



LAWRENCEVILLE HIGH SCHOOL
STUDENT HANDBOOK
2024-2025

Welcome to Lawrenceville High School
“One Heart, One Tribe”

As your principal at Lawrenceville High School, I want to welcome you to the 2024-2025 school year. We are looking forward to a great year!

On behalf of the faculty and staff, I would like to encourage all parents/guardians to become involved in their child’s education at Lawrenceville High School. If you have an interest in volunteering please feel free to contact us to see how you can help. You are also encouraged to visit with our teachers to discuss your child’s progress. Your involvement in your child’s education makes a difference.

We would like to encourage all students to get involved in activities at Lawrenceville High School. Student involvement in activities is what makes the high school experience great. We offer a wide variety of extracurricular activities both academically and athletically that promote leadership and teamwork. We want our students to wear school colors with pride that will be shared with the school and community. Your successes in these endeavors will remain with you and your classmates for a lifetime and will continue the great tradition of Lawrenceville High School.

Our goal as a school community is to give 100% and achieve the goals of the following mission statement adopted for the 2024-2025 school year:

“The mission of Lawrenceville High School is to provide our students a safe, supportive learning environment which promotes academic excellence and develops skills necessary for good citizenship.”

This mission statement is the foundation for everything we do at Lawrenceville High School.

We look forward to working with everyone to provide the best possible education for our students. If you have any questions, please let us know by calling us at (618) 943-3389.

Let’s make 2024-2025 an exceptional year!

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Student Handbook Acknowledgment

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

LAWRENCEVILLE HIGH SCHOOL

PERSONNEL

Andrew Malone, Principal
Dana Goodwin, Dean of Students
Shannon Stallings, Athletic Director
Mandy Patterson, Guidance Counselor
Brooke Fitzgerald, Social Worker
Macey Lenihan, School Nurse
Brandon Stewart, Tech Support

INSTRUCTIONAL STAFF

Misty Bellville	P.E. / Health
Noah Volkman	P.E.
Ashley Tewell	P.E.
James Calvert	P.E.
Ann Atkins	Social Studies
Brett Judkins	Social Studies
Josephine Harrell	Social Studies
Becky Storck	Spanish
Mark Storck	Drivers Education
Sierra Ellison	FCS
Erica Bickers	Coop/CTE
Johnna Thompson	Agriculture
Preston Nelson	Tech/Industrial Arts
Michelle Rucker	Computer Concepts/Acct.
Allison Mendenhall	Vocal Music
Ashley Knapp	Instrumental Music
Macey Lenihan	Health Occupations
Rachel Tewell	Art
Lisa Alexander	Science
David Atkins	Chemistry/Physics
Lacey Volk	Science
Trevor Corry	English
Heather Clark	English
Katherine Kiser	English
Matthew Metz	English
Jim Anderson	Math
Veronica Eagleson	Math
Orrin Sviks	Math
Jamie Dennison	Special Education
Lexi Lashbrook	Special Education
Jenna York	Special Education
Dann Norton	School Within A School/English

SECRETARIES

Lisa Hawkins
Kassie Weiss
Amber Green

PARAPROFESSIONALS

Kacey Johnston
Tiffany Holmes
Amanda Shaffer
Teresa Spencer

CUSTODIANS

Lee Akers
Rhonda Daugherty
Bobbie Cessna
Amber Shick
Allie Wilson

MAINTENANCE

Michael Fox

COOKS

Jenny Chapman
Terry Goff
Tammy Shroyer
Avery Quick

LIBRARIAN

Michelle Waller

General Information & General Notices

Visitors

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Equal Educational Opportunities and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

The superintendent has been designated as Unit 20's Equal Opportunity Officer. Any questions or complaints concerning the above should be directed to that office. Phone 943-2326.

Grievance Procedure (Title IX or 504)

The following policy statement was adopted by the Community Unit No. 20 Board of Education on October 19, 1977. This policy will be strictly adhered to in all applicable matters.

Students or employees of Unit District No. 20 who feel that they have been discriminately wronged on the basis of sex under the provisions of Title IX of the Education Amendments Act of 1972 and wish to make a formal grievance shall, within 60 days of the alleged offense, make their request in the following manner:

1. Provide a written statement of the grievance to the building principal where the action took place.
 - a. All grievances must be written to avoid numerous repetitions of the acts surrounding the

case and to provide a permanent record of all resulting proceedings.

- b. The principal shall provide reasonable assistance in the writing of the grievance.
2. If the grievor wishes further information or clarification of policies or practices, he or she may request an informal meeting to discuss Title IX or 504 matters with the appropriate personnel.

In the event a Title IX or a 504 grievance is filed, the following procedure shall follow:

1. Building principal shall forward all written grievances to the Title IX or 504 Coordinator.
2. The Title IX or 504 coordinator shall attempt to resolve the situation with all parties concerned.
3. If the grievance cannot be satisfactorily solved by the Title IX or 504 coordinator, the matter shall be brought to the Superintendent.
4. If the grievance cannot be resolved at this level, it shall be brought before the Board of Education.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete an **Application for Approval to Volunteer** and be approved by the building principal prior to assisting at the school. Forms are available in the school office. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to local radio or television to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Video Monitoring Systems

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

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services

are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Care of Students with Diabetes

The Care of Students with Diabetes Act requires a plan for any student with diabetes who seeks assistance with diabetes care at school. This plan must be submitted by the parents to the school at the beginning of the school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. The Diabetes Care Plan will serve as the basis of a Section 504 Plan or as part of an IEP. The plan must include the physician's instructions concerning the student's diabetes management during the school day.

Students with food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illness of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Food/Snacks

All food served at classroom parties and events must be in compliance with the district's wellness policy. Foods served shall be commercially prepared and have an ingredient/nutrition label. Due to the increasing number of food allergies experienced by children, homemade treats will not be served at class parties and events.

In order to provide a safe and healthy environment for all students. NO PEANUTS, TREE NUTS, or PRODUCTS CONTAINING PEANUTS AND/OR TREE NUTS will be served on school grounds. This includes, but is not limited to the school lunch program, class snacks, and any occasion where food will be served to or shared by students. There will be no exceptions to this policy. Any food not in compliance will be returned home or disposed of. All food and treats served will have an ingredient/nutrition label. This policy does not include lunch buckets.

Asthma Action Plan

Asthma action plans (AAPs) are written, individualized self-management and educational tools that provide daily and emergency guidance to asthma patients, parents, and caregivers at school. Using an action plan takes the guesswork out of treating asthma episodes. Any student with a diagnosis of Asthma must submit an Asthma action plan to the school nurse. An Asthma Action plan may be obtained from CUSD#20 or your physician and must be a student specific guide about daily asthma management, prescribed medications and how to respond to an asthma attack. See "CUSD#20 Medication policy explanation" located in the Handbook regarding medication during school hours.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a place to store expressed breast milk safely.
4. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
5. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Student Accident Insurance

Students are urged to exercise the option of School Accident Insurance. All athletes, with the exception of football players, are required to carry School Accident Insurance unless proof is presented of other health and accident coverage. Envelopes are available to all students with cost information about the various plans on the envelopes.

Address Change

It is necessary that the office maintain an up-to-date record of your address and other pertinent information for emergency purposes. You are asked to inform the office at any time a change occurs so the records may be adjusted.

Asbestos Notification

Asbestos Surveys and Management Plans for asbestos have been approved by the Illinois Department of Public Health. Copies are available for public inspection on school days between the hours of 8:00am and 4:00pm in the Superintendent's office located at Parkview Junior High School, West Cedar Street, Lawrenceville, IL 62439.

Our plans are in writing and meet the requirements of the U.S.E.P.A (40CFR, 763) and OSHA (29 CFR, 1926.58).

Our school district has been conducting Operation and Maintenance according to Section 855.270 of the Illinois Asbestos Abatement Act Rules and Regulations.

Other Notifications

Information such as the district budget, board meeting agendas, and board meeting minutes will be available on the district website (www.cusd20.org)

ATTENDANCE, ACADEMICS AND GRADUATION

Attendance and academic performance are closely related. Therefore, regular attendance and promptness is expected of each student. A person's attendance record may be used by employers and college admission officers as a sign of the development of responsible behavior.

A child is exempt from public school attendance under the following circumstances:

1. The child attends an appropriate private or parochial school.
2. The child is found by a physician to be physically or mentally unable to attend a regular school program.
3. The child is temporarily excused for good cause by a physician.
4. The child is necessarily lawfully employed according to the child labor laws with the consent of the Superintendent of the Educational Service Region.
5. If the child is over 12 and under 14 years of age the child must be excused to attend confirmation classes.
6. The child must be excused if the tenets of his religion prohibits secular activity on a particular day or days or at a particular time of day.

Lawrenceville High School will enforce the laws of the State of Illinois concerning Compulsory School Attendance. Parents/guardians of students enrolled in public schools have a duty and responsibility to make sure that his/her child attends school. **According to the law, any person who has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.**

Attendance Policy and Procedures for Student Absences

Regular attendance is closely associated with good scholarship. No amount of homework can replace the active instruction of the classroom teacher. Therefore, it is in the best interest of the student that their parents and the school work together to encourage regular attendance.

Students may not miss more than five (5) days each semester. **If a student is absent from a class in excess of this allotted number, they may be required to make up time through Saturday School, after school detention, or volunteering.** A student is considered absent during a class period if they miss more than 20 minutes of the class period.

Absence from school will be assigned one of the following designations:

1. **Excused Absences:** Students will be allowed to make up any missed class work. All excused absences will count toward the five (5) day limit for loss of credit.
 - A. Written medical excuse from a physician for an illness or medical appointment. Written verification must be received within two school days of the student's return to be accepted.
 - B. Court appearance with court verification.

- C. Absences due to extraordinary and unexpected circumstances beyond the control of the student and/or the student's parents or guardians.
- D. Participation in a school sponsored activity field trips or school related functions as approved by the principal are not counted as absences.
- E. Death of an immediate family member. This includes parents, grandparents, siblings, aunts/uncles, cousins, legal guardians. 2 day limit, but may be extended on a case by case basis.
- F. Religious holiday or event with verification upon request.
- G. Circumstances that cause reasonable concern to the parent/guardian for the students mental, emotional, or physical health or safety.
- H. One college day (seniors only when pre-arranged and guidelines are followed.)
- I. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, on leave, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

A student AND the student's parent/guardian are responsible for obtaining assignments from the student's teacher prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

2. **Unexcused Absence:** Unexcused absence counts toward the five (5) day limit for loss of credit. Students will have the opportunity to complete any work missed, but will not receive credit for class work that was to be completed during the absence. **Students serving suspensions will be able to turn in classwork for credit on their first day back in attendance following the suspension.**

The following are examples of unexcused absences:

- A. Absent from school without the permission of the parent/guardian. A student may be considered unexcused even if a parent/guardian gives permission.
- B. Failed to bring a parent's/guardian's or doctor's note within 2 school days of the absence.
- C. Absences beyond the five (5) day limit.
- D. Truancy
- E. Out of school suspensions
- F. Oversleeping
- G. Car Trouble

Procedure to Follow for Student Absences

Each time a student is absent, the parent/guardian is to call the school office between 7:00am and 9:00am or immediately after lunch and 1:00pm. If the school has not been notified, school personnel will attempt to contact the parents of the student.

A written note **IS** required if a parent or guardian has not contacted the school regarding an absence. Failure to provide a written excuse within 2 days will be considered **UNEXCUSED**.

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work.

Request for Make-Up Assignments

Makeup work is the total responsibility of the student. Students should discuss this issue with their teacher upon returning to school. A student is given an equal number of days to the days missed to make up work when the absence is excused or regular absence. (SEE EXCUSED AND UNEXCUSED ABSENCES.) If you wish to get make-up assignments for extended absences, your request should be made to the main office between 8:30-9:30am. Requests for assignments received after that time may not be available until the next day. At the time of the request, you must state which assignments you will need & approximate length of absence. Also, if you need

textbooks they must be in your assigned locker. If you think you will be absent only one or two days, you should request make-up assignments from each teacher upon your return to class. All assignments and books should be picked up between 3:15-4:00pm on the day of request.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant.

Chronic Truant

Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after supportive services and other resources are made available, the school district will take further action, including:

- Referral to the truancy officer.
- Reporting to officials under the Juvenile Court Act.
- Referral to the State's Attorney.
- Appropriate school discipline.

Supportive services provided by Lawrenceville High School are as follows:

1. Parent Contact
2. Counseling Services
3. Truant Officer Referrals
4. Alternative Education
5. Truant Alternative Program
6. Special Education Referral
7. Saturday School
8. Tutoring

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available supportive services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardy Policy

Students are expected to arrive on time to their assigned classrooms each day. A student shall be considered late if he/she is not in their assigned classroom/alternate location when the bell rings. If a student is detained by a faculty or staff member, he/she must be given a pass to be presented to the classroom teacher.

Tardy Consequences Per Semester	
1 st Tardy	Verbal warning
2 nd Tardy	Verbal warning
3 rd Tardy	Verbal warning
4 th Tardy	Phone call home
5 th Tardy	After school detention
10 th Tardy	In school suspension

An accumulation of 15 tardies in all classes during the semester will result in social suspension.

Social Suspension

Students will not be allowed to attend or participate in extracurricular activities, included but not limited to athletic contests, dances, performances, field trips, etc. Students may try out for extracurricular teams and organizations. They may also participate in practices during their social suspension, but they will not be allowed to attend or participate in events or games. Students may be removed from Social Suspension once they have two weeks (10 uninterrupted days) with no tardies. The count toward Social Suspension begins new at the beginning of the semester. Students must print off proof to be removed from social suspension and bring to the Main Office.

Removal from Social Suspension guidelines:

- 10 days free of tardies in all classes.
- All disciplinary obligations (detention, in school suspension) must be served in advance.
- Students must bring printed proof of two weeks of zero tardies with signatures from all classroom teachers.

Unexcused late arrivals will have the same consequences as a tardy. See the chart above on page 16.

Counseling Services

The school system has made available a wide range of counseling services through Federal and State funds provided for the purpose. You are urged to seek counseling services whenever the need arises. These services exist in part for the following areas:

1. To administer individual tests to help you understand your interests and abilities as they relate to choosing and pursuing a career.
2. To assist you in overcoming any special needs which may hamper your success in the world of work.
3. To provide individual assistance to you in planning your career or obtaining suitable employment.
4. To assist you in choosing a course of study and selecting an appropriate post-secondary facility.
5. To assist you in resolving and coping with personal problems which may impede your effectiveness.

Special Services

Lawrenceville High School provides special services for students according to Federal and State mandates. These services include special education, 504 plans, and homebound services. Contact the Guidance Office for more information.

Grading Scale

Grades are regarded as the means by which teachers evaluate student progress in school.

Individual teachers may perceive different standards of achievement and may utilize various means of arriving at grades. Students will be graded fairly and objectively. Students should confer with teachers periodically to keep informed of progress. Each teacher is responsible for developing and explaining a consistent and fair system for assessing grades.

Grading Scale

- A: 90-100**
- B: 80-89**
- C: 70-79**
- D: 60-69**
- F: Below 60**

Honor Roll

- High Honors 3.5-4.0 (No D's or F's)**
- Honors 3.0-3.49 (No D's or F's)**

Graduation Requirements

A minimum of twenty-eight (28) units of credit will be required for graduation. One (1) unit of credit is equal to one (1) full school year or two (2) semesters. The credits shall include those required courses as listed by the Illinois State Board of Education.

The following specific units are required (a unit equals one year):

- English..... 4 units (Pass English 1,2,3,4)
- Mathematics..... 3 units

Science..... 3 units (Students must take Bio 1 and Chem)
Social Studies..... 3 units (must include 1 unit of US History, World History, Civics & one elective)
Health..... ½ unit
Physical Education..... ½ unit of credit per semester of attendance (unless exempt in accordance w/Illinois Law)
Consumer Business or Economics..... ½ unit
Music, Art, Foreign Lang. or
Vocational Education..... 1 unit
The School Code of Illinois, 1953, requires that all students successfully pass the Constitution test which is given in the LHS Civics class.

Progress Notices

Progress reports are sent to parents/guardians at midterm for students at risk or not working to their full potential in the class. The purpose of progress notices is to inform you and your parents or guardians of unsatisfactory or deficient work and offer suggestions for improvement and do not necessarily indicate failure. Parents and guardians are urged to contact the teachers involved for a personal conference to seek solutions to problems. Parents wishing to receive progress updates more often should contact the guidance office to arrange for this to be done.

Student Classification

Lawrenceville High School has established a Student Classification Policy. The guidelines are as follows:
Sophomore Status - End of second semester of attendance and 6 units of credit
Junior Status – End of fourth semester of attendance and 12 units of credit
Senior Status – End of sixth semester of attendance and 20 units of credit.
This classification would not only be for academic purposes but also for social events. For example: if a student had earned only 5 credits at the end of his/her 4th semester, he/she would attend Sophomore class meetings, not Junior class meetings, he/she would not be eligible to attend prom, represent the Junior class at Homecoming , etc.

Semester Exam Policy

All students will take semester exams.

Curriculum Handbook

A curriculum handbook will be provided online. This includes academic and vocational course descriptions, course prerequisites and other information for students and parents to schedule classes at LHS. Please contact the LHS Guidance Office concerning course offerings and requirements

Homework

Regular assignments that are made in each class should require approximately one hour or more extra study outside the school day. It is your responsibility to organize your work habits, materials, and time to determine the amount of home study you will need. You should be sure that you understand your assignments before leaving the classroom.

Schedule Change Policy

1. Students may initiate changes prior to the beginning of the first semester by contacting the guidance counselor. Second semester schedule changes must be made prior to the start of the semester. It is expected that these changes will be minimal.
2. Schedule changes in core courses may be made by teacher recommendation and approval through the first or third quarters. These core areas include: English, Science, Math, and Social Studies. Recommendations and approval must be given by both the sending and receiving teacher.
3. Schedule changes may be made with administrative approval when necessary for Driver's Education.
4. Students with physical injuries affecting successful completion of certain courses such as physical education and business classes may be dropped from the class by teacher recommendation and approval.
5. Those students enrolled in special education programs are outside the jurisdiction of Lawrenceville High School, and course schedules may be changed at any time in accordance with individual education plans.

Grades as Discipline

Grades will not be used in Lawrenceville High School as a disciplinary measure. This is in keeping with the philosophy of Community Unit No. 20, Lawrenceville High School, and regulations set forth in the State of Illinois.

Academic Dishonesty

Academic dishonesty may best be defined as cheating on tests or other schoolwork. Copying from others on tests or other work, allowing others to copy from your tests or work, or obtaining tests or answer sheets may all fall under this classification. Other infractions such as performing work for another student or misuse of computer research may also apply. Whenever you are found to be guilty of cheating, your grade for that particular activity will be reduced to zero. This will lower your semester grade and may result in failure depending on your total accumulations of class points. Penalties for repeat offenders are provided by the discipline policy.

Physical Education

Physical Education is required by the State of Illinois as part of the student's daily schedule and is also a school graduation requirement unless exempt by law. Physical Education is an integral part of the school curriculum. Among the many benefits of the program to students are increased physical fitness, improved general health, and greater social and emotional development.

Guidelines

1. Students must participate in each class activity.
2. Appropriate dress for class consists of
 - a. Non-marking athletic shoes only
 - b. Socks
 - c. Red or Black shorts
 - d. Gray or White t-shirt

Improper Dress - When an individual fails to have proper P.E. uniform, a student will receive a "no uniform". Students who forget a shirt or shorts will receive a 1/2 "no uniform". Students with sandals/or

non-athletic shoes will receive a full “no uniform” because they cannot fully participate in P.E. If a student receives 5 “no uniforms” in a single quarter, they will fail that quarter. At the beginning of the next quarter they will start over.

1st – 4th no uniform..... Notice will be sent home to parents/guardian
5th no uniform..... Automatic Failure for the quarter

1. Dress for physical education class is non-negotiable. EVERYONE WILL DRESS EVERYDAY. Even those with a parent note or a doctor’s note need to dress. Students with notes will do a written assignment or will do an alternative activity when appropriate.
2. Students will act and talk appropriately in class, showing proper respect for teachers and peers. Acting inappropriately will be handled on an individual basis.
3. **ALL JEWELRY**, including body piercing, must be removed before class. **LOSS OF 10 POINTS WILL OCCUR FOR NOT REMOVING OR COVERING UP BODY PIERCING.** If you consistently refuse to remove all jewelry or cover it up, it will result in insubordination and you will be given disciplinary action. Also the school will not be responsible if an injury occurs because of a piercing.

P.E. Class Absences

Students who have been absent will be given the opportunity to make up the points for dressing by writing reports. These reports must be at least two pages in length and typed. The largest font that will be allowed is 14. Reports will be due for **ALL ABSENCES** except for school related activities.

Appropriate dress by students in Physical Education is important for the following reasons:

1. Participation in street clothes may subject the student to greater risk of personal injury.
2. Lack of uniformity of student dress may create problems of supervision for the instructor since students could not be easily identified.
3. The wearing of street clothes to class after participation in Physical Education contributes to poor hygiene which may subject the student to contracting and spreading colds and other communicable diseases.

P.E. Dress and Participation Requirements

P.E. participation requirements will be distributed to each student involved in P.E. at the start of the school year. New students during the course of the year will receive the same requirements upon enrolling at Lawrenceville High School. (Only a parent’s note or doctor’s statement will be considered a valid excuse for non-participation in physical education classes. Any no-dress would not count toward no-dress days if covered by a doctor’s statement attesting to the student’s inability to participate for medical reasons. Likewise, a parent’s note may be honored for three days at the discretion of the Physical Education Instructor. Days in excess of three will require a doctor’s statement.) **All students will be required to dress unless a doctor’s note orders a lengthy removal from participation. If the note is phrased vaguely, not specifying an end to the limitation, and/or using terms such as "no physical activity until further notice," It must be renewed within two weeks for the excuse to continue for Physical Education Class. Notes should be phrased using specific time-lines and/or end dates to allow the student to resume participation in P.E.**

For outdoors, the student is to wear his/her required physical education clothes under a jacket or sweat clothes as directed by the instructor.

This requirement is for the purpose of uniformity of dress and health and safety factors. Only those students in a proper uniform will be allowed to participate in activities.

Exemption from Physical Education Requirement.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

1. Enrollment in a marching band program for credit.
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District.
3. Ongoing participation in interscholastic athletic program.
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade).
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Special Education section.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to physical education course.

1. The time of year when the student's participation ceases.
2. The student's class schedule.
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Unit #20 District office at 618-943-2326.

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

School Within School Guidelines

School Within School mission statement:

Give students an opportunity to make up credit within the school day in order to graduate on time.

1. Students that are in their third or fourth year may enroll in the program. Freshman and Sophomore at discretion of administration.
2. Students that are behind 3.5 or more credits their fourth year of high school enrollment may be required to return to high school for an extra semester.
3. In order to gain credit in the program students must complete a semester's worth of work in one quarter, per block.
4. A student that fails a School within School course may be denied enrollment in subsequent years.
5. If a senior fails Eng IV second semester, he or she will have to return the following year to complete the course.

STUDENT FEES AND MEAL COSTS

Textbooks and Fees

The following fee structure has been approved for this school year:

Registration - \$150 per year	Drivers Ed - \$150	Art - \$15	Science Lab - \$15
Food Service - \$35	Athletic - \$35/sport (\$70 max)		Tech Fee - \$30
Family Consumer Science - \$25	Intro to Industrial Arts - \$10		Foods & Nutrition - \$25
Sports Officiating - \$135 per semester	Automotive Services - \$10		Construction - \$10
Welding I & Welding II - \$25 ea.	Online Dual Credit - \$121.50		Hazardous Materials - \$25
Fire Science I & Fire Science II - \$25 ea.			

Waiver of Fees

The Community Unit School District Board of Education realizes there are students in the Unit 20 School District whose parents may not be able to afford student fees. Therefore, the Board of Education has set standards of eligibility for receiving a waiver of fees.

Standards of Eligibility

1. Students who are eligible for free lunches under the school lunch program shall receive a full waiver for the cost of Registration Fees. This waiver does not include project costs in areas such as industrial technology, art, etc. where the project becomes the property of the child when completed.
2. Students who are eligible for reduced lunches under the school lunch program will receive a waiver of 50% of the cost of Registration Fees. This waiver does not include project costs in areas such as industrial technology, art, etc. where the project becomes the property of the child when completed.

A copy of this policy shall be presented to all students or their parents at the time the child registers for school. Disputes arising from the administration of this waiver of school fees policy shall be referred to the Superintendent for final resolution. The Superintendent of Schools shall be authorized to develop procedures designed to implement this policy.

School Lunch Program/ Cafeteria

For the 2024-2025 school year, we will be utilizing a split lunch schedule. Students will eat lunch during one of two periods. "A" period lunch will be from 11:05am -11:40am. "B" lunch will run from 12:30pm.-1:05pm. A variety of sandwiches, salads and other food items will be available for purchase in the cafeteria. Students are to be in the cafeteria dining room or in line within 5 minutes of the start of their lunch period.

1. Students may bring lunch to school or purchase lunch in the cafeteria.
2. All food and drink must be eaten INSIDE the cafeteria/outside dining room area. NO FOOD is to be taken from this area. Students may take water bottles only with them.
3. Tables must be cleaned off after eating and all litter must be deposited in waste baskets.
4. After eating, students must stay in the dining room area or outdoor eating area.
5. During lunch students who need access to a restroom will use the restroom outside the cafeteria.
6. The remainder of the building is closed to students until the warning bell. The warning bell allows students to make their way to lockers and classrooms. The warning bell is as follows: "A" lunch-11:40 a.m., with Tardy bell-11:45am "B" lunch-1:05pm., with Tardy bell-1:10pm.
7. Student Breakfast is \$2.25 and lunch \$3.75.

TRANSPORTATION

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

School Bus Safety and Discipline Policy

When children are being transported on a school bus, they are under the supervision, direction and control of the schools and are subject to disciplinary measures by the superintendent, the assistant superintendent, the transportation director, building principals, and the bus driver.

Students who ride the school buses are obligated to observe the following safety rules.

1. Pupils shall enter and leave the bus only when it has come to a full stop and the door has been opened by the driver and then shall enter or leave without pushing or shoving.
2. Each pupil shall be located, immediately upon entering the bus, in such place as may be assigned by the driver, and no pupil shall move from place to place while the bus is in motion.
3. Pupils shall operate windows and doors only when permission is given by the driver.
4. Loud, boisterous, or profane language, improper conduct, or any other action which might distract or be morally offensive to other students shall not be tolerated.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
6. Pupils may not:
 - a. Ride with head, arms or feet out the window
 - b. Throw any objects from the bus
 - c. Deface bus seats or any other part of the equipment
 - d. Use tobacco, matches, or lighters while on the bus

e. Carry refreshments on the bus

If any of the foregoing rules are disobeyed by a pupil, or if there is a failure in a substantial number of instances to comply with directions of the driver during any period of time when the pupil is properly under the driver's supervision, and where such failure constitutes an interference with the safe operation of the bus, or the safety of other pupils.

Any "Bus Offense" should follow the regular school discipline policy. If the particular bus incident doesn't apply or doesn't "fall" under any of our regular discipline codes, punishment should be allocated by the building principal. A conference with the principal and/or noon detention(s) would be in order.

Bus Referrals

1st OFFENSE: Conference between the pupil, bus driver, and building principal.

2nd OFFENSE: Conference between the pupil, bus driver, and building principal. Written notification from the principal will be sent to the parent or guardian warning that any further infraction of these rules will result in suspension of the pupil's privilege to ride the bus in accordance with the law.

3rd OFFENSE: Suspension by the principal of the pupil's privilege of riding the bus for up to 10 days, as provided for in current law, with written notification to the parent or guardian.

4th OFFENSE: Suspension of the pupil's privilege to ride the bus. At this time consideration will be given to the nature of the infraction and the history of previous disciplinary action in order to determine the length of the suspension or expulsion which could be the remainder of the current semester or the remainder of the current school year.

Driving Privileges and Parking Permits

Driving a car to school is a privilege contingent on conformance to all reasonable rules and regulations. The school reserves the right to establish rules and regulations regarding student driving to insure orderliness, safety, and to prevent disruption of the educational process.

Traffic violations of any type connected with regular school activities or extracurricular activities may result in suspension of driving privileges. Specific penalties are included in the disciplinary policy.

Parking Permits

All students parking on the school parking lot must obtain a permit from the school office. A \$15.00 fee will be charged for the permit./\$25 family cap. Permits should be hung from the rear view mirror in such a manner that the permit is readily visible. A permit allows a student to park in the student parking lot in their assigned parking space. Permits will be assigned first to seniors, then juniors and then to sophomores. (Licensed drivers only)

Vehicles shall not knowingly display inappropriate or offensive signs or symbols. Failure to remove such may result in disciplinary actions as well as loss of parking privileges.

Off Campus Classes

Students are prohibited from driving to off campus classes such as Red Hill High School without appropriate permissions. Students who need to drive to a class should first obtain a note from the teacher

which must then be signed by the parent and school principal. Any violations may result in the student being removed from the class or loss of parking privileges.

Health and Safety

Immunizations

Students will be notified in writing when the student's immunization status no longer meets state guidelines. The student must submit an updated immunization record showing proof of required immunization for continued enrollment in school. If a student fails to comply by the required dates for updating immunizations, the student will be excluded from school until such time the student presents proof of having received needed immunizations.

If a medical reason prevents a student from receiving a required immunization by the first full day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Physical Examinations

All students are required to present appropriate proof that the student has received a health examination within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Proof of the exam must be submitted on the required state form.
5. **STUDENTS WILL NOT BE ALLOWED TO START SCHOOL WITHOUT THE REQUIRED PHYSICAL EXAM AND IMMUNIZATIONS. FAILURE TO COMPLY WILL RESULT IN THE STUDENT'S EXCLUSION FROM SCHOOL UNTIL THE REQUIRED HEALTH FORMS ARE PRESENTED TO THE SCHOOL.**

Religious Exemptions to Physical Examinations and Immunizations

For religious exemptions to required immunizations and /or examinations-The "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations" form must be completed, including a physician's signature, and be on file in the nurse's office prior to the first day of school for students entering kindergarten, sixth and ninth grades, or enrolling in an Illinois school for the first time, regardless of a student's grade. If there is a disease outbreak the student not immunized may be excluded from school.

Vision and Hearing Examinations

CUSD 20 provides screenings for vision and hearing according to state guidelines. If a student fails either screening, parent/guardian will be notified and appropriate referrals will be made at that time.

- Vision screening is performed for preschool, kindergarten (if a vision exam is not submitted), second grade, and eighth grade students, special education students, new students to the district, and for any student upon request of parents or teachers. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.

- Hearing screening is performed for preschool, kindergarten, first grade, second grade, third grade students, special education students, new students to the district, and for any student upon request of parent or teacher.

Dental Examination

All children entering kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification on the "Illinois Certificate of Religious Exemption to Required Immunizations and /or Examinations"; or
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

This documentation must be on file in the nurse's office prior to the first day of school for students entering kindergarten, sixth, and ninth grades. If there is a disease outbreak the student not immunized may be excluded from school.

Unit #20 Medication Policy Explanation

This is an explanation of Unit 20 School District's Policy regarding any student needing medication or a health care procedure during school hours.

This Policy allows a parent/guardian or a responsible adult of the parent/guardian's choice to administer medication or a health procedure at school to a student as needed. If this is not possible, it is allowable for the student to self-administer, if able, or be administered the medication or health procedure if the student is unable to do so. For self-administration or administration by any school employee the District's procedures must be followed.

The District procedures require a parent/guardian to have a Unit 20 Medication/Health Procedure Order form completed by the student's doctor, nurse practitioner or physician's assistant. This form can be obtained from the School Nurse's office at the school the student attends or on line at the School's web site at www.cusd20.com. After the health care provider fully completes it, bring it to the School Nurse's office at the school the student attends. After it is determined by the School Nurse that the medication or procedure needed cannot be met outside of school hours, a meeting will be scheduled with the parent/guardian and the student's Principal. At this meeting the parent/guardian will sign a School Medication/Health Procedure Authorization form to allow school personnel to follow the Health Care Provider's order and a Procedure Plan for school will be developed, as well as any emergency plans, if needed.

These forms shall be renewed at least annually for long-term medications or procedures. Any changes in the medications or procedures directions before the annual renewal will also require updated forms provided to the School Nurse.

All medication must be provided in a properly labeled container. Properly labeled mean the following:

1. Prescription drugs shall display:

- Student' name
- Prescription number
- Medication name/dosage
- Administration route and/or other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address, and phone number
- Name or initials of the pharmacist

*If the health care provider provides a sample prescription medication to use, the health care provider must label the medication to display:

- Student's name
- Medication name/dosage
- Administration route and/or other directions
- Date
- Licensed prescriber's name, address and phone number

2. Over the counter (OTC), non-prescription medication shall be brought to school and stored in the manufacturer's original labeled container indicating the ingredients, and the student's name affixed to the container.

The pharmacist should be able to provide extra properly labeled containers. If the dose requires partial tablets, for example, ½ tablet, the tablets will need to be cut before bringing the medication to school.

All medication will be kept in a locked space at school unless refrigeration is needed or it is an emergency medication that must be immediately available for administration, and then it will be refrigerated or stored unlocked in a restricted area.

The administration of the medication or health procedure will be done by a School Nurse or an employee trained by a School Nurse. Self-administration of medication or health procedure will be supervised by a school employee. The dose administered or supervised will be noted on a log sheet, unless the Physician's Order directs that the student needs to carry the medication or health procedure equipment with him/her to use as needed and the parents give written permission agreeing to the physician's directions.

Unless the student has orders to carry his/her medication or equipment, when additional medication or supplies are needed at school, the parent/guardian or responsible adult should bring the medication or supplies in the properly labeled container. Medication in baggies, envelopes or other improper containers will not be given and treated as "no medication provided."

At the end of the treatment any remaining medication or supplies need to be removed from school within 30 days or the end of the school year, whichever comes first. If it is not removed, it will have to be discarded.

Please call or come to the office of the School Nurse in the school the student attends if there are any questions. Contact numbers for a School Nurse are as follows: Parkside 943-3992; Parkview Jr. High 943-6161; and LHS 943-6161

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The

District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Access to Asthma Medication in School

School Code 105 ILCS 5/22-30 allows school districts to voluntarily maintain a supply of undesignated asthma medication for respiratory distress at school or during school-sponsored activities. A school nurse or trained personnel may administer undesignated asthma medication without the direct order from an attending provider to an individual that they, in good faith, believe to be experiencing respiratory distress and does not necessarily have an Emergency Action Plan in place. Parents have the right to opt out of the administration of asthma medication(i.e albuterol) being available to their child.

Each school in CUSD20 currently has stock asthma medication in the health office. However, the supply of emergency asthma medication allowed under this Act is not intended to replace asthma medication prescribed to students with a known diagnosis of asthma. If your child has a known diagnosis of asthma with emergency medication, it is in your child's best interest to provide that medication to the school.

Emergency Aid to Students

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

Void Policy; Disclaimer

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

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

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

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the

availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

Communicable Diseases

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

1. Parents are required to notify the School Nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written information to the parent and the guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Illness Guidelines

Please follow the guidelines listed below:

Diarrhea

Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication.

Student must be kept at home from school until diarrhea is resolved.

Fever/Flu

Fever over 100° F
Flu symptoms can include cough, sore throat, body aches, fatigue, vomiting and diarrhea.

Student must be kept at home from school for at least 24 hours after there is no longer a fever, without the use of fever reducing medication.

Vomiting

Student must be kept at home from school until vomit free for at least 24 hours.

Rashes

Rashes will be evaluated on an individual basis. Rashes can be caused by many things including allergies, viruses, various skin conditions, bacterial illnesses, and sometimes unknown causes. If the cause of the rash is not easily determined, the school may require a health care provider's note stating the diagnosis before the child can return.

Pink Eye (Conjunctivitis)

Can be allergic, viral, or bacterial in nature. Any child with symptoms of conjunctivitis (swollen eyes, red eyes, itching, drainage from eye) will need a health care provider's note with a diagnosis to return to school. If antibiotic drops are started, the child needs to be on drops for 24 hours before returning to school.

Head Lice "NO NITS" Policy

The Board of Education has adopted a "no nits" policy for head lice. Nits are eggs of head lice. Since head lice are so good at hiding, infestations of head lice are mostly identified by the presence of nits on the hair. This policy means that any student with nits and/or head lice will be excluded from school until treated and all nits are removed as determined by a visual examination by the school nurse, a school staff

member, or volunteer who the school nurse has determined to have adequate experience to recognize lice and/or nits. This policy was adopted because various treatments that claim to be 100% effective in killing the lice do not always kill the nits. Literature shows that between 5-30% of nits survive after treatment. Nit removal is essential to prevent reinfestation and attempts to reduce the spread of this condition. Since the ban in 1973 of the insecticide DDT that was providing widespread control but causing environmental dangers, head lice must be treated case by case. Lice can infect anyone, but prefer children. It appears to be a constant year-round threat, so we request that you check your child daily. We will periodically check students at school, but if symptoms are noticed by staff, any student may be checked at any time.

Look for the insects and the nits when you check your child. The insect is visible to the eye but is only the size of a sesame seed or smaller and hides very well. The nit may be whitish on dark hair but appear darker on light hair. Unlike dandruff or other material, the nit will be attached to the hair shaft. If you see something, separate the individual hairs and run your fingers down the hair shaft. If it flakes off, it is not a nit. To remove the nit, it must be pulled the entire length of the hair shaft. Please contact your doctor to determine a safe treatment choice for your child if you find head lice. Call the nurse's office at 943-6161 to schedule an appointment to have your child checked. **An adult must accompany the child.**

Emergency Drills

Procedures for such emergencies as fire, tornado, and other disasters have been established. Drills at regular intervals are required by law. It is essential that instructions are followed explicitly. Each teacher will provide information concerning exit routes and specific procedures.

TORNADO PROCEDURE

Plan I: ADEQUATE WARNING TIME

When it is reported by the Civil Defense Warning System that a tornado has been sighted and is approaching the vicinity, the teachers advised by intercom will take their students to the assigned areas as follows.

- Band/Choir- move to practice rooms
- Cafeteria during lunch- move to gym locker rooms
- Library- move to women's restroom main entrance
- 200's wing move to main hall restrooms
- 300's wing move to Girls locker rooms
- 400's wing move to 502
- 500's wings move to room 502
- 600's wing move to Boys Locker room

Students are to take a protected position (crouched, on knees with head covered, facing east) and remain until safe to move. Students need to stay clear of doorways and glassed areas.

PLAN II: NO WARNING TIME

In case of a tornado with no warning, students must take cover under desks and chairs in their immediate location, staying clear of windows and exterior walls. Under either plan student must be advised not to touch any broken electrical lines.

Maintenance and custodians will shut off all utilities.

If other areas of the school district are also affected by a tornado, involving homes and families, L.H.S. students are not to be dismissed from the building without approval. If our immediate area is under a tornado warning during dismissal time, students will be kept inside the building until an “all clear” is received.

Special Events

Events in the Gymnasium

Exit Gym to Locker rooms and locker room hallway.

If additional space needed

Restrooms

Room 502

Events at Athletic Complex (This will include P.E. classes)

Evacuate to Parkside Elementary school.

FIRE EMERGENCY PROCEDURE

In case of a fire emergency students and staff will evacuate the building to designated area at the student parking lot:

Evacuation Plan

Office Area	Exit 1
Band	Exit 21
Choir	Exit 22
Kitchen	Exit 20
Auditorium/Cafeteria	Exit 1
Media Center and Computer Lab	Exit 1
Classrooms in 200's	Exit 17
Classrooms in 300's	Exit 3
Classrooms in 400's	Exit 16
Classrooms in 500's	Exit 5
Computer Lab 501	Exit 4
Gym Area	Exit 8 or 11
Weight Room	Exit 10
Wrestling Room	Exit 9
Health OCC/FACS	Exit 14
Ag	Exit 12
Industrial Tech	Exit 13

1. Signal for fire drill – special “buzzer” from office. Continuous buzzer for 30 seconds or longer.
2. Two monitors are to be appointed in each class to close all windows in the room.
3. All lines leave room in a single file.
4. First four students to each set of outside doors to hold doors open.
5. Teachers are to supervise all along the way out of the building.
6. Teachers should account for their students outside.

7. Estimated time to clear the building – 90 seconds.
8. All-clear signal to return to building and classes – one long ring of the regular school bell.
9. Walk - NO TALKING - listen for any special instructions over the intercom. It may be necessary to block a given exit because of smoke or fire hazard. Excessive noise will prevent you from obtaining special instructions.
10. Teachers must take a class list, check attendance and report attendance.

EARTHQUAKE PROCEDURES

1. If possible take shelter under desks.
2. Stay clear of windows, cabinets and electrical equipment.
3. If outside the building stay where you are.
4. Assume the Civil Defense Position
5. Stay clear of buildings, trees and powerlines
6. An all clear signal/bell will be given as soon as possible.

Acceptable Use of the District's Electronic Network

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system

administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – By using the District’s electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system

administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the District's email system constitutes consent to these regulations.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

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

The system administrator and Building Principals shall monitor student Internet access.

SEARCH AND SEIZURE

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

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

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

EXTRACURRICULAR AND ATHLETIC ACTIVITIES

Extra-Curricular activities are an important part of a student's high school experience. All students are encouraged to join clubs, organizations and athletic teams to enhance their educational experiences. The benefits cannot be measured when it comes to team building, leadership and social skills. Sign-ups are announced for the various activities during the appropriate time. However, if a student becomes interested after the initial sign up, students should contact the faculty sponsor for more information.

Activity Conduct

The authority of teachers and other certified personnel applies to students at all athletic and extracurricular programs just as during the regular school day. Students removed by a teacher or administrator from an extracurricular school function (games, etc.) may not be allowed to attend extracurricular functions for the remainder of the term, depending on the severity of the offense. Teachers are authorized to use reasonable force as needed to maintain safety for other students.

The CUSD No. 20 Discipline Policies will be enforced at all extra-curricular activities. No smoking, drinking, or drugs will be permitted at any school activity. This includes those who attend an activity under the influence. If an offense is discovered by the chaperone, the parents of the offending student will be called. The individual will be punished by the school authorities for such conduct which may include expulsion from school or from all school functions.

Participation in School Sponsored Activities

In order to be eligible to participate in any School Sponsored Activity, a student must be in attendance for the entire school day. This does not include lunch. Extraordinary circumstances may be approved at the discretion of the administration.

In order to be eligible to attend school sponsored field trips students must a) be passing at least 6 classes b) have attended at least 75% of the school days) any other criteria set forth by the field trip supervisor.

Students who exceed the cap limit of 5 days of absence in a semester may not be permitted to attend Prom. Seniors, in addition to Prom, may not be permitted to participate in the graduation ceremony if they are a senior. Participation in these school activities is a privilege.

Extra-Curricular Drug Testing Policy

Recognizing that observed and suspected use of alcohol and other drugs by Lawrenceville Community Unit #20 students is evident, a program of deterrence will be instituted as a proactive approach to a safer and drug-free school. The purpose of this program is threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. The program is non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting the help when needed. For the purposes of this policy, the term "students" shall be defined as any student participating in organized athletics, clubs and other extracurricular

activities, as well as students possessing a valid parking permit. **A copy of the Unit #20 Drug Testing Policy will be included in registration packets.**

Guests of Students

Students are not allowed to bring a guest to school. Students are only allowed to bring outside guests to activities and dances (including Homecoming and Prom) and will be held responsible for their conduct. If a guest comes to a school function while under the influence, they will be ejected from the building and the police will be notified. Any student who brings such a guest must understand they will also be accountable for the offender's conduct and may lose privileges as a result.

1. Anyone wearing improper dress will be refused admittance to school activities.
2. The approximate time for school dances is from 8:30-11:00 p.m. appropriate exceptions may be made for Prom, Homecoming and other special events.

All dances are restricted to LHS students and their registered guests. Guests must be registered by noon of the date of the scheduled dance (earlier for Homecoming and Prom). A picture ID and/or verification of a student in good standing at another high school may be required as part of the guest's registration. Registration information and forms will be available in the office prior to an event. Please ask if there are any questions.

Prom

The Prom is annually sponsored by the Junior class and is conducted in accordance with all school rules and regulations pertaining to extracurricular activities as related to student behavior. Students who have not reached junior status as defined by the above classification policy will not be eligible to purchase prom tickets. Early graduates, G.E.D. recipients and homeschool students will likewise not be eligible to purchase tickets. **Guests will not be permitted to attend the prom unless enrolled in high school, graduated from high school, and no guest older than the age of 20 will be allowed to attend.**

Homecoming

The Homecoming Dance is annually sponsored by the LHS student council. All LHS students in good standing will be eligible to purchase tickets for this event. The Homecoming Dance will follow the same guideline as the JR/SR Prom.

Athletics

Athletic Physicals

Student athletes are required to have a physical examination on file each year. Physicals should be on file according to the following dates:

August 1 – Fall Sports (Golf, Football, Tennis, Volleyball, Cross Country, Cheerleading & Arrowettes)

October 15 – Winter Sports (Boys & Girls Basketball and Wrestling)

March 1 – Spring Sports (Baseball, Softball and Track)

Student Accident Insurance for Football Players

Regular School Accident Insurance does not cover football injuries, but optional football coverage is available under the student insurance football plan. This insurance is for football only and does not cover other sports. Community Unit No. 20 does not provide special coverage for football players. Therefore, it is imperative that all football players furnish proof of other insurance coverage.

Concussion Protocol

In accordance with the State of Illinois and the IHSA, CUSD 20 has created a concussion oversight team. This team will be responsible for Return to Learn, and Return to Play. Upon request a parent or guardian may receive the procedures of said committee.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Community Unit School District No. 20 - "Return to Learn" Policy Overview:

In most cases, concussions do not significantly limit a student's participation in school. They usually involve temporary, informal instructional modifications and accommodations. Recovery from concussion symptoms usually occurs within seven days, although in some cases symptoms may last up to 10 days. However, in 5-10 percent of cases it may take several weeks or months to recover from symptoms that experience Post-Concussion Syndrome. Post-Concussion Syndrome is a chronic condition where symptoms persist long term. The school's athletic trainer or other licensed health care provider will help guide decisions for the Concussion Oversight Team about the student's need for and level of modifications and accommodations and their readiness to resume various school activities. Members of the Concussion Oversight Team help identify triggers that cause symptoms to get worse, and then modify school activity accordingly. Thereafter, school activities can be gradually increased as the symptoms decrease.

If recovery takes longer (more than three to four weeks), there should be a greater concern for a student feeling isolated or depressed and experiencing anxiety from not attending school, falling behind, and missing out on playing sports or other extra curricular activities. This may cause a need to create a 504 Plan or an IEP, due to the Members of the "Return to Learn" Team Administrator (From building student attends) School Nurse Parent/Guardian 1 Academic Teacher Healthcare Provider Guideline from licensed healthcare provider Possible School Accommodations Based on Symptom Type: Headaches

- Allow to lay head down on desk
- Allow frequent breaks Sensitivity to Noise
- No band, chorus, PE classes
- Avoid lunch room
- Early passing period

- No extracurricular event attendance
- No headphones Sensitivity to Light
- Allow sunglasses to be worn
- Low light or dimly lit room
- Avoid bright screens
- Reduce TV time
- No texting/video games Other Visual Problems
- Limit screen time
- Shorten reading assignments
- Use auditory learning
- Increase font size on computers
- No texting/video games Concentration or Memory Problems
- Main focus/work on essential academics
- Postpone major tests/standardized testing
- Extra time for quizzes/tests/projects
- Reduce homework Sleep Difficulties
- Allow late start to school
- Allow frequent rest breaks

“Return to Learn” Steps: The following is a stepwise progression that includes modifications and academic accommodations. These modifications/accommodations are to be used as guidelines. Each individual will be different when recovering from a concussion and each case will be different. Each step has no time restriction, nor is there an ideal time in recovering from a concussion. It is important to make sure that symptoms do not increase during these steps. The concussed individual must meet all the criteria for Step 5 of the “Return to Learn” policy before progressing in the “Return to Play” policy.

Step 1 - Cognitive Rest (Immediate) - No School

- No homework, no computer, no texting, no video games, and maybe no TV. Minimize screen time.
- As symptoms improve, slowly reintroduce light cognitive activity. Initial activities may include watching TV, listening to audio books, drawing and cooking (in short incremental periods), as long as they do not increase symptoms.

Step 2 - Light Cognitive Activity - Limited School Attendance

- Activities may be done as long as they do not increase or cause symptoms to get worse.
- Five to 15 minutes of cognitive activity (screens, homework, reading, and concentration) may be all that is tolerated. Stop activity if moderate symptoms develop.
- Increase length of cognitive activity as one as the symptoms do not increase.

- Possible half day of school or attendance in school all day but with structured breaks in a quiet room with supervision.
- No standardized tests, accommodate for exams, extra time for quizzes, limited homework, extra time for assignments.
- No PE

Step 3 - Increased Cognitive Activity - Full Day Attendance with Accommodations

- Homework tolerated at home without problems or symptom increase.
- Cognitive activity (screen time, texting, video games, reading, etc. is tolerated for 30 minutes or longer without symptoms increase.
- Continue to work up to longer periods of cognitive activity for periods of 90 minutes or longer.
- Identify essential content, assignments, and quizzes/tests to make up (schedule or work into class time).
- Moderate homework and make-up work can be done at home or in class.
- Can take quizzes and class work without increase in symptoms.
- Accommodate for exams and tests with more time, limit the number of tests on a day to no more than two.
- Increase time in all classes and school as tolerated during this period, as long as symptoms do not increase.
- No PE.

Step 4 - Full Cognitive Activity - Full Day Attendance with Minimal Accommodations

- Full class and school schedule without symptom increase.
- Full homework and work load in all classes.
- All tests, exams and quizzes are made up and finished and can be taken without accommodation.
- Develop a realistic timeline for all make-up work to be finished and turned in.
- If symptoms increase/return a break should be taken in a quiet supervised room until symptoms resolve.
- No PE.

Step 5 - Full Academics - No Accommodations

- Full day attendance with full work load without symptom increase.
- When indicated by the school's Concussion Oversight Team, they can start the next step in “Return to Play” progression.
- No PE until cleared in the “Return to Play” progression.

Accommodating Individuals With Disabilities

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

Athletic/Extracurricular Code

Introduction

The rules and regulations set forth in this athletic code are consistent with the policies of the Illinois High School Association (IHSA). Along with the IHSA, Community Unit School District #20 believes that athletic participation is a “privilege unique to young people in the American education” (pg 6, IHSA Handbook). The athletic program is an integral part of the total education experience. The school’s athletic philosophy can be described through the following behaviors our athletes should seek to model:

- *play according to the rules
- *have control of his or her emotions
- *be on time for practices and contests
- *demonstrate pride in him or herself and the school
- *be gracious in victory and defeat
- *respect judgment of others
- *accept constructive criticism

It is a privilege and an honor to be an athlete at Lawrenceville High School. The guidelines and consequences listed in the Athletic Code are a MINIMUM standard for coaches and student-athletes.

GENERAL RULES: (to be followed by all students who choose to participate as athletes at Lawrenceville High School)

1. All athletes must have a physical examination each year. A record of this must be placed on file before a student can participate (or practice) in a sport.
2. Students represent our school and are expected to maintain high standards of personal conduct throughout the year (365 days a year). They are expected to be positive role models and shall not attend social events where alcohol, tobacco, or other illicit drugs are illegally available.
3. Abstain from the use or possession of tobacco, including vapor pens (or look-alikes), alcohol, and other illegal drugs and the abuse of any non-prescription or prescription drugs.
4. Students are expected to maintain other personal behaviors, which will reflect positively on them as well as the school. UN- sportsmanlike conduct, vandalism, theft, or other inappropriate behavior shall not be tolerated, and will be grounds for discipline.
5. No student may practice nor participate in practices or contests while suspended from school.
6. Students must maintain the following academic standards to be eligible for participation. These are considered the minimum expectations of athletes. Individual coaches may set above minimum standards with permission from the Athletic Director and Principal. Students will be informed of any change. The minimum standards of the IHSA are set forth in Section 3.020 of the by-laws.

At LHS, academics are a top priority. Students must pass at least 87.5% of their classes on a weekly basis. This translates into 7 out of 8 hours of high school work per week.

The following eligibility standards will be enforced which will allow students to participate.

- A. Weekly Eligibility - Students must pass 6 classes to maintain eligibility. Ineligibility will begin on the following Monday through Saturday contests.
- B. Semester Eligibility - Students must pass 7 classes to maintain eligibility. Student's eligibility will be based on the previous semester's grades. If a student is ineligible at the semester they will be ineligible the following semester.
- C. Because academics are the top priority at Lawrenceville High School, any student who is consecutively ineligible for 3 weeks will be removed from the team. Likewise, if a student is ineligible 4 times throughout the season, he/she will be removed from the team.

7. Practice is essential to maintain a high level of competitiveness, of which we strive for at Lawrenceville High School. The following policy is set as a guideline for coaches and students:

- 1st unexcused absence - Conference with coach and disciplinary action may be taken
- 2nd unexcused absence - The student will miss 1 interscholastic contest
- 3rd unexcused absence - The student will miss 2 interscholastic contests
- 4th unexcused absence - The student will be dismissed from the team.

8. A student must be in attendance the entire school day in order to be eligible to compete in that day's event. This does not include lunch. Extraordinary circumstances may be approved at the discretion of administration.

9. Each student is responsible for all equipment and /or clothing issued for an activity as well as its return at the end of the activity. No student shall participate in another activity until this is done.

10. All students are expected to ride the team bus to and from events not held at Lawrenceville High School. A coach may elect to allow a student to ride home with his/her parent/guardian if the parent/guardian is in attendance at the event. Parents taking the student home must give the coach a note stating that the student is going home with them instead of riding the bus, and/or sign the student out with the coach. If a student is found to be in violation of this procedure, he/she will be required to ride the bus home for the remainder of the activity season.

11. Students are representing Lawrenceville High School and the community and should strive to make a good appearance. When en route to and from a scheduled contest, students not attired in team uniform shall dress cleanly and neatly. Any extreme style of dress or grooming may be considered inappropriate by the coach. Hair must be cut or styled so that the vision is unobstructed at all times.

DISCIPLINE GUIDELINES

If students participating in sports or extracurricular activities drink alcohol, use tobacco (including vapor pens - or look alike), use illegal drugs, or commit other illegal acts, discipline will be as follows: The following first offense consequences are based on an approximate 22% of the scheduled contest of each sport and level. Allowance for some sports has been given to the possibility of weather affecting the total games being played throughout a season.

Also, you will find an adjustment for 1st offense suspensions (1st offense only) that will be given under the "honesty policy". To be considered for this option, the student must contact either the principal, athletic

director or the coach within 36 hours of the incident. Understand that if the administration/coach hears of the infraction before (even before the 36 hours) the student makes contact, the honesty policy option will be voided.

First infraction (within a 12 month period): Conference with the head coach and Athletic Director and/or Principal.

Sport	22%	Honesty Policy
Baseball	6	3
Softball	6	3
Volleyball	6	3
Wrestling	6	3
Basketball (boys and girls)	5	3
Basketball (f/s)	4	2
Golf	4	2
Cross Country (boys and girls)	4	2
Scholastic Bowl	4	3
Track (boys and girls)	3	2
Football	2	1
Football (f/s)	2	1
Arrowette (basketball)	2	1

Cheerleaders will be suspended according to the season of suspension. In the case that the suspension can not be completed during the immediate season the following formula will be used - (1 football game = 3 basketball games)

In the case that a student plays on both F/S and JV or F/S and Varsity, the student will be completely suspended from the primary contest they participate in (and all others) until the completion of the suspension.

Any non-scheduled contest will not count for the suspension (no contract received prior to suspension)

Any rescheduled contest will count for the suspension (cancellation due to weather, etc.)

Second infraction (within a 12 month period): Dismissal from the squad immediately. A student is considered dismissed until the conclusion of that activity. He or she is not to participate in any other activity until the activity from which he/she was dismissed from has concluded.

Third infraction (within a 12 month period): The student will be denied further participation in athletics/activities at Lawrenceville High School for one calendar year from the date of suspension.

Note: All penalties carry over from each sport until the penalty is served.

All accusations or allegations of violations will be investigated as thoroughly and reasonable as possible. Hearsay information will not be the sole basis for violation. Self-admission, information from faculty, law enforcement authorities, written or pictorial information, postings on blogs or social networking, etc., or any form of irrefutable evidence shall be considered valid. A student may appeal a disciplinary action in writing to the building principal. The matter will be reviewed and resolved as soon as possible.

Special Education

The District shall provide a free appropriate education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the students’ parent(s) guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the students’ parent(s) guardian(s) and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District’s disabled students.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Exemption from PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Certificate of High School Completion

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

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

Student Privacy Protections

RELEASE OF INFORMATION AND DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that LHS, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational record. However, LHS may disclose appropriately designated "directory information" without written consent, unless you have advised the High School in writing to the contrary. The primary purpose of directory information is to allow LHS to include this type of information in certain publications for typical school purposes (yearbook, honor roll, graduation programs, and sports activity sheets). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, senior pictures, or public yearbooks. In addition, two federal laws require LHS to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised in writing that they do not want the information disclosed. If you do not want LHS to disclose directory information from your child's educational records without your prior written consent, you must notify the High School Office in writing by Sept. 10 of each year or within 10 days of initial enrollment. **LHS has designated the following information as directory information: student's name, address, listed telephone numbers, participation in activities and sports, photographs (team, club, honors/scholarships) weight and height of athletes, dates of attendance, grade level, and awards received.**

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Military Recruiters and Institutions of Higher Learning

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

RETENTION / DESTRUCTION OF STUDENT RECORDS

The building Principal is the official records custodian of the Community Unit School District No. 20 attendance center to which he/she is assigned.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. Student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for no less than 60 years after graduation or permanent withdrawal. (ISSRA, Par 50-2 (e); 50-4 (e).
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student's permanent record. It may include family background and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal (ISSRA, Par 50-2 (f); Rules, Section 375.10).
3. Parents, or any person specifically designated as a representative by a parent, have the right to:
 - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copy. (ISSRA, Par 50-5).
 - b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student

temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by school (ISSRA, Par. 5005 (b)).

c. Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school

(1) The request for a hearing shall be submitted in writing to the school and shall contain a notice of the specific entry or entries to be challenged and basis of the challenge.

(2) An informal conference shall be held within 15 days of receipt of the request for a hearing.

(3) If the challenge is not resolved by the informal conference a formal hearing shall be initiated.

(4) Formal Hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to present evidence and to call witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record, or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

(5) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special educational personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of

the county in which the school is located (ISSRA, Par 50-7; Rules Section 375.90) No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- a. to a parent or student or person specifically designated as a representative by a parent; (ISSRA, Par 50-6 (a) (1))
- b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA, Par 50-6 (a) (2))
- c. to the official records custodian of any school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school; (ISSRA Par 50-6(a); Rules, Section 375.70 (a))
- d. to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records; (ISSRA, Par 50-6(a) (4); Rules, Section 375.70 (d) (2))
- e. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the content of the school student records; (ISSRA, Par 50-6 (a) (5); Rules, Section 375.70 (c) (3))
- f. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper or general circulation or other publication directed generally to parents (ISSRA, Par 50-6 (a) (6); Rules, Section 375.70 (b))

g. subject to regulation of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information

released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par 40-6 (a) (7); Rules Section 375.60)

h. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records (ISSRA, Par 50-6

(a) (8); Rules, Section 375.70 (d))

4. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute (ISSRA, Par 50-7 (d))

5. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par 50-4 (h))

6. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of the parent obtained in accordance with ISSRA Par 50-6(a)(8). ISSRA, Section 50-6 (d)

7. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA Par 50-6 (c))

8. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, Par 50-2 (g))

9. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school (ISSRA, Par 50-6(e); Rules, Section 375.80)

10. No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by an individual or any information from a student's temporary record.

11. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files, and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parent. The school will explain to the student and parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (Rules, Section 375.40 (d))

12. (Any policies of the school relating to school student records which are included in the Act or Rules).

13. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or Rules are available for review in the office of the school records custodian and the district's superintendent.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: 1

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Homeless Child's Rights to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Wellness Curriculum

Community Unit No. 20 School District has adopted a Wellness Curriculum for use in Kindergarten through 12th grades. Basic Wellness, Drug Abuse, AIDS, and child sexual abuse are among the areas included. Much of the content has been mandated by the State of Illinois which means it must be taught. Information is presented in an age appropriate format acceptable to the community and built in blocks like other academic areas such as math and reading. The curriculum is covered in health, science, and the "Growing Up Well" series for drug abuse prevention and self-esteem improvement. Included in the areas the State of Illinois has mandated are sex education in the areas of AIDS, abduction avoidance, child sexual abuse and sexual abstinence until marriage. Along with these mandates, the State requires that the parents be notified before these particular mandated areas are taught. The State also requires that parents be offered the opportunity to review materials to be used and given the opportunity to object in writing to their child's participation in the areas of the curriculum heretofore listed.

Please remember that every effort was made to make the material age appropriate, so not every area is covered in each grade. If you wish to review or discuss the material to be included in your child's classroom, you should make arrangements through your school principal within the first two weeks of school. Please be aware that this is your notification of establishment of the Wellness Curriculum. If you do not wish your child to participate in the listed portions of the curriculum, please notify the principal in writing with the first two weeks of school and your child will be excused during those lessons.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact

Paige Petty at Parkside Elementary 943-3992.

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender and Violent Offender Community Notification Law

Date:

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,

www.isp.state.il.us/sor/faq.cfm

Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at cusd20.com.

Discipline and Conduct

Morning Policy

Lawrenceville High School doors will open at 7:30 a.m. Students should not arrive before that time. ALL school rules apply to student conduct in the mornings before school. All hats are to be removed at the door before entering the building. No entrances may be blocked by students. Students are not to be loitering in the school parking lot during school hours without office permission. Students entering the building must proceed to the GYM or the CAFETERIA if eating breakfast and remain there until the 7:50 a.m. bell.

7:50 a.m. Students are allowed to go to their lockers and 1st period classes.

7:55 a.m. Warning Bell.

8:00 a.m. Classes begin, tardies will be given.

3:15 p.m. Dismissal.

Closed Campus

Lawrenceville High School is a closed campus. Students must have a parent or guardian physically come in and sign them out and then sign them back in by the end of the lunch period. All areas of the building except the cafeteria and dining room will be closed to students during the lunch period each day.

Hall Passes

Students are not to be away from their classroom or work area without a pass signed by the teacher of that class. Restrooms and water fountains are to be used before school, at lunch, or between classes. Passes will be issued only for essential reasons.

LHS PBIS Discipline Policy

The Board of Education adopts the following district-wide policy as an overview for definitions governing disciplinary action at the elementary, junior high, and high school levels, student removal from the classrooms, and school bus safety and discipline.

This policy does not remove from the building administrators any authority or responsibility for those additional rules, regulations and penalties that they feel are necessary for the smooth functioning of their buildings or the educational success of their students.

The authority of teachers and other certified personnel applies to students at all athletic and extracurricular programs just as during the regular school day. Students removed by a teacher or administrator from an extracurricular school function (games, etc.) may not be allowed to attend extracurricular functions for the remainder of the term, depending on the severity of the offense. Teachers are authorized to use reasonable force as needed to maintain safety for other students.

Definitions

A “**SUSPENSION**” is defined as an exclusion from the school for a period not to exceed ten (10) days. A suspension can only be served on days when classes are in session. A suspension may only be assigned by a school administrator.

An “**IN-SCHOOL DETENTION**” is defined as exclusion from the routine school day, except that student shall remain in school in a restrictive or isolated area. No academic credit shall be lost solely by the imposition of in-school detention. In-school detention may only be assigned by a school administrator.

A “**DETENTION**” is defined as a period of time before school, at noon, or after school when the student is isolated from the rest of the school body and is required to work quietly. Detentions may be assigned by either a teacher or administrator. At the end of the week, detentions that have been missed will be added up and the student will have to make up those misses in in-school suspension.

“**SATURDAY SCHOOL**” is defined as a period of 4 hours, on Saturday, assigned by the administration as a consequence of misconduct. Work will be assigned by teachers and the student will work quietly. Students will be supervised by certified staff. Near the end of the semester, Saturday Schools that have been missed will be added up and the student will have to make up those misses in in-school suspension. Saturday Schools may only be assigned by the administration.

“**EXPULSION**” is defined as exclusion from school for a period of more than ten (10) school days.

“**PRINCIPAL PROBATION**” is defined as an alternative to immediate expulsion or placement in safe school. This document will be used on a case by case basis (AT THE DISCRETION OF THE ADMINISTRATION) and will allow a student to remain at Lawrenceville High School as long as the probation agreement and its terms are met. Students failing to meet the terms of the agreement will be automatically expelled for the duration set forth by the CUSD No. 20 Board of Education as stated in the probation agreement.

In each case, (1) the parent/guardian will be notified of the first offense and a parent/guardian conference will be scheduled, if possible for each subsequent offense; and (2) all discipline referrals will be placed on file.

Offenses not explicitly named in this policy will be dealt with in a manner commensurate with an offense of similar severity. Except in cases where the health or safety of students would be imperiled, the administration may, at their discretion, use in-school detention (Alternative Education) as an alternative to out-of-school suspension.

Due Process and Appeal Procedures

Students shall be afforded due process as follows:

1. Students have the right to know what they are being charged with.
2. Students have the right to present their response to the charges.

In the event a student feels he or she has been treated unfairly in regard to a disciplinary matter, he/she may ask for a hearing with the superintendent, with those individuals involved present at the hearing. If the student is still not satisfied with the findings, he/she may proceed from this point to the Board of Education by having the Superintendent place the matter on the Board's agenda. If he/she is not satisfied at that point, the student may proceed to the Superintendent of the Regional Office of Education.

Suspension Procedures

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s).
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take action as it finds appropriate.

Expulsion Procedures

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student, and his or her parent(s)/guardian(s) may be represented by counsel; present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Bullying

Students who exhibit a pattern of aggressive behavior including physical injury, intimidation, harassment or verbal abuse of fellow students shall be deemed as at risk of aggressive behavior in the future. All district certified staff shall monitor student interactions in order to identify individuals whose conduct

demonstrates a pattern of aggressive behavior. Certified staff members shall intervene to stop acts of physical or verbal aggression, harassment or intimidation and shall report any such behavior to the building principal for further action. The building principal shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior and shall enlist parent cooperation, involvement and assistance in correcting the student's aggressive conduct where feasible.

The principal shall notify parents or legal guardians when their children are deemed to be at risk of engaging in aggressive behavior and shall enlist parent cooperation, involvement and assistance in correcting the student's aggressive conduct where feasible.

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 expelled for at least one calendar year. The expulsion period may however be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

—
MINOR REFERRALS – A discipline form is completed by the teacher and sent to the parent. Minor forms are kept on file with the classroom teacher. Teachers are to make a parental contact besides the referral form and mark this on the referral. Three minor referrals in a semester equal a major. Teachers may assign up to two (2) after school detentions.

MAJOR REFERRALS – A discipline form is completed and logged into the school system, parent contact and student signature is required and an administrative consequence is given. 3 “MAJORS” in one category for the school year could result in EXPULSION.

Minor/Teacher Managed vs. Major

MINOR/TEACHER MANAGED –After School Detention(s), Noon Detention(s)

- Defiance, Disrespect, Non-Compliance
 - Not Working
 - Not Participating/Refusal to Work
 - Making Faces/Rolling Eyes
 - Arguing – inappropriate response to teacher
 - Cheating/Lying
 - Throwing Objects
 - Lack of Supplies
- Disruption
 - Disruptive Noises

- Talking
- Out of Seat
- Not Paying Attention
- Electronic Devices
 - Texting
 - Earphones in/on
 - Phone out when not supposed to be
- Attendance/Tardy
 - Tardy
 - Abuse of Hall Pass
- Inappropriate Language
 - Negative talk towards others
 - Name Calling
 - Cursing/Swearing
- Dress Code
- Physical Contact
 - Poking
 - Tripping
 - Bumping into another
- Property Misuse
 - Minor Vandalism
 - Stealing Minor Items – Pens, paper, etc
 - § If not suspension worthy then it is a minor

MAJOR/OFFICE MANAGED – Saturday School, In-School Suspension, Out of School Suspension, Expulsion. **Once a student receives 3 Chronic “majors” in a category, they may be subject to expulsion.**

- Defiance, Disrespect, Non-Compliance – *1-3 days ISS or 1-3 days OOSS*
 - Blatant Insubordination – refusal to do things when asked to after 3 attempts in class (per day).
 - “F-you”, flipping off, swearing directed at teacher
 - Chronic minor infractions – 3 per quarter
- Disruption – *1-3 days ISS or 1-3 days OOSS*
 - Screaming, yelling
 - Teacher cannot teach
 - Students cannot learn
 - Student out of control
- Electronic Devices – *1-3 days ISS or 1-3 days OOSS*
 - Refusal to give up cell phone
 - Accessing off limit areas when not supposed to

- Inappropriate Language/Behavior
 - Blatant Swearing – *1-3 days ISS*
 - Threats to others – *1-10 days OOSS, depends on severity*
 - Offensive/Harassing language/behavior– *1-3 days ISS or 1-3 days OOSS*
- Dress Code – *1-3 days ISS or 1-3 days OOSS*
 - Gang related apparel
 - Overtly suggestive or violent clothing
- Physical Contact – *1-10 days ISS or OOSS; possible expulsion*
 - Spitting
 - Fighting
 - Pushing
 - Punching
 - Assault/Battery
- Property Misuse – *1-3 days ISS or 1-3 days OOSS*
 - Defacing property
 - Stealing major items
- Attendance/Tardies
 - Truancy/Unexcused Absences – *1-5 days ISS or 1-5 days OOSS*
 - Leaving Class w/o Permission – *1-3 days ISS or 1-3 days OOSS*
- Possession, use, sale of Drugs, Alcohol, Tobacco, or other look alike substances – *SEE SPECIFIC POLICY PG. 63*
- Possession of lighter – *1-3 days ISS or 1-3 days OOSS*
- Possession, use, threat with a weapon – *EXPULSION. Police notification. May be modified on a case by case basis by the superintendent and Board of Education.*

CONSEQUENCES

Noon Detentions/Closed Campus is served on the assigned dates and times for the student's lunch hour. The student is to eat lunch in the A.E. room (they may not order food from outside) and they must stay in that room for the duration of lunch. Teachers who assign a student closed campus/noon detention must contact the parent/guardian to let them know. Failure to serve a noon detention/closed campus will result in in-school suspension.

After School Detentions are to be served on the assigned dates and times for forty-five (45) minutes. They may be assigned by the teacher or administration. There will be a 24 hour period from the time the detention is assigned to the time it is served. **Teachers who assign a student an after school detention must contact the parent/guardian to notify them of detention.** Failure to serve after school detention(s) (or removal from after school detention) may result in in-school suspension. After School Detentions are from 3:20-4:05 Monday through Thursday in the A.E. Room.

In-School Suspension

Administration will have the option of placing students in in-school suspension for chronic classroom disruptions and other major offenses. In-school suspensions will be used at the discretion of the administration and may only be assigned by the administration. More serious offenses may result in out

of school suspensions. In-school suspension will be held everyday. Students and parents will be notified by the school of the in-school date. Students are to get their books from their locker at the start of the day and report to the in-school room. The teachers will send their assignments down to them. Students will be required to follow all rules of the in-school instructor and turn in work that is assigned. **Any student who fails to follow rules of In-School Suspension may be suspended for the remainder their punishment.**

Out of School Suspensions

The following areas of misconduct may result in out-of-school suspension and/or expulsion from Lawrenceville High School:

- Failing to obey in-school detention rules.
- Gross disrespect or inappropriate actions towards school personnel – *3 days OOSS*
- Fighting, assault/battery, or malicious physical acts towards others – *3-10 days OOSS*
- Destruction of school property – *1-3 days OOSS*
- Theft (restitution must be made; possible police notification) – *1-3 days OOSS*
- Gross insubordination – persistent defiance to school rules or personnel – *3 days OOSS*
- Verbal, physical, aggressive behavior – *3-10 days OOSS*
- Harassment, hazing, humiliation, sexual harassment – *1-3 days OOSS*
- Possession of dangerous weapon – *EXPULSION. May be modified on a case by case basis by the superintendent or Board of Education.*
- Gang related activity or unapproved clubs disruptive to learning – *3-5 days OOSS*
- Vandalism (restitution must be made; possible police notification) – *1-3 days OOSS*
- Use, possession, or sale of tobacco, illegal substances, look-alike drugs, alcohol, and drug paraphernalia – *SEE POLICY ON PG. 63*
- Any misdemeanor or felony serious enough to warrant suspension or expulsion. This will be determined by the district administration.

Parents/guardians will be notified immediately by phone if their child is suspended. An official letter from the school will also be sent home by mail explaining the suspension.

Credit for homework finished during out of school suspension will be given if assignments are completed and turned in the day they return from suspension. Students suspended from school must request their assignments and make arrangements to have them picked up.

Expulsion

Serious acts of misconduct or chronic behavior problems may result in student facing expulsion proceedings. Students that are up for expulsion will receive a ten (10) day out of school suspension. During this time they will be subject to a hearing before the Unit #20 Board of Education. Students who are expelled from Lawrenceville High School will not be allowed on CUSD Unit #20 property during this time period. The school board has the right to defer the expulsion by setting a set of criteria that must be met by the student. An example of this would be Safe school.

Appealing Suspension/Expulsions

Parents/guardians and students have the right to appeal to administrative decisions regarding suspensions and expulsions. A letter of appeal must be submitted to the district office within ten (10) days of the offense that resulted in suspension/expulsion.

Use, Possession, or Sale of Tobacco Products

Students are prohibited from the use, possession, or sale of tobacco products on CUSD #20 property or sites where school activities take place.

- **Possession and/or Use** – The following are consequences for using tobacco products, vapor pens and juuls on CUSD #20 property. The product will be confiscated and not returned

1st – 3 days ISS (Vape Education Program)

2nd – 4 days OOSS

3rd – 5 days OOSS

4th – 10 days OOSS, possible expulsion

Area 1,000 feet around school property is considered on the school. Students are prohibited from using tobacco products within 1,000 feet of the school.

Substance Abuse Policy

The use, possession, distribution, or sale of tobacco products, alcohol, drugs, look-alike drugs, and drug paraphernalia is prohibited on school property at any time. This extends to all school sponsored and related activities. Students shall not be permitted to attend school when under the influence of illicit drugs or alcohol. When given reasonable suspicion, school officials may search for and seize illicit drugs, alcohol, and tobacco products brought onto school property. Clothing which advertises drugs or alcohol is prohibited at school or school sponsored activities and events.

Discipline Procedures for Drugs and Alcohol

The use, possession, distribution, or sale of alcohol, drugs, look-alike drugs, or paraphernalia is prohibited on CUSD #20 property or where school sponsored activities take place. The policy extends to all school sponsored and school related activities as well. Students under the influence of illegal substances will be treated in the same manner as though they were in possession of such items.

First Offense for Use, Sale, or Distribution of Drugs and/or Alcohol on school property: Any student(s) (within the same school year) found to be using, selling, or distributing drugs and/or alcohol, look-alike drugs, or paraphernalia on school property will be suspended for up to ten (10) days with the possible recommendation for expulsion. Law enforcement officials will also be contacted.

Second Offense for Use, Sale, or Distribution of Drugs and/or Alcohol on school property: Any student(s) (within the same school year) found to be using, selling, or distributing drugs and/or alcohol, look-alike drugs, or paraphernalia on school property will be suspended for ten (10) days and with the recommendation for expulsion from school. Law enforcement officials will also be contacted.

Search and Seizure

If there is reasonable suspicion that a student is in violation of any school policies, a search of a student's person, possessions, clothing, locker, or vehicle and personal effects left in those items may be required. Lawrenceville High School reserves the right to search any student vehicles, at any time, when deemed necessary. School officials may search for and seize any drugs, weapons, or other dangerous contraband brought onto school property and submit those items to proper authorities.

Profanity/Inappropriate Language

Profanity and inappropriate language has no place in the school or classroom. Chronic offenders will not be tolerated. Students that use inappropriate language or profanity in dialogue with any member of the faculty or staff will serve a minimum of one (1) day in our Alternative Education (AE) room. Chronic offenders **may** be subject to suspension or expulsion.

Student Dress Code

Any attire that could disrupt the educational process will not be allowed at Lawrenceville High School. Coats are not to be worn in the classroom. They are to be kept in your locker during the school day. Hats/caps, hoods, and bandanas may not be worn inside the building. Any attire that advertises drugs, alcohol, vulgarity, tobacco, gang affiliation, violent behavior, or other offensive words/slang/meanings will not be permitted.

The following are examples of Dress Code Violations:

- Short shorts or short skirts.
- Pants must be worn at the waist.
- Tank tops
- Spaghetti straps
- Halter tops
- Tops that allow undergarments to be seen
- See-thru shirts
- Tops that expose stomach, shoulders, and/or back
- No hats, hoods, bandanas, dew rags/ durags and/ or any head covering
- No blankets
- Pants that allow undergarments to be seen
- Any piercing that is viewed as dangerous, disruptive, or hinders the educational process of student(s)
- Belt chains

If the dress code is violated, parents/guardians may be asked to provide appropriate attire or the school may provide alternate attire for the student. If the student refuses to change or chronically violates dress code policy, a suspension can be issued for insubordination.

Cell Phones and other Electronic Devices

In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic communication and/or cellular telecommunication device while at LHS during class time unless for educational purposes or emergency situations. This includes any electronic device

that incorporates voice communication, accesses the internet, or functions as a cellular phone, texting, device, or camera. This does not include school-issued Chromebooks. Students are asked to keep these items out of sight & turned off during school hours. However, they may be used at lunch time.

Cell phones are not to be turned on or used in the building by students from 8 a.m. until the student's lunch time. They are not to be turned on or used in the building from the end of their lunch period until school is dismissed for the day unless it is an emergency situation. Leaving books/assignments at home, needing lunch money, forgetting practice/P.E. clothes, etc. is NOT considered an emergency. Students must use the phone in the office or acquire permission in the office to use a cell phone for all non-emergency calls. Refusal to comply will be considered insubordination.

If using for educational purposes, a teacher must get permission from administration a minimum of one day prior to the activity.

LHS is not responsible for lost or stolen electronic devices and expects students to exercise due care and common courtesy when using cell phones during lunch time. Students who take pictures or videos of school events or personnel can be subject to disciplinary consequences and, in some cases, police action.

1st Offense – Cell phone will be confiscated by administration and given back at the end of the school day.

2nd Offense – Cell phone will be confiscated by administration and given back at the end of the school day. In addition, an after-school detention will be assigned.

3rd Offense – Cell phone will be confiscated by administration and given back at the end of the school day. In addition, in-school suspension will be assigned.

If a student is observed using his or her cell phone to record a physical/verbal altercation during school hours it will be an automatic 3 days OOSS in addition to a cell phone violation.

Further possession will result in additional disciplinary action to be determined by administration.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school including school functions and from riding the school bus up to 10 consecutive school days, provided the appropriate procedures are followed.

COMMUNITY UNIT SCHOOL DISTRICT NO.20
LAWRENCEVILLE HIGH SCHOOL

2200 James Street
LAWRENCEVILLE, ILLINOIS 62439
Telephone: 618-943-3389
Fax: 618-943-4925

ANDREW MALONE,
Principal

DANA GOODWIN,
Dean of Students

6.30 E1 Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student:

Incident Date:

Student handbook rules and/or Board policy violated: _____

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to school safety. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)* _

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to

Mr Doug Daugherty
1802 Cedar St
Lawrenceville, IL 62439

cc: Board of Education

Cross Reference:PRESS 7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form

COMMUNITY UNIT SCHOOL DISTRICT NO.20
LAWRENCEVILLE HIGH SCHOOL

2200 James Street
LAWRENCEVILLE, ILLINOIS 62439
Telephone: 618-943-3389
Fax: 618-943-4925

ANDREW MALONE,
Principal

DANA GOODWIN,
Dean of Students

6.30 E2 Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

Student

Incident Date

Student handbook rules and/or board policy violated:

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted:*(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the Superintendent).

Building Principal

Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

Cyberbullying 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. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if

the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Doug Daugherty

Name

1802 Cedar Street

Address

618-943-2326

Phone Number

dbaugherty@cusd20.net

Email Address

Julie Hayes

Name

1900 Cedar St.

Address

618-943-3992

Phone Number

jhayes@cusd20.net

Email Address

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

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

Access to Student Social Networking

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

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

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

Complaint Managers:

Doug Daugherty	Julie Hayes
Name	Name
1802 Cedar Street	1900 Cedar St.
Address	Address
618-943-2326	618-943-3992
Phone Number	Phone Number
dbaugherty@cusd20.net	jhayes@cusd20.net
Email Address	Email Address

Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any student who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal or Superintendent.
3. The grades, attendance or assignment requirements or other conditions of school participation of any student who complains of sexual harassment shall not be affected by so complaining.
4. The Superintendent of his/her designee shall promptly and thoroughly investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. A student who fails to cooperate fully in an investigation or supplies false information may be subject to discipline. Upon the conclusion of the investigation, the investigator shall reduce his/her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.
5. If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the investigator, he/she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the student complained of.
6. If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he/she may take such disciplinary measures as may be appropriate. If serious

misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the expulsion of the student complained of where a hostile, intimidating or offensive education environment has been found to exist, the Superintendent shall take reasonable steps to eliminate the conduct creating such environment.

Employee Sexual Harassment Of Students

Findings and Intent

It is the policy of the Board of Education to provide for its students an educational environment free from sexual advances, requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

Definitions

“**Sexual Harassment**” committed by an employee against a student is defined for purposes of this policy as:

Any sexual advances or requests for sexual favors made by an employee to a student, or any conduct of a sexual nature exhibited by an employee toward a student, when such conduct has the purpose of substantially interfering with the student’s educational performance or creating an intimidating, hostile, or offensive educational environment; or when the employee either explicitly or implicitly makes the student’s submission to or rejection of such conduct as a basis for determining:

1. The educational performance required or expected of the student;
2. The attendance or assignment requirements applicable to the student;
3. To what courses, field of study, or program the student will be admitted;
4. The quality of instruction the student will receive;
5. What extra-curricular teams the student will be a member of or in what extra-curricular competitions, the student will participate;
6. Any grade the student will receive in any examination or in a course or program of instruction in which the student is enrolled;
7. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
8. The student’s access to any entitlement from which the student would otherwise benefit.

For purposes of this policy “employee” means and includes the Superintendent, a Building Principal or other administrator, any certified instructional or instructional support employee, including counselors, teacher aides, nurses, all classes of educational support personnel employed by the District and volunteer personnel.

Prohibited Conduct

1. To make any advances or requests for sexual favors to a student or to engage in any conduct of a sexual nature for any purpose or when such conduct has the purpose of interfering with the student’s educational performance or creating an intimidating, hostile or offensive educational environment.

2. To explicitly or implicitly make the student's submission to such conduct a term or condition of or use the student's submission to or rejection of such conduct as a basis for determining:
 - a. The educational performance required or expected of the student;
 - b. The attendance or assignment requirements applicable to the student;
 - c. To what courses, field of study or programs that student will be admitted;
 - d. The quality of instruction the student will receive;
 - e. What extra-curricular teams the student will be a member of or in what extracurricular competitions, the student will participate;
 - f. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled; or
 - g. The student's access to any entitlement from which the student would otherwise benefit.

Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment; however, the Superintendent or Building Principal shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any employee or student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment must stop. Any employee who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal or Superintendent. If the claim of sexual harassment is against the Building Principal of the student, then the student shall report the instance to the Superintendent. If the claim is against the Superintendent, then the student shall report the instance to his or her Building Principal, who shall report the claim to the President of the Board of Education. The President of the Board of Education is hereby authorized to appoint any administrator to fully investigate any claim of sexual harassment against the Superintendent. Any person so appointed shall have the same power to investigate the claim as if he or she were the Superintendent, and shall report his or her findings to the Board of Education.
3. The Superintendent, or his/her designee, or the administrator appointed by the President of the Board of Education shall fully investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. Upon the conclusion of the

investigation, the person conducting the investigation shall reduce his/her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.

If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the person conducting the investigation, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education; except if the Superintendent is the person complained of, the exception shall be delivered to the person conducting the investigation for transmittal to the Board. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the employee complained of.

Corrective Action

If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he/she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the dismissal of the employee.

If the Superintendent is the subject of the claim of sexual harassment, the administrator appointed by the President of the Board of Education shall, following a full investigation of the matter, report to the President of the Board of Education. The President shall then convene a meeting of the Board of Education to consider the matter. The Board may then impose whatever discipline it deems appropriate, including, without limitation, steps leading to the dismissal of the Superintendent.

Sexual Harassment By Non-Employees

The Board of Education will not tolerate, condone or permit sexual harassment committed against students by non-employees who conduct business with the District. The Board of Education encourages reporting of all incidents of alleged sexual harassment, regardless of whom the offender may be, and will promptly investigate all reported incidents, when the alleged offender is not an employee of the District. The school administration, in consultation with the complaining person, will review the complaint and attempt to identify and implement a reasonable remedy if sexual harassment has been confirmed.

Sexual Harassment Aa Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

Dissemination Of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

NOTICE

This handbook is not all inclusive and is open for change or revision. If change or revision is necessary during the course of the 2024-2025 school year, the administration reserves the right to make such changes or revisions as deemed necessary. CUSD No. 20 Board Policies will guide all such changes or revisions.