

LITCHFIELD



HIGH SCHOOL

“The mission of Litchfield High School is to provide effective educational experiences for all learners through relevant learning environments and learning opportunities.

STUDENT/PARENT HANDBOOK 2015-2016

Phone: (217) 324-3955

Fax: (217) 324-5851

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures, rules, and regulations.

A complete list of district policies can be found at www.litchfieldpanthers.org under the Meet-Board of Education tab.

Welcome to Litchfield High School. We hope for you to have a year of success and achievement. Your success in school is dependant on your attitude and willingness to give your best effort. Please take time to read this handbook and understand the guidelines in it. Remember that rules are set in place to keep everyone safe and to allow for an equitable education for all. Let’s make this a great year.

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Preamble

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of Litchfield High School. It has been structured to help promote student progress and appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline.

“SCHOOL FIGHT SONG”

Come on and cheer for good old Litchfield tonight,
it will help to win this game.

Pep up the team, uphold the Purple & the White
as we battle on to fame—GO, FIGHT, WIN!
Fight for the honor and the glory we hold, lead us on to victory.
So cheer for the Litchfield High School
FIGHT TEAM! FIGHT! FIGHT!
Cheer for our Varsity

Office Hours 7:30 a.m. - 4:00 p.m.

Regular School Day Schedule – 3:15 Dismissal

Building Opens	7:30 a.m.
First Bell	8:00
1 st Period	8:10 – 8:56
2 nd Period	9:00 – 9:46
3 rd Period	9:50 – 10:36
4 th Period	10:40 – 11:26
5 th Period (RTI)	11:30 – 12:09
Lunch A	12:09 – 12:43
Lunch B	1:00 – 1:34
6 th Period	12:13– 1:34
7 th Period	1:38 – 2:24
8 th Period	2:28 – 3:15
Building Closes	4:00 p.m.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring

absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Excessive Absence Notification

More than 9 absences in a school year are considered to be excessive. A letter will be sent home when the student has six (6) absences (not including medicals). All absences after nine (9) during the semester will be marked unexcused unless accompanied by a doctor's excuse. Truancy is defined as an absence without valid cause for any school day or portion thereof. In attempt to prevent truancy, students with excessive absences will be referred to and will meet with the Montgomery County Truancy Officer, who works through the Regional Office of Education.

Any absence past nine (9) days will require a note from a doctor and should be submitted the day a student returns. All doctor's notes must be submitted within ten(10) calendar days from the date of absence and must state the child was seen in the office by the doctor or nurse practitioner.

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

1. Before the 2014-2015 school year, students between the ages of 7 and 17 years.

2. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Truancy & Attendance Officer Notification

The Montgomery County Truancy officers may be notified of your child's attendance patterns for the following reasons: excessive absences for the current school year, previous year's poor attendance, excessive tardies to school (5 or more), poor attendance patterns of siblings in other buildings.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal no less than 1 school day before the absence being pre-arranged. Upon approval of the prearranged absence, the student will obtain a Pre-arranged Absence Form in the Office before the start of school. Student will pick up this form no later than the day before the start of an excused absence. The school may require documentation explaining the reason for the student's absence.

Family Trips

A family trip is an absence from school in which a student takes a trip with a parent or guardian. The following criteria are considered by administration when excusing a family trip:

1. Trip is prearranged
2. Student will be accompanied on this trip by a parent or guardian
3. Trip does not occur during the last 2 weeks of a semester
4. Trip does not occur during PSAE (Juniors)
5. Student attendance including truancy, tardies, unexcused absences, and excessive absences
6. Student is receiving a C- or better in all classes
7. Student has not missed more than 2 days of school during the semester before the family trip
8. Major or pending discipline issues

Receiving an excused family trip is a privilege and is granted at the discretion of a school administrator. No more than three (3) family trip days will be approved in a school year. Homework requirements are the same as those of a pre-arranged absence.

Senior Trips/School Trips: School trips will follow the same criteria as family trips.

Absence Call-In Procedure

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Doctor's note

If a student is absent due to a medical or dental appointment, he/she should return to school with a written excuse that includes the date and time of the appointment and the time the student left the office. If the note excuses an absence due to illness or injury, it must include the reason for the absence and the specific dates the student is excused from school.

Any absence past nine (9) days will require a note from a doctor and should be submitted the day a student returns. All doctor's notes must be submitted

***within ten(10) calendar days from the date of absence and must state the child was seen in the office by the doctor or nurse practitioner.
(Notes state a child was “not seen in the office” will not be accepted.)***

A student who is too ill to attend school is also considered too ill to:

- Go shopping or out to dinner on the day of the absence
- Attend extra-curricular school activities that same day
- Be on or near school grounds

Any of the above activities may result in the absence from school being changed to unexcused.

College Visitations

A student may be allowed a total of three (3) college or vocational school visitations during their junior and senior years in High School. Written consent or phone call by the parent must be presented to the office before the request will be granted. A second semester senior must have submitted transcripts to the school he/she plans to visit before he/she can visit the school.

(No college visitation days will be granted after April 30.) A student may not be allowed to take a college day if they are on the excessive absence list.

A Pre-Arranged Absence Form and "verification slip" must be obtained from the office no less than one day before the visit. The verification slip must be signed by the representative of the school the student visits and returned to the Office before an excused absence will be granted. The student must pick up an admittance slip on his/her return to school.

Tardiness

A student who is late to school or class within 9 or less minutes of the bell is considered tardy. Tardiness is a disruption to the educational process for the student and his or her classmates. A teacher may consider a student tardy if he or she is not seated and ready to work when the bell rings indicating the start of class. (These criteria may vary slightly depending on the teacher.)

The following is considered regarding tardiness:

- Tardiness may be excused at the discretion of administration on the same reasonable grounds as other longer absences
- A tardy student will not be admitted to his or her first class of the day without the permission of administration in the form of a tardy slip

The following minimum consequences may be assigned in regards to tardiness to 1st hour classes:

- Tardy 1 = Warning
- Tardy 2 = Lunch detention
- Tardy 3-7 = Saturday school
- 8th and subsequent tardies = AES or Saturday School.

Tardies to 2nd through 7th hour classes will be dealt with by the individual classroom teacher in a fair and consistent manner. Any student in excess of ten (10) minutes late for class will have an unexcused absence recorded for that class.

Leaving and Returning to School

It sometimes becomes necessary for students to leave school early or arrive at school late. Late arrivals and early dismissal from school may not be excused unless parent contact is made. The following procedures apply:

All students are to remain in school during the academic day. Procedures for leaving school are as follows:

1. Permission to leave school should be granted by the Administration.
2. Bring a signed note from parent or guardian with you to the office.
3. Students who leave school to go to a doctor, eye, or dentist appointment, etc. should pick up a pass from the office the morning of the appointment in order to be dismissed from class at the appropriate time.
4. Sign out in the office before leaving.
5. Sign in when you return.
6. In emergency situations, parent(s), guardian(s), or emergency contact(s) will be contacted and will give their permission before a student may leave school.

Students may not leave the building during the day without permission of the Administration.

Excused Absence Return to School and Make-Up Work If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. Starting on the day the student returns from an excused absence, the student will be permitted the same number of days as he/she was absent to turn in the make-up work. More days can be provided at the

discretion of the teacher. Student should be aware that some long-term projects and group work may be required on the day the student returns depending on the reason for the absence and when the absence occurred. The student is responsible for obtaining assignments from his/her teachers.

Unexcused Absence Return to School and Make-Up Work

A student may have the opportunity to turn in work after an unexcused absence for full or partial credit at the discretion of the classroom teacher as defined by their class syllabus.

Homework from an unexcused absence is due the day the student returns if the student wishes to receive credit (full or partial as defined by teacher syllabus). Projects due during an unexcused absence are to be turned in the day the student returns in order to receive credit (full or partial as defined in the teacher syllabus). Student is expected to make up tests the day they return to school unless the student has made other arrangements with the teacher.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or district transportation director. While students are on the bus, they are under the supervision of the bus driver. 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 the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Driver may also assign seats.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.

4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus

18. Parents will be liable for any defacing or damage students do to the bus.

19. Animals will not be transported on the bus

20. Weapons of any kind will not be transported.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or

accidents on the bus. For questions regarding school transportation issues, contact: Jan Johns -324-2157

Bus Discipline Plan

Discipline for infractions on the bus will be handled by the building principal in conjunction with the transportation director.

Use of Video Cameras on School Buses

See Video and Audio Monitoring Systems elsewhere in the handbook.

CAFETERIA RULES AND GUIDELINES

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food serve.
- Students shall not leave the cafeteria until the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.

- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

CONDUCT

Students shall not arrive at school before 7:30 a.m. Classes begin at 8:10 a.m. and students are dismissed at 3:15 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandannas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, music players, cameras are permitted without permission from the principal.

Integrity (Academic)

Whenever a student is guilty of cheating, the teacher shall collect the student's paper immediately. The teacher has the right to mark a zero for the work or allow students to complete a comparable assignment, redo the work or any other option the teacher views as appropriate and fair. Full credit does not have to be given for a second chance at the work. The teacher will contact the parent on the first offense and notify the office of the action taken. The parent shall be notified that a second offense will bring an automatic office referral, possible failure of the semester for that class and/or consequence from the principal.

Public Display of Affection

Students are expected to use mature judgment in regards to the type of behavior that is proper while in attendance at school or school events.

Therefore, handholding shall be the extent of any display of affection. Subject to general discipline procedures as needed.

School Dress Code / Student Appearance

Standards of student dress and grooming are established to protect the health and safety of LHS students, to establish an atmosphere conducive to business like learning, and to guide students in developing habits appropriate to the adult world. To that end the following guidelines provide students and their parents' direction in the area of student dress and grooming:

1. Students shall wear clothing that is safe, clean, and promotes good health. Shoes are to be worn at all times.
2. Students may not wear clothing, footwear or hairstyles that can be hazardous to themselves or to others in school activities such as industrial arts, physical education, laboratory work, food preparation, etc.
3. Unacceptable styles of dress and/or grooming which tend to disrupt, distract, or diminish the learning environment are not permitted.
4. Students shall not wear clothing or accessories with writing or symbols which:
 - a. promote, picture or advertise drugs, alcohol, or tobacco products
 - b. are sexually explicit or suggestive
 - c. denigrate others
 - d. are gang related
 - e. are violent in nature or have any inappropriate images.
5. Students shall not wear hats, caps, sweat bands, bandannas, sun glasses or other head-wear in the building during the school day.
6. Students' dress shall be modest and appropriate for a professional setting in the Litchfield community.
 - a. Examples of appropriate attire are jeans, slacks, capri pants, walking shorts, skirts, dresses, sport shirts, T-shirts, sweatshirts, split skirts, blouses, sweaters, and other such items as one would find in the world of work in Litchfield. The length of shorts and skirts should be knee length or longer and must be appropriate for the school environment.
 - b. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and /or undergarments may not be worn at school.
7. Coats are to be left in student lockers, and not to be worn in classrooms.

8. Backpacks may be carried to and from school but must be left in the student lockers, and not taken to class.

9. If there is any doubt about dress and appearance, the building principal will make the final decision.

10. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Telephone Calls and Messages

Calls related to school or school business may be placed by students in the office. No long distance calls may be made in the high school offices by students except where permission is received from the office. No student will be called to the telephone during the school day except for emergency calls.

Messages from parents will be delivered to students at the request of the parent. Messages from employers should be taken care of away from school.

DISCIPLINE

Prohibited Student Conduct

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

Using, possessing, distributing, purchasing, or selling tobacco materials.

Using, possessing, distributing, purchasing, or selling alcoholic beverages.

Using, possessing, distributing, purchasing, or selling:

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

b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

d. 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.

e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

f. 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.

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 firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

Sending, receiving, or possessing sexually explicit, pornography or other inappropriate pictures, images, or texts.

Student Use of Electronic Devices

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, video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other 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 and during the student's lunch period.

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 of oneself or another person through the use of a personal electronic device.

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:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense – The device will be confiscated. A Saturday School will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned Saturday School 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.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure 8.1.

Cross-references: PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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 by phone call or in writing.

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.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary

consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified.

DUE PROCESS REGULATIONS

STEP 1: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the discipline matter.

STEP 2: If the problem is not resolved, the discipline matter should be referred to the principal.

STEP 3: If the discipline matter remains unresolved, it should be submitted in writing by the student and/or parent within ten (10) calendar days to the Superintendent of Schools. The discipline matter should be described as specifically and completely as possible.

STEP 4: If the issue is not satisfactorily resolved on Step 3, the decision may be appealed in writing by the student and/or parent to the School Board within five (5) calendar days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or

d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Non-Discrimination Coordinator

Jeff Streiker

217-324-2157

jstreiker@litchfieldpanthers.org

Complaint Managers:

Doug Hoster: (217) 324-3955

Jennifer Thompson: (217) 324-4668

Andrea Lee: (217) 324-3565

Adam Favre: (217)324-2851

Conduct - Prohibited and Disciplinary Procedures

The violation of school rules can result in internal and external suspension, expulsion, and referral to law enforcement agencies or other appropriate action. Disciplinary action can result but shall not be limited to the violation of rules listed here.

Prohibited Student Conduct (General)

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to the items listed below:

Use, possession, distribution, purchase, or selling of:

- tobacco products
 - alcoholic beverages
 - illegal drugs or controlled substances
 - look-alike drugs and drug paraphernalia
 - explosives, firearms, knives, chains, or any other object that can reasonably be considered a weapon.
1. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
 2. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. (See Electronic Devices for list, page 19)
 3. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. (i.e.: insubordination).

4. Using violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct.
5. Theft of or attempted theft of property belonging to school or the personal property of others.
6. Repeated and willful behavior that constitutes disregard for the rules and regulations of the school.
7. Being a member of, or joining, or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society.
8. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
10. Insubordination of any school personnel.
11. Verbal abuse or use of profanity or obscenity to school personnel or other students.
12. Acts which jeopardize the health, safety, and welfare of others.
13. Excessive truancy, tardiness, or cutting class after warnings.
14. Inappropriate use of camera function of a phone or a digital camera on school grounds or at a school sponsored or related function

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

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group,
2. Off school grounds at a school activity, function, event, or
3. Traveling to or from school or a school activity, function, event, or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an education function.

General Disciplinary Procedures

When evaluating disciplinary actions, the following criteria will be considered:

1. Seriousness of offense
2. Past history
3. Resulting impact on the educational environment
4. Appropriateness of the consequence
5. Best interest of the student

Excessive Detention

More than two (2) hours of un-served detention will result in an Alternative Education Setting or a three (3) hour Saturday School. An office detention is defined as any detention received by a student from an administrator due to not serving a classroom detention, being sent to the office, truancy, or other infractions in which the student is seen in the office.

Saturday School

Saturday School is assigned to students who have accumulated excessive detentions, failed to serve assigned detentions, or are guilty of misconduct. If a student does not attend Saturday School, that action will result in AES.

Dismissal from Class

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, the student should report immediately to the Student Service Office. To be reinstated in the class, the student must confer with the Dean or Administrator and the teacher concerned. The student's parents/guardian will be informed. Continual disruptive behavior could result in suspension and recommendation for expulsion from class.

Alternative Educational Setting(AES)

An Alternative Educational Setting is a placement for students who are unable to abide by school policies. Students in AES work independently on their lessons for that day and are given credit for their assignment. It is one of the final steps before an out-of-school suspension or transfer to ChrisMont RSSP program is assigned.

Gang Activity

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

1. Removal from extra-curricular and athletic activities
2. Conference with parent(s)/guardian(s)
3. Referral to appropriate law enforcement agency
4. Suspension for (10) days
5. Expulsion for the remainder of the school term

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from extra-curricular activities
2. Conference with parent(s)/guardian(s)
3. Referral to appropriate law enforcement agency

Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:

1. Suspension for (10) days
2. Expulsion for the remainder of the school term

If a student is found to have violated school policies, that student is subject to one of the following forms of disciplinary action.

Prohibited Conduct with Specific Discipline Procedures

Fighting

Physical conflict can never be tolerated. If a disagreement should develop between students, it is the student's responsibility to seek assistance from a

teacher, counselor, or Administrator in an effort to resolve the situation in a civil manner. Anyone engaged in fighting will be subject to suspension.

Drugs, Alcohol

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs, or look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence or in possession of drug paraphernalia shall be treated in the same manner as though they had drugs in their possession.

If a staff member finds a student to be illicitly using, possessing, distributing or under the influence of drugs or look-alike drugs, the student may be suspended for ten (10) days and recommended for expulsion to the school board. Students possessing or under the influence of alcohol may be suspended for ten (10) days. In addition, parents and juvenile authorities shall be notified promptly. In all cases, cooperation of the parents shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Tobacco Products

Students are not permitted to use or bring any type of tobacco product or tobacco look- a-like product (including vapors and e-cigarette paraphernalia)in the school building or on the school buses. This includes all school functions, day and night.

1st violation (possession) – One (1) day AES; 1st violation (smoking) – Two (2) days AES; 2nd violation – three (3) days AES; 3rd violation – three (3) days out of school suspension.

Smoking is strictly prohibited at any time at Litchfield High School. This includes night classes, summer school, and all night activities.

Weapons

No student shall bring to or upon any part of the school premises or have in his/her possession, including in his/her locker, or be involved in any transfer of lethal weapons, knives, or explosives. Any student in violation of this policy may be subject to ten (10) days of out of school suspension. A request for an expulsion hearing and a report to civil authorities may be made.

Vandalism

The parents of a student who intentionally destroys or carelessly damages school property shall be required to pay in full for the replacement cost. Failure to do so may result in suspension of the student and appropriate legal action initiated against the student and parents.

Suspension

Students may be suspended from school or classes not exceeding ten (10) days for each infraction. The following are generally accepted reasons for suspension: (a) misconduct; (b) insubordination; (c) conduct which interferes with the learning of other students; (d) behavior or dress disruptive to the conduct or functions of the school and the school district; or (e) destruction of property. A student may request a hearing in regard to his/her suspension. No suspended student will be permitted readmission to the school without a conference between the parents and the building principal. In a due process hearing, the superintendent will be the hearing officer.

EXTRA-CURRICULAR ACTIVITY

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of the school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of the Athletic Code.

The following sports are offered as extra-curricular activities: cross country, soccer, baseball, basketball, football, golf, track, and wrestling for men; soccer, cross country, basketball, golf, track, softball, and volleyball for women.

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
5. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Eligibility

Each student must have passed all but one (1) course (semester credit equivalent) the previous semester to be eligible to participate in the current semester. Eligibility will also be checked on a weekly basis. Each participant must be passing all classes but one (1) in order to remain eligible. Participants must also be in good standing.

Selection of members or participants in extracurricular athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

Absence from School on Day of Sport or Activity

A student who is absent from school after noon is ineligible for any sport or activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by school officials.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

Code of Conduct

The Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade.

This Code of Conduct will be enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.

b. Sanctions for alcohol and other drug violations will be based on the following:

First violation

- Use, possession, buying, selling, bartering, or distributing: A suspension of 25% of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, possession, buying, selling, bartering, or distributing: A suspension of 1 calendar year suspension, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's school career.

Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

1. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Non-Athletic

All interested young men and women are encouraged to join and participate in any of the following non-athletic student activities/organizations: Academic Bowl, F.C.A. (Fellowship of Christian Athletes), National F.F.A. Organization, F.C.C.L.A., Jazz Band, Li-Co-Hi (Yearbook), National Honor Society, Drama Club, Inter-Act Club, Post Prom Committee, Prom Committee, Rembrandt Society, Spanish Club, Student Council, and dance team.

Student participants must be in good standing in accordance with the policies and guidelines set forth in the L.C.U.D. #12 Extra Curricular Activity Code.

Good Night Rule

Once a student leaves a school activity, he/she will not be re-admitted to the activity without prior permission from an event administrator to leave and re-admit to the activity.

School Dances (Attendance)

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or

designee approves a student's guest in advance of the event. A guest must be "age appropriate", defined as under 21 and at least a freshmen in High School. All guests must complete the guest information sheet and be approved by the Administration no later than the Thursday before prom or homecoming.

All school rules including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase or sell tobacco materials;
2. Use possess, distribute, purchase or sell alcoholic beverages;
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon;
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Court Requirements and Standards

1. Must be a senior and passing every class at present and for the previous semester.
2. No school discipline problems of a major nature (out-of-school suspension) for the present year or for the previous year. Student is allowed one (1) written referral per semester for the present year and the previous year, for a total of (4) written referrals.
3. No trouble with law enforcement authorities for the present year and for the previous year. (Excludes minor traffic arrests and convictions. Example: speeding)
4. Must be a participant in at least one (1) extra-curricular activity at the present time and for the previous year. (Exception will be made for those students who are employed.)
5. Homecoming King and Queen are not eligible for Prom Court.
6. There shall be no violations of the Extra Curricular Activity Code.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Fund Raisers

The selling of magazines is the main class fund-raiser at Litchfield High School each year. By the end of their junior year, each student from the following graduating classes must have sold the indicated number of magazines or a fee will be charged to attend their senior prom and a fee will be assessed for their senior class trip: Class of: '15-(15), '16-(15), '17(15), 18'(15). Students who do not meet the minimum required number of magazine sales or have not participated in fundraising activities will not be eligible for a senior trip.

Internet Acceptable Use

(Policy: 6:235-32)

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software
- Downloading copyrighted material or other than personal use
- Using the network for private financial or commercial gain
- Wastefully using resources such as file space

- Hacking or gaining unauthorized access to files, resources or entities
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material,
- Using the network while access privileges are suspended or revoked

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite; do not become abusive in messages to others
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language
- Do not reveal personal information including the addresses or telephone numbers of students or colleagues
- Recognize the electronic mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- Do not use the network in any way that would disrupt its use by other users.

- Consider all communications and information accessible via the network to be private property.

No Warranties

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of dates resulting from delays, non-deliveries, missed delivers, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to or arising out of any violation of these procedures.

Security

Network security is a high priority. If the use can identify a security problem on the internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes but is not limited to the uploading or creation of computer viruses.

Non-school Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the internet or from a blog that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
 4. Is primary intended for the immediate solicitation of funds; or
 5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes.
- Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.
- The distribution of non-school-sponsored written material must occur at a time and place in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

GRADING AND PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

The following grade scale is in effect at Litchfield High School:

A	94-100	Excellent
B	86- 93	Above Average
C	77- 85	Average
D	70- 76	Below Average
F	Below 70	Failing
I		Incomplete

Honor Roll

One of the highest academic achievements and honors that can be achieved by a student at Litchfield High School is a place on the quarterly honor roll. Honor roll is determined by G.P.A. All students who have a G.P.A. of 4.3 (weighted) or higher, with no D's or F's and no out-of-school suspension will make the honor roll for the grading period for which the honor roll is calculated. A student who has a G.P.A. of 4.8 (weighted) or higher, meeting the same criteria, would qualify for high honors.

National Honor Society

Eligibility for National Honor Society is based on four criteria: scholarship, leadership, service, and character. NHS is not a purely scholastic honorary organization. To be academically eligible for membership, a student must be a second semester junior and must have a grade point average of at least 4.8. No grade lower than a "C" in any course (required, elected or optional) may appear on the student's transcript.

The student must also have participated actively in ten (10) school-sponsored and/or community-related activities, five (5) of which must have been completed during the 10th or 11th grades. He/she must have held at least two (2) positions of leadership, either elected or appointed.

Students who meet these criteria will then be evaluated by the entire faculty on the basis of character. All faculty evaluations of eligible candidates will be signed before they will be considered by the final selection committee. The final selection of members from eligible candidates will be made on a council of five (5) faculty members appointed annually by the Principal.

These requirements are in accordance with the guidelines established by the National Constitution of the organization. A special induction ceremony will be held in the spring.

Credit for Alternative Courses and Programs, and Course Substitutions and Exemptions:

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not currently offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks);
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning course count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Driver Education

According to Illinois State Law, a student must have passed a minimum of eight (8) semester hours during the previous two (2) semesters in order for him/her to enroll in Driver Education. Students who have not met this requirement will not be allowed to take Driver Education without special permission from the Superintendent of Schools.

Exchange Programs

The Board of Education may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange course that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not

meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Exemption from Physical Education Requirement

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below:

- Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);
or
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after child's birth or a miscarriage.

For information on home or hospital instruction, contact: Brenda Elvers, Guidance Counselor.

GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Completing all courses described below, as determined by when the student entered the 9th grade.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in the State assessment.

For grade placement purposes, students with 0-3.75 credits will be considered as freshmen; 4 to 10.75, sophomores; 11 to 17.75, juniors; 18 credits are needed to be considered a senior. The number of credits required for graduation is 25.0.

The following are the course requirements for graduation:

Consumer Ed: 1 semester	Physical Education: 6 semesters
Driver's Ed. Classroom: 1 semester	Science: 4 semesters
English: 8 semesters	U.S. Government: 1 semester
Health: 1 semester	U.S. History: 2 semesters
Math: 6 semesters	
Music, Art, Foreign Language, or Vocational Ed: 2 semesters	

No student will be allowed to participate in the graduation ceremony unless he/she has met all graduation requirements.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

Early Graduation

Some students may meet the qualifications of graduation at the end of their 7th semester at Litchfield High School. Those students may apply for an early graduation option. They must have permission from their parent/guardian to do so. Each situation will be evaluated individually and final permission granting the early graduation option will rest in the hands of the Board of Education. Students who are allowed to graduate early will lose all privileges associated with being a student at Litchfield High School including, but not limited to, participating in all extra-curricular activities (clubs, athletics, junior/senior prom), however, these students will be granted the privilege of participating in graduation ceremonies at the end of the school year.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Instructional Material Request

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.

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 may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.

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.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. SW
Washington, D.C. 20202-4605

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

MEDICINE, ADMINISTRATION OF

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 "Student Medical 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication 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.

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Parent(s)/guardian(s) may authorize their children to self-administer a medication according to the District's procedures for student self-administration of medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

LEGAL REF: 105 ILCS 5/10-20.14b and 5/10-22.2lb.

All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines.

A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.

B. Medication must be brought to the school in the original package or appropriately labeled container.

1. Prescription drugs shall display:
 - Student's name
 - Prescription number
 - Medication name/dosage
 - Administration route or other direction
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address and phone number
 - Name or initials of pharmacist

C. The parent(s)/guardian(s) will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the school nurse will discard the medication in the presence of a witness.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instruction to the parent and guardian regarding the appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is not longer contagious or at risk of spreading the communicable disease.

Student Medical Authorization

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parent(s) / guardian(s) and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15th, the student must present, by October 15th, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Vision Screening

Certain grade levels and students are required to have vision screens. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a form indicating that an exam has been administered within the previous 12 months.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Students who have lice or eggs(nits) will be sent home following parent/guardian notification.

3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school **only** when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

MISCELLANEOUS

Accidents

In case of accident, the school will notify the parents and ask for further instructions. If parents cannot be contacted, emergency care will be obtained at the nearest emergency facility. It is helpful to list your family physician on the Health Service Form. If a student is injured at school, it is the STUDENT'S RESPONSIBILITY to file an accident report with the office the day that the accident occurs.

Class Officer and Student Council Member Requirements

1. Must be passing every class at present and for the previous year. Must maintain a 3.0 grade point average.
2. No out-of-school suspensions for the present year. The student is allowed one (1) written referral per semester for the present year.
3. No arrests or convictions with law enforcement authorities (excluding minor traffic arrests and convictions; example--speeding), for the present year and for the previous year. The candidate must not have violated the Extra Curricular Activity Code Handbook for the previous calendar year.
4. Must be a participant in at least one extra-curricular activity at the present time and for the previous year. (Exception may be made for those students who are employed.)

English Language Learners

The school offers opportunities for English Language learners to develop high levels of academic attainment in English and to meet the same academic

content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be 1) given an opportunity to provide input to the program, and 2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact Jennifer Thompson at 324-2652.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver.

A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

The school counselor is available to talk with parents at any time during the school day. To talk with the school counselor, a parent/guardian should contact the school office.

Insurance

You may choose from two plans:

1. FULL TIME COVERAGE protects your child 24 hours a day for all covered accidents all year (until the end of the policy year) at home, at camp, and on vacations.
2. SCHOOL TIME COVERAGE protects your child the entire school day during school session; during supervised church or religious services while school is in session; and while participating in other school sponsored activities requiring the attendance of the student (not as a spectator). This coverage protects your student while traveling directly to or from the student's home premises and school; or, to attend or participate in any of the above activities. Forms are available at each school.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Parental Involvement

LHS encourages parental involvement in the education of their children. The school and its teachers provide meetings, including parent/teacher conferences at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when programs are created, considered or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

- School performance profiles required by Federal law and their child's individual assessment results, including an interpretation of such results
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet
- Opportunities for regular meetings to formulate suggestions, share experiences with other parents/ guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by

monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Jennifer Thompson at 324—4668.

Parking

Students may park their vehicles in the Student Lots A, B, C. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated in front of and behind LMS, behind and beside the high school building, or beside the fence alongside the track, are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed and be subject to fines and disciplinary action which may include the removal of driving privileges to school. Once you enter school grounds, you must park your vehicle and go into the building. **DO NOT SIT IN YOUR CAR.**

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR 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 may not go to their vehicles unless permission is granted by the Administration. This includes any student who is parked off of school grounds.

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.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Kris Adamson, Unit Office Secretary, 217-324-2157.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Physical Education

All students are required to wear appropriate dress when taking part in physical education classes. The clothing standard will be set by the Physical Education department. Students will be asked to remove potentially dangerous jewelry. This is for your child's safety in physical education class.

Procedures to Address a Concern

The Litchfield School District understands that from time to time parents will have a concern for actions by the school district and/or its employees. When a concern arises, the parent should speak directly with the staff member or person most directly related to the concern. Example: a parent has a concern

over their child's grade, or how the child was disciplined in a behavior situation.

The first course of action is for the parent to contact the specific teacher involved in the concern. Failure to satisfactorily resolve the concern should then be referred to the building principal as the second step. If the parent is dissatisfied with the resolve at step two and wishes to appeal the decision, contact should then be made with the district superintendent.

If a satisfactory resolve is not reached at step three, the parent should contact the district superintendent requesting to be placed on the agenda to speak to the Board. It is not appropriate to bypass any step in the chain of command.

Any complaint or concern brought to the Board of Education related to a specific employee and/or student shall be heard in executive session as per the school district's responsibility to comply with the legal standards of the "Right to Privacy" act. The Board reserves the right to place reasonable (as determined by the Board) time limits upon speakers wishing to address the board of education.

Public Notification – Asbestos

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the following school buildings: Madison Park, J.D. Colt School, Ida J. Russell.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Safe Schools

Because we all have an obligation to ensure a safe school environment, we urge all our students to report any issues that are relative to school safety.

This would include knowledge of weapons, drugs, or threats to do harm. This report can be made in confidence to any staff member or the High School administration.

The District also provides a District Tipline and a statewide School Violence Tipline. Those numbers are: Litchfield Tipline 324-6357, Extension 1500, or State Tipline 1-800-477-0024.

Schedule Changes

Your class schedule has been carefully planned and only necessary changes shall be made. Changes will be made if:

1. it is possible in terms of your existing schedule and the change will not overload a particular class.
2. the change results in a reasonable program of studies in terms of the established curriculum.

A schedule change must be made within the first three (3) days of the semester.

Students who complete more than three (3) full weeks of a class (15 days) but less than nine (9) weeks shall receive a withdrawal letter grade. This grade will appear on the report card but will NOT be recorded on the official transcript.

Students who complete more than nine (9) weeks of a class and then drop that class shall receive a final grade of "F" which WILL be recorded on their transcript.

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 upon request.

Semester Exams

Each department has developed final semester exam policies to compliment the material covered. A complete explanation of semester exam requirements is listed on the individual course outline. Students are expected to take

semester exams in all classes. Second semester seniors may be exempt from semester exams if they are in good academic standing in that particular class and are not on the excessive absence list. Good academic standing is defined as a “C” or above. The only excused absence for a semester exam will be for an illness, and a doctor's note will be required. Any student who arrives tardy or late on exam day **will not** be admitted to school or the exam room without the permission of a building administrator. This permission will be granted at the administrator’s discretion. The administrator may also assign an alternative testing date.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to individual child (ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child
2. To participate in a conference in which evaluation and placement decision may be made with respect to their child’s special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. *A violation of this law is a Class 4 felony.*

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us.sor/>

You may find the Illinois Statewide Child Murderer and Violent Offenders Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Sportsmanship

Sportsmanship Code: We welcome all visiting teams as our guests. We will accept all decisions of the officials. We do not utter abusive or irritating remarks or attempt to rattle an opposing player. We applaud opponents who make good plays or show good sportsmanship. We strive to win fairly without boasting and lose without excuses. We ask that all players and fans help us to live up to this code, and "MAY THE BEST TEAM WIN." The cheerleaders are to demonstrate and encourage good sportsmanship on the part of the student body.

Conduct at Football Games: Varsity, JV, and Freshman Games: Students will remain seated in the bleachers during the games. They may be up walking around at half time to go from the bleachers to the concession stand and back or to go to the restroom. If they are engaged in other activities that could cause disturbances, they will receive a warning. On the second infraction, they will be removed from the area.

Standardized Testing

Students and parents/guardians should be aware that students in grades 9, 10, and 11 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its' success in the state's standardized tests. Parents can assist their student achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year
- Ensure students get a good night's sleep the night before exams
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein

- Remind and emphasize for the students the importance of good performance on standardized testing
- Ensure students are on time and prepared for tests with appropriate materials, including number 2 pencils
- Teach students the importance of honesty and ethics during the performance of these and other tests
- Encourage students to relax on testing day

Student Identification Cards

Each student, upon entering Litchfield High School, is given a student identification card. This card is to be used to enter athletic events, check out books from the school library, and for identification when purchasing lunch. The cost to replace the student identification card is \$5.00.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Other Video Recording

Illinois has launched a new performance assessment initiative to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their

identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. Parents who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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, desk, 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 that 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 authorizes, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

OTHER CONSIDERATIONS

This handbook reflects the current policies and practices of Litchfield High School. The Administration reserves the right and obligation to change or amend this handbook when necessary.

It is impossible to list every possible infraction that could occur during a school year, but a good attempt has been made to inform students of some of the dos and don'ts relating to school policy. Those violations occurring, which are not part of the handbook, will be handled individually and fairly, and an effort will be made to use similar discipline for comparable offenses listed in this handbook.