - b. Demonstrates leadership in classroom, at work, and in school activities
  - c. Inspires positive behavior in others
  - d. Demonstrates leadership in promoting school activities and upholding school ideals
2. **Character** – defined as follows:
  - a. Integrity: No recorded incidents of cheating or intentional dishonesty.
  - b. Positive behavior: No record of skipping classes or of knowingly violating school rules, and no record of civil offenses.
  - c. Cooperation: Willing to assist classmates, faculty members, etc.
  - d. Ethics: Does the “right” thing

## National Honor Society Selection Process

The objectives of the National Honor Society are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the nation’s secondary school students. There are three factors in the selection: initial qualification (GPA based), documentation packet review, and faculty recommendations. These form the basis for consideration by the Faculty Council.

1 - Students’ academic records should be reviewed to determine those persons who are scholastically eligible for membership, i.e., those persons must meet the minimum qualification of 4.25 GPA. Students who are eligible scholastically (i.e., “candidates”) should be notified and informed that for further consideration for selection to the chapter, they may complete the Student Activity Information Form. This form outlines the candidate’s accomplishments in the areas of Service and Leadership. A sample of this form can be found in the advisor’s handbook.

2 – Once a completed documentation packet is on file, it will be reviewed by the sponsor. If complete, the sponsor will distribute faculty evaluation forms to all high school teachers. These forms are confidential with only the advisor knowing the source of the evaluations. The teachers will return the completed forms to the advisor. The faculty selection committee or Faculty Council which has been appointed by the principal will then total the forms and average them, checking several times for accuracy. The Faculty Council has previously determined a point system and set the ‘cutoff point’ of 60% of the possible total in each category to be used in the selection process. This is not used as an absolute determinant of membership but serves merely as a guide.

3 – Any student who successfully advances through the first two stages of selection will have his/her documentation packet reviewed for final consideration by the Faculty Council. In this final stage, the documentation packet will be reviewed using the guidelines specified by the NHS. The Faculty Council will deliberate and then vote on each candidate considering documentation, the evaluations of teachers, and the candidate’s demonstration of leadership, service, and “the six qualities of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship” as stated in the NHS handbook. Notification of recommended induction into the Lincolnwood Chapter of NHS or denial of induction with recommendations on how they may more effectively reach their goals will be made directly to the students by either the NHS advisor or the building principal.

Membership into the National Honor Society is a responsibility and well as a privilege. A student’s continued participation in National Honor Society is dependent upon their upholding the requirements of the organization.

If a student violates the Student Conduct policy or eligibility standards, they will be dealt with as per this handbook. If a student violates the Training Rules section of this handbook, they will be dealt with as per policy. If a student fails to continue to excel as per the requirement for selection to this organization they will be removed from the membership.

## STUDENT RANDOM DRUG TESTING POLICY

This policy calls for up to weekly random selection and testing of up to 15% of the currently active co-curricular and extracurricular high school student participants and student drivers.

## **OVERVIEW**

The procedure for random drug testing of students in the pool is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. There is no cost for the random oral screening of students in the pool or volunteers. The Lincolnwood Pool Participants include athletes, members of extra-curricular and co-curricular activities, and student drivers. In addition, any Lincolnwood High School student not identified as a Pool Participant may voluntarily participate in the Student Random Drug Testing Program. The Vendor is provided by the Building Principal a list of pool participants, and in turn randomly selects a percentage of these students for drug testing up to weekly intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide interpretation and verification of results. Results are reported to the Building Principal by the Vendor.

### **1. A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of illegal, banned or controlled substances by Lincolnwood students is increasing, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, through participation in extra-curricular or co-curricular activities or driving a vehicle onto campus, students using illegal, banned or controlled substances pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold: (1) to provide for the health and safety of all student participants in the pool; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal, banned or controlled substances; (3) to encourage students who use drugs to participate in drug treatment programs; and (4) to recognize that driving to school and participation in extracurricular or co-curricular activities is a privilege, and participants need to be examples for the rest of the student body. The program is non-punitive. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. This does include students participating in all extracurricular clubs, co-curricular activities (i.e. band, chorus, FFA), organizations, cheerleading, all sports teams and students who drive a vehicle onto campus.

### **2. DEFINITIONS**

Vendor – The company selected by the Board of Education to carry out the policy and procedure.

Specimen - Oral screening (saliva or urine)

Building Principal – The person hired by the district to oversee all activities of the Lincolnwood High School.

Controlled Substance – A drug available only by prescription from a physician but not prescribed for the student participant, or a substance classified as being controlled and having no therapeutic use.

In-Season – Begins with the first official practice and ends with last competition.

Banned Substance – A substance defined by School policy and handbooks as being banned from use by students (i.e. cannabis, alcohol, methamphetamines).

Student Participant – A qualified student participating in a school-sanctioned extracurricular or co-curricular activity as listed in the student handbook, student driver, or sport as defined by the Illinois High School Association.

Chain-of-Custody Form – A preprinted form provided by the Vendor documents all contact with the provided specimen. The form is initiated by the collector and donor, then follows with the specimen until the results are certified by the Vendor.

### **3. PROCEDURES FOR STUDENTS**

#### **A. Informed Consent for Testing**

At the beginning of each school year, students and parent/guardian/custodian will complete and sign the Lincolnwood Informed Consent Agreement. No student may participate in activities, practices or competitions, or drive to school, until this form is properly executed and on file with the Building Principal.

#### **B. Drug Testing Frequency**

Up to 15% of participating students in the pool will be randomly tested. Testing frequency may be up to a weekly basis anytime during the school year. Any student who refuses to consent to the drug testing policy will not be allowed to practice or participate in any activity or drive onto campus. Parents will be notified that their child was randomly selected and tested for drugs that day.

#### **C. Sample Collection**

Samples will be collected as outlined under the Vendor Requirements below. Any participant required to submit to ongoing random drug testing who is not in school on the day of testing will be tested at the next available testing time.

#### **4. CONFIDENTIALITY OF RESULTS**

All drug test results are considered confidential information and will be handled accordingly. Results will be reported to the Building Principal only. The Building Principal will notify the student and parent or guardian/custodian prior to reporting a positive test result to the activity sponsor.

#### **5. VENDOR REQUIREMENTS**

At a minimum, the Vendor/school nurse must be able to provide the following services:

##### **A. Random Selection of Pool Participants**

Once provided a list of participants, the Vendor must select the required number of students in a random and confidential manner. Up to weekly, the Vendor will arrange with the Building Principal a day and time to do the collection of specimens. The selected student names will be given to the Building Principal upon arrival at the school, who will arrange for these students to report to the collection area.

##### **B. Collection of Specimens**

The Vendor/school nurse will oversee the collection of specimens as outlined in the Procedures for Random Drug Testing of Lincolnwood Pool Participants. Chain-of-Custody forms will be provided by the Vendor that meets the criteria of this policy.

##### **C. Testing of Specimens**

The Vendor/school nurse will have all specimens tested for specified controlled substances. All specimens will be tested utilizing the following procedures:

The initial test will be completed at the school utilizing an On-Site Oral Screening Device or urine screening specimen cup. If the initial test is negative, the specimen will be destroyed immediately. If the nurse performs the screening for a positive test, the principal will be notified and then the principal will contact parents/guardians. Parents/Guardians will be responsible for contacting the student's physician for confirmatory testing. Students who are positive will not be allowed to participate in activities until confirmatory test is complete and proof of a negative test is submitted to the principal. The Vendor/school nurse will test for at least the following drugs:

Methamphetamine  
Amphetamine  
Marijuana  
Phencyclidine (PCP)  
Cocaine  
Opiates  
Benzonatate (BENZO)  
Barbiturates (BARB)  
Buprenorphine (BUP)  
Oxycontin (OXY)

##### **D. Reporting of Random Test Results by Vendor/school nurse**

All results, negative and positive, are reported to the Building Principal by telephone.

##### **E. Statistical Reporting and Confidentiality of Drug Test Results**

The Vendor/school nurse may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Panhandle CUSD #2 Board of Education. However, the vendor will provide the District Superintendent with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

#### **6. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

A. Whenever a student's test results indicate the presence of an illegal, banned or controlled substances, the following will occur:

- (1) The Building Principal will notify the parent/ guardian/custodian first, then the student of any positive results. A written notification from the Building Principal by form letter will be sent to the parent/guardian/custodian by certified mail. The Building Principal may keep all test results for a period up to four years.

## B. First Positive Result

For the first positive result, the student will be given the option of:

- (1) Within five days have an appointment with a certified chemical dependency counselor or a counselor approved by the Board of Education for a chemical dependency assessment and then follow the recommendations of the counselor. The student will be suspended from competitive participation for two weeks. If the offense occurs with less than two weeks of competitive events in the current season, the remainder of the weeks will be served in the next season in which the student participates. If this occurs, the student will be expected to attend all practices during the suspension. Non-athletic students in the pool will miss two extra-curricular activities and a student driver will surrender their student parking permit for two weeks. In order to be reinstated, the student must present written documentation that he or she has successfully completed a program approved by administration; or
- (2) Denial of participation in co-curricular and extracurricular activities, competitive sports and driving for a period of one calendar year.
- (3) All cost associated with a chemical dependency assessment and or counseling will be incurred by the student.

## C. Second Positive Result

After a second positive test, the student will be suspended from participating in all extracurricular activities or driving to school for a period of one calendar year. In order to participate at the end of that calendar year, a student must provide written documentation of successfully completing an approved substance abuse program.

## 7. NON-PUNITIVE NATURE OF POLICY

No student participant will be penalized academically for testing positive for illegal, banned or controlled substances discovered during student random drug testing. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent a court order or parent consent.

## **PROCEDURES FOR RANDOM DRUG TESTING OF LINCOLNWOOD HIGH SCHOOL EXTRACURRICULAR, CO-CURRICULAR AND STUDENT DRIVER PARTICIPANTS**

### 1. List of Participants

The Athletic Director and all organization sponsors will prepare a list of high school student participants. The list will be submitted to the Building Principal during the 2nd week of school or first week of practice for sports. The high school office will

prepare a list of student drivers. A student will be entered into the testing pool list only once, regardless of the number of activities. A master list will be forwarded to the Vendor for the random selection of students who will be in the testing pool.

### 2. Random Selection of Students for Testing

The Vendor/Principal/AD will use a system to assure that students are selected in a random fashion. This system will utilize a method designed specifically for the purpose of randomly selecting individuals for drug testing.

### 3. Scheduling of Drug Testing

Drug testing is unannounced. The day and date are selected by the Building Principal and confirmed with the Vendor/school nurse.

### 4. Extracurricular Year

The extracurricular year begins the date of the first official practice for a sport or the first day of participation in the new school year in an organization or club.

### 5. Form Completion

The Vendor/school nurse is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the policy for Random Drug Testing of Lincolnwood Students. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, Vendor/school nurse, and Building Principal.

### 6. Collection Process

Selected students report from class to the collection site. A specimen is collected following this process:

- A. Verify the ID of donor.
- B. The Vendor/school nurse collects a sample from the student.

- C. The Vendor/school nurse seals the sample and has custody of the sample from that time on.
7. Process for a positive result
1. The Vendor/school nurse determines if any discrepancies have occurred in the handling of the specimen.
  2. Depending on the substances found, if necessary the Lab will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
  3. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
  4. The Lab will then determine if any of the prescribed medications resulted in the positive drug screen.
  5. Finally, the physician, based on the information given, will certify the drug test results as positive or negative to parents/guardians and report this to the Building Principal, initially reporting positives results by phone. Results may be obtained by the vendor/school nurse when authorization is given from the parent/guardian to student's physician to allow communication with school personnel.

**ANNUAL WRITTEN NOTIFICATION  
ACCESSING PUBLIC BENEFITS AND RELEASING PERSONALLY IDENTIFIABLE INFORMATION TO THE  
ILLINOIS MEDICAID PROGRAM**

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Panhandle CUSD #2 to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP) or health screenings, the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the Panhandle CUSD #2 Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the Panhandle Unit office.

Notification provided to parents annually as published in the district handbook.

**Handbook rules and regulations and/or policies are subject to modification, elimination or the establishment of rules and regulations as warranted by circumstances, changes in state law, governing associations (IHSA, IESA), or by Panhandle CUSD2 school board policy.**

Signature of the handbook 'sign off form' indicates receipt of this policy and agreement to abide by it. If any parent wishes his/her student to be excluded from access to the Internet or in house 'intranet', he/she should submit their request in writing to the building principal.

**CRISIS HOTLINE NUMBERS**

Police – Fire – Ambulance.....	911
Montgomery County Sheriff (Non-emergency).....	217-532-9511
Aids Hotline.....	1-800-243-2437
Alcohol and Drug Hotline.....	1-800-662-4357
Alcoholics Anonymous.....	1-217-525-9423
Anorexia Hotline (24 hours).....	1-800-333-1528
Child Abuse Hotline.....	1-800-252-2873
DCFS (Carlinville).....	1-217-854-2566
Montgomery County Health Center.....	1-217-532-2001
Runaway Hotline.....	1-800-621-4000
Suicide Prevention / Crisis Hotline.....	1-800-248-7475