

# **SCHOOL BOARD REGULATIONS**

The Board of Education has delegated the authority to enforce the following rules and regulations to the administration who, when appropriate, will delegate this authority to others. Rule violations or penalties not stated in this handbook must be determined by those in authority. Students who repeatedly violate the same school rule will receive a more progressive punishment as the number of violations increase. Also, as the number of discipline referrals increase, students may be suspended on the basis of their overall discipline record rather than receive the stated penalty for an individual offense or violation.

All of the regulations and procedures that follow have been carefully prepared to ensure the safety and well-being of the Lincoln-Way student body, and to facilitate the primary goal of Lincoln-Way School District: i.e., to provide the best education possible for each student. These policies also apply when Lincoln-Way students are guests at another school's activities.

The rules, regulations and policies that are in this handbook have been developed by administrators, faculty, students, the District 210 Advisory Committee, and the Board of Education.

## **ACADEMIC MATERIALS RENTAL PLAN**

Lincoln-Way uses an academic materials rental plan for the students' convenience and to save them considerable money. An equal fee for all students is considered fair and equitable even though all students do not use the same type and/or number of books, supplies or materials. The rental service includes hardbound and softbound textbooks, workbooks, magazines, reference books, handbooks, and electronic devices. It does not include paper, pencils, notebooks, and other expendable instructional materials; nor does it include calculators required in certain mathematics courses.

In accepting the rental plan, the student and his/her parents agree to take good care of all materials, and to pay the amount assessed if materials are lost, marked, or show unusual wear. At the end of the school year and at other times, the materials shall be carefully checked. For students who have lost or damaged their materials, the cost will be determined by the replacement value.

In case pupils transfer to or from Lincoln-Way, a graduated adjustment will be made in the student's fee. Secular textbooks are on loan to students in accordance with Illinois Public Act 79-961 of 1975.

### **STUDENTS' RESPONSIBILITIES**

1. Students should notify the teacher if the books do not have the contract rental label, book card and pocket inside the front cover and are not properly numbered and stamped.
2. The student's name should be entered in ink on the rental contract label and the book card.
3. The student should submit the book card to the teacher after the teacher has initialed the rental contract label and the book card.
4. When a student returns a book to his/her teacher, the book number must correspond to the book number of the original book issued if credit is to be given.

## **ADVISORY PERIOD**

Personal conduct in the advisory period should be governed by the simple rules of courtesy, common sense, and consideration for other people. The following rules will be enforced during advisory period:

1. Each student should be in the room and proceed promptly to his/her seat. Talking should end when the bell rings.
2. Students may use the media center to read magazines and newspapers during their advisory period on their scheduled days. The librarians reserve the right to limit students with more than one advisory period to media center use during only one of their advisory periods, usually the longest period. Students who need to do research or use a computer may come to the media center with a pass from their academic teachers. Students should not ask their advisory period teachers for passes to the media center, SSO, or PPS.
3. Students who remain in advisory period must have suitable study materials to occupy the entire period.
4. The advisory periods are for quiet, individual study. If a student wishes to consult another student regarding school work, he/she may do so after being acknowledged by the teacher. Such conversations should take no longer than three minutes. Only one student at a time may talk. This is the only exception to the rule of silence that is allowable.
5. During guidance curriculum presentations, students will not be excused from advisory period.
6. Failure to follow the above rules may result in disciplinary action.

# **ASBESTOS MANAGEMENT PLAN**

As required, district facilities were initially inspected for asbestos on June 14, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection and Management Plans are available for public review in the district and school offices. Should you wish to review the plans, please call to make an appointment between 7:00 a.m. and 3:30 p.m. Any concerns relative to asbestos containing materials should be directed to the Director of Buildings and Grounds at (815) 462-2132.

## **ATTENDANCE**

The Illinois School Code contains the following statement: "Whoever has custody or control of any child between the ages of 6 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term."

The Illinois School Code also states that a student must attend 300 minutes of class to be considered in attendance for a full day. As such, if a student is not in attendance for five classes (lunch is not included), his or her attendance for that day will be recorded as a half day's absence. Also, if a student is not present for at least three full classes, his/her attendance for that day will show a full day's absence.

**ANY STUDENT CLASSIFIED AS CHRONICALLY TRUANT MAY BE REQUIRED TO FORFEIT HIS/HER DRIVER'S LICENSE/PERMIT. (REFERENCE: PA094-0916)**

There are certain regulations in the compulsory school age attendance law that provide parents the privilege of sending their children to private or special schools. The statement above places the responsibility for daily school attendance with the parent or guardian of the student. Lincoln-Way extends the provisions of the compulsory attendance laws to students beyond the age of 17, as long as they are registered and enrolled at Lincoln-Way. The Lincoln-Way faculty recognizes the importance of daily attendance. Students who are frequently absent from school can expect to encounter difficulty keeping pace with their classmates. If frequent absences occur, parents and students can expect negative results in grades and in classroom performance.

Absences will be recorded on a per quarter basis. Any student with excessive absences may be required to produce a medical or other form of authorization verifying the reason for his/her absence. When a student misses five (5) or more days or any one class period without proper authorization, parents will be notified by letter, email, or other form of direct communication. A referral to the PPS office will be generated, and a conference will be held with the student. During this conference, a reason for the excessive absences shall be discussed. A justified reason for the absences may be considered, and appropriate supportive services will be recommended.

Additional absences without cause will result in a SSO office referral. At that time, a conference may be held with a dean, administrator, counselor, social worker, the student, and his/her parent(s). Any of the following interventions or procedures may be utilized for students who accumulate six (6) or more absences per quarter:

- Attendance Contract – An agreement may be reached between the student and school officials regarding the student's attendance. If student attendance does not improve, consequences may be assigned.
- Social Suspension – Students may be temporarily removed from attending extracurricular functions including but not limited to dances, sporting events, and after-school activities.
- Loss of Parking Privileges – Students with parking stickers may have their parking privileges suspended.
- Lunch Detentions – Students may be given a lunch assignment in an area of the building other than the cafeteria.

In the event that intervention by the school does not remedy the student's attendance, the student will be considered a chronic truant.

If the student is not exempt under the compulsory attendance law, the truancy caseworker shall proceed with filing a Class C misdemeanor for non-compliance against the parent or guardian of the student.

Students absent from school will not be allowed on school property during the day unless special arrangements have been made with an administrator.

## **ATTENDANCE REPORTING**

All teachers will take attendance using the on-line attendance program. The attendance should be taken and submitted at the beginning of each hour.

## **EARLY DISMISSAL — LATE ARRIVAL**

Seniors may be authorized to leave school early or arrive late to school as part of their scheduled day when they have shown written documentation for daily employment occurring during regular school hours. Before granting permission for early dismissal or later arrival, the senior must be in attendance for at least five periods and should be taking four subjects and physical education. The student must present evidence of employment or a written request from the parent, which identifies the specific reason for the request. An appointment with the principal **must** precede any schedule change after the above stated times.

## **ABSENCES**

Students should keep in mind that there is a direct relationship between attendance and progress in school. Being absent too many times may result in lower grades. Attendance is a part of a permanent record which is of the utmost importance to prospective employers.

## **ABSENCE PROCEDURES**

Student academic success and progress at Lincoln-Way Community High School are directly related to student attendance. When students are not in class, learning cannot take place. It is the student's responsibility to attend class and be prepared. When the student must be absent, it is the parent's responsibility to call the attendance office by 9:00 a.m. on the day of the absence.

**Central parents should call 815-485-7777.**

**East parents should call 815-464-4010.**

**West parents should call 815-717-3535.**

Calls are accepted from the parent or guardian only. Phone calls by students, even with parent permission, will not be accepted. The phone system is ACTIVATED 24 HOURS per day and is monitored throughout the day. The parent or guardian should be prepared to respond verbally to the following questions:

1. What is a phone number where you may be reached after 9:00 a.m.?
2. What is the name and I.D. number of your son or daughter?
3. What is the date, reason and length of the absence? Is it all day or just for certain periods?
4. What is your name and relationship to the student?

When a student returns to school after an absence, it is not necessary to bring written documentation unless it is to be used to verify a documented absence as explained in the following sections.

## **TYPES OF ABSENCES**

**EXCUSED ABSENCE** – There are two types of excused absences at Lincoln-Way, **DOCUMENTED** and **UNDOCUMENTED**. All absences require a parental phone call.

### **DOCUMENTED ABSENCES Include:**

1. Illness – when a written medical excuse is provided by a health care professional or facility and brought to the attendance office.
2. Death in the immediate family when proper documentation (mass card, remembrance card, or program from the funeral service) is submitted to the attendance office.
3. Planned absences (pre-excused) – the following absences will be considered documented only if prior arrangements are made with the attendance office. When possible, these planned absences should be arranged at least two or three days in advance. They are as follows:
  - a. Doctor or dental appointments - such appointments should be made for times other than school hours. The school realizes that some medical appointments must take place during the school day but encourages these appointments to be made only when absolutely necessary. When it is necessary, it is suggested that the appointments are made in such a way that the student does not miss the same class period over an extended period of time. The student should bring documentation from the medical office. A health care professional's appointment card without a written parental request will not be accepted.
  - b. Court appearance – the student will provide the attendance officer with a copy of the court document indicating the time and place of the court appearance as well as a written parental request at least two or three days in advance of the court appearance. Failure to do this will result in the absence being counted as undocumented. In most instances, court appearances should not require the student to miss a full day of school. A notice of a court appearance without a written parental request will not be accepted.

- c. College visits/job shadowing – The student must bring a parental request for a college visitation/job shadowing form listing the name of the school or place of business to be visited to the attendance office at least three days BEFORE the planned visitation. This form must be signed by a college representative or businessperson and returned the next day that school is in session. ONLY THIS FORM WILL BE ACCEPTED for the documentation of the absence. Seniors will be allowed three college visitation/job shadowing days, while juniors will be allowed two. One half day will be allowed to visit Joliet Junior College. NO VISIT DAYS ARE ALLOWED IN MAY OR JUNE unless the student has an appointment for registration/orientation or has sent copies of his/her transcripts to the college or university. Parents and students are encouraged to arrange visits when Lincoln-Way High School is not in session and most colleges and universities are in session; i.e., Columbus Day, Veterans' Day, and local institute days.
- d. Family member's wedding – A documented absence may be granted when the student is a member of the wedding party (bridesmaid, groomsman, usher, reader, etc.). Documentation should be in the form of a program listing the student as a participant in the wedding.

These planned absences should be arranged with the attendance office at least two or three days in advance so that the student may request homework for the time away from class. If it is necessary for students to leave school early, or for part of the day for appointments that have not been arranged in advance with the attendance office, the student must inform the attendance office before school starts and a parental call is required. In case of emergency when it is not possible to make arrangements in advance, the parent should speak personally with the attendance officer before the start of school. The next day the student should bring a written statement explaining the circumstances.

When a student returns to school, if the absence is to be considered documented, it will be necessary for him/her to bring the written documentation to the attendance office. This is the student's responsibility and should be done before the start of their school day. Any falsification of an excuse will result in an unexcused absence and will be followed by a discipline referral.

**UNDOCUMENTED ABSENCES** include all other absences not covered by any written documentation. A parental call is required on the day of the absence. Student absences caused by minor illnesses which do not require immediate medical attention are counted as an excused undocumented absence. Absences due to family vacation will be made up at the discretion of the student's individual teachers.

**Make-up Work** – All work missed by a student during a period of excused (documented or undocumented) absence must be made up before a grade will be given. If the work is not completed, the student may receive a failing grade for that day. Each student will have the number of days absent plus one additional day in which to make up work missed unless special arrangements are made with the teacher. If the student is absent two days, he/she will have three days to complete his/her make up work. If a test was scheduled for the day the student was absent and had been announced to the students, the student should be ready to take the test the day they return to school. The responsibility rests entirely with the student to contact the teacher and arrange for the missed work.

**Missed Work** – If a student is absent from school for an extended period of time and is able to do homework assignments, he/she should email teachers through Skyward to obtain their assignments. It will take at least 48 hours for homework requests to be honored. Parents need to make arrangements to pick up the homework. It is the student's responsibility to obtain homework assignments when disciplinary action has been taken. Students absent from school due to a school-sponsored field trip are required to turn in missed work upon their return to school.

**UNEXCUSED ABSENCES** include the following:

1. Oversleeping, missing the bus or failure of privately owned vehicles.
2. Truancy, tardiness (more than one class period late to school) or external suspension.
3. Planned absences if the student does not follow proper procedures.

A parental phone call **WILL NOT** excuse a student's absence in these circumstances.

**SUSPENSION** – a suspension is defined as a temporary exclusion of a student from his/her class or classes for a period of one to ten days. Suspensions may be external or internal.

Students are permitted to take examinations or other evaluation assessments which cover material taught over the period of time the student is suspended. Students are expected to take any tests or quizzes given on the day they return to class. Students are responsible for all work missed while suspended.

Cooperative work experience is an extension of the classroom, and is therefore considered to be a part of the student's school day. Credit and a grade are received for this experience. Co-op students who violate school rules and regulations, and who receive in-school suspension as a punishment, will fulfill the in-school suspensions by serving the entire day. It is the responsibility of the student to notify his/her employer if fulfilling the suspension will result in the loss of work.

## **ABSENCE FROM SEMESTER EXAMS**

Semester exams will not be given in advance of the scheduled times. Students will not be excused from semester exams unless the reason for the absence is documented as per a medical excuse, a court appearance or a death in the immediate family. In the case of documented absences from semester exams, the parent/guardian should contact the Pupil Personnel Services office to arrange a time and place for the student to make-up the semester exams at Lincoln-Way.

## **PASSES**

Each student must have a pass when outside the classroom or advisory period after the bell has rung. A hall pass for use of the washroom will be given at the teacher's discretion. In case of an emergency or sickness, passes may be issued by teachers to the nurse's office. When reporting to the nurse's office, the pass must be given to the nurse.

If a student needs to meet with a teacher during his/her advisory period, it is necessary to receive a pass from the teacher prior to the student's advisory period. The pass is then given to the advisory period teacher and the student is sent to the teacher issuing the pass. Students are to remain at this chosen location until the next dismissal bell.

When teachers write passes for students, only one name should be on a pass. If a number of students are to be given passes, then a pass must be written for each student.

## **TARDINESS**

When students are tardy to class, they are to remain in the class and the teacher will record the tardy.

The fourth time each quarter a student is late to school or class, he/she will receive a one day in-school suspension. The same penalty will be invoked when a student receives a fifth tardy within a quarter. Longer suspensions, up to a maximum of ten days, will result when students are continually late to school or class. Any student who intentionally receives a tardy with the purpose of disrupting class or normal school operations will be suspended regardless of the number of tardies accumulated up to that point.

Students who are late to their first scheduled class of the day are to report directly to class. If the student arrives beyond their first scheduled class, they are to report to the attendance office. Students must present his/her I.D. card to the secretary. If a student is more than 20 minutes late to school, a parent phone call must be received before the student's arrival to school. If a call is not received, the student will be subject to disciplinary action by the dean. Tardiness due to oversleeping, missing the bus or mechanical failure of privately owned vehicles are examples of tardy situations which will not be excused.

## **LEAVING SCHOOL DURING THE DAY**

**ONCE A STUDENT IS ON SCHOOL PROPERTY, HE/SHE MAY NOT LEAVE THE PROPERTY WITHOUT PROPER AUTHORIZATION. IF A STUDENT MUST MISS A CLASS OR ADVISORY, OR LEAVE EITHER AN ASSIGNED LOCATION OR THE BUILDING DURING THE SCHOOL DAY, IT IS IMPERATIVE THAT HE/SHE RECEIVES PROPER AUTHORIZATION FROM THE DEAN'S OFFICE, THE ATTENDANCE OFFICER, OR THE NURSE.** Students leaving the building without proper authorization are considered truant. **TRUANCY IS AN ABSENCE WITHOUT PERMISSION FROM ANY SCHEDULED CLASS OR ACTIVITY FOR ANY LENGTH OF TIME.** Unexcused absence and/or truancy will result in a discipline referral. Detentions will be assigned for truancy or unauthorized leaving. Students are not to leave school property and then return. Students leaving school property and then returning to ride a bus home or to wait for a ride will be assigned detentions. Students may leave and return for activities. He/she will be held responsible for any school policies which are violated while off school property.

**WHEN IT IS NECESSARY FOR STUDENTS TO LEAVE SCHOOL EARLY OR MISS PART OF THE SCHOOL DAY FOR APPOINTMENTS THAT HAVE NOT BEEN ARRANGED IN ADVANCE WITH THE ATTENDANCE OFFICE, IT IS NECESSARY FOR THE STUDENT TO INFORM THE ATTENDANCE OFFICE BEFORE SCHOOL STARTS AND A PARENTAL CALL IS REQUIRED.**

## **STUDENTS WITHDRAWING FROM SCHOOL**

All school property shall be returned to each teacher. It is the student's responsibility to secure a "drop form" from his/ her counselor. Each teacher must sign the card indicating all books and materials have been returned. After the card has been signed, it must then be returned to the pupil personnel service office.

Students who have earned 22 credits prior to their eighth semester and elect to start their eighth semester and then withdraw before the conclusion of the semester will not be allowed to participate in the graduation ceremony. Early graduates who have met the graduation requirements and choose to be part of the formal commencement ceremony will be allowed to attend the junior/senior social and prom activities. Early graduates who have met the graduation requirements, but choose not to be a part of the formal commencement ceremony, will not be allowed to participate in the junior/senior social and prom activities unless approved by the principal. Also, the classes that the student is passing at the time of withdrawal will reflect as a WP (withdrawn without penalty). A failing grade at the time of withdrawal will result in a grade of WF (withdrawn with penalty).

## **EXTRACURRICULAR ACTIVITY ATTENDANCE**

All students absent from school the day of an activity, unless pre-excused, cannot participate in or attend the extracurricular activity unless special arrangements are made through the administration. Students must be in attendance the last half of the school day to participate or attend activities unless prior arrangements have been made through building administrators.

## **AUTO REGULATIONS**

The school prefers that all students use the buses for transportation to and from school. Students who drive must secure a driving permit from the S.S.O. office. The cost is \$125.00.

Students must enter and exit school property as designated in the student driving literature. The school is not responsible for vehicles while parked on school property. Vandalism or accidents should be reported to the Will County Sheriff's Department and to school officials immediately. School officials will cooperate with the Sheriff's Department during the investigation of the vandalism or accident. Lincoln-Way students involved in vandalizing vehicles will be handled by school officials as well as the Will County Sheriff's Department.

**Students are not allowed to park in the residential/commercial areas near the school. Students who park in these areas may realize a loss of parking privileges. Students may also receive disciplinary action such as suspension.**

Students without a parking sticker will not be allowed to drive to school unless prior authorization is granted from S.S.O. or the Associate Principal. Permission will be granted on an emergency basis only. Students who violate this policy may be suspended and forfeit their right to a parking sticker for the first semester of their senior year.

Each student obtaining a driving permit agrees to abide by the following rules:

1. No careless, reckless, or hazardous driving on the school ground or to and from school and school activities.
2. The speed limit on the grounds is 10 m.p.h.
3. No one is to sit in a car during the school day or during any school activity. Students are to leave their cars immediately after parking in the student lot.
4. Driving permits must be permanently attached to the lower passenger's side front windshield. It should be placed so that it is easily visible from outside the car.
5. Once the buses have started to move, no cars are allowed to cut in between the buses or pass the buses on the school grounds.
6. No student is allowed to go into the parking lot during the school day unless authorized by a member of the Student Services Office. Students will not be allowed to enter the parking lot to retrieve forgotten homework or other school materials.
7. When new vehicles are purchased, students must turn in their old sticker to S.S.O. and submit pertinent information in order to obtain a new sticker. A fee of \$5.00 will be assessed.
8. Parking for students is only permitted in the student lot and in an area that has been marked for proper parking, unless the student parking sticker authorizes other parking areas.
9. Students are not permitted to drive or sign in a car belonging to another student at any time.
10. All vehicles must be locked and windows raised during the school day.
11. If the car does not have a sticker, students who hold a valid sticker but are temporarily driving a different family vehicle must sign the car into SSO. This car must be owned by an immediate family member (parent/guardian) and only students with a valid sticker may sign in unless prior authorization is obtained.

12. Any student holding a valid parking sticker will forfeit his/her sticker for a minimum of 45 school days upon receiving the suspension for a fourth tardy, if any of the four tardies is a late-to-school tardy. Upon the fifth tardy, driving privileges may be removed for a longer period of time.
13. Students involved in accidents or property damage in connection with exercising this or any other driving privilege granted by the school are responsible, along with their parent or guardian, for complying with any insurance policy requirements, such as reporting the accident to law enforcement authorities. Students must also report all accidents to S.S.O. within 24 hours.
14. School officials reserve the right to search a vehicle, either by themselves or with the aid of law enforcement officials, if the school officials deem it necessary to maintain the integrity of the school's environment and/or the protection of the students. These searches may or may not include the use of specially trained dogs.
15. On a second truancy offense, driving privileges will be revoked.
16. Students will be denied the privilege to purchase a parking permit if there are any outstanding fees.

Permission to drive to school is granted as a convenience to students and is subject to space availability. Criteria for the allocation of student parking permits will be made by the administration on an annual basis. If a student fails to follow the above rules and procedures, his/her driving permit will be revoked and detentions and/or suspension may result.

## **BUILDING AND GROUNDS USAGE**

In order to prevent scheduling conflicts, school clubs, classes, and activity groups wishing to use school facilities after school hours or on weekends must make written application. Application forms are available in the main office. Completed forms should be returned promptly to the main office.

The school buildings and grounds are available on a rental basis for outside groups. However, Lincoln-Way groups and activities have first priority on all facilities use and scheduling. Rental guidelines and fees are available upon request from the associate principal of operations.

Fieldhouse and gymnasium areas are to be used solely for approved functions; students may not use the field houses or gymnasiums without prior authorization and appropriate supervision.

## **EVENING PRACTICES, REHEARSALS AND MEETINGS**

Practices, rehearsals and meetings must be concluded by no later than 9:00 p.m. on school nights and participants must be out of the building by 9:15 p.m. Students are expected to leave school property within 15 minutes after the conclusion of any nighttime activity.

## **CAFETERIA REGULATIONS**

The Board of Education and taxpayers have provided excellent kitchens and cafeterias for the students. The meals are served at actual net cost. The lunch program was devised in order to provide wholesome and well-balanced meals.

The student body is expected to be courteous and mannerly, with proper respect for friends and staff.

The following policies and regulations are necessary in order to accommodate the student body without delays and inconveniences:

1. All meals will be paid for in cash or by the cashier swiping the bar code on the student ID, referred to as the point of sale card. No checks will be accepted. When paying using the point of sale card, the cost of the purchase will automatically be deducted from the student's account. In the event that there are insufficient funds on a student's account, the items must be paid for with cash. Funds may be added to a student's account through the online portal on the school website or by bringing cash or a check to the building bookkeepers. The cafeteria cashiers will not accept currency in denominations greater than \$50.
2. All eating and drinking shall be confined to the cafeteria. All food and beverage must be consumed in the cafeteria while seated at a table with a tray.
3. Since some classes are in continuous operation during the lunch hours, students are required to pass to the eating areas in an orderly fashion, and must be in the cafeteria when the bell rings. Students must remain in the designated cafeteria areas for the duration of the lunch period. No student is allowed to enter any hallway prior to the dismissal bell. Students are also not allowed to go into the gymnasium or locker rooms during lunch periods.

4. Students shall return trays, dishes, utensils and garbage to the window opening into the kitchen or to the designated area.
5. Any accident or spillage should be reported to a cafeteria supervisor.
6. Students cutting into lunch line will be given detentions and/or denied certain lunch privileges.
7. Theft of cafeteria utensils or materials will be treated in a manner consistent with the policy concerning theft.
8. Any student throwing food, paper, or other items, may be assigned detentions/suspensions and placed in an assigned eating area.
9. Students who have been determined by school officials to have created unsanitary or unhygienic conditions through improper use of food or paper items will be subject to disciplinary action.
10. Students will be expected to pay for any food carried through the lunch line.
11. Vending machines shall be used during lunch hours, before, or after school only. Students are not to use vending machines during passing periods.
12. The school will not accept deliveries of fast food, pizzas, etc. for student lunches. Only sack lunches prepared at home or lunch money in a sealed envelope will be accepted for delivery to students.

## **CARE OF SCHOOL PROPERTY**

The Lincoln-Way school buildings and grounds are consistently praised for their excellent maintenance. The Lincoln-Way student body is expected to share in the task of maintaining the quality conditions of the building and grounds. Listed below are a few items related to building and grounds usage that are required of every student.

1. Pick up waste paper on classroom floors and in hallways. Deposit all waste materials in receptacles provided.
2. Keep lockers clean at all times.
3. Use sidewalks and make sure that shoes are clean before entering the building.
4. Do not chew gum in the building or on school property including buses.
5. Exercise special care in the washrooms in order to keep them clean at all times.
6. Use ink carefully. Ink spots may permanently damage furniture, floors, or walls.
7. Wear gym shoes approved by P.E. instructors when using recreational facilities.
8. Participate in cleaning thoroughly any area of the building used for a special activity. The building must be left in the condition it was found, and all items not belonging to school must be removed.
9. Do not use the building unless an authorized person is supervising the activity.
10. The school district will be reimbursed for any damages to the buildings and grounds resulting from careless use.
11. Any damages observed to the buildings and grounds must be reported immediately to a member of the faculty or administration.
12. Shoes that mark the floors must not be worn. Students wearing shoes that mark the floor will be requested not to wear them during the school day.
13. Accidental damage must be reported to the associate principal immediately. The damage cost will be assessed, and the school will be reimbursed for the damaged item.

## **CHEATING**

Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. Cheating on tests, plagiarism, or any other types of deception to get credit without effort is universally recognized as improper conduct. This type of violation of classroom standards will be dealt with very severely by the classroom teacher. It is a violation of this policy to have a mobile or electronic device in sight during an exam of any kind. It is expected that mobile electronic devices, including cell phones, smart watches, or other electronic communication devices, be off and put away during examinations unless prior permission is given by the teacher. Students who engage in cheating or other deceit should expect to find their conduct reflected in their grades.



## **CHRONIC HEALTH CONDITIONS**

Any student with a chronic health condition must have that condition documented by a licensed physician on the Certificate of Child Health Examination Form or other physician authorized form. Upon receiving the diagnosis of a chronic health condition the school nurse will do an assessment using a written assessment tool (See asthma, epilepsy assessment forms). Both student and parent input shall be obtained as part of the assessment process. Following the assessment, an individualized school health plan shall be written by the school nurse and/or a 504 written by the school team. Any medication that is necessary for the student to take during the school day must follow the Medication Administration Guidelines. Coordination of the administration of medication shall be done so as to maximize the effects of the medication and minimize the student's time out of the classroom. Teachers shall be notified in writing about a student who has a chronic health condition that may require observation or support in the classroom. All assessments, plans, interventions and evaluations shall be recorded as part of an individualized health care plan and be kept as part of the student's health file.

## **CIVIL DISOBEDIENCE STUDENT DISRUPTION**

Any student conduct either individually or in a group that is intentionally disruptive to or designed to be disruptive to the normal operation of the school or school-sponsored activities may result in suspension or expulsion. Such conduct would include, but is not limited to, the following: forming, participation in, or soliciting members in any secret organization or an organization whose methods include disruption of school procedures; destruction of property, or advocating such disruption or destruction; blocking hallways, exits, sidewalks or other areas of school property during times when persons would be passing through such areas; chanting, shouting or otherwise making loud noises while school is in session; walking out of classes or refusing to attend classes without excuse; or refusing to cooperate with school officials attempting to maintain or restore order. Students who miss any part of any class while engaged in such conduct on school grounds will also be considered truant and, as a result, may lose all credit for classes missed and may be required to leave school for the rest of the day without an excused absence for later classes. These students will also be responsible for their own transportation home.

## **COMMUNITY SERVICE**

All students must complete 20 hours of community service as a requirement of graduation. Suggestions for community service are posted at each of the schools. Community service guidelines and forms can be located on the Lincoln-Way District #210 website at [www.lw210.org](http://www.lw210.org)

## **COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY**

Computer and Internet use is a privilege not a right. Users who violate this policy shall be subject to disciplinary action including the loss of computer privileges, suspension, and/or recommendation to the Board of Education for an expulsion hearing.

1. General Use of Equipment
  - a. The computer network is the property of Lincoln-Way High School District 210. Student computer use is limited to specific academic purposes for a limited period of time. Lincoln-Way equipment is not to be used for private, financial, or commercial gain. Lincoln-Way staff monitors usage of the network and file storage. There is no right of privacy when using district equipment.
  - b. Students may only log in with their assigned username and password. Passwords may not be disclosed to other students.
  - c. Users are responsible for their own actions while they are using the computers and Internet. In the event they have disclosed their passwords to others, users are accountable for any activities that occur by others.
  - d. Students may never attempt to access/change files or passwords of other users.
  - e. Students may use only the programs and files specifically made available to them within the student program menu, their own network folder, or class folders. Downloading/installing of any applications or games or other software is strictly prohibited. Any attempt to bypass/remove security programs to access other files or applications is prohibited.
  - f. Downloading of sound, movie, and graphic files is only allowed to a student's personal home directory on the network with the express permission of an instructor for a class assignment.

- g. Students will not disconnect any cables/equipment without permission from an instructor.
- h. Students are subject to restrictions on the use of computer resources including, but not limited to, file space on school servers and quantity of printed copies from school printers.
- i. While the district strives to maintain a reliable and secure network, no warranties of any kind are expressed or implied.

The district will not be responsible for damages suffered due to loss of data, missed deadlines, or other network service related issues. The District specifically denies any responsibility for the accuracy or quality of any information obtained through its network or Internet services.

- j. User must report the presence of any unauthorized software to the network administrator.

## 2. Internet Usage

- a. The Internet is to be used for specific academic purposes for a limited period of time.
- b. The district uses filtering software and other technologies to screen inappropriate materials and prevent students from accessing them. Attempts to bypass the filtering system are prohibited.
- c. Access to chat rooms, instant messaging services, games, and music video sites is prohibited.
- d. Students are prohibited from using unauthorized email accounts on Lincoln-Way computers.
- e. Users will not intentionally access inappropriate sites on the Internet. Accessing, submitting, publishing, or displaying of any material containing obscene, profane, vulgar, defamatory, abusive, inaccurate, sexually-oriented, threatening, racially offensive, harassing or illegal pictures and/or language either written, oral, or expressed is not allowed.
- f. Users will not give personal information regarding the identification of any minor person over the Internet.
- g. Users must abide by the fair use guidelines for multi-media use.

## 3. Ethical Issues

- a. Users will respect and adhere to the laws concerning copyrights and other intellectual property. Any questions regarding copyright laws will be addressed to the appropriate teacher/supervisor. School rules and classroom policies on cheating and plagiarism also apply to computer work.
- b. Users will give accurate credit to sites used in schoolwork and obtain permission before copying files from another user.
- c. Users will not intentionally cause others work to be disrupted by their actions.
- d. Users will do everything possible to reasonably protect computers and software from viruses, "Trojan Horses," and file damage of any type.
- e. Users will respect all security provisions of the system. Users will use and share computer resources courteously and efficiently by:
  - (1) Understanding and accepting restrictions on computing resources including storage space and time limits.
  - (2) Making a back-up of any/all important work.
  - (3) Not engaging in any use of the network, which disrupts other users or seriously degrades the performance of the system and network.

## 4. Personal Electronic Devices

Students may bring their personal laptops, eReaders, tablet computer, or other similar devices and receive the same type of filtered internet access as on Lincoln-Way High School computers. Laptops, eReaders, tablet computers, or other similar devices may be used in class only with the permission of the teacher. These devices may only connect to the internet via the Lincoln-Way High School secure wireless network. Inappropriate content may not reside on any of these devices while on school grounds. Inappropriate content includes, but is not limited to, obscene material and any software designed to facilitate the bypass of Lincoln-Way electronic security systems.

Other personal electronic devices, including cellular phones, i-Pods, MP3 players, hand-held portable gaming systems, and other similar devices may also be brought to school. Use of these devices for recreational purposes is allowed before or after school. Devices must be powered off and out of sight beginning with 1st hour and through the end of 7th hour; however, they may be used during a student's lunch period while in the cafeteria. The following rules apply to all personal electronic devices: Students are permitted to listen to music and/or recordings during passing periods and in common areas. Ear buds must be worn with volume inaudible for others as to not create a disruption in these locations.

- a. Ringers must be set to silent or vibrate. Speaker mode cannot be used, and voice volume must be kept at an appropriate level for school.
- b. Ear buds/headphones are permitted (at times when electronic devices are allowed) with volume inaudible for others and must be used when listening to music or recordings on cell phone or electronic devices.
- c. Portable speakers are prohibited.
- d. Students must comply with staff directives related to the use of electronic devices, including but not limited to: ending conversations, reducing volume, and/or issues of appropriate usage.
- e. DEVICES MUST BE OUT OF SIGHT IN LOCKER ROOMS, WASHROOMS, AND DETENTION AREAS.
- f. Devices may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or video in locker rooms, hallways, classrooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual or altercation depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- g. Students are prohibited from using personal cell phones or other electronic devices to record (video or audio) any school activity, event, or school-related work without the consent of the supervising teacher.
- h. Students are prohibited from posting or sharing pictures, visuals, or video taken in school without the consent of the supervising teacher.

Students have no expectation of privacy in regard to personal electronic equipment, mobile devices, and cellular phones that are brought onto school grounds. Lincoln-Way High School reserves the right to examine files and materials stored on any of these devices as needed to monitor acceptable use under the District's Acceptable Use Regulations. Lincoln-Way High School is NOT responsible for lost or stolen personal electronic devices.

## **CORPORAL PUNISHMENT**

Lincoln-Way High School does not subscribe to corporal punishment as a means to discipline students.

## **DECEITFUL ACTIVITY**

Any student involved in lying or attempting to deceive a Lincoln-Way employee will be subject to disciplinary action.

## **DETENTIONS**

Students are assigned detentions for violating school rules. All detentions assigned must be served. A student who misses detentions without being properly excused may be suspended from school. Detentions are held on Tuesday, Wednesday, and Thursday after school. Saturday detentions are open to all students.

Students who do not serve optional Saturday detentions will be expected to attend detentions during the week beginning the following Tuesday. Students who accumulate more than eight detentions may be required to serve on Saturdays. Students who are assigned Saturday detentions and fail to report will be subject to disciplinary action.

Students are encouraged to bring school-related material to work on. Sleeping, putting one's head down, talking, and other distracting behaviors will not be allowed. Additional detentions or possible suspensions will be assigned for violating detention rules.

All excuses for missing detentions must be presented to the S.S.O. office **prior** to the detention being missed. No excuses will be accepted after detentions have been missed. Students must continue serving detentions consecutively unless prior arrangements are made with school authorities.

## **DIRECTORY/DISTRICT WEBSITE INFORMATION**

Student recognition is an important part of school life. Photographs are taken of student activities for our yearbook, websites, LW social media sites, and school newspapers throughout the year. Also, the local media will frequently contact us to spotlight the successes of an athletic team, co-curricular group, or an individual student. Students are generally very proud to be included in the various media. Any media attention approved by the school will be positive, focusing primarily on student successes.

The District may release the following directory information to the general public, unless parents request that any or all of the information not be released: student's name, gender, grade level, major field of study, and period of attendance in the school; student academic awards, degrees and honors; information in relation to school-sponsored activities, organizations and athletics, photographs, videos, and digital images of a student participating in school or school-sponsored activities, organizations, and athletics, except on school security video recordings; and the names of the student's parents. The District will assume it has parent permission to release this information unless parents notify the District in writing by October 1 or 30 days after enrollment. If parents have any objection to any part of the information being released, please call Mrs. Taryn Atwell, Community Relations Director, (815) 462-2123 to receive an opt-out form.

## **DISCIPLINE**

Teachers, certificated educational employees, and non-certificated personnel hired to supervise students in discipline areas, detentions, study halls, and long-distance teaching reception areas, shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Teachers may use reasonable force as needed to maintain safety for school personnel or other persons or for the purpose of self-defense or the defense of property.

When, in the teacher's opinion, a student is an intractably disruptive influence on a class or will not respond to the teacher's reasonable and proper direction, the teacher may remove the student from the classroom to the office, and bring the unacceptable behavior to the attention of the SSO office for appropriate administrative procedures for discipline. If appropriate, the teacher may participate in the conference necessary for the disruptive student to return to class. Parent contact will be made at the discretion of the teacher and/or administrator.

The decision to permanently exclude a student from a particular class or to transfer the student to another class is the prerogative and responsibility of the principal, after consultation with the teacher or teachers involved.

The District 210 Advisory Committee, as part of its responsibility, acts as the Advisory Committee on Discipline, with membership representative of the entire school district, will be maintained and will meet annually for the purpose of reviewing discipline policies and rules and making recommendations to the administration and the Board of Education.

Discipline policies and rules shall be distributed annually to parents/guardians/students or within fifteen (15) days of enrollment as part of the student handbook.

In all cases the discipline of students with disabilities will be governed by the requirements of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act, Article 14 of the School Code and their respective implementing regulations.

### ***Legal Reference:***

***Ill Rev. Stat. ch 122 par. 20-14***

***Ill Rev. Stat. ch. 122 par. 2424***

## **GUIDELINES FOR RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

(Pursuant to 105 ILCS 5/10 – 20.14 as Amended by P.A. 88-376)

1. The school principal or designee and the police department will arrange meetings as needed between them in order to share information regarding students suspected of involvement in criminal activities.
2. The local police department and the school principal will verbally report to each other the following activities when committed by a student enrolled in the principal's school;
  - (i) any violation of Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012;
  - (ii) a violation of the Illinois Controlled Substances Act;
  - (iii) a violation of the Cannabis Control Act;
  - (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012;
  - (v) a violation of the Methamphetamine Control and Community Protection Act;
  - (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act;
  - (vii) a violation of the Hazing Act; or
  - (viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961 or the Criminal Code of 2012.
  - (ix) any other case in which the school or law enforcement believes there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds.
3. The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the appropriate school official or officials whom the school has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. If the designated law enforcement and school officials deem it to be in the best interest of the minor, the student may be referred to in-school or community based social services if those services are available. "Rehabilitation services" may include interventions by school support personnel, evaluation for eligibility for special education, referrals to community-based agencies such as youth services, behavioral healthcare service providers, drug and alcohol prevention or treatment programs, and other interventions as deemed appropriate for the student.
4. The school may convene a parent-teacher advisory committee to review these guidelines and make recommendations for modifications thereto.
5. All reports made to the local police department should identify the student by name and describe the circumstances of the alleged criminal activity. The report should be made as soon as possible after the school principal reasonably suspects that a student is involved in such activity. The school principal or designee shall report such activities only when the activity occurs on school property or at a school-related function.

## **DRINKING**

Positively no alcoholic beverages are to be carried, served or consumed on school premises or at any school-sponsored activity. No student or person will be allowed to attend school or any school activity with the odor of alcohol on his/her breath. This policy also applies when Lincoln-Way students are guests at another school's activities. Any student who violates this policy will be suspended. The school district's action may be independent of police or court action in any individual cases if need be. Students or their guests coming to school or school-sponsored activities under the influence of alcohol may also be excluded from future activities including, but not limited to, Homecoming, TWIRP, Junior/Senior Social, Prom, talent shows, and commencement exercises. Students may also forfeit all driving privileges. Parking fees will not be refunded.

Lincoln-Way High School recognizes that students often need education and assistance and require support in their decisions not to use or abuse alcohol. Since alcohol dependency is frequently preceded by the abuse of alcohol, the school provides an alternative to the suspension plan. This plan requires the student and his/her parent or guardian to participate in a certified alcohol assessment education program. If the student and parent or guardian elect to participate in an approved alcohol education program, the number of suspended days may be reduced on the first offense. Penalties for repeated violations of the district alcohol/drinking policy will be treated cumulatively over a student's high school career.

The school encourages aftercare support for students who have been suspended from school for violating the alcohol policy. Aftercare programs are available at the school through the P.P.S. office.

## DRUGS

Positively no drugs, controlled substances, “look-alike” drugs, or **any substance represented to be a drug or controlled substance** or any person under the influence of any drug or controlled substance will be permitted on the school premises or at any school-sponsored activities. A look-alike drug is any substance that looks like a drug or controlled substance or any substance that is represented by a student to be a drug or controlled substance. This policy also applies when Lincoln-Way students are guests at another school’s activities. Student violators will be suspended and may be recommended to the Board of Education for an expulsion hearing or assigned to the district’s alternative educational program. Penalties for repeated violations of the district drug policy will be treated cumulatively over a student’s high school career.

Students who are under doctor’s care and need to take prescribed medicine during the school day must leave their medication in the nurse’s office and take the medicine under the supervision of the nurse. Students will be given a pass from class in order to take their medication. See section on nurse’s office for further information regarding prescription and non-prescription medication.

A student who enters school with the odor of marijuana or any substance (i.e. patchouli oil) used to mask the odor of marijuana on him/her will be denied admittance.

Students who have drug paraphernalia in their possession may be suspended and/or recommended to the Board of Education for an expulsion hearing or assigned to the district’s alternative educational program. Students in possession of drugs and/or drug paraphernalia may/will be subject to criminal charges.

School officials reserve the right to search students based on reasonable suspicion of school rules violations and to search, with or without notice or suspicion, school premises and places or items on school premises including lockers, desks, parking lots, and students’ personal effects left on the premises. These searches may take place at any time, whether or not during regular school hours. Students have no reasonable expectation of privacy in their lockers, desks, vehicles, or in any item left on school premises.

## EDUCATIONAL OPTIONS

Students who are placed in our District’s alternative educational program will not be eligible to participate in athletics and/or activities during the duration of his/her designated placement. If necessary, a code of conduct will be issued based on specific reasoning for his/her placement within the program.

## ENGLISH LANGUAGE LEARNER (ELL) PROGRAMS

Lincoln-Way District 210 offers opportunities for resident English Language Learners (ELLs) to develop high levels of academic achievement across the content area classes – while also receiving direct, intensive instruction in the language and literacy of English. The ELL program identifies, instructs, and assesses students who are considered LEP (Limited English Proficiency) in both direct instruction ELL classes and throughout their other content area coursework.

Lincoln-Way provides direct instruction in English, Reading, and Social Science classes for our ELL students, and District 210 provides supplemental materials, teacher materials, and instructional coaching for teachers in math, science, and other areas who have ELL students in their classes.

Each year, the district provides an ELL program based on six commitments:

1. *We will* assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their participation in school activities and programs.
2. *We will* promote participation by parents/guardians of ELL students through meetings, Parent University offerings, continual updating of student progress, and communication through email, class websites, newsletters, and personal conversations.
3. *We will* appropriately assess and identify students with limited English ability (in reading, writing, speaking and/or listening) by administering the ELL Screener assessment and the ACCESS test to demonstrate ELL growth.
4. *We will* comply with state law regarding the Transitional Bilingual Program (TBE) or Transitional Program of Instruction (TPI) for District 210 students.
5. *We will* comply with any applicable state and federal requirements for the receipt of grant money for English Language Learners and programs to serve those students.
6. *We will* determine the appropriate instructional program and environment for English Language Learners, and provide materials, resources, and properly accredited ELL instructors to guide ELL students toward academic success.

## EXPULSION

The Illinois School Code gives the local school board the authority to expel students whom are guilty of gross disobedience or misconduct.

An expulsion means the student would be excluded from attending school for a maximum period of two years depending on the seriousness of the misconduct. The student would lose credit for the terms in which he/she is excluded from school.

## FALSELY REPORTED EMERGENCY CALLS AND FIRE ALARMS

Any student setting off a fire alarm in a non-emergency situation or using any telephone located on school property to falsely report an emergency to any community emergency agency will be suspended and recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program. A criminal complaint will be signed with the proper legal authorities. Setting off a false fire alarm is a violation of Section 24-24 of the Illinois School Code and Chapter 38, Section 26-1 of the Illinois Criminal Code.

## FEES

The school district shall grant a waiver of required fees to students of parents/guardians falling within the economic guidelines applicable to children eligible for free or reduced price lunches under the National School Lunch Program. Parents must submit a request to participate in the fee waiver program by completing the Waiver of Fees Request form that is available from the building principal. Fees will not be waived until all requirements of this form have been fulfilled.

Required student fees for the school year include the following:

Registration Fee .....	\$300.00
Graduation Cap, Gown, and Diploma (Seniors Only) .....	\$30.00
Drivers Education Fee (Sophomores Only) .....	\$250.00

Additional fees will be required for the purchase of physical education uniforms, locks, materials for special projects, breakage fees for laboratory courses, yearbook, yearbook pictures, and student accident insurance.

The charge policy for students entering Lincoln-Way is as follows:

1st semester .....	\$300.00
2nd semester .....	\$200.00

The refund policy for students withdrawing officially from Lincoln-Way is as follows:

1st nine weeks .....	\$200.00
2nd nine weeks .....	\$150.00

There will be no refund after the first semester.

**Students withdrawing from Lincoln-Way High School for disciplinary reasons will not receive a refund of fees. Students that elect to graduate early will not be entitled to a refund of fees paid for Instructional Materials and Technology.**

## FIGHTING

Students involved in fighting will be subject to a suspension and loss of privileges. Any student who initiates a fight with another student may receive a more severe penalty, such as a greater number of days suspended and/or recommendation to the Board of Education for an expulsion hearing. Students involved in fighting may also lose their driving privileges for the remainder of their high school career. Students involved in a fight may be subject to criminal charges. Students who actively record and/or post altercations will be subject to disciplinary action.

## **FOOD SERVICE/FREE AND REDUCED LUNCH**

Students from families whose income qualifies them for free or reduced lunches according to the Federal Guidelines may secure an application form from the Assistant Superintendent for Business. After completing the form, it should then be returned to the Assistant Superintendent for Business for review. If the application is approved, the student then qualifies for a free or reduced lunch. Students receiving a free or reduced lunch will remain anonymous. Families may qualify anytime during the school year; and students having any questions regarding their free or reduced lunch should see the Assistant Superintendent for Business. Free and Reduced Lunch Contact: Assistant Superintendent for Business, 1801 E. Lincoln Highway, New Lenox, IL 60451

## **GAMBLING**

No games of chance may be played on the school premises or at any school-sponsored activity. Playing cards, dice or other types of gambling devices are not to be brought on school property.

Students who violate these rules will be subject to disciplinary actions.

## **GANGS AND SECRET SOCIETIES**

Illinois State Law prohibits any secret fraternity, sorority, or society of any kind in a public high school. Any student participating in activities related to any secret organization may be referred to the School Board for an expulsion hearing.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or,
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gangs
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. committing any other illegal act or other violation of school district policies
  - d. inciting other students to act with physical violence upon any other person.

If a student violates this policy, a conference between a school administrator and the student's parent or guardian will be held. The student may be suspended, assigned to the district's alternative educational program, or recommended to the Board of Education for an expulsion hearing.



# GRADUATION REQUIREMENTS

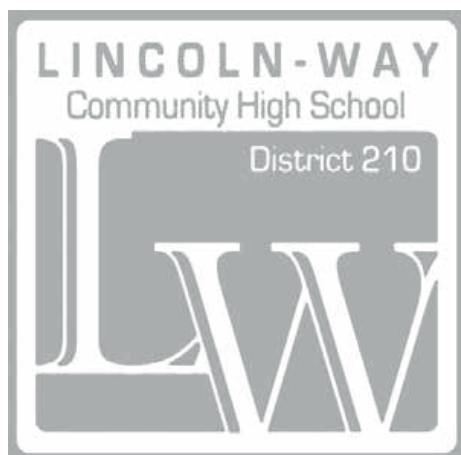
As a prerequisite to receiving a Lincoln-Way Community High School diploma, students must successfully complete the graduation requirements listed below. Please note the graduation year of the student in determining graduation requirements.

## REQUIRED CREDITS

English	4
Mathematics	3
Physical Education/Health Science	4
Science	3
U.S. History/Western Civilization	2
American Civics	½
Consumer Education	½
Reading	1
Fine Arts	*
Career and Technical Education	*
World Language	*
TOTAL REQUIRED CREDITS	18
<b>MINIMUM ELECTIVE CREDIT</b>	4
<b>TOTAL CREDITS FOR GRADUATION</b>	<b>22</b>

\* Beginning in the 2012 - 2013 school year, 1 elective credit must be chosen from any of the following areas: Fine Art, Career and Technical Education, World Language.

**Community Service Hours for Graduation** 20



**NOTE:** READ THE FOOTNOTES BELOW VERY CAREFULLY. PARENTS AND STUDENTS SHOULD CONTACT THE APPROPRIATE PUPIL PERSONNEL SERVICES OFFICE WITH ANY QUESTIONS REGARDING GRADUATION REQUIREMENTS.

1. Students must successfully complete an appropriate level of English I, II, and III and IV.
2. Students must successfully complete math courses through Algebra II.
3. Satisfies the State of Illinois mandates as to Physical Education, Health Education, and Driver Education & Safety. Health Education is incorporated in Physical Education at the 9th grade. Driver Education & Safety with thirty clock hours of classroom, and six hours of BTW is incorporated in Physical Education at the 10th grade. Physical Education is required of all students unless exempt for medical reasons or the provisions of P.A. 84-126 (S.B. 730).
4. Satisfies the State of Illinois mandates regarding United States History.
5. Satisfies the State of Illinois mandates regarding the United States and Illinois Constitutions, citizenships, and conservation education.
6. All incoming freshman and any student who transfers into Lincoln-Way during semester one of their sophomore year must successfully complete a reading (Freshman Seminar or Reading) course. Lincoln-Way would exempt any student who transfers into Lincoln-Way as a junior, senior, or as a 2nd semester sophomore from the reading graduation requirement for District 210.
7. These graduation requirements DO NOT apply to students whose program of study is determined by an Individualized Education Program (IEP).
8. These are general graduation requirements. For specific departmental requirements, please refer to course descriptions listed in this handbook  
 Department requirements should be closely followed; exceptions may be made on an individual basis only if a hardship exists.
9. All students beginning with the class of 2013 must complete 20 hours of community service as a requirement of graduation.

**FOUR-YEAR EDUCATIONAL PLAN**

This is provided as a guide for your own long-term planning. Please fill in your four-year plan in the space provided.

See the Graduation Requirements on page 29 when making your plan. Note the graduation year to determine the required credits. Students should make an appointment to meet with their counselor for guidance.

Student Name \_\_\_\_\_

Career Plans \_\_\_\_\_

<b>FRESHMAN</b>	<b>COURSE(S)</b>	<b>Credits</b>
English I	_____	_____
History Western Civilization	_____	_____
Science	_____	_____
Math	_____	_____
Health/PE or ROTC	_____	_____
Reading	_____	_____
Zero Hour Elective	_____	_____
<b>Total freshman Credits</b>		_____

**SOPHOMORE****COURSE(S)****Credits**

English II

\_\_\_\_\_

\_\_\_\_\_

History of the U.S.

\_\_\_\_\_

\_\_\_\_\_

Science

\_\_\_\_\_

\_\_\_\_\_

Math

\_\_\_\_\_

\_\_\_\_\_

PE or ROTC

\_\_\_\_\_

\_\_\_\_\_

Elective

\_\_\_\_\_

\_\_\_\_\_

Zero Hour Elective

\_\_\_\_\_

\_\_\_\_\_

**Total sophomore Credits**

\_\_\_\_\_

**JUNIOR****COURSE(S)****Credits**

English III

\_\_\_\_\_

\_\_\_\_\_

Econ or Cons Ed/Civics

\_\_\_\_\_

\_\_\_\_\_

PE/ROTC

\_\_\_\_\_

\_\_\_\_\_

Math

\_\_\_\_\_

\_\_\_\_\_

Science

\_\_\_\_\_

Elective

\_\_\_\_\_

Zero Hour Elective

\_\_\_\_\_

**Total junior Credits**

\_\_\_\_\_

**SENIOR****COURSE(S)****Credits**

PE/ROTC

\_\_\_\_\_

\_\_\_\_\_

English IV

\_\_\_\_\_

\_\_\_\_\_

Elective

\_\_\_\_\_

\_\_\_\_\_

Elective

\_\_\_\_\_

\_\_\_\_\_

Elective

\_\_\_\_\_

\_\_\_\_\_

Elective

\_\_\_\_\_

\_\_\_\_\_

Zero Hour Elective

\_\_\_\_\_

\_\_\_\_\_

**Total senior Credits**

\_\_\_\_\_

## **GUM CHEWING/FOOD & DRINKS**

In schools where gum chewing is accepted, it contributes to higher custodial costs, creates unsanitary situations, and may have a negative effect on classroom decorum. For these reasons, gum chewing is not allowed at any time during the school day in Lincoln-Way buildings, on school grounds, or on Lincoln-Way buses. Detentions will be assigned to students who violate this rule.

In many instances, eating candy or other foods, or taking cough drops, in areas not designated for this purpose has the same negative effect as gum chewing. Eating and drinking are allowed in the cafeteria during a student's lunch period, not during passing periods. Students may be permitted to drink from water bottles at the discretion of the teacher during class; however, students should not have water bottles out in the media center, laboratory classrooms, or computer labs. The use of reusable water bottles, rather than disposable bottles, is strongly encouraged. Violations of this policy may result in detentions. Permission must be arranged with the nurse prior to a student being allowed to use cough drops during the school day.

## **HARASSMENT**

It is the policy of Lincoln-Way Community High School District #210 to maintain a learning environment that is free from harassment, which may include but not be limited to, race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. Lincoln-Way Community High School District #210 prohibits any form of harassment, including bullying, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in, or benefit from Lincoln-Way Community High School District #210 programs or activities, or creates an intimidating, threatening, or abusive educational environment. This policy applies to all students and employees of Lincoln-Way Community High School District #210, and is intended to protect students from discrimination and harassment.

### **Types of Harassment Covered by This Policy**

This policy applies in all academic programs and extracurricular activities, including school-sponsored events away from school, whether in classrooms and hallways, school buses, cafeterias, athletic competitions, field trips and cooperative work programs. Prohibited harassment may include but is not limited to any oral, written, graphic or physical conduct relating to an individual's race, ethnicity, national origin, sex, disability, religion and sexual orientation that is sufficiently severe, persistent or pervasive so as to interfere with or limit an individual's ability to participate in or benefit from the educational process of Lincoln-Way Community High School District #210.

Determining whether alleged conduct constitutes a violation of this Harassment Prevention Policy is dependent upon the surrounding circumstances, the nature of the alleged harassing behavior, the relationship between the parties involved, and the context in which the alleged incidents occurred. This policy shall not be used to avoid the mere discomfort or unpleasantness associated with exposure to a divergent viewpoint or expressive opinion or action. A finding of harassment depends upon the context of the behavior and all the surrounding circumstances.

#### **I. Definitions**

A. Race, national origin, ethnicity. Harassment based on an individual's race, national origin or ethnicity including an individual's ancestry, country of origin, or the country of origin of the student's parents, family members or ancestors-that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

#### **B. Sexual Harassment**

1. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:
  - a) submission to that conduct or communication is made a term or condition of obtaining an education;
  - b) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

- c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational environment.
    - 2. Sexual harassment may include, but is not limited to:
      - a) unwelcome verbal harassment of a sexual nature or abuse;
      - b) unwelcome pressure of sexual activity;
      - c) unwelcome, sexually motivated or inappropriate patting, pinching or physical conduct;
      - d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
      - e) unwelcome behavior, verbal or written words or symbols directed at an individual because of gender;
      - f) the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of educational benefits, climate or opportunities.
    - 3. This prohibition against sexual harassment applies whether the harassment is between people of the same or different gender and does not preclude legitimate, non-sexual physical conduct such as in the case of demonstration of an athletic move, or necessary restraint to avoid physical harm to persons or property.
  - C. Disability
    - 1. For the purpose of this policy, harassment because of the disability of an individual consists of verbal, written or physical conduct relating to an individual's physical or mental impairment when:
      - a) the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
      - b) the harassing conduct has the purpose or effect of substantially interfering with an individual's work or academic performance; or,
      - c) the harassing conduct otherwise adversely affects an individual's learning opportunities.
  - D. Religious Harassment – Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
    - 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - 3. otherwise adversely affects an individual's employment or academic opportunities.
  - E. Bullying
    - 1. Bullying or intimidation consists of physical or verbal harassment, including words or gestures or actions such as name-calling, rumor spreading, teasing or taunting, that is directed at a specific person and:
      - a) serves no legitimate purpose; and
      - b) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or,
      - c) otherwise adversely affects an individual's learning opportunities
- II. Reporting Procedures
- A. Any student who believes he or she has been the victim of harassment, including bullying, by a student or a school employee is encouraged to immediately report the alleged harassing acts to the harassment complaint officer designated by this policy or the building principal.
  - B. All students are obliged to report to a responsible school official any knowledge of violations or potential violations of this policy by fellow students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.
  - C. Students violating any provisions of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

- D. Any school employee who has or receives notice that a student has or may have been the victim of harassment as described in this policy by a student or a school employee must immediately report the alleged harassing acts to the designated harassment complaint officer or to the building principal.
- E. Lincoln-Way Community High School District #210 recognizes that both the complaining student/individual and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student/individual, the individual(s) against whom the complaint is filed, and the witnesses will be respected to the greatest extent possible.
- F. Upon receipt of a report, the principal or designated harassment complaint officer, shall document the initial report by creating a written summary of the facts alleged. The complaining party who will provide signature verifying the accuracy of the written summary shall review the summary. The harassment complaint officer shall be responsible for keeping all records relating to incidents of harassment complaints.

### III. Investigation

- A. Upon receipt of any report of harassment, the harassment officer shall immediately commence an investigation. The investigation may be conducted by Lincoln-Way Community High School District #210 officials or by a third party designated by the district. In all cases, the parent(s) or guardian(s) of the complaining student and alleged harasser shall be immediately notified in writing of the initial report and pending investigation.
- B. The investigation may consist of, but is not limited to, personal interview with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.
- C. Furthermore, any pertinent documents or other evidence, including written attesting statements by any party, may be also reviewed during the course of the investigation.
- D. Whether a particular action or incident constitutes a violation of this policy requires consideration of all relevant facts and circumstances. Factors to be considered by the investigation include, but are not limited to, the surrounding circumstances, the nature of the alleged behavior, past incidents, past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred.
- E. When the investigation directly reveals behavior that substantially proves the accused student has a propensity for violence and/or poses a direct threat to the safety of others, the student shall be referred to local community or district-based intervention resources identified by the parent-teacher advisory committee on harassment prevention. Referral of an aggressive student to an outside resource does not preclude the imposition of disciplinary action where appropriate.
- F. At the conclusion of the investigation, the complaint officer shall prepare a written report, summarizing all evidence presented and issue a recommendation to the Board as to the appropriate resolution of the matter. The investigation must be completed as soon as possible, but no later than fourteen (14) calendar days from the initial complaint or report.

### IV. Resulting Action

- A. Upon receipt of the harassment complaint officer's written opinion, the school district shall take appropriate action. Such action may include, but is not limited to, behavior intervention and remediation, oral or written warning, suspension or expulsion.

## **PREVENTING 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 is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, 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 electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

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

## HAZING

Lincoln-Way High School believes that true teambuilding is nurtured in an atmosphere of social and moral responsibility, respect for authority and loyalty to the principles of nurturing the whole individual.

Lincoln-Way High School further believes that while social behavior cannot be legislated, a team or activity without morally and ethically sound principles and practices is not a constructive influence upon its participants.

Lincoln-Way High School further believes that it has an obligation and commitment toward the positive academic and social growth of its students. This responsibility extends to the extracurricular and co-curricular activities in which students will be involved; to parents and others who make possible the participation of its students; and to the Lincoln-Way community where students are accountable for good citizenship.

Lincoln-Way High School further believes one of the most damaging instruments to our activities and athletic teams is the practice of hazing. These unproductive, ridiculous and hazardous practices have no rightful place or purpose in our school system.

Lincoln-Way High School defines hazing as any action taken or situation created intentionally, whether on or off school grounds, in person or via electronic means, to produce mental, emotional or physical discomfort, embarrassment, harassment or ridicule, regardless of a person's willingness to participate. Such activities and situations include, but are not limited to, whipping; beating; paddling in any form; creation of excessive fatigue; forced calisthenics; forced exposure to the elements; forced consumption of any food, liquor, drug or other substance, mental stress including, but not limited to, sleep deprivation or forced exclusion from social contact; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing apparel which is conspicuous and not normally in good taste; performing personal services for other students, or faculty or staff; engaging in public or private stunts and buffoonery; degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations, policies, practices, or expectations of Lincoln-Way Community High School District #210.

All hazing of any student by any group or individual, formal or informal, is strictly prohibited. Students violating this policy will be subject to disciplinary procedures up to and including exclusion from extracurricular and co-curricular activities and expulsion.

## **HOMELESS STUDENTS**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths. A “homeless child” is defined as provided in the McKinney-Vento Homeless Assistance Act and State law.

A homeless child may attend the District school that the child last attended when permanently housed in the District. A homeless child living within a school’s boundaries may attend that school. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Whenever a child and his/her parent/guardian who initially share the housing of another person due to loss of housing or financial hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. Homeless Liaison: Dr. Aimee Feehery, District Director of Curriculum and Instruction, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122.

## **I.D. CARD**

It is mandatory that all Lincoln-Way students have in their possession Lincoln-Way I.D. cards for the current school year while on the school premises, when riding school buses and at school-sponsored activities. Student I.D. cards must be surrendered when required by school officials.

Students who lose their student I.D. card should report to the SSO Office for a pass to purchase a replacement card in the AV Office. Students who deface their student I.D. card will be required to purchase a new card and may face disciplinary action.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher’s manuals, films and tapes. Call the principal’s office for an appointment if you wish to view any of these items.

## **INSUBORDINATION**

Students who resist authority or become disobedient or disrespectful toward school personnel will be assigned detentions or suspended from class or school. The penalty for each act of insubordination will be determined by the principal or dean.

## **INSURANCE**

Student insurance is entirely optional. The school has an arrangement with a group plan providing for a low-cost coverage.

The school assumes no responsibility or liability for any accidents or for the filing of claims. All claims must be filed immediately after an accident by the insured with the signature of the teacher or coach in charge. This claim must be filed in the main office. All medical bills will be charged to the parents.

## **LASER PENS/POINTERS**

The use of laser pens/pointers by students will not be permitted. Any student in possession of a laser pen/pointer will have it confiscated and he/she will receive a discipline referral resulting in detentions and/or suspension.

## **LOCKERS**

Students are assigned a locker in the halls for their books and other personal belongings and a gym locker for their physical education uniform. Each locker is equipped with a combination lock. **Students should not reveal the combination of their locker to other students, and the lock should not be pre-set. It is the responsibility of the students to lock their lockers and ensure that they are secure before leaving.** Students are not to use any locker other than the locker assigned to them at the start of the school year. In case of failure of the lock to work properly, the student should report to the S.S.O. office.



Students should take precautions to handle lockers properly. Any misuse or tampering with lockers, such as insertions of pins into the locks, will be referred to the office for action. The school is not responsible for items lost or stolen out of lockers. Students are to use their own lockers.

Students should not write or mark on/in lockers. Materials that are located in the locker that are obscene or contain vulgar language are not allowed.

School officials reserve the right to search a student's locker, either by themselves or with the aid of law enforcement officials, if the school officials deem the search is necessary to maintain the integrity of the school's environment and/or the protection of the students. These searches may include the use of specially trained dogs.

## **LOITERING**

Unnecessary loitering, congregating, or standing in the corridors between classes will not be allowed. Students observed loitering will be warned and/or assigned detentions. Students are not allowed to sit on the floors during passing periods. Students are not allowed to impede the progress of other students.

## **LOST AND FOUND**

Lost and found articles are kept in the S.S.O. offices. Any article found on the campus should be turned in to the appropriate office at once with the finder's name and the date attached. In order to redeem an article from the lost and found, the owner must pay a fee. Students are asked to inspect the lost and found before school, during lunch, or after school only.

## **MEDIA CENTER**

The media center is designed to meet the informational needs of Lincoln-Way students and staff as a quiet place for research, study, and computer projects. Resources include print, audio, and electronic materials. The media center maintains a web page that can be accessed from the Lincoln-Way Home Page. This web page serves as a beginning point for all research. No food or drink permitted.

### **MEDIA CENTER USE & HOURS**

#### **Before and after school:**

Students are welcome to use the media center. Specific times will be posted in the media center and on the media center home page which includes extended hours one day a week.

#### **DURING SCHOOL HOURS:**

Advisory period: Students may use the media center for reading periodicals, checking out books, academic computer projects and research. Student use is for quiet, individual work unless indicated on the teacher's pass as group work and is limited to available space and in accordance with each building's pass procedures.

### **ELECTRONIC MEDIA**

The purpose of our Internet connection and other electronic media is to support research and provide the opportunity for collaborative work. The computers are available for the educational use of Lincoln-Way students and staff. All chat rooms, e-mail, games, music videos, and any material which contains obscene, profane, or vulgar pictures and/or language either written, oral, or expressed in symbols are off limits. During the school day, the computers are reserved for research or typing for class assignments. Permission is needed to print anything and is restricted to one copy. Students who fail to follow these rules will receive disciplinary action.

### **CIRCULATION**

- Books, magazines, and audio resources may be checked out for a three-week period;
- eBooks are user downloaded and circulate for two weeks. See circulation desk for more information and user code;
- Reference materials do not circulate;
- Student IDs are required to check out materials;
- All overdue materials and fines must be paid to check out new material;
- Teachers may restrict circulation of materials to no check-out or overnight check-outs;

- Three-week material overdue fines are \$.10 per school day;
- Overnight check-outs are due back before school the next day, and overdue fines are \$.50 per school day;
- Patrons are responsible for lost or damaged material:
  - Replacement cost will be at current prices plus shipping, handling, and processing fees.
  - Repair costs of damaged materials will be determined by the extent of the damage.

## **NO PRIVILEGE LIST**

One of the fundamental objectives of Lincoln-Way's educational program is to teach good citizenship and respect for certain necessary rules and regulations.

Students who violate the established rules and procedures and are not willing to cooperate with the faculty and sponsors of extracurricular activities, should not expect to participate in these activities.

When students violate school rules that are of a serious nature, they will be placed on the No Privilege List by a member of the Dean's Committee or by an administrator. The seriousness of the violation will determine the length of time that the student will be on the No Privilege List. Students who have been placed on the No Privilege List will not be able to attend or participate in any extracurricular activities. Participation in extracurricular activities that have a direct relationship to a class or where a grade is involved will not be considered as part of the No Privilege List.

A student may not participate in or attend any extracurricular activity after school, evenings, or weekends. Special pass privileges are also denied during the school day.

## **NURSE'S OFFICE**

The nurse is on duty during the school day to assist students who become ill or who suffer accidental injuries. Vision and hearing screenings mandated by the State of Illinois are conducted by the school nurse and/or her designee.

A student must secure a pass either from his/her teacher or the S.S.O. office before reporting to the nurse's office. Exceptions may be made in cases of extreme emergency.

Students who become ill during the school day must be sent home through the nurse's office only and must follow the same procedures on return to school as other students who have been absent. If a student is too ill to attend class for two consecutive hours, his/her parents will be called and asked to come for him/her.

When a student is sent home by the nurse because of illness, he/she must be accompanied by his/her parent, guardian or responsible adult. If the student drives or leaves school alone, this must be approved by the parent or a designated responsible adult. A student will not be sent home in the custody of another student unless permission has been granted by the parent or guardian.

Teachers and other non-administrative employees, except 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 child to self-administer a medication according to the district's procedures for student self-administration of medication (Policy 7.270).

Students are advised to keep on file in the Nurse's office a second emergency phone number of a neighbor, etc. in addition to parents' emergency phone numbers.

All medication, including non-prescription drugs, given in school shall be prescribed by a doctor. A written order from the prescribing doctor must be provided and name of the medicine, dosage, and time intervals that the medicine is to be taken. Medication must be brought to school in the original package or appropriately labeled container. Over-the-counter medication shall be brought in with the manufacturer's original label, and the child's name affixed to the container.

Written parental/guardian consent is to be placed on file requesting that the medication be given during the school hours. All medication must be taken to and stored in the nurse's office. The school nurse will manage the distribution and administration of medication to students during the school day.

Public Act 92-0402 insures that students with asthma have immediate access to life-saving asthma medications. Students under a doctor's care for asthma must see the school nurse for Self-Administration of Medication forms.

Failure to follow these guidelines will result in disciplinary action.

## **OBSCENITY**

Obscene, profane, or vulgar language, either written, oral, or expressed by symbols, is not acceptable on the school premises or school buses. A student who participates in any of the above may be assigned detentions or be suspended.

## **OFF-CAMPUS STUDY**

Students involved in field trips must follow all school rules, and if these rules are violated, the student will be subject to disciplinary action.

Club trips must be scheduled for after-school hours. Charges for transportation will be determined by an administrator. All field trips must be pre-approved by the associate principal.

## **PESTICIDE REGISTRY**

The Lincoln-Way High Schools Practice Integrated Pest Management, a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. Parents or guardians who would like to be notified prior to the application of pesticides inside or outside of their child's building should request that their names be placed on the Notification Registry. To be included on the registry, please call the Director of Buildings and Grounds at (815) 462-2132. Parents on the Notification Registry will be notified in writing or by phone at least four business days prior to any pesticide applications on school property. In the event that an emergency application of pesticides is required, such as wasp infestation, notification will occur after the application of pesticides, as required by law. In such a case, the school will provide a signed statement describing the circumstances that gave rise to the immediate health threat.

## **PHYSICAL AND DENTAL EXAMS**

Physical and dental examinations as prescribed by the Department of Public Health are required of every entering freshman student prior to the first day of school. Students not having their examinations, with full immunization documentation on file in the school office, will be excluded from school on October 15 and will not be permitted to attend classes until such examinations are on file.

Examinations shall be made by licensed physicians and dentists. Additional health examinations may be required when deemed necessary by the school authorities.

All out-of-state transfer students must present a health exam that was completed within one year prior to enrollment and must include dates of all previous immunizations. Records for all in-state and out-of-state transfer students must be submitted within 30 days of enrollment. Failure to comply to these requirements will result in your child being excluded from school.

Parents who cannot fulfill this obligation because of financial, religious or constitutional reasons may discuss this requirement with an administrator.

Dental examinations are recommended by the Illinois Department of Public Health and the Board of Education. Parents are strongly urged to comply with the dental exam requirement.

## **PHYSICAL EDUCATION EXCUSE**

Students who are unable to participate in physical education class because of illness or injury for any period longer than three days must have a written note from a physician stating the reason for the excuse and anticipated length of the excuse. The physician note is sent to the school health center and a P.E. medical excuse is written. One copy is given to the physical education teacher and a copy is sent to the department chairperson. If the medical excuses the student for more than half of a semester, another copy is sent to the counselor and the student will be placed in a study hall for the duration of the medical excuse. The student will receive a "P" for the semester. The "P" will award 1/2 credit in physical education, but will not be computed into the student's Grade Point Average. However, to receive a "P" for the semester, the student must receive a passing grade in physical education during the time he/she is in physical education class and complete the final exam over the material he/she was in class for.

## **PUBLICATION/DISTRIBUTIONS OF MATERIALS**

The general public, students and staff members may not use school facilities in any manner for the promotion of any group or vested interest. Also, materials of any kind not directly related to class work may not be distributed on the school premises without the approval of the school administration.

The administration may make exceptions to this rule in order to cooperate with community-wide social service agencies and park districts.

## **SAFETY AND DISASTER DRILLS**

### **FIRE PROCEDURES**

The fire alarm signal is a continuous blast on the fire alarm horns. If the alarm fails, the regular class bells will ring continuously.

The fire alarm should be sounded by anyone who has seen a fire in the building or has seen smoke coming out of a room or from under a door. If smoke is seen coming from under a door, **DO NOT OPEN THAT DOOR**. After setting off the fire alarm, go to the main office and report to the principal.

When the blast of the horn is heard, the teacher should do the following:

1. Allow the students to evacuate the building immediately in the prescribed manner.
2. Close outside windows.
3. Be the last to leave the room. Turn off lights. Close the door.

**With the first blast of the horn the student body should do the following:**

#### **Second Floor**

Rise from your chairs immediately. Proceed through the hall to the closest stairway, and exit in an orderly and quiet manner.

#### **First Floor**

Rise from your chairs immediately. Proceed to the closest exit.

A few suggestions which will make for a quicker evacuation of the building are as follows:

1. The first students into the hallways should be sure they are not progressing into the fire area.
2. If the closest exit is in the fire area, use one of the other exits.
3. The first students to open the outside doors should set the door holders so as to keep the door open for those who follow.
4. Do not try to help fight the fire.
5. When leaving the building, proceed at least 200 feet beyond the exits.
6. Students are to remain with their class.
7. All driveways must be kept clear.

The all-clear signal will be three short rings on the classroom bell.

### **FIRE PROCEDURES: SPECIAL INSTRUCTION AREAS**

Teachers and students in special areas such as agriculture, art, family and consumer science, industrial technology, and science should practice the following procedures in case of fire.

1. If experiments are in process where gas is being used, turn off all gas.
2. Turn off all machinery.
3. Turn off all cooking equipment

### **FIRE PREVENTION**

The student body can help in fire prevention by following a few simple rules.

1. Do not store any volatile material in your locker.
2. Keep your locker clean and free of waste paper.
3. Report immediately any unsafe practices in the building.

## **DISASTER DRILLS TORNADO-STORM-CIVIL DEFENSE**

A series of short rings of the classroom bells signals the beginning of a disaster drill. Disaster drills are held for tornadoes, storms or civil defense alerts.

All students should move from their classroom and line up facing the lockers outside the classroom. Everyone should stay clear of glass openings during a disaster drill. It is necessary for everyone to remain quiet in order to hear instructions given over the public address system by administrators or deans.

Students failing to cooperate during fire or disaster drill procedures will result in disciplinary action.

## **SCHOOL RESOURCE OFFICER**

A school resource officer (SRO) is assigned to the Lincoln-Way High Schools on a daily basis. Lincoln-Way High School District 210 and the Will County Sheriff's Office are committed to providing a secure environment where partnerships are developed, communication is encouraged, and academic and social growth is insured. The SRO works closely with students and staff in the buildings on a variety of issues.

## **SEARCHES**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice 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. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The Superintendent 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.

## **SECTION 504**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student or employee within its jurisdiction regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students or employees who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students or employees may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students or employees and their parents under Section 504 will be enforced. The Director of Curriculum and Instruction, Dr. Aimee Feehery, is the assigned coordinator of Section 504 activities.

### **A. Grievance Procedure:**

1. Any student or employee who wishes to submit a complaint must submit a written statement to the School District's Section 504 Coordinator, Dr. Aimee Feehery, Director of Curriculum and Instruction, Lincoln-Way Community High School District 210, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. The student or employee may seek assistance in preparing the written complaint from a teacher, counselor, or building principal to whom the student or employee may have initially complained about the incidence or act. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.
2. The Section 504 coordinator, or his/her designee, shall promptly (a) notify the superintendent in writing that a complaint has been received, and (b) investigate the complaint. The coordinator, or his/her designee, shall make all reasonable efforts including, but not limited to, convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally.

**B. Hearing:**

1. In the event the complaint cannot be resolved informally the Section 504 coordinator will advise the student or employee of his/her right to a hearing and the following additional procedures:
  - a. The student's or employee's request for a hearing must be in writing. The student or employee may seek assistance in preparing the hearing request from a teacher, counselor, or the building principal. A copy of the original complaint shall be attached to the hearing request.
  - b. Within ten (10) business days (defined as days when the school district's administrative office is open) of the coordinator's receipt of the written request for a hearing, the coordinator will convene an informal hearing at which time both the student or employee and the person(s) responsible for the disputed action may present testimony and documents relevant to the complaint.
  - c. A record of the hearing shall be made and kept. The coordinator shall be responsible for making the record of the hearing available to the parties upon request.
  - d. Within twenty (20) business days of the hearing the coordinator shall provide the student or employee and the superintendent with written findings on the allegations of the complaint and, if necessary, recommendations for any corrective action.

**C. Appeal to Board of Education:**

1. If the student or employee is not satisfied with the coordinator's written findings and/or recommendations, or if the coordinator fails to provide the student or employee with written findings and/or recommendations within the time limits specified in paragraph 1 above, the student or employee may thereafter appeal the decision as follows:
  - a. The student or employee must forward a letter appealing the coordinator's findings and/or recommendations to the Board of Education within ten (10) business days of the student's or employee's receipt of the findings and/or recommendations. Assistance in filing the written appeal is available as specified in paragraphs A-1 and B-1(a) above. Copies may be requested of the original complaint, minutes of the hearing, the Section 504 coordinator's hearing findings and/or recommendations. Cost of copied material is the responsibility of the appealing party.
  - b. The Board may, in its discretion, convene a hearing at which the parties may present testimony and argument.
  - c. Within thirty (30) business days of the filing of the appeal, the Board of Education shall provide the student or employee with a written decision affirming, reversing, or modifying the coordinator's findings and/or recommendations and specifying the reasons upon which the review decision is based.

**D. Appeal to Superintendent of Educational Service Region:**

1. If the student or employee is not satisfied with the final disposition of the grievance by the Board of Education, or if the Board fails to issue a timely decision, the student or employee may appeal the decision to the Superintendent of the Educational Service Region pursuant to Section 3-10 of the Illinois School Code.

**E. Appeal to State Superintendent of Education:**

1. If the student or employee is not satisfied with the disposition of the grievance by the Superintendent of the Educational Service Region, the student or employee may appeal the decision to the State Superintendent of Education pursuant to Section 2-3.8 of the Illinois School Code.

If the alleged perpetrator of the discriminatory act is the School District's Section 504 Coordinator, Dr. Aimee Feehery, Director of Curriculum and Instruction, Lincoln-Way Community High School District 210, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122, the student or employee may omit the steps set forth in Paragraphs A-B (as to Section 504 Coordinator) herein and proceed immediately to the next step of the grievance process.

The district shall maintain records documenting each grievance and its disposition. Such records shall be made available to State Board enforcement authorities upon request.

Should either party to the grievance procedures wish to employ counsel or a court reporter, it shall be done at the party's own expense.

All complaints regarding the school district's compliance with Section 504 of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that if a refusal to participate constitutes insubordination such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

## **SELECTIVE SERVICE**

Male students, after reaching the age of 18, must, within 30 days, register for the Selective Service. Registration can be completed at any of the local post offices.

## **SEX/VIOLENT OFFENDERS**

Information about sex offenders and violent offenders is available to the public. 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 Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## **SEXUAL HARASSMENT**

Sexual harassment by students is prohibited and shall result in disciplinary action. "Sexual harassment" shall include unwelcome sexual advances, requests for sexual favors written or spoken, or other socially inappropriate verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment. Examples of prohibited sexual harassment include the following: frequent uninvited sex oriented "kidding" or demeaning sexual innuendos; unwelcome touching, such as patting, pinching, or constant brushing against another's body; suggesting or demanding sexual involvement when that suggestion or demand is accompanied by an implicit or explicit threat; and repeatedly suggesting sexual involvement after a person has made it clear that such suggestions are unwelcome.

Students subjected to sexual harassment by another student who are dissatisfied by the level of discipline imposed on the offender may file a complaint under the District's Title VI, Title IX and Section 504 Student Grievance Procedure.

## **SMOKING/VAPING**

No smoking, vaping, chewing, or carrying of tobacco or tobacco-related paraphernalia is permitted by students on school property or at any school-sponsored activity. Tobacco forms and tobacco-related paraphernalia may include, but are not limited to, cigarettes, matches, lighters, any look-alike smoking product, cigars, smokeless tobacco that is loose, cut, shredded, ground, powered, compressed, or leaf tobacco intended to be placed in the mouth without being smoked, including, but not limited to, chewing tobacco, electronic cigarettes, nicotine fluid, Nicorette, or tobacco, vaping juice, or nicotine in any other form. Public Act 89-181 prohibits, without exception, the use of tobacco on all school property. Tobacco may not be used at any time or any place including, without limitation, grounds outside of school buildings, before or after school hours, or on days when school is not in session. The Act applies to all school buildings and grounds where school is in session and whether students are present or not. This rule also applies when Lincoln-Way students are guests at another school's activities. Students who are found to be carrying cigarettes or tobacco-related paraphernalia will be given a minimum penalty of an in-school suspension. Students using tobacco or tobacco-related paraphernalia will be suspended. Subsequent smoking offenses may result in maximum suspension.

## **SOCIAL ACTIVITIES**

The following rules are in force for all dances held at Lincoln-Way Community High School.

1. The sponsoring organization of the dance, its officers and sponsors, will determine whether outside guests will be invited to the dance.
2. Each Lincoln-Way High School student is limited to one guest who must be in high school or older when outsiders are invited. This guest must be escorted by a Lincoln-Way High School student. All guests must receive prior approval by deadline designated by SSO on outside guest form.
3. The sponsoring organization, its advisors, students, and guests are responsible for seeing that the rules are carried out at all dances. Ignorance of the rules is not an acceptable excuse.
4. Each student is responsible for his/her guest's conduct. He/she must make sure the guest understands and follows Lincoln-Way rules. The Lincoln-Way student may receive disciplinary action as a result of the guest's conduct.
5. Tickets will be sold in the manner announced by the sponsoring organization.
6. If a student leaves the building before an activity has ended, he/she will not be re-admitted.
7. Freshman students are not allowed to attend the annual prom. Sophomore students may attend the prom if invited as a guest of a Lincoln-Way junior or senior. Non-Lincoln-Way students may attend the prom with a Lincoln-Way junior or senior provided the non-Lincoln-Way student is at least a sophomore in high school and the outside guest form is properly completed and turned in by the deadline. All outside guests must be under the age of 21.
8. All social activities must have formal approval from the director of student activities at least two calendar weeks before the activity is to take place.
9. All students & guests must have their photo I.D. to gain admittance to all school functions.

## **SOCIAL CONDUCT**

Before school, between classes, after school, and at all activities, student conduct should reflect concern for others. Loud, boisterous conversation or other attention-seeking behavior is appreciated by no one and should not be engaged in.

The school is the wrong location for any type of public display of affection. Intimacy and inappropriate physical contact between students will be treated as a disciplinary matter.

Students attending Lincoln-Way athletic contests are expected to abide by the rules of the Illinois High School Association. Students who are involved in profanity or obscene cheers will be denied admission to any future contests in which Lincoln-Way High School participates. Students attending any Lincoln-Way High School functions are expected to follow the same rules that are in force during the school day.

## **SOLICITING FUNDS**

The Board of Education recognizes the importance of supporting worthwhile charitable activities and organizations. Pupils are to be encouraged in their classes to recognize and support these campaigns and to assume their share of community responsibility. However, there SHALL BE NO SOLICITATION on the school premises either from students or staff members without the approval of the administration. The public schools are not fund-raising organizations. Any deviation from this policy will be made only by a special Board ruling.

## **STEALING**

Stealing is a violation of Illinois law. A student who becomes involved in a theft of school property or the property of another person in the school will be suspended and may be assigned to the district's alternative educational program or recommended to the Board of Education for an expulsion hearing. Also, the Will County Sheriff may be notified.

## **STUDENT DELIVERIES**

Students will sometimes leave material at home which they need for school. When this happens, the items or material should be delivered to the main office of the building which the student attends. The main office personnel will notify the student that the item(s) or material have been delivered to the main office, and he/she should come to the office during the next passing period to get the item(s) or material.

Deliveries should be limited to only those items required for school. No flowers, gifts, balloons, food (except sack lunches from home), etc., will be accepted or delivered to students at any time.



## STUDENT DRESS

The primary function of attending school is to educate our students. Student dress should be appropriate for the educational environment and must not disrupt the educational process or endanger the safety and welfare of any student or staff member. The clothing of students should be neat, clean, and worn in the manner in which it is designed. All students should be clothed from the shoulders to below the finger tips when arms are held down the side of the body.

Examples of inappropriate dress:

1. Pajamas and slippers.
2. Clothing that is offensive or could be associated with gang activity.
3. Clothes designed for recreation and for informal social functions.
4. Clothes and shoes that might damage school property.
5. Hats, shorts\*, cut-off shirts and slacks, bandanas, sunglasses, torn clothing, clothing which displays alcohol, drug, or tobacco products, spiked jewelry, wallet chains, and any clothing or footwear that can mar walls or floors. Clothing with suggestive or double meanings will not be allowed. Any footwear with wheels is not allowed. There should be no holes above fingertip length with arms fully extended. No undergarments should be visible at any time.
6. Bare midriffs, halter tops/dresses, and spaghetti straps are not allowed. Straps must be three fingers wide, covering both shoulders. Students may not have skin exposed in their middle section. No low-cut tops, blouses, or dresses will be allowed. Tank tops and undershirts must not expose any portion of the torso. Students who choose to wear leggings with a shirt/top/sweater should ensure the top meets the same standards as those for shorts and skirts.
7. Hats and sunglasses are not to be worn in the building at any time. This rule also applies to all Lincoln-Way after-school, indoor activities either home or away. Failure to comply will result in disciplinary action. Students attending extra-curricular activities will be denied admission to the activity if they fail to comply with the hat or sunglasses rule.

***\*Length of shorts should be longer than the finger tips when arms are held down at the side of the body. Cut-off shorts, sweat pants, or blue jeans will not be allowed.***

Students who are inappropriately dressed for school will be referred to SSO. School authorities will request conferences with the parents of students who are unwilling to comply with these rules. The student will return to classes only after an agreement is reached.

Common sense and concern for the standards of others should prevail in all questions pertaining to dress and appearance.

## STUDENT SPEECH

The Board recognizes that students do not lose their First Amendment rights when they are in school or attending school-sponsored events, however, students' First Amendment rights are not the same in school as they are out of school, particularly regarding speech that is divisive or creates ill will or hatred based on race, religion, national origin, disability, gender, or sexual orientation.

If the Board, the superintendent or the superintendent's designee determines that certain speech or expression has the potential to cause a substantial disruption of, or a material interference with, school activities, such speech or expression will be prohibited on school property, on school buses, and at school-sponsored events. Speech or expression includes, but is not limited to, actual speech, gestures, display or possession of symbols, signs, clothing, publications or any other item conveying, or which may be reasonably construed to convey, animosity toward another person or group of persons, or which provokes, or which may be reasonably construed to provoke, animosity, violence or the threat of violence.

A history of tension and/or violence may contribute to the determination that certain speech or expression has the potential to cause a substantial disruption of, or a material interference with, school activities, but district officials will not be required to wait until such a disruption or interference occurs before acting in accordance with this policy if there is sufficient evidence to make such a determination.

Any student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension, assignment to the district's alternative educational program, and/or expulsion consistent with the discipline policy.

## **STUDENT VIOLENCE**

Student violence and/or threats of student violence on District 210 campuses or at any District 210 sponsored activities is not acceptable. Additionally, violence or threats of violence against any school official or employee will not be allowed at any time. Students are strictly prohibited from engaging in conduct which creates circumstances likely to cause disruption at school, or at school-sponsored activities. Types of conduct which are in violation of this policy include, but are not limited to, those described below:

- any acts of physical violence other than what is reasonable for self-defense (self-defense is holding or grabbing onto the other individual until assistance arrives. Self-defense is not throwing punches, throwing people to the ground, or other acts of active participation.), and protection of other persons or property;
- knowingly, willingly, or recklessly placing others in danger of imminent serious physical harm;
- threatening, planning, or conspiring with others to engage in violent acts;
- joking about engaging in violent acts against others, or otherwise making any statements, threats, or intimidating remarks which might reasonably be interpreted by others as indicating a threat or plan to engage in some type of violent activity, notes or written violence.

Further, all students are obliged to report to responsible school officials' knowledge of any violations or potential violations of this policy by fellow students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

## **SURVEYS OF PRIVATE INFORMATION**

In accordance with federal law (Public Law 103-227) students who participate in federally-funded programs (e.g. Chapter 1 remedial reading) are not required to divulge in a survey analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

## **TEEN DATING AND VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used in school-provided transportation is prohibited. 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. Harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex, sexual orientation; gender identity; and gender-related identity or expression is prohibited. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events; and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting an act of bullying.

## **TITLE I**

Lincoln-Way District 210 participates in the TITLE I funding program. As a school that receives Title I funds, we are committed to providing educational opportunities for all students, and consciously *improving the educational opportunities of educationally disadvantaged or deprived children.*

Lincoln-Way District 210 is committed to providing equal opportunities and equal services at all of our high schools. Title funds that Lincoln-Way receives will always supplement (not supplant) educational opportunities for students. Teachers, administrators, and other staff are always assigned to our schools in a manner that ensures equivalency among the District's schools. Curriculum and instructional supplies are provided in a manner that is equivalent among all District 210 schools.

Lincoln-Way's Title I program supplements programs and class offerings that enhance opportunities for ALL students to experience high levels of success in mathematics, literacy, and science. Online programs that have been supplemented by the Title I program include the ACHIEVE 3000 online reading program, the MATH XL online program, and a series of instructional seminars and training sessions for students and teachers on the Next Generation Science Standards.

Each Lincoln-Way school has a Title I reading enhancement program during the school year for eligible students and a summer Freshman Start program that helps selected students gain skills and confidence before they enter our high schools.

Title I Coordinator: Dr. Aimee Feehery, Director of Curriculum and Instruction, Lincoln-Way Community High School District 210, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122.

## **TITLE VI AND IX**

**Title VI, and Title IX:** Lincoln-Way Community High School District 210 does not discriminate against students or employees on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities.

**Treatment of students or employees:** No student or employee shall, on the basis of sex, be denied equal access, including full and unrestricted participation, to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage or opportunity accorded other students.

The district shall apply the same procedures program admission standards and graduation requirements for students or employees of both sexes.

No student or employee shall be discriminated against because of his or her actual or potential marital or parental status. Pregnancy shall be treated as any other temporary disability and shall not be considered cause for dismissal or exclusion from any program or activity offered other students or employees. Participation in special programs offered to pregnant students and pregnant employees or students or employees who are parents shall not be mandatory for such students or employees but shall be at the student's or employee's option. The District shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or pregnant employees or students or employees who are parents.

### **A. Grievance Procedure:**

1. Any student or employee who wishes to submit a complaint must submit a written statement to the School District's Title IX Coordinator, Mr. Rob Schiffbauer, Director of Personnel, Lincoln-Way High School District 210, 1801 E. Lincoln Highway, New Lenox, Illinois (815) 462-2125, [rschiffbauer@lw210.org](mailto:rschiffbauer@lw210.org) or Dr. Aimee Feehery, District Director of Curriculum and Instruction, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122, [afeehery@lw210.org](mailto:afeehery@lw210.org). The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. The student or employee may seek assistance in preparing the written complaint from a teacher, counselor, or building principal to whom the student or employee may have initially complained about the act or incident. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.
2. The Title IX Coordinator or his/her designee shall promptly (a) notify the superintendent in writing that a complaint has been received, and (b) investigate the complaint. The coordinator or his/her designee shall make all reasonable efforts, including, but not limited to, convening a conference with the grievant to discuss the complaint and the results of the investigation to resolve the matter informally.

### **B. Hearing**

1. In the event the complaint cannot be resolved informally the Title IX Coordinator will advise the student or employee of his/her right to a hearing and the following additional procedures:
  - a. The student's or employee's request for a hearing must be in writing. The student or employee may seek assistance in preparing the hearing request from a teacher, counselor, or the building principal. A copy of the original complaint shall be attached to the hearing request.
  - b. Within ten (10) business days (defined as days when the school district's administrative office is open) of the coordinator's receipt of the written request for a hearing the coordinator will convene an informal hearing at which time both the student or employee and the person(s) responsible for the disputed action may present testimony and documents relevant to the complaint.

- c. A record of the hearing shall be made and kept. The coordinator shall be responsible for making the record of the hearing available to the parties upon request.
- d. Within twenty (20) business days of the hearing the coordinator shall provide the student or employee and the superintendent with written findings on the allegations of the complaint and if necessary recommendations for any corrective action.

### **C. Appeal to Board of Education**

1. If the student or employee is not satisfied with the coordinator's written findings and/or recommendations, or if the coordinator fails to provide the student or employee with written findings and/or recommendations within the time limits specified in paragraph B1 above, the student or employee may thereafter appeal the decision as follows:
  - a. The student or employee must forward a letter appealing the coordinator's findings and/or recommendations to the Board of Education within ten (10) business days of the student's or employee's receipt of the findings and/or recommendations. Assistance in filing the written appeal is available as specified in paragraphs A-1 and B-1(a) above. Copies of the original complaint, minutes of the hearing, the Title IX coordinator's hearing findings and/or recommendations.
  - b. The Board may, in its discretion, convene a hearing at which the parties may present testimony and argument.
  - c. Within thirty (30) business days of the filing of the appeal, the Board of Education shall provide the student or employee with a written decision affirming, reversing, or modifying the coordinator's findings and/or recommendations and specifying the reasons upon which the review decision is based.

### **D. Appeal to Superintendent of Educational Service Region:**

1. If the student or employee is not satisfied with the final disposition of the grievance by the Board of Education, or if the Board fails to issue a timely decision, the student or employee may appeal the decision to the Superintendent of the Educational Service Region pursuant to Section 3-10 of the Illinois School Code.

### **E. Appeal to State Superintendent of Education:**

1. If the student or employee is not satisfied with the disposition of the grievance by the Superintendent of the Educational Service Region, the student or employee may appeal the decision to the State Superintendent of Education pursuant to Section 2-3.8 of the Illinois School Code.

If the alleged perpetrator of the discriminatory act is the school district's Title IX Coordinator, the student or employee may omit the steps set forth in paragraphs A - B (as to Title IX Coordinator) herein and proceed immediately to the next step of the grievance process.

The district shall maintain records documenting each grievance and its disposition. Such records shall be made available to State Board enforcement authorities upon request.

Should either party to the grievance procedures wish to employ counsel or a court reporter, it shall be done at the party's own expense.

All complaints regarding the School District's compliance with Title IX of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that if a refusal to participate constitutes insubordination such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

Title VI and IX Coordinator: Dr. Aimee Feehery, Director of Curriculum and Instruction, Lincoln-Way Community High School District 210, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122, [afeehery@lw210.org](mailto:afeehery@lw210.org) or Mr. Rob Schiffbauer, Director or Personnel, Lincoln-Way High School District 210, 1801 E. Lincoln Highway, New Lenox, Illinois (815) 462-2125, [rschiffbauer@lw210.org](mailto:rschiffbauer@lw210.org).

# **TRANSPORTATION POLICIES**

The Board of Education has provided for reasonable and safe bus transportation for students living more than one and a half miles from school. However, established bus routes are generally not altered. Buses will make their regular stops only where it is safe to do so.

Students are to ride the bus assigned. Special passes to ride another bus must be accompanied by a note and a phone call from the parents, for emergencies only. The associate principal will issue special bus passes.

Students who violate school rules while riding the bus will receive detentions or be suspended from riding the bus. In extreme situations, when the bus driver feels the student's behavior is creating an unsafe condition, the driver may return the bus back to school to unload the student passengers. Students will be required to find their own transportation home when the bus is returned because of unsafe and hazardous student behavior.

## **USE OF AUDIO/VISUAL CAMERAS ON SCHOOL BUSES**

Audio/video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

## **EMERGENCIES — HAZARDOUS ROAD CONDITIONS, ICE OR SNOW**

Frequently, school buses are delayed during the winter months, and road conditions prevent ideal service. Everyone should cooperate in order to eliminate as many of these inconveniences as possible. There will be school every day if the major roads are open to traffic. In case it should be necessary to close or delay the start of school, all parents and students will be contacted via email to inform all students and parents of the closure or delayed start. Parents and students may also refer to the district's web site for school closing or delayed start information. An announcement of the closure or delayed start will also be placed on the district website at [www.lw210.org](http://www.lw210.org), as well as the following media outlets: WJOL in Joliet, 1340 AM; WCCQ, 98.3 FM; WSSR, 96.7 FM; WRXQ, 100.7 FM; WMAQ, 670 AM; WGN, 720 AM; WBBM, 780 AM; WLS, 890 AM; WUSN, 99.5 FM; WONU, 89.7 FM, WMAQ TV, Channel 5; WGN TV, Channel 9; WFLD, Fox Channel 32; and CLTV, Cable. Students and parents can also call the student attendance number at Central 815-485-7777, East 815-464-3150, or West 815-717-3535 to find out if school is closed or delayed due to weather. The phone line is open 24 hours a day, seven days a week.

An alternate schedule will be used in certain emergency situations, such as early fog, hazardous ice or snow conditions. When the alternate plan is issued, the starting time for school will be delayed by two hours. Students should report to their designated bus stop one hour later.

Bus drivers and students are instructed to start ten minutes earlier during severe weather and road conditions. If the bus fails to arrive within a reasonable time, the students should get under cover and wait for a second bus. The extra bus is always sent from the school and leaves promptly upon notification.

In case of an impending storm during the day, students may be sent home early.

## **INSTRUCTION TO STUDENTS**

These rules and regulations are made by the State Board of Education. They shall be enforced by the local school authorities.

1. The bus driver is in full charge of the bus and riders at all times. Students are responsible to him/her while riding the bus the same as they are responsible to teachers while in attendance at school.
2. It is dangerous for students to move about while the bus is in motion. The driver will require that you do not change seats while the bus is in motion or scuffle while on the bus.
3. Any distraction of the driver's attention to remind a student of some regulation or to answer an unnecessary question jeopardizes the safety of every student in the bus. Students must not carry on unnecessary conversation with the driver.
4. Students should always be ready for the bus at least five minutes before the time it usually calls for them. Changing weather and road conditions make it impossible for the bus to arrive at the same time every morning.
5. Students have a responsibility to help keep the bus clean. Do not throw waste paper on the floor of the bus or scratch the paint or mark on the back of the seat.
6. Pupils should not at any time extend their arms or heads out of a bus window.
7. Pupils should not stand in traffic lanes while waiting for a bus.

8. **LOADING:** When pupils must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. The pupils should wait for the proper signal and cross promptly.
9. **UNLOADING:** At all discharge points where it is necessary for the pupil to cross the highways, the driver shall direct the pupils to a distance some ten feet in front of the shoulder of the highway, and remain there until a signal is given by the bus driver for the student to cross. All rules apply and will be enforced.
10. The use of tobacco, vaping devices, or profane, or abusive language while riding the bus will deny the student the right to ride the bus and give cause for suspension.
11. Any damage to the bus should be reported to the driver as soon as it happens.
12. Students participating in co-curricular or extracurricular activities after regular school hours, or students seeking additional academic assistance from teachers, may take the activity bus home. Due to the nature of the route, the activity bus does not provide the same convenience as a regular bus run, and students should anticipate having to walk greater distances from their stop to their home. Students are not permitted to leave campus after school, engage in non-school related activities, and return to take the activity bus home. Misuse of the activity bus will result in disciplinary consequences.

## **BUS RIDING ETHICS**

1. Converse in moderate tones.
2. Sit facing front with feet on floor.
3. Cease talk at R.R. Crossings.
4. Arrive at stop five minutes prior to pick-up.
5. No eating, gum chewing, or drinking.
6. Be ready to exit at your stop.
7. Bus will not go until all are seated.

The use of cell phones or smart phones on buses by students shall be at the discretion of the bus driver. The bus driver is the ultimate authority on the school bus. A cell phone or smart phone may not be used in such a way that its usage causes a distraction to the driver. Students listening to music must use head phones or ear buds. No one else on the bus should be able to hear what a person is listening to on their phone. Pictures or videos cannot be taken on the bus. Students should not be texting, talking on the phone, or otherwise using the device while entering or exiting the bus. If the driver declares an emergency, all phones must be turned off and put away.

## **SCHOOL BUS EVACUATION DRILL**

As soon as an emergency is detected, the driver must be notified so the bus can be driven from the road. Prepare to evacuate immediately through emergency doors and main door.

Always remember the fuel tank is located just behind the front door on all equipment. On all buses, there are emergency doors. Riders should note the location of all emergency doors.

The first student out should help those that follow.

Do not, under any circumstances try to assist the driver in fighting a fire.

Some buses have emergency windows that can be knocked out by first lowering the top half and then knocking the window out. These windows are designated by a sign over the windows.

The noise level should be low in order that the driver can detect any trouble.

## **SHUTTLE BUS**

Lincoln-Way High School does transport students between the high schools during the school day. This shuttling enables the school to provide advanced classes and special interest classes to all students. The students who are being transported between the high schools are expected to follow all school rules while on the bus.

Shuttling is also provided after school so all students can participate in cooperative extracurricular programs held at any high school.

## **TRESPASSING**

Students who drop from school are not allowed on school property unless they have official business. If they have special school business, they are to report to the main office and state their business and receive permission for a visitor's pass. Students who violate the trespassing policy will have a complaint signed in violation of the Illinois School Code.

Students are not permitted on school grounds or in any buildings, or in any vehicles if they are in possession of any of the following: knife, dagger, dirk, razor, stiletto, air rifle or air gun, BB gun, air soft gun, paintball gun, pellet gun, or any look-alike gun of any kind that a reasonable person would believe to be a real gun regardless of the distance at which that person might see it, or any other dangerous or deadly weapon or instrument of like character.

Anyone who disobeys this notice can be charged with criminal trespass to State-Supported Land and/or Criminal Trespass to Vehicles. Both of these offenses are Class A misdemeanors. Violators can be arrested. If convicted, a student can be punished by up to one year in the Illinois Department of Corrections, Juvenile Division, and if 17 years of age or older, by up to 364 days in jail.

## **VANDALISM/HARASSMENT**

Anyone detected or involved in vandalism, harassment or malicious mischief either against school property, the property of Lincoln-Way employees, or an individual employed by Lincoln-Way, may be prosecuted and the Board may provide legal counsel for their employees as necessary. In addition, students engaging in such acts will be suspended and may be recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program.

## **VISITORS**

All visitors must report to the school office immediately upon entering any Lincoln-Way school building. A visitor's pass will be issued if the visitor is allowed to stay at this time. This pass must be worn and visible during his/her visit.

Social visits to students, teachers, and classes are discouraged during regular school hours. Visitors are asked to see teachers after the school day is over. Lincoln-Way students are requested not to bring guests to school during school hours.

Adults having school business must have authorization from the main office before proceeding to other sections of a building.

## **WEAPONS**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be suspended and may be recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program. The superintendent may modify the expulsion period and the Board may modify the superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. Once an item is confiscated by school officials, it will not be returned to the student.

## **GUN-FREE SCHOOLS ACT**

Pursuant to Federal Law (Gun-Free Schools Act, Public Law 89-371), any student who is determined to have brought a firearm to school or school property must be and shall be expelled for a period of two years. The superintendent, with the concurrence of the Board of Education, may reduce that period on a case-by-case basis when reduction is warranted by the best interests of the student and the school community.