Limestone Community High School

2026-2027
Student Handbook

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LIMESTONE COMMUNITY HIGH SCHOOL
4201 South Airport Road
Bartonville, Illinois 61607-2199
Telephone: (309)697-6271

BOARD OF EDUCATION

MR. MATT JOHNSON, President
MR. SHAWN LINDSAY, Vice President
MRS. DANIELLE HARRIS, Secretary
MR. JEFFREY CHIARAVALLE
MRS. RACHEL FEHL
MR. SHANNEN MEYERS
MR. ALAN PARADES

ADMINISTRATION

MR. KEITH BROWN, Superintendent
DR. DENISE RYDER, Assistant Superintendent
MRS. ERIN VIETTI, Principal
MRS. STEPHANIE DECKER, Assistant Principal
MR. DARIN DRISCOLL, Athletic Director/Assistant Principal
MS. KATIE MARSHALL, Dean of Students
MR. CORY BIELEMA, Dean of Students

Administrative Message

Welcome, Classes of 2027, 2028, 2029 and 2030. Let's make this a great year! As a student at Limestone Community High School, you will be given many opportunities. We encourage you to take advantage of the numerous activities we offer in fine arts, career and technical education, athletics, and academics. Your time at LCHS will come and go quickly, and the choices you make now will impact your high school career and experiences.

We hope this planner will help keep you organized and serve as a reference to find information from elective classes to graduation policy. Additionally, this handbook is used as your daily pass book. Take time to review the discipline, attendance, parking, and Academic Assessment policies and procedures. The more you understand our policies, the more successful you will be.

The faculty and staff at LCHS are here to help you meet your potential as a student and prepare you for your next educational and/or career step. Please feel free to contact any of us if you have questions.

Limestone Community High School is a great place for teaching and learning, and we look forward to the upcoming year.

Have a great year,
The Administration

CALENDAR 2026-27

2026

MONDAY	AUGUST 10	NO SCHOOL FOR STUDENTS Teachers' Institute
TUESDAY	AUGUST 11	NO SCHOOL FOR STUDENTS Teachers' Institute
WEDNESDAY	AUGUST 12	SCHOOL BEGINS
THURSDAY	AUGUST 27	MAP Testing {tentative}
FRIDAY	AUGUST 28	MAP Testing {tentative}
FRIDAY	SEPTEMBER 4	School Improvement Day Student Dismissal without Lunch 11:30 AM
MONDAY	SEPTEMBER 7	NO SCHOOL – LABOR DAY
THURSDAY	OCTOBER 1	School Improvement Day Student Dismissal with Lunch 1:45 PM Parent/Teacher Conferences 4:00 PM - 8:00 PM
FRIDAY	OCTOBER 2	NO SCHOOL FOR STUDENTS Parent/Teacher Conferences 9:00 AM – 12:00 PM
FRIDAY	OCTOBER 9	Early Dismissal with Lunch 1:45 PM (Homecoming)
MONDAY	OCTOBER 12	NO SCHOOL – COLUMBUS DAY
FRIDAY	OCTOBER 30	School Improvement Day Student Dismissal without Lunch 11:30 AM
FRIDAY	NOVEMBER 13	School Improvement Day Student Dismissal without Lunch 11:30 AM
WED-FRI	NOVEMBER 25-27	NO SCHOOL – THANKSGIVING VACATION
THURSDAY	DECEMBER 3	School Improvement Day Student Dismissal without Lunch 11:30 AM
FRIDAY	DECEMBER 4	NO SCHOOL FOR STUDENTS Teachers' Institute

THURSDAY	DECEMBER 17	SEMESTER 1 FINAL EXAM DAY Student Dismissal without Lunch 1:30 AM
FRIDAY	DECEMBER 18	SEMESTER 1 FINAL EXAM DAY Student Dismissal without Lunch 11:30 AM Last day of School Before Winter Break

2027

MONDAY	JANUARY 4	NO SCHOOL FOR STUDENTS Teachers' Institute
TUESDAY	JANUARY 5	SCHOOL RESUMES FOR STUDENTS
FRIDAY	JANUARY 15	School Improvement Day Student Dismissal without Lunch 11:30 AM
MONDAY	JANUARY 18	NO SCHOOL–DR MARTIN LUTHER KING JR DAY
THURSDAY	JANUARY 21	MAP Testing {tentative}
FRIDAY	JANUARY 22	MAP Testing {tentative}
THURSDAY	FEBRUARY 11	Early Dismissal with Lunch – 1:45 PM Parent/Teacher Conferences 4:00 PM – 8:00 PM
FRIDAY	FEBRUARY 12	NO SCHOOL FOR STUDENTS Parent/Teacher Conferences 9:00 AM – 12:00 PM
MONDAY	FEBRUARY 15	NO SCHOOL – PRESIDENTS DAY
FRIDAY	MARCH 12	School Improvement Day Student Dismissal without Lunch 11:30 AM
FRI-FRI	MAR 26-APR 2	NO SCHOOL – SPRING BREAK
MONDAY	APRIL 5	School Resumes After Spring Break
FRIDAY	MAY 7	School Improvement Day Student Dismissal without Lunch 11:30 AM
SATURDAY	MAY 8	GRADUATION {tentative}
MONDAY	MAY 17	SEMESTER 2 – FINAL EXAM DAY Early Dismissal with Lunch 1:30 PM
TUESDAY	MAY 18	SEMESTER 2 – FINAL EXAM DAY Early Dismissal with Lunch 1:30 PM
WEDNESDAY	MAY 19	SEMESTER 2 – FINAL EXAM MAKE-UP DAY Student Dismissal without Lunch 11:30 AM
THURS-WED	MAY 20-26	Emergency Days, if needed

Limestone Mission and Vision

Limestone Community High School empowers students to achieve excellence through quality education, personal growth, and community impact.

We will:

- **Provide positive connections within a safe and inclusive environment**
- **Foster problem solving and critical thinking skills**
- **Encourage students to be well-rounded and thoughtful**
- **Prepare every student with a post high school path**
- **Offer students relevant and diverse courses**

NON-DISCRIMINATION POLICY

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Concerns regarding this policy should be referred to Dr. Denise Ryder, Title IX Coordinator, or Ms. Luanne Resel, 504 Coordinator, at Limestone Community High School, Bartonville, Illinois, telephone (309)697-6271, or to the Director of the Office for Civil Rights, Washington, D.C.

GRIEVANCE PROCEDURE

TITLE IX SECTION 86.8

LEVEL I

1. A student or an employee shall present the complaint in writing to the Title IX Coordinator.
2. The Title IX Coordinator shall investigate and attempt to resolve the complaint within five working days.
3. If resolution does not occur at this level, a hearing shall be held before a hearing officer within five working days.
4. The hearing officer shall render an opinion to the Title IX Coordinator and the student or employee within five working days from the time of the hearing.

LEVEL II

1. Failing a resolution at Level I, the student or employee may present a statement of the grievance to the Assistant Superintendent to determine the matter or a statement to the Board of Education who shall consider the matter.

LEVEL III

1. Failing a resolution at this level, the grievant may file a complaint with the Circuit Court. There shall be no reprisal against any student or employee for utilizing the grievance procedure. For the purpose of maintaining confidentiality, grievances will not be placed in a student's file or an employee's personnel file. The grievant has the same access to this file as his/her own personnel file.
2. Employees covered by an agreement containing a grievance procedure should elect to use that procedure, if applicable.

CHILD ABUSE OR NEGLECT

Any district employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

SUICIDE AWARENESS

Student safety is and has always been paramount to our mission at LCHS. For this reason, we participate in a statewide school safety program called Safe2Help Illinois. Safe2Help Illinois features a 24/7 helpline (1-844-4-SAFEIL), free mobile app, and dedicated website (www.Safe2Helpil.com). In the absence of a trusted adult, students can use Safe2Help Illinois to share concerns about themselves or others in a confidential environment. Once vetted, the information will be immediately shared with local school officials, mental health professionals, and/or local law enforcement, depending on the nature of the tip. It is important to note that this program is not intended to punish, suspend or expel students. Rather, the intent is to encourage students to "seek help before harm," with the goal of intervening and helping students before they harm themselves or others.

The long-term goals of Safe2Help Illinois are to remove the stigma associated with mental health issues, promote a culture of kindness, and instill important lessons such as the difference between telling and tattling, internet safety, and suicide prevention. A direct link to Safe2Help Illinois has been provided on the Limestone Community High School home page (www.limestone310.org).

TITLE I FAMILY ENGAGEMENT POLICY

Limestone Community High School #310 is committed to the belief that engaging families as full partners in their child's education is essential for academic success. In compliance with Section 1116(a)(2) of ESEA, this district-level Family Engagement Policy outlines how the district will support schools and families in building strong partnerships to improve student achievement.

1. Jointly Developed Policy

The Limestone Walters Family Engagement Policy has been jointly developed and agreed upon with parents and family members of participating Title I students. This process included:

- Parent input through annual Title I meetings, surveys, and advisory committees
- Public review opportunities via district website and community forums
- Representation of diverse families in planning groups

2. Meaningful Involvement of Parents

The district will:

- Provide coordination, technical assistance, and other support necessary in planning and implementing effective family engagement activities.
- Use evidence-based strategies that recognize the critical role of parents in supporting student achievement.

3. Building Capacity for Engagement

The district will help build the capacity of parents and school staff for strong parental involvement by:

- Providing professional development for educators on effective family engagement practices
- Offering workshops, resources, and training for families on curriculum, standards, and how to support student learning at home
- Sharing information in a format and language parents can understand

4. Coordination with Other Programs

The district will coordinate and integrate family engagement strategies with:

- Migrant, homeless, English Learner, and special education services
- Community-based organizations and businesses as partners in engagement efforts

5. Annual Evaluation

The district will conduct, with the meaningful involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving academic quality. The evaluation will include:

- Identifying barriers to greater participation by families
- Gathering data through surveys, focus groups, and school-based input
- Revising policies and strategies as needed based on findings

6. Involvement in School Improvement

Parents will be involved in the development of Title I school plans and the process of school review and improvement by:

- Participating in school-level Title I planning teams
- Attending annual meetings and parent advisory councils
- Receiving timely information on academic progress, curriculum, assessments, and school performance

7. Approval and Implementation

This policy is reviewed annually and revised as necessary to reflect the changing needs of families and students. The policy will be distributed to all families of Title I students and posted on the district's website.

TITLE I COMPACT

As part of the registration process we further commit to clarifying expectations of all stakeholders involved by agreeing to the Title I Compact. Limestone Community High School District 310 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the students, and the entire school staff will share the responsibility for improved student academic achievement.

As a PARENT of a Limestone Community High School student . . .

I am responsible for my student, and I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Encourage student learning at home
- Monitor student progress regularly
- Communicate with my student and the staff
- Attend school events as often as possible
- Set high expectations and standards for my student
- Respect policies and utilize support structures of LCHS

As a STUDENT of Limestone Community High School . . .

I am the one responsible for my own success. I understand that my education is important; therefore, I agree to carry out the following responsibilities to the best of my ability:

- Be an active participant within my classes, the school, and community
- Advocate for myself and others
- Arrive to school and classes on time and prepared every day
- Respect myself and those around me
- Be responsible for my own behavior
- Complete my school work as expected

As a STAFF MEMBER of Limestone Community High School . . .

I am responsible for providing a safe and positive climate that encourages student achievement. I understand the importance of the school experience to every student. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Communicate with students and parents
- Keep student progress information current
- Support student development in both curricular and extracurricular activities
- Respect students, parents, and co-workers
- Establish and maintain clear and consistent expectations for students and myself
- Be a dynamic and engaging leader and role mode

PEOPLE YOU SHOULD KNOW

SUPERINTENDENT . . . Mr. Keith Brown is the chief executive officer of the school and is responsible to the Board of Education for the development of Board of Education policies. He supervises the Principal, Assistant Principal, Athletic Director, and Deans.

ASSISTANT SUPERINTENDENT . . . Dr. Denise Ryder is responsible for the financial administration of the school. Her duties include preparation and administration of the budget, purchasing, and supervising custodial, cafeteria, and office personnel. She is also responsible for school plant management and transportation for special education students.

PRINCIPAL . . . Mrs. Erin Vietti is responsible for curriculum and oversees the teaching staff. She is responsible for the coordination and articulation of all departments, and is responsible for the evaluation of the Business, Math, Science, and Career and Technical Education departments as well as supervision of the Thrive program.

ASSISTANT PRINCIPAL . . . Mrs. Stephanie Decker works collaboratively on curriculum, coordination and supervision of the teaching staff. She is responsible for the evaluation of the English, Fine Arts, Foreign Language, and Special Education departments as well as supervision of the Student Services and counseling program.

ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL . . . Mr. Darin Driscoll is responsible for the administration of the boys' and girls' athletic programs, as well as student activities, and fundraising. He is also responsible for the evaluation of the Physical Development departments.

DEAN OF STUDENTS . . . Ms. Katie Marshall serves as Dean of Students for students whose last names begin with the letters A through L. She is responsible for the discipline and attendance of those students, as well as various student activities. Deans are responsible for transportation for regular education students. She is also responsible for the evaluation of the Social Science department.

DEAN OF STUDENTS . . . Mr. Cory Bielema serves as Dean of Students for students whose last names begin with the letters M through Z. He is responsible for the discipline and attendance of those students, as well as various student activities. Deans are responsible for transportation for regular education students.

SCHOOL COUNSELOR . . . Ms. Luanne Resel serves as School Counselor for all students that receive special services. She is also the 504 coordinator and liaison with Peoria Regional High School.

SCHOOL COUNSELOR . . . Mr. Billy Weaks serves as School Counselor for students whose last names begin with the letters A through G.

SCHOOL COUNSELOR . . . Mrs. Ann Gallinger serves as School Counselor for students whose last names begin with the letters H through O.

SCHOOL COUNSELOR . . . Ms. Megan Reed serves as School Counselor for students whose last names begin with the letters P through Z.

SCHOOL RESOURCE OFFICER . . . Students and parents may feel free to consult our School Resource Officer, Mr. Mike Ott, about law enforcement, school truancies, or any other matter.

SCHOOL NURSE . . . Mrs. Michelle Genovese is the school nurse. Questions regarding health records should be referred to the school nurse. She is also available for questions regarding health-related problems.

SCHOOL PSYCHOLOGIST . . . Mrs. Shalena Taylor serves as a SEAPCO school psychologist. She is in charge of the evaluation of special education students. She also helps students resolve personal, emotional, and social problems.

SEAPCO ADMINISTRATOR . . . Ms. Gina Poppenhager serves as the SEAPCO administrator for students in the Emotional Disability, Life Skills, and Cross Categorical programs at Limestone Community High School.

SOCIAL WORKER . . . Ms. Sarah Wyant serves as a SEAPCO social worker. She will help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the educational program.

SOCIAL WORKER . . . Mrs. Linda Tucker serves as the Student Services social worker. She will help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the educational program.

NETWORK SPECIALIST. . . Mr. Jon Frederick serves as the district's Network Specialist. His major responsibilities include maintenance of district networking equipment, technology integration, and professional development.

THRIVE/APEX PROGRAMS COORDINATOR . . . Mrs. Jamie Johnson serves as coordinator for our flexible in-house Thrive and APEX programs. In these alternative format programs, we are able to accommodate the academic needs of students that cannot be adequately addressed in a traditional school environment.

FACULTY

BUSINESS / COMPUTER SCIENCE: Mr. Eakle, Mr. Ebbert, Mrs. Powers, Ms. Sergent

ENGLISH: Mrs. Creasy, Mr. Fitch, Mrs. Fitch, Mr. Glaza, Mr. Jacobs, Mrs. Kocher, Ms. Largent, Mr. Mathews, Mrs. Wyman

FAMILY & CONSUMER SCIENCE: Ms. Still, Ms. Trotter, Mrs. Skinner, Miss Vickers

FINE ARTS: Mr. Bainter, Mrs. Bentley, Mr. Rockford, Ms. Rzeszutko, Mrs. Sheckler

FOREIGN LANGUAGE: Mrs. Bryan, Mrs. Coovert, Mr. Hurst, Mr. Wirth

INDUSTRIAL TECHNOLOGY: Mr. Coovert, Mr. Rolen, Mr. Showalter, Mr. Walser

IN-SCHOOL DETENTION COORDINATOR: Ms. Kelly

LIBRARY MEDIA CENTER: Ms. Campbell, Mrs. Magstadt

MATH: Mr. J. Adams, Mr. K. Adams, Mr. Betz, Ms. Cornwell, Ms. Driscoll, Mr. Ryder, Mrs. Sellers, Mrs. Stromberger

PHYSICAL DEVELOPMENT/DRIVER EDUCATION / HEALTH: Mr. Benson, Mr.Christiansen, Mr. Renz, Mr. Schmider, Mrs. Seals, Ms. Stoner, Mrs. Tyra,

SCIENCE: Ms. Garro**,** Mrs. Lennington, Mrs. Minter, Ms. Sanders, Ms. Seals, Mrs. Stout

SOCIAL SCIENCE: Mr. Bentley, Mr. Cinotte, Ms. Pfeiffer, Mr. Ricca, Mr. Robinson

SPECIAL EDUCATION: Ms. Clark, Mrs. Crebo, Mrs. Dieckow, Ms. Frietsch, Mrs. Gasser, Mrs. Heflin, Mrs. Hobby, Ms. Martinez, Ms. Mendenhall, Mr. Meyer, Ms. Munsell, Mrs. Munter, Mrs. Williams

STUDY HALL COORDINATOR: Mr. Metzger

THRIVE/APEX PROGRAMS COORDINATOR: Mrs. Johnson

EDUCATIONAL SUPPORT PERSONNEL

OFFICE: Mrs. Cranford, Ms. Crowe, Ms. Eastland, Mrs. Hess, Mrs. Jones, Mrs. Reiley, Ms. Schultz, Mrs. Scott, Mrs. Simmons, Mrs. Tessem

CAFETERIA: Mrs. Williams, Manager

Mr. Betson, Mrs. Campen, Mrs. Debshaw, Ms. Delong, Mrs. Fisher, Ms. Froman, Mrs. Gibson, Mr. Harrison, Mrs. Reynolds, Mrs. Speichinger

CUSTODIAL/GROUNDSKEEPER: Mr. Joe Miars, Superintendent of Building and Grounds
Mr. Bell, Mr. Behrends, Mr. Donahue, Mr. George, Mr. Larson, Mr. Lightbody, Mr. Myers, Mr. Rindfleisch, Ms. Tucker, Mr. Weast, Mrs. Williams

NETWORK SPECIALIST: Mr. Frederick

PARAPROFESSIONALS: LCHS: Mr. Bresko, Mrs. Brooks, Mrs. Connelley, Mr. Cranford, Mrs. Hislope, Ms. Jester, Mrs. Wood
SEAPCO: Mr. Arnold, Mrs. Birdsong, Mrs. Bradshaw, Mr. Broomfield, Mr. Holocker, Ms. Jackson, Mr. Reginald, Ms. Rolando

SCHOOL NURSE: Mrs. Genovese

WELCOME CENTER: Mr. Foley, Officer Ott

STUDENT SERVICES AND COUNSELING

STUDENTS: We are here when you need us!
PARENTS: We are as close as your telephone! If we can help your student, call us at (309)697-6271 from 7:45 AM TO 2:45 PM. You may make an appointment to talk with us at a time convenient to you.
Counselors will assist students as follows:

Mr. Billy Weaks	Last names beginning with A through G
Mrs. Ann Gallinger	Last names beginning with H through O
Ms. Megan Reed	Last names beginning with P through Z
Ms. Luanne Resel	All students that receive special services, Out of Building students

SCHOOL REPORT CARD

The School Report Card is now required by state law and is designed to provide you with information to help you better understand your school and/or district. It is available by visiting https://www.illinoisreportcard.com/School.aspx?schoolId=480723100160001; a hard copy can be obtained upon request. If you have questions regarding the School Report Card or would like to know more about Limestone Community High School, please call the Principal's Office.

STUDENT RECORDS

In compliance with federal legislation pertaining to the "Family Rights and Privacy Act of 1974," and the *Illinois School Student Records Act,* (pursuant to *105 ILCS 10/1-10/10, 1993*) the following policy has been adopted by the Board of Education, Limestone Community High School:

Definitions

1. Student means any person enrolled or previously enrolled in Limestone Community High School.
2. School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction by an employee of a school, regardless of how or where the information is stored.
3. Student Permanent Record shall consist of:
   a. Basic identifying information, including students' names and addresses, birth date and place, and gender
   b. Academic transcript, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and Prairie State Achievement Exam
   c. Attendance record
   d. Accident reports and health record
   e. Record of release of permanent record information
4. The Student Permanent Record may also consist of:

a. Honors and awards received; and,
b. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

5 Student Temporary Record consists of all information not required to be in the student permanent record and may include:
a Family background information
b. Intelligence test scores
c. Aptitude test scores
d. Psychological and personality test results
e. Elementary and secondary achievement level test results
f. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations
g. Honors and awards received
h Teacher anecdotal records
i. Disciplinary information
j. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings related to special education placement;
k. Hearings and appeals, any verified reports or information from non-educational persons, agencies, or organizations
l. Other verified information of clear relevance to the education of the student
m. Record of release of temporary record information.

6. Parent means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act 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.

Notification

Parents are hereby notified that:

1. The types of information contained in the permanent and temporary records are as specified in Article I, Section 1.03 and 1.04.
2. Parents have the right to inspect and copy their child's permanent and temporary records and to know the cost of copying such records. Both parents, when divorced, have access to records unless prohibited in the divorce decree.
3. Parents have the right to control access and release of their child's school student records and the right to request a copy of information released;
4 Parents have the right to be informed of the procedures for challenging the contents of their child's student record.
5. Parents have the right to know the persons, agencies, or organizations having access to their child's student records without parental consent.
6. Parents have the right to copy their child's student record or information contained therein proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information.
7. Parents have the right to know the categories of information the school has designated as “directory information" and the right of the parents to prohibit the release of such information.
8. Parents have the right to know that no person may condition the granting or withholding of any right, privilege, or benefits, or make as a condition of employment, credit or insurance the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations.
9. Parents have the right to inspect and challenge the information contained in their child's school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that district.

Records Custodian

1. The Principal shall be the official student record custodian. He/she shall be responsible for the maintenance, care, and security of all school student records.
2. The Principal shall take all reasonable measures to prevent unauthorized access to or dissemination of school student records.
3. Information contained in or added to the school student record shall be limited to information that is of

clear relevance to the education of the student.

4 Information added to the student temporary record after the effective date of this Act shall include the name, signature, and position of the person who has added such information and the date of its entry into the record.

5. The school shall maintain student permanent records for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.
6. The school shall not maintain any student temporary record or the information contained therein beyond its period of usefulness to the student and the school, and in no case longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Notwithstanding the foregoing, the school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting, or planning purposes, provided that no student or parent can be individually identified from the information maintained.
7. The Principal shall annually review each student's temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary, or irrelevant information.
8. Before the school student record is destroyed or information deleted, the parent shall be given reasonable prior notice and an opportunity to copy the record and information proposed to be destroyed or deleted.
9. Upon graduation or permanent withdrawal of a handicapped student (as defined in the Illinois School Code, 105 ILCS 5/14 and the Rules and Regulations to Govern the Administration and Operation of Special Education), 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 to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

Costs for Copies of Records

1. The school may charge the actual cost for providing a copy of school student records for any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed $.35 per page.
2. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

Emergency Release of Information/"Protected Health Information"

As an educational facility, Limestone Community High School District No. 310 may have in its possession, or obtain in the future, protected health information of students. Only agents of the School have access to this information. Should an emergency arise, the School will release this information to emergency personnel or other agents of the School, if necessary. If you have any questions, please contact: Dr. Denise Ryder, Assistant Superintendent, Limestone Community High School District No. 310, 4201 S. Airport Rd., Bartonville, IL 61607.

Release of Information

1. The records of a student shall be transferred by the Principal to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent received prior written notice of the nature and substance of the information to be transferred and the 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 parent. Such service shall be deemed conclusive, and ten school days after such service, if the parents make no objection, the records may be transferred to the requesting school.
2. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access, provided that:
   a. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and,
   b. The parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information. If this 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.
3. The school shall grant access to, or release information from, school students' records without parental consent or notification:
   a. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.

b. To any person for the purpose of research, statistical report planning, provided that such person has the permission of the State Superintendent of Education; and no student or parent can be identified from the information released;
c. Pursuant to a court order, provided that the procedures outlined in the *Illinois School Code* are observed

4. Public high schools are required to provide military personnel with names and addresses of requested students. Parents may prevent the release of their student's information by submitting that request in writing to the Student Services Office.
5. Any release of information other than specified in 1 through 3 of this Article requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school shall inform the parents of the following rights:
   a. To inspect and copy such records
   b. To challenge the contents of such records
   c. To limit any such consent to designated records or designated portions of information within the records

Directory Information

The District may release personally identifiable information regarding students. Parent(s)/ Guardian(s) may prohibit such a release regarding their child/ward. Directory information shall be limited to:
name and address, phone number, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees, and honors information in relation to school-sponsored activities, organizations and athletics, major field of study, period of attendance in school
Before releasing directory information, the Assistant Superintendent shall provide written notification to the student's parent(s)/guardian(s) of the following: notification date, parent(s)/ guardian(s)' names, student's name, directory information to be released, scheduled date(s) of release, and the process and deadline for prohibiting the information's release. LEGAL REF.: *105 ILCS 10/6e*, as implemented by *23 Illinois Admin. Code #375.80*

Challenges

1. Parents shall have the right to challenge any entry exclusive of grades in their child's school student records on the basis of: accuracy, relevance, or propriety of any entry in the school student records, exclusive of academic grades of their child.
2. The State Board shall prescribe by regulation procedures to govern challenges to school student records under this Act. Such challenge procedures shall provide for a hearing at which each party shall have:
   a. The right to present evidence and to call witnesses
   b. The right to cross-examine witnesses
   c. The right to counsel
   d. The right to a written statement of any decision and the reasons therefore
   e. The right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
3. A final decision under the procedures established pursuant to this Section may be appealed to the Circuit Court of the County in which the school is located.
4. Parents shall also have the right to 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.

GRADUATION REQUIREMENTS

The following subjects are required of each student as prerequisites to graduate from Limestone Community High School. Students must earn:

4 Four units of English
English I (1 unit)
English II (1 unit)
English III (1 unit)
English IV (1 unit)

4 Four units of Physical Education to include ¼ unit of Classroom Driver Education and ½ unit of Health Education

2 Two units of Social Sciences

	Junior	U.S. History (1 unit)
	Senior	American Political Systems (½ unit)
	Freshman/Sophomore	World History I **or** II (½ unit) or World and Cultural Geography (½ unit)
½	**One-half unit of Consumer Economics***	
3	**Three units of Mathematics** (one unit required to be an equivalent of Geometry)	
2	**Two units of Science** (one unit required to be Biology; one unit required to be Modern Physical Science or Chemistry)	
2	**Two units of Fine or Applied Arts** to be chosen from among the courses in Business, Industrial Technology, Family & Consumer Science, Foreign Language, Art, Music, or some combination of the above.	
½	**One-half unit of Digital Literacy and Responsibility**	
5 ½	**Five and ½ units of Electives**	
23 ½	**Total Requirements (**Students may graduate with 23 ¼ credits if Classroom Driver Education is not completed).	

The maximum units of credit students may take each year is seven without special permission from administration.

Fewer units of credit may be taken in any of the four years, as long as the total number of credits earned for graduation is 23½ (twenty-three and one-half). (Students should take at least six (6) units of credit each year.)

* Students who pass Family and Consumer Science Orientation 1, 2 or Orientation to Business 1, 2 satisfy the requirements for Consumer Economics. Students may also use either Principles of Economics Enriched or Consumer Education both as a Social Science elective and to fulfill the state Consumer Economics requirement.

In addition to existing course specific and credit requirements, students are required to satisfactorily complete the District's term academic assessments and the Measurement of Academic Progress (MAP) testing program, as a condition of graduation from Limestone Community High School.

In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting and the Pledge of Allegiance. The Superintendent or his/her designee is responsible for notifying students and their parent(s)/guardian(s) of the District's graduation requirements.

TRANSFER CREDIT

If a student transfers to LCHS from another accredited school whose credits per semester is different than the current LCHS policy, the Superintendent, or designee, will establish entrance credits (points) to be given to the transfer student. This credit will not exceed the maximum credit which could have been earned at LCHS.

Prior to the assignment of credit, the Principal, or designee, will contact the accredited transferring school to verify the institution’s actual available credits per semester.

EARLY GRADUATION POLICY

The Board of Education does not encourage students to graduate in less than eight (8) semesters. Only those students who have a cumulative “B” average will be eligible to apply. A written letter of application by the parents requesting early graduation must be submitted to the Principal. The Principal will review the application and will forward it to the superintendent for final approval.

Any student who graduates ahead of his/her original class will be ranked in the class in which he/she graduates, will be allowed to participate in graduation ceremonies, will be accorded all academic placements; however, he/she will not be eligible for the Sterling Merit Award or other honors and awards bestowed upon his/her graduating class, regardless of academic placements.

Only those credits earned at an accredited school will be accepted toward early graduation. Students must complete all credits and satisfy all requirements for their graduating class prior to graduation.

GRADUATION CEREMONY ELIGIBILITY

Students who have completed all required coursework, and who have obtained the required 23.5 credits to graduate, may participate in the graduation ceremony and will be graduated from Limestone Community High School. Any student who does not meet the graduation requirements as described above, will not be permitted to participate in graduation ceremonies and recognitions with their graduating class. All graduation requirements must be completed by no later than 3:00 p.m. on the senior's last class day.

Under the "Brittany's Law" legislation, children with disabilities who have completed four years of high school, but who will continue to receive special education, related services, career and technical training, or transition services in accordance with their IEPs, will be permitted to participate in the commencement ceremonies with their classmates. These students will only be permitted to participate in one commencement ceremony during their tenure at Limestone Community High School.

PART-TIME ACADEMIC STUDENT STATUS

It is the policy of Limestone Community High School to have students attend Limestone for the full four years. Administrative approval is necessary for students to be switched to part-time status.

Any student who changes to part-time status *at any time during the school year (including second semester of senior year)* will not be included in academic rank or any honors associated with academic rank or grade point average (including the Honors Program and Sterling Merit). In addition, students must be enrolled in 5 or more classes/credits to participate in any IHSA Athletic Teams/Organizations. Students and parents must sign an agreement form prior to being permitted to change to part-time status. These forms may be obtained from the student's School Counselor.

REQUIRED COURSES

Freshmen
English I
Modern Physical Science (MPS) or Enriched Biology
Algebra I
Physical Development 1 (S), Health (S)
World History I (S), World History II (S) or World and Cultural Geography (S)
Digital Literacy and Responsibility

Sophomores
English II
Algebra I or Geometry
MPS or Chemistry
Physical Development (S)
Physical Development/Driver Education (S)

Juniors
English III
Geometry or Algebra II
U.S. History
Physical Development (Y)

Seniors
English IV
American Political Systems (S)
Physical Development (Y)
Consumer Education (S)

CLASS CHANGES

The following reasons are valid for changing class schedules: computer errors, co-op changes, and counselor error in registration, or to add or drop a class at the counselor's discretion. The counselor may make changes due to

misplacement (to place a student into the appropriate class level) or in the best interest of class size (teacher request with approval of Principal, Assistant Principal or Superintendent). No change will be honored from students who wish to be changed from period to period, from teacher to teacher, or "just because they want to change."

WITHDRAWAL FROM ELECTIVE CLASSES

Students will be allowed to withdraw from elective classes, with parental approval, prior to the last six weeks of the semester with a grade of WP or WF being applied. (If the withdrawal occurs within the first three weeks of a semester, there will be no grade issued and no record of the class will appear on the student's grade transcript.) Parental approval is also required for students dropping elective classes during the last six weeks of the semester.

An F will be given for classes dropped during the last six weeks of a semester, and this grade will be used to determine GPA (grade point average) for class rank and honor roll. No credit will be given for any class in which a student withdraws with a grade of WP, WF, or F. Students should maintain a schedule of five classes plus physical development each semester to remain on track for graduation.

SEMESTER GRADING POLICY

The length of the grading period for all classes other than physical development will be one semester. This policy replaces the two nine-weeks grading periods with a single-semester system. Due to state guidelines involving driver education, courses taught in the physical development department will remain on the nine-weeks system. The guidelines of the Semester Grade Policy are as follows:

1. Grades will be calculated by semester with the semester assessment worth 20%.
2. Term assessments will be replaced with mid-term and final term assessments determined by department faculty.
3. Each semester, mid-term progress reports will be posted on Skyward and distributed at Parent-Teacher Conferences.
4. Mid-term Assessments are common assessments given to students in all sections of a particular course and will be administered during a two-week Mid-term Period.
5. Final assessments are common assessments given to students in all sections of a particular course and will be administered so that no more than three finals will be given on any one assessment day.
6. Final assessments may be comprehensive. Department members who teach each course will make this decision.

GRADING SCALE

A	4.0	Excellent	(90-100)
B	3.0	Good	(80-89)
C	2.0	Fair	(70-79)
D	1.0	Poor	(60-69)
F	0.0	Failing	(Below 60)
I		Incomplete	
M		Medical Excuse	
WP		Withdrawal Passing	
WF		Withdrawal Failing	

GRADE LEVEL PROMOTION CREDITS

Freshman	5.0 Credits for promotion to Sophomore Year
Sophomore	10.0 Credits for promotion to Junior Year
Junior	16.5 Credits for promotion to Senior Year
Senior	23.5 Credits to Graduate

HONOR ROLL

Honor Roll is a program designed to recognize academic achievement. Honor Roll, unlike class rank, is based upon grade point average. Honor Roll is available to all students regardless of their classification, i.e., regular, enriched, or special education. First Honor Roll membership is determined by a grade point average of 3.800 to 4.000. Second Honor Roll membership is determined by a grade point average of 3.600 to 3.799. Honorable Mention Honor Roll membership is determined by a grade point average of 3.200 to 3.599. All course grades are used in determining grade point average. Any student receiving a failing grade in any class will be excluded from the honor roll.

INCOMPLETE GRADES

A grade of "F" is given on report cards when a student for some reason has been unable to complete all the required work. An "F" may usually be made up by seeing the teacher and arranging to complete the missed work, within one week's time. Once course work is completed the grade will be changed accordingly.

EXPELLED STUDENT CREDIT

Any student who is expelled through Board of Education action will be provided counseling for placement into alternative educational programs. Credits earned at an accredited alternative educational program may be used for completion of the required credits for graduation as stated within this policy. However, only credits earned at Limestone Community High School will qualify an expelled student for a Limestone Community High School Diploma. If any credits are used from an accredited alternative educational program in the fulfillment of the graduation requirements, the expelled student will be issued a Limestone Community High School Alternative Placement Diploma.

HONORS PROGRAM

As of the class of 2023, Limestone Community High School has implemented an Honors Program that replaces the selection of a valedictorian and salutatorian with a three-tier honors system.

To be eligible for Limestone's top academic honors, a student must meet both of the following two criteria:

1. Take 8 of the 10 core credits offered at the Honors, Early College (EC, formerly known as Dual Credit) or Advanced Placement (AP) level.
   THOSE COURSES ARE:
   <u>4 required credits in English</u>
   Honors English 1
   Honors English 2
   Honors English 3
   Honors English 4 EC or English 4: AP Literature and Composition
   *Only four courses would count toward the total of 8

   <u>3 required credits in Math</u>
   Below are the two pathways to the maximum possible three credits:

Honors Algebra 1	Honors Geometry
Honors Geometry	Honors Algebra 2
Honors Algebra 2	Honors Precalculus

   <u>1 Required credit in Science</u>
   Honors Biology

   <u>2 Required credits in Social Science</u>
   Honors World History 1 or Honors World History 2 (one-semester courses)
   Honors US History Early College
   Honors APS Early College (one-semester)
   *Only one World History course would count toward the total of 8

2. Earning an overall grade point average (GPA) by Senior year as follows:
   Cum laude: 3.5 to 3.77 cumulative GPA; Blue Cord at graduation
   Magna cum laude: 3.78 to 3.84 cumulative GPA; Blue & White Cord at graduation
   Summa cum laude: 3.85 to 4.0 cumulative GPA; Blue & Silver Cord at graduation

COURSE PLACEMENT

All students are screened for entry into Limestone Community High School. Criteria used for entry into a basic, standard, or enriched class will be based, in part, on the student's Measures of Academic Progress (MAP) test results, teacher recommendations, and parental/student requests.

EARLY COLLEGE COURSES

Early College classes are those taken by high school students that concurrently count as credit towards high school graduation and towards college credit. This is an option for high school students who express an interest in obtaining college-level credit for coursework completed at the high school level. Students who select early college credit are required to complete additional coursework in addition to high school requirements. Some Early College classes require students to pass a placement test administered by Illinois Central College prior to being accepted into the program. Questions may be addressed to the Student Services Office.

Early College Classes offered for this year include the following:
American Political Systems (POLSC 115)
Certified Nursing Assistant program (HLTH 112 and HLTH 116)
Emergency Services Program/Fire Science (EMS 112, EMS 114, and HLTH 041)
English IV EC (ENGL 110 and 111)
Transitional Math II (MATH 110)

TESTING

During a student's four years at Limestone, he/she will take many tests. MAP Testing is used for Basic, Standard, or Enriched placement in core courses by RIT scores. Some tests are required and some are optional (marked with *).

FRESHMAN:
Measures of Academic Progress (MAP) testing
Term Academic Assessments
Preliminary Scholastic Aptitude Test (PSAT) 9

SOPHOMORE:
Early College Accuplacer testing
Measures of Academic Progress (MAP) testing
Term Academic Assessments
Preliminary Scholastic Aptitude Test (PSAT) 10

JUNIOR:
Early College Accuplacer testing
Illinois Science Assessment
Preliminary Scholastic Aptitude Test (PSAT/NMSQT)*
Scholastic Aptitude Test (SAT) *
Measures of Academic Progress (MAP) testing
Term Academic Assessments

SENIOR:
Early College Accuplacer testing
Armed Services Vocational Aptitude Battery (ASVAB)*
Measures of Academic Progress (MAP) testing
Term Academic Assessments

MAP TESTING

All students will be required to complete a Measures of Academic Progress (MAP) test once during the fall and once during the winter. Students who do not take the test on their scheduled date will be allowed to make up the test on a scheduled make-up date during school hours.

Students should be aware that maximum effort on their scheduled test dates is necessary for proper placement in academic courses. In the case of test retakes, retakes will only be granted by the administration given unavoidable and/or extenuating circumstances beyond the student's control. Such situations will not include poor performance or lack of progress.

Special education students will be required to complete a MAP test once during the fall and winter as well unless exempted by their Individualized Educational Plan (IEP).

ACHIEVEMENT TESTS

During the school year, the district administers standardized achievement tests to all students at various points in their high school career. These tests include Measures of Academic Progress and tests in the SAT/PSAT series. The results of these tests are very important to the district and to the student. They provide critical information concerning the effectiveness of our academic programs and assist school personnel to determine the educational placement that is appropriate for each student. The district requires, as a matter of policy, that each student completes the standardized tests for his/her grade level as a condition of graduation. The student's performance on the standardized achievement test must be commensurate with his/her ability as evidenced by his/her prior academic performance and required testing results.

Students who do not take the test on the scheduled test day(s) or who perform at a level deemed unsatisfactory will be required to make up the test on alternative scheduled date(s), which may be after school hours or on a Saturday. Transfer students who enroll in the district after make-up test date(s) will be excluded from this policy for the year of their initial enrollment. Special education students will be required to take standardized achievement tests only if it is a part of their Individualized Education Plan (IEP) or state law, such as with the SAT. Extenuating circumstances that prohibit a student from taking the tests will be considered on an individual basis by the administration. Therefore, in addition to the existing course specific and credit requirements, all students will be required to satisfactorily complete the district's standardized achievement testing program as a condition of graduation from Limestone Community High School. Diplomas will be withheld until the terms and conditions of this policy are met.

FINAL EXAMS

Students will be required to complete a final exam in each course for which the student is enrolled at the conclusion of each semester, unless the student meets the attendance requirements outlined in the Attendance Incentive Plan below. Students who do not take the final on the scheduled test dates will be subject to the provisions of the Board Policy on Student Attendance. Students whose absences on final exam days are deemed excused by school administrators will be permitted to make up the final(s) as prescribed by the attendance policy. Students whose absences are deemed unexcused by school administrators will be permitted to make up the final(s) within one week and will incur a 10% reduction in the final exam score. All semester finals must be completed no later than one week after the originally scheduled examination date. Students not meeting this requirement will receive a failing grade for the semester. Special Education students are required to take final exams unless exempted by their Individualized Education Plan. Extenuating circumstances that prohibit a student from taking final exams will be considered on an individual basis by the administration.

Attendance Incentive Plan:
At LCHS it is expected that every student will work to achieve their maximum academic potential and it is our mission to prepare each and every student to succeed in life whether they choose to enter a college, technical training, or directly enter the workforce. It is also incumbent upon us, as part of that preparation, that students understand that in any setting (work or school) they will have to demonstrate mastery of specific tasks or information at some level in order to succeed. Therefore, we strongly encourage students to participate in final exams both as a means to improve grades when possible and to prepare for future endeavors in which a final exam or certification test will be an inevitable occurrence. We also recognize the importance of consistent attendance, in-class ("on-the-job")

performance/engagement, and adherence to organizational policies/procedures in shaping a student's success in their post-secondary endeavors. Therefore, the attendance incentive is designed to balance and reinforce the importance of these outcomes.

If a student desires to waive final exams, in addition to parent permission, the student must meet the conditions listed below for each semester: (***Students would not be exempt in APS (Constitution test), Driver's Ed, Early College (Dual Credit), AP, and APEX).*

1. **Grade B (80%) or higher for course**
2. **5 or fewer total absences per class**
    a. *Does not include pre-approved school business and college visits
    a. *Mental health days will be counted as part of total absences
    b. *No truancies or unexcused absences of any kind
    c. *Absences are counted per class
2. **5 or fewer overall tardies**
3. **3 or fewer overall detentions**
4. **No ISD, OSS, Saturdays**

If a student meets the above requirements and elects to take a final, it can only help their grade, not lower it.

EDUCATION OF CHILDREN WITH DISABILITIES

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the Student Services Office.

PHYSICAL DEVELOPMENT REQUIREMENTS

All incoming freshmen and transfer students must have a physical on file with the school nurse in order to participate in physical development (PD) classes.

Required Clothing

It is the policy of the Limestone Community High School Board of Education that students must dress in the required physical development clothing each day (unless instructed otherwise by the PD teacher) to promote good health and hygiene practices. Students must have the required physical development clothing on the first day that class activities begin for the semester. The required PD clothing consists of the following:

1. Tee shirt (purchased through the PD department)
2. Change of gym shorts (must meet the school dress code)
3. Athletic shoes
4. Athletic socks

LCHS physical development teachers will mark the tee shirts with the student’s name during the first week of school. No other markings shall appear on the tee shirt. Any additional writings/markings will not be allowed. Students whose shirts have additional markings will be required to purchase a new shirt from the PD Department.

Sweat clothes are acceptable on cold days, but not required. They are to be worn in addition to the regular PD clothing.
Rental clothes are available should a student forget his/her Physical Development clothing. Rental cost is $.25 per item.

If a student is recovering from a minor injury, they are to dress and participate to the best of their ability. They will not be expected to do anything that would further aggravate their condition. All students assigned to physical development will be expected to participate in all class activities as fully as physical capabilities and medical limitations allow.

Cost of T-Shirt and Padlock Rental
Students will be charged $5.00 for the school issued tee shirt, payable at registration. The $5.00 charge will include the rental fee for a school-issued padlock to be returned to LCHS at the conclusion of the physical development class. Only school issued padlocks will be permitted. If the padlock is lost or stolen, a replacement charge will be assessed to the student who was assigned the padlock.

PHYSICAL DEVELOPMENT EXCLUSION POLICY

It shall be the policy of Limestone Community High School District #310 that students may request exclusion from physical development for the following reasons:

1. Juniors or seniors provide written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
2. Juniors or seniors are deficient in course credit required by the state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible to apply for this exclusion, per administrator approval.
3. Students participating in the marching band, winter guard, or color guard class will be given physical development exclusion for the tenure of their enrollment in that class.
4. Juniors or seniors taking a full class load with no study hall, early dismissal, late arrival, or co-op.
5. Pupils in grades 9-12 who must utilize the time set aside for physical education to receive special education support and services.

Each request for exclusion from physical development class will be verified and eligibility determined by school district staff. Every student excused from physical development will be provided with a schedule that meets minimum school day requirements.

Approval of exclusions will be for one season or semester only, but may be renewed for additional seasons or semesters if circumstances warrant. Any junior or senior student who wishes to be excluded from physical development for the purpose of enrolling in a class and who meets one of the four criteria described in the above policy should contact his/her counselor.

DRIVER EDUCATION

You must be enrolled at Limestone Community High School and received a passing grade in at least eight courses during the previous two semesters prior to enrolling in the Driver Education classroom portion of the course. If a student is a freshman, Limestone High School may count passing grades from the last semester of the student’s eighth-grade school year.

COOPERATIVE EDUCATION

There is one Cooperative Education program offered to Limestone students. This program is offered to juniors and seniors interested in specific career and technical careers. This program consists of on-the-job training (OJT) related to classroom instruction and a cooperative class. Students without jobs by the fourth week of the semester will be removed from the course. The OJT and co-op classes each earn 1/2 credit per semester, and the student earns a paycheck while working. The co-op student will be expected to join a related career and technical organization that

will meet during this co-op class. The cooperative education program at Limestone Community High School recognizes the importance of student attendance both at school and at the training stations.

Violations
Students who do not maintain at least a 95 percent school and work-related attendance record are subject to removal from co-op for the remainder of the semester with no credit for class or work experience.

Procedure

1. Students who are absent from school are not permitted to work at their training station on that date. Medical appointments, school-related absences, or any other exceptions must be approved by the coordinator in advance.
2. Students who are absent for three consecutive days or more due to illness must present a doctor's excuse to the coordinator upon returning to school and work. Students who are absent for less than three days due to illness or medical appointments may be excused if a doctor's excuse is presented to the coordinator upon returning to school.
3. Students who fail to maintain at least a 95 percent school and work-related attendance record may be removed from the program and assigned a letter grade of (WF) for withdrawal failing. No credit will be granted for the semester in either the co-op class or work experience job. Students who are removed from the co-op program will be assigned to study hall for the remainder of the semester for both the classroom and work experience class periods.
4. Extenuating circumstances that prohibit a student from attending school or his/her co-op job will be considered on an individual basis by the Administration.

STUDY HALL

Each student is allowed to request a study hall in his or her schedule. Students are allowed to obtain passes from study hall to the library for additional materials. It is the belief of the faculty and administration that study halls should promote an atmosphere conducive to studying. As such, the following rules apply to all scheduled study halls:

1. An atmosphere of study shall be maintained throughout the entire period.
2. The study hall teacher will assign all students a seat.
3. The study hall teacher reserves the right to move any student he/she feels is disrupting the learning environment
4. All students are required to bring study or reading materials with them to study hall every day.
5. Students shall not write or make marks of any kind on the desks in study hall
6. There shall be no talking in study hall.
7. Students are not permitted to leave their desks during study hall without the permission of the study hall teacher.

Any violation of the above stated rules will result in disciplinary consequences assigned by the classroom teacher or the Deans' Office. Further disciplinary action will be in accordance with the rules and regulations established by the Board of Education.

CO-CURRICULAR ACTIVITIES

The heart of any school's spirit is the enthusiasm generated by a successful co-curricular program. Limestone Community High School offers students many opportunities to become involved in athletics, drama, music, speech, student government, student publications, and other activities. These activities can be socially and educationally rewarding for you. Make every effort to become acquainted with the opportunities available at Limestone. GET INVOLVED!!!

ATHLETICS

Athletics and competition are an important part of the high school experience. With this thought in mind, it is recommended that every student participate in some sport or activity for his or her pleasure and interest. Competitive athletics are offered at all levels at Limestone Community High School for both boys and girls.Limestone is a member

of the Illinois High School Association (IHSA) and the Mid-Illini Conference. There are three seasons for athletic competition: Fall, Winter, and Spring.

Students are encouraged to participate in a sport each season. Underclass participation will provide freshmen and sophomores with the experience to be successful at the varsity level. Athletics can be a rewarding and memorable experience throughout your high school career.

FALL SPORTS	**WINTER SPORTS**	**SPRING SPORTS**
Boys' Soccer	Basketball Cheerleading	Baseball
Cross Country	Boys' Basketball	Boys' Tennis
Football	Girls' Basketball	Boys' Track
Football Cheerleading	Wrestling	Girls' Soccer
Girls' Tennis		Girls' Track
Boys' Golf		Softball
Girls' Golf		Bass Fishing
Volleyball		

Students are encouraged to participate in a sport each season. Underclass participation will provide freshmen and sophomores with the experience to be successful at the varsity level. Athletics can be a rewarding and memorable experience throughout your high school career.

CO-CURRICULAR CODE

Philosophy

Limestone Community High School considers it a privilege for students to participate in co-curricular activities. Therefore, these students must assume responsibility for their conduct on a year-round basis. The Co-curricular Code will apply to all students involved in scholastic and interscholastic competitions and performances.

Violations

The following acts will be interpreted as violations of the Co-curricular Code. (Conviction is not a prerequisite to disciplinary action.)

1. Possession and/or use of tobacco in any form
2. Possession and/or use of drugs and/or paraphernalia or look-alike drugs
3. Possession and/or use of alcohol
4. Possession and/or use of e-cigarettes, vaping devices, or related paraphernalia used with these devices
5. Any type of positive drug test result
6. Any student hosting a party where drugs and/or alcohol are illegally dispensed reported by school personnel or law enforcement agencies
7. Incorrect use of over-the-counter drugs
8. Theft or vandalism on the school premises, on the premises of an opposing school, or on private or public property
9. Presence at any student party where drugs and/or alcohol are illegally dispensed as reported by school personnel or law enforcement agencies
10. Any behavior that is detrimental to the image or standards of the Co-curricular Code of Limestone Community High School

Penalties

Each offense is classified as a Level I, Level II, or Level III offense based on the seriousness of the particular offense. All students receiving a Level III violation will be required to attend a meeting with their parent/guardian and the school social worker before returning to competition.

Level I – minor offenses
Level II– moderate offenses
Level III – serious offenses

All offenses involving the possession and/or use of tobacco, drugs, or alcohol and/or hosting a party where alcohol and/or drugs are dispensed (violations 1 - 6 listed above) are automatically Level III offenses. The level of all other offenses (violations 7 – 10 listed above) will be determined by the Superintendent or his/her designee.

The duration of the penalties is as follows:
Level I – Coach's Discretion
Level II – 1/8 of regular season
Level III– 1/2 of regular season

1. If fewer than the necessary regular scheduled events remain in a season to complete a suspension, the student will be suspended from all remaining events including the postseason. The suspension will be carried over to the next sport or activity season in which the student has previously participated at the high school level. If the violation occurred in the off season, the suspension will occur the next sport or activity season in which the student has previously participated at the high school level.
2. The student must be a member of the organization/squad before the first scheduled contest. If the student quits or is removed from the team after completing the suspension but before the season/activity is over, then he/she has not satisfied the suspension and the suspension will be carried over to the next activity.
3. A second Level III violation will cause the student to be suspended from all activities for a period of one year from the date of the second violation. A third or succeeding Level III violation during a student's high school career will cause the student to be suspended from all activities for the remainder of that student's high school career.
4. If a student is a member of more than one group at the time the penalty is to be served, the student will be suspended from each of the activities for the designated period of time. The student must sit his or her next activity and his or her next sport for the penalty unless a Level I or Level II offense occurred while the student was participating in, practicing for, or representing a particular activity, at which time only that activity will be affected.
5. If a student is suspended from school for infractions other than those outlined above, only the school's disciplinary code will be enforced; however, a student is not allowed to practice or compete during the length of the suspension.
6. A student arrested, charged, and proven guilty of committing a felony or is deemed an adjudicated delinquent may be dropped from all co-curricular participation for one calendar year from the date of conviction.
7. A student who violates the Co-curricular Code may receive his/her award if he/she has met the requirements for the award.
8. The student will practice during the suspension but cannot participate in any Blue/White games/Band Preview Night. The student will be introduced with the squad but will not be able to wear any of his/her school-issued apparel. The Blue/White games/Band Preview Night will not count towards the suspension.
9. Coaches or sponsors may have rules in addition to the Co-curricular Code (provided these rules are deemed appropriate by the Superintendent and/or his/her designee). Violations of the rules established by coaches or sponsors may not exceed the penalty for a Level II offense. The coaches' or sponsors' rules will be enforced only during the season that the student participates in that activity.
10. Mid-Illini Conference members shall give full faith and credit to the decision made by another Conference member that a student of the other Conference member has violated the other Conference member's Co-Curricular Code. Accordingly, each Conference school shall not allow a student who has transferred from another Conference member to participate in any activity which the student, by reason of the student having violated the Co-Curricular Code of the other Conference member, would have been precluded from participating in had the student not transferred.
11. While under suspension, the student will be on the sideline with his/her team but will not wear any of his/her school-issued apparel. At Senior Night, the student will be honored but is not allowed to wear any of his/her school-issued apparel.
12. Co-curricular codes and academic ineligibility rulings will not be served simultaneously. If a student has been found to violate the Co-curricular code, but is academically ineligible at any time during the Co-curricular suspension, the Co-curricular violation will be temporarily ceased, and resumed when academic eligibility is reinstated.

Appeal Process

Any student who is suspended for violation of the Co-curricular Code, along with his/her parents, will be notified in writing by the Superintendent and/or his/her designee. Parents wishing to meet with the Co-curricular Review Committee to discuss the situation must notify the Athletic Director in writing within five days after receiving notice of the violation. The Co-curricular Review Committee will consist of the Superintendent or his/her designee, five head coaches and/or head sponsors. The Superintendent or his/her designee will be the chairperson. Each coach/sponsor will have one vote.

Procedure
The student and his/her parents or guardians must sign the Co-curricular Code form verifying that they have read the Co-curricular Code. Limestone students and his/her parents will sign the Co-curricular Code upon registration at Limestone Community High School. This agreement is in effect throughout the child's tenure at Limestone Community High School. This signed Co-curricular Code form is kept on file in the District Office. A student may not participate until the signed form is on file.

Random Drug/Alcohol/Tobacco Testing Policy

Application
This policy applies to:
1. All school sponsored co-curricular activities conducted by and representing Limestone Community High School ("LCHS") where participation is voluntary, including but not limited to all athletic teams, cheerleading, dance, band, color/winter guard, speech, plays and musicals, Madrigals, scholastic bowl, National Honor Society, bass fishing, robotics, yearbook, newspaper, chess, welding, automotive, Key Club, and student council
2. Students who have a registered parking pass for a District parking lot. Students eligible for random testing under this policy will be referred to as "participants."

Apart from this policy, the Illinois High School Association, as well as each activity's coaching staff or sponsor, may have additional team or activity rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Philosophy and Purpose
Co-curricular participation at LCHS serves as an integral part of the student's educational experience. Experience through co-curricular activities contributes to the knowledge, skills, and emotional patterns, which the student possesses. The Board of Education further believes that by participating in co-curricular activities, students are provided the potential for becoming better persons and citizens. Participation in co-curricular activities is a privilege which carries with it responsibilities to the school, activity, team, student body, community and to the students themselves.

These privileges are not an absolute right. Students misusing legal or using illegal drugs or alcohol, or who use tobacco products, pose a threat to their own health and safety, and may even to those who compete with them. Similarly, using a motor vehicle to drive to school and back is also a privilege that carries with it a responsibility to the community to operate a motor vehicle safely.

The purpose of this policy is threefold:
1. Provide for the health and safety of students engaged in interscholastic activities and driving to and from school
2. Undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, alcohol and tobacco
3. Encourage students who use drugs and alcohol to participate in treatment programs

This policy is designed to create a safe, drug/alcohol/tobacco free environment, and to provide professional help when needed. It is not intended to punish a student other than possibly barring such student from participation in interscholastic activities and parking privileges. Accordingly, the results of any drug/alcohol/tobacco test administered under this policy shall be used only for determination of eligibility to participate in co-curricular activities or to park in District parking lots and for no other purpose, other than when there has been a violation of the Illinois School Code. These reports may be shared with the Board of Education.
The Superintendent or designee shall develop procedures to implement this policy. Student testing may be administered randomly during or after school, during practices, during off season workouts, or during co-curricular events.

No student shall be expelled or suspended from school, nor penalized academically, as a result of any verified positive test conducted pursuant to random testing. The results of a drug/alcohol/tobacco test under this policy will not be documented in any participant's student record. Information regarding the results of tests under this policy will not be disclosed to criminal or juvenile authorities without legal compulsion by valid subpoena or court order.

This policy does not affect the policies, practices, or rights of the District with respect to any other student search or substance abuse testing policies.

Consent

To be eligible to try out for, or to participate in the above activities, or to utilize District parking lots, each student and his or her parent(s)/guardian(s), must give written consent to random drug/alcohol/tobacco testing under this policy. Failure to sign the "Random Testing Policy Informed Consent Agreement" attached to this policy will render the student ineligible to participate in any co-curricular activity, or to receive permission to use a District Parking lot to park his/her vehicle.

If the student or his/her parents/guardians refuse to sign the Informed Consent form, the student will not be permitted to be a member of the activity or obtain parking lot privileges until such Informed Consent form is signed.

Withdrawal of Consent

Consent for participation may be withdrawn under the following conditions:

1. Should a participant be unsuccessful in trying out for a team/activity under the try out procedures outlined and/or chooses not to be involved in any other activity for the remainder of the school year, the participant's/guardians shall send a letter to the Principal or his/her designee so indicating and requesting the removal of the participant's name from the random test list (unless the participant also has parking privileges).
2. Should a participant choose to give up parking privileges, the participant's/guardians shall send a letter to the Principal or his/her designee so indicating and requesting the removal of the participant's name from the random test list (unless the participant is participating in activities requiring consent).
3. Should a student elect to resume participating in any qualified activity during the school year that the withdrawal was approved, or requests reinstatement of parking privileges, the student will be required to be tested at the parents/guardians expense prior to trying out or participating in a co-curricular activity or obtaining parking privilege.

Random Testing Program Testing Procedures

1. Testing dates and times will be selected by the Athletic Director., The frequency and percentage of participants to be selected will be determined by the Athletic Director. The Athletic Director, or other appointee, utilizing a randomizing computer program, shall select participants for drug/alcohol/tobacco drug testing. Testing may occur on any day, Monday through Saturday. Names will be randomly selected from a pool of all participants. Each participant may be tested at any time during the calendar year.
2. No participant will be given advance notice or early warning of the testing.
3. If the randomly selected participant refuses to participate in the testing procedure or to give a sample, or if the participant is present at school then leaves without permission or the absence is unexcused, the participant will be considered the same as testing positive.
4. The set-up of the collection environment, guarantee of specimens, and supervision of the chain-of-custody will be performed by the designated Collection Agent.
5. Designated school personnel will deliver written notice to a participant who has been randomly selected. There will be minimal classroom interruptions. Designated school personnel will escort the participant to the Nurse's Office, which will serve as the confidential collection site. No participant is allowed to go to his or her locker.
6. Students will be instructed to remove all outer layers of clothing, empty all pockets, and wash their hands in the presence of the Collection Agent.
7. Testing will be performed in the presence of the Collection Agent by urinalysis. Upon being selected for a urinalysis test, the participant shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. The Collection Agent reserves the right to search any student before entering the restroom in the Nurse's Office. The door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
8. Before a participant's urine is tested by the laboratory, he/she must sign any form that may be required by the testing laboratory. If a student chooses, he/she may notify school personnel and/or Collection Agent that he/she is taking a prescription medication.

9. A sanitized kit containing a specimen bottle will be given to each participant. The bottle will remain in the participant's possession until a seal is placed upon the bottle and the participant signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
10. All urinalysis specimens registering below 90.5 degrees or above 99.8 degree Fahrenheit will be invalid. The heat strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the participant must provide another specimen within 3 hours.
11. A participant will be ineligible for all co-curricular activities or parking privileges for one calendar year if he/she tampers or cheats during the collection. If this is the participant's second or subsequent infraction, he/she will be ineligible for co-curricular activities or parking privileges for the remainder of their high school eligibility.
12. The participant will return to class or his/her activity when testing is concluded and is able to make up all work missed during that time.
13. Each specimen is given to the laboratory for testing.
14. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for co-curricular activities subject to a retest.
15. After it is sealed, the specimen will be transported to the testing laboratory utilizing the Chain of Custody. The testing laboratory will report results to the designated LCHS personnel.
16. In order to maintain confidentiality, the participant's name will not be on the urine specimen. Instead, the participant's initials will appear on the container.

Test Results

1. The testing laboratory's Medical Review Officer will determine if there are positive drug/alcohol/tobacco test results.
2. Test results will be conveyed by the drug testing company via the Internet to designated school personnel within a specified time from the laboratory.
3. Depending upon the substances found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the participant is taking any prescribed medication from a physician. If so, the parent/guardian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication. Failure to provide such requested information will be considered a positive result.
4. For participants who test positive, the participant will be notified by the Athletic or Activities Director, the parent/guardian will then be notified of the student's positive test result. The appropriate action per this policy will be administered.
5. The name of the participant who tests positive will be turned over to the Assistant Principal to begin the intervention process.
6. The School District reserves the right to continue testing at any time during the remaining calendar year for any participant who had a verified "positive" test.
7. Information on a verified "positive" test result may be shared on a need-to-know basis with the participant, and his/her parent(s)/guardian(s), the Principal, Athletic/Activity Director, coach, the participant's dean and counselor, school nurse, Superintendent, Board of Education, District legal counsel, and other individuals who have a legitimate need-to-know given the circumstances.
8. The testing data will be kept on a secured computerized spreadsheet, by student ID number, not name. This data will be shared with the Board of Education, twice annually as a status update.

Financial Responsibility

The School District will pay for all random drug tests. Once a participant has a verified "positive" test result, all follow up tests will be paid for by the participant's parent(s)/guardian(s). Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the participant's parent(s)/guardian(s).

Definitions

Drugs: As used in this Policy, drugs include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolite, creatine, methamphetamines, methadone, methadone metabolite, marijuana metabolite, opiates, phencyclidine, propoxyphene, alcohol, and Controlled Substances, except where taken pursuant to a legal prescription issued to the student by a licensed physician.

Controlled Substance: As used in this Policy, "controlled substance" means any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended.

Tobacco products: As used in this Policy, tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, e-cigarettes, as well as other nicotine based vaping devices.

Consequences of a positive drug/alcohol/tobacco test
Before any action against a participant is taken pursuant to this policy the participant shall be informed of the proposed action by the Athletic Director or Activities Director, or an individual at their direction, and be given the opportunity to respond at that time. The parents of the participant will be notified in writing of the violations and the procedures required for reinstatement of eligibility for the participant. If the participant or parent/guardian requests another test of a "positive" specimen, the financial responsibility of a second test will be with the participant's parent or guardian.

First Infraction: For a first "positive" result, the participant will be suspended from the activity, game, competition, event or club activity for 1/2 of the season. The participant will be required to meet with his/her guidance counselor who will provide the family and school with results and recommendations. Participant's parking privileges will be also be revoked for 45 school days. If less than 1/2 of the season remains, the suspension will be carried over to the next activity or sport in which the participant participates until the penalty has been satisfied.
Second Infraction: For a second "positive" result, the participant will be suspended from all games, competitions, events or club activities for one calendar year from the date of the second infraction. Participant will meet with a certified drug and alcohol counselor for screening at family's expense. Screener will provide family and school with results and recommendations. Participants will lose parking privileges for one calendar year from the date of the second infraction.

Third Infraction : Upon a third "positive, " the participant student will not be allowed to participate in co-curricular activities including club membership for the remainder of his or her high school career. Parking privileges will be revoked for the remainder of his or her high school career.

Multiple Activities: If a student participant with a "positive" test participates in more than one activity at the time of the violation, the suspension will apply to each activity.

Out-of-Season Violations: If the "positive" test violation occurs out-of-season, the penalty will be applied to the beginning of the next season. Parking privileges will be suspended at the time of the violation.

CO-CURRICULAR ACTIVITY ATTENDANCE REQUIREMENTS

In order to participate in practices, rehearsals, performances, or contests, students must be in attendance for their last four classes (5th, 6th, 7th, and 8th periods). In the case of a funeral or unavoidable appointment, exceptions can be made, but only in conjunction with the administration and through parent contact prior to the situation when possible.

ATHLETIC ELIGIBILITY

All eligibility standards for Limestone Community High School are adopted from the IHSA Eligibility Rules. All IHSA athletes' and competitors' grades are checked on a weekly and semester basis regarding academic eligibility. The Athletic Director will monitor each week's eligibility. An athlete or competitor must pass twenty-five (25) credit hours which is the equivalent of five (5) .5 credit courses (2.5 full credits) of high school work per week. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. Only one physical development class will be considered for weekly and semester eligibility. Semester eligibility will be handled by the Athletic Director.

ATHLETIC PHYSICAL EXAMINATIONS

In order to participate in interscholastic athletics, every athlete **MUST** have an annual sports physical examination. Forms for sports physicals can be obtained from any doctor's office. **A sports physical will be valid for 395 days per new IHSA rule**. It is recommended that physicals be scheduled prior to the beginning of the school year to ensure eligibility in each season. **The athlete MUST have his/her physical examination on file before he/she will be permitted to participate with the team (THIS INCLUDES TRYOUTS).**

NCAA REQUIREMENTS

A freshman student-athlete must graduate from high school and successfully complete 16 high school core academic courses to qualify for competition in intercollegiate athletics. Although the academic standards for Division I and II are essentially the same, differences do exist in their distribution of the 14 core requirements. As of January 2015, the core courses must include:

	Division I	***Division II***
English Units	4	3
Math Units (to include Algebra & Geometry)	3	2
Natural/Physical Science units	2	2
Additional unit(s) of English, math, or science	1	3
Social Science units	2	2
Three additional units in academic courses (May be any of the already mentioned categories or in a foreign language or non-doctrinal religion/philosophy.)	4	4
TOTAL CORE COURSES REQUIREMENTS	16	16
REQUIRED GPA IN CORE CLASSES	2.3	2.2

During your sophomore year at Limestone, you should register with the NCAA. Go to Eligibilitycenter.org for this process.
Students must meet the CORE GPA/test score sliding scale index requirements.
Questions can be answered by NCAA Legislative Services, 6201 College Blvd., Overland Park, Kansas 66211, or one may contact the compliance office at an NCAA institution, or see your Guidance Counselor with any questions.

IHSA Illinois High School Association
(For 2024-25 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

IHSA ELIGIBILITY RULES

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official

representative should contact the IHSA Office. Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major bylaw provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. **Attendance**
   a. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
   b. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
   c. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
   d. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester.The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.
2. **Scholastic Standing**
   a. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
   b. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.
3. **Residence**

   Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:
   a. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
   b. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
   c. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
   d. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
   e You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
   f. You attend the private/parochial high school which one or both of your parents attended; or
   g. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.
4. **Transfer**
   a. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
   b. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after t**he IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
   c. If you transfer attendance from one high school to another high school, you will be ineligible unless:
      1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
      2. Your transfer is between high schools within a public school district and both you and your parents,

custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.

d. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

e. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

f. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

g. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility.This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. **Physical Examination**

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. **Amateur Status**

a. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings / mementoes.

b. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value.There is no limitation on the value of your school letter.

c. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.

d. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

a. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

b. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

c. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which is not uniformly made available to all students who attend your school.

d. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

e. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

f. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal / official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

a. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting

date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

b. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

a. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
b. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
c. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
d. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
e. Junior college, college or university team during your high school career

11. All-Star Participation

a. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
b. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

a. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
b. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org

PERFORMING ARTS

BAND

Jazz Band meets daily as a regular academic class. Students in this course must be enrolled in band for a full year unless prior approval is given from the director. Students may be required to audition to reach the specific instrumentation needed. This course focuses on learning various styles of music including swing, rock, and Latin, as well as learning improvisation techniques. Additional rehearsals are required every Tuesday and Thursday after school beginning in November. Performances include three Jazz Festivals during the second semester, two concerts, and various performances in the community.

Marching Band meets daily during the first semester as a regular academic class and is open to any student who plays an instrument. This group performs at various competitions throughout the state, all home varsity football games, and the Holiday Concert in December. Extra rehearsals are held in the summer every Tuesday and Thursday beginning in July and continue until school begins in August. Pre-Camp and Band Camp are held at the beginning of August and are a requirement to be in the ensemble. During the school year, the Marching Band rehearses every Tuesday evening beginning in August continuing through October.

Marching Band/Color Guard meets daily during the first semester as a regular academic class. In Color Guard students will learn the techniques involved in expressive dance, flag, rifle, and saber to enhance the Marching Band field show. This group performs at various competitions throughout the state, all home varsity football games, and the Holiday Concert in December. Extra rehearsals are held in the summer every Tuesday and Thursday beginning in

July and will continue until school begins in August. Pre-Camp and Band Camp are held at the beginning of the school year, and the Marching Band rehearses every Tuesday evening beginning in August, continuing through October. Additional rehearsals may be added as needed. Students are selected for this activity through an audition process.

Marching Band/Winter Guard meets daily during the second semester as a regular academic class. In Winter Guard students will use skills and techniques in expressive dance, flag, rifle, and saber in a specially designed competitive show. The Winter Guard is a competitive group and will perform at various competitions throughout the Midwest while competing in the *Midwest Color Guard Circuit*. The Winter Guard is currently in the *Scholastic A Division*, and therefore will be composed of students that meet the requirements to participate in this division. Students are selected for the *Winter Guard* through an audition/interview process. This group has extensive outside rehearsals and participation fees.

Music Appreciation is a course available to all grades of music and non-music students which meets daily as a regular academic class. This course introduces basic concepts of music, music history, listening, multicultural music, and the role of music in society.

Music Theory and **Advanced Music Theory** are courses that meet daily as a regular academic class. These courses focus on basic aspects of melody, harmony, rhythm, musical analysis, composition, dictation, and other listening skills. Advanced Music Theory focuses more in depth into the fundamentals of music and composition. Music Theory is the prerequisite to Advanced Music Theory.
Symphonic Band Semester 1 is an instrumental course designed for students that are unable to participate in the Marching Band and is open to any student who plays an instrument. During this semester, students will work on building fundamentals, prepare solos, and practice music to perform with the Marching Band at the Holiday Concert in December.

Symphonic Band Semester 2 is the second of two full instrumental concert ensembles and meets daily as an academic class. This ensemble is intended to help build the skills of the younger band students who are not yet ready for the more advanced music performed by the Wind Ensemble. Students who enroll in Symphonic Band during the second semester will work on building their fundamental skills and will perform a varied repertoire of concert band literature. Symphonic Band performs at two concerts and may also participate in one festival each year.

Wind Ensemble is the top performing concern ensemble that begins in second semester and meets daily as an academic class. This ensemble performs more advanced literature and is geared towards the more advanced musician. The Wind Ensemble prepares for two concerts and two festivals per year. Acceptance in this ensemble is by audition only. Additionally, students must be enrolled in band during first semester to be considered unless prior approval is given by the Director.

CHORAL MUSIC
Concert Choir membership is achieved by audition only. The style and interpretation of music from various periods of music history are studied in detail. Knowing the basic fundamentals of music and being able to sight read allow these members to dwell on the aesthetics and meanings of the great choral works.

Madrigal Singers and **Chamber Singers** are select groups of students performing Renaissance style literature in preparation for the annual Madrigal Dinner. **Vocal Jazz** and **Advanced Vocal Jazz** are also select ensembles who perform contemporary and jazz music the second semester of the school year. These groups are high profile performing ensembles and admittance is acquired by audition.

Tenor/Bass and **Soprano/Alto/Treble Chorus** are the beginning chorus groups. Basic fundamentals of good tone production and an accurate sense of pitch are learned through the study of choral music. The foundation of music theory, including note and rest values, time signatures, rhythmic counting, dynamic and tempo markings, and terminology are taught to the students.

PLAYS/MUSICAL
There are two all-school theatrical productions each year--a fall play and a spring musical. Announcements are made as to the time and place of tryouts for school productions. Students interested in make-up, costumes, scenery, lights, or any other backstage work should contact the director(s). No experience is necessary; the drama department welcomes all students with creativity, dedication, and a desire to make a debut in theatre!

SCHOLASTIC BOWL
Students who enjoy trivia, have quick recall, and want to expand their knowledge in all areas are invited to participate in Scholastic Bowl competition. Limestone plays in at least five tournaments a year throughout central Illinois. Students will also participate in weekly league play during the scholastic bowl season. Students will have fun and learn at the same time. This combination not only augments classroom learning but also exposes the student to many other intellectual areas.

SPEECH TEAM
The competitive speech team offers students the opportunity to compete in 14 individual or duet events in drama, comedy, and public speaking. The season runs from October to February. Competition is held with schools throughout central Illinois and includes a Mid-Illini Conference tournament. The team also participates in the IHSA regional, sectional, and state tournaments.

CHESS TEAM
Limestone's competitive Chess Team competes against teams throughout central Illinois in dual matches and at tournaments. The team competes intermittently in the fall and winter months, ending its season in February with the IHSA state competition.

ACTIVITIES

ASSEMBLIES
Assemblies, whether entertaining or educational, are a privilege and should be treated as such. The conduct of the audience at an assembly plays a large part in establishing the reputation of a school. Students will be required to sit in assigned sections, and not engage in impolite behavior such as whistling, foot stomping, chanting, heckling, lying back in the chairs or bleachers, and publicly displaying affection. Excessive talking is out of order. If students do not wish to participate in the assembly program, they are to report promptly to the cafeteria with study materials. Disciplinary action will be taken for students disrupting assemblies.

DANCES
Our school believes that dances are important parts of school life. Such events must be regulated in order that they may continue to be a valuable and interesting part of student activities. All dance or school party activities must be cleared with the Deans' Office. No party or dance may be arranged without the approval of the advisors. Chaperones must be arranged with instructions from the Deans of Students. A policeman will be present at all dances. No party shall be given on a night immediately preceding a school day, and all events shall end no later than 11:00 PM. As at all school functions, any evidence of drinking or smoking will result in immediate suspension from school (unless stronger action is required) as well as immediate suspension from the party or dance. Anyone who leaves a school-sponsored activity will not be allowed to reenter.
Only Limestone Community High School students and their approved guests may attend dances or parties. The sponsor of the activity or the Dean reserves the right to determine guests who may attend. LCHS students must request from the Dean of Students permission to bring a guest and complete a dance request form. This permission must be requested by 3:30 PM two days preceding the event. All students are required to present an I.D. card for admittance to dances.

HOMECOMING
Homecoming Week is one of the most active and fun-filled weeks in the school year. Homecoming activities include auditioning for the variety show filler acts and rehearsing for the variety show. Class members prepare a short skit to perform at the variety show. Each class competes with the other classes in skit competition. The variety show is held on Wednesday night. The announcement of the Homecoming Court and the crowning of the Queen and King highlight the show, with a pep rally and bonfire at the conclusion of the show. The Homecoming parade is planned for Friday. The Homecoming football game is played on Friday night. The final activity of Homecoming Week is the dance held at the school on Saturday night. All students are urged to get involved and participate in the Homecoming activities.

SCHOLARS RECOGNITION CEREMONY
During the fall of each year, the school hosts a tea and award ceremony to recognize academic excellence for students in grades 10-12. Students who earn a cumulative grade point average of 3.6 (A-) are eligible for recognition. Seniors are awarded gold medals, juniors receive silver medals, and sophomores receive bronze medals.

SPRING HONORS DAY
In the spring of each year prior to graduation, the school recognizes students for their high school achievements in academics, leadership, and school and community service. Awards are presented to the top students in various departments and scholarships from local service, educational, and business groups are awarded to deserving students.

CLUBS

Limestone Community High School encourages students to become involved in school-sponsored clubs. Clubs provide students with a variety of educational, socialization, and service benefits.

CULTURAL AWARENESS CLUB
Membership is open to any student of Limestone Community High School. The purpose of the club includes increasing awareness of African American culture, creating additional opportunities for involvement at the school, creating a greater awareness of post-secondary options, and providing safe, beneficial networking/social opportunities for our students.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)
FCA is open to all athletes, freshman through senior; non-athletes are welcome too. FCA meets twice per month, sharing games, fellowship and snacks. They also listen to encouraging videos and speakers. Summer camp participation is also available.

INTER-RELATED OCCUPATIONS COOPERATIVE EDUCATION CLUB
This club is comprised of those students who are enrolled in the Personal & Public Services Co-op program. The main purpose of the club is to develop leadership, career and technical competence, and community service.

KEY CLUB
Key Club is a service and leadership development organization for high school students which operates under school regulations and draws its membership from the student body. Key Club is sponsored by the local Kiwanis Club. Key Club's aim is the development of initiative, leadership ability, and good citizenship practices.

HONOR SOCIETIES

FRENCH HONOR SOCIETY
To be eligible for the National French Honor Society, students must maintain an “A” in French, and are selected after five semesters of French. Selected students are presented with a certificate at a banquet in the spring semester.

NATIONAL HONOR SOCIETY
Induction into the National Honor Society will be based on grade point average, leadership, service, and character. Class rank will not play a role in the induction of the National Society’s students. Selection is based on a point system which grants points for grade point average, student’s leadership, service, and character. Points can also be deducted for detrimental classroom behaviors, athletic code violations, suspensions, and expulsions. Students selected for the National Honor Society are not chosen on the basis of grades alone.

SPANISH HONOR SOCIETY
The Spanish Honor Society at Limestone Community High School is an honor society for those students with high academic achievement in Spanish, that is, an A minus average in five semesters of Spanish. Students are selected and presented with a certificate during the spring semester.

PUBLICATIONS/MEDIA METHODS

Student media methods include the student newspaper, the *Limelight*; the yearbook, the *Amulet;* and the broadcasting class, *Rocket One.*

The *Limelight* is produced as a class project in Media Methods class. The opinions expressed in the newspaper are not necessarily those of the Board of Education, the administration, faculty, or newspaper advisor. It is distributed to students, administration, faculty, the community, and nationally through a scholastic press exchange program. The *Limelight* follows journalistic principles and guidelines promoted by Quill & Scroll, Journalism Education Association, National Scholastic Press Association, and the Illinois High School Scholastic Press Association. Students must apply for acceptance to Media Methods and be approved by the advisor through teacher evaluations, completed applications, and interviews.

The *Amulet* is issued annually as a pictorial record of the school year. A student editorial staff, supervised by a faculty advisor, is responsible for the publication. A limited number of students are allowed on the staff. Students must complete an application and be interviewed to determine their eligibility.

Rocket One is Limestone's very own student produced television program. Students in *Rocket One* broadcast a live television show daily to inform the students and staff of important events and activities. Students in this course learn the fundamentals of broadcast production by rotating through the different job positions found in a television studio. Sophomore through senior students are interviewed to determine their eligibility for this course.

STUDENT GOVERNMENT

STUDENT COUNCIL

The Limestone Student Council serves as the main government body of the school. Six students from each class make up this body. The purpose of Student Council is to develop attitudes and practices in good citizenship, to improve student-teacher relationships, to assist in the management of school activities, and to promote the general welfare of the school. As a member of Student Council, students will be subject to the Co-curricular Code and all of its rules and regulations. Student Council sponsors Homecoming, dances, fundraising activities, assemblies, elections, community service projects, etc.

Qualifications for Student Council Representatives and Officers:

1. Must be a member of the class from which elected or appointed.
2. Must have at least an overall "C" average at each grading period.
3. If, after taking the Student Council oath, a representative receives below an overall "C" average during any grade period, he/she will be dismissed from the council for a nine-week probationary period. If grades are not returned to the required level after this probationary period, the student will be removed from Student Council.
4. An "F" in an academic subject for a semester grade will call for immediate dismissal from the Student Council.
5. Complete Campaign Process:
    a. Five (5) positive teacher recommendations will be required before the student's name goes on the ballot for voting. Positive recommendations are defined in the ballot packet each candidate will receive when signing up for the process.
    b. Seventy-five (75) legal, legible signatures from students within the candidate's graduating class, submitted on time as designated on the petition at the time of pickup.
6. Any student that earns an out-of-school suspension or in-school detention, will not be allowed to participate in 6 of the required events immediately following the discipline, and will have alternative assignments with deadlines to make up those grades. Co-curricular code violations will follow the same parameters as all other extracurricular activities. Student Council members will also be required to complete alternate assignments as described with out-of-school suspensions, or In-school detention.

Additional Qualifications for Student Body President and Vice President:

1. Must have served at least one year as a Student Council representative.
2. Campaign Process
    a. Must have seven (7) positive teacher recommendations to be on the ballot.
    b. Must do an on-screen interview for Rocket One about why he/she should be the president/vice president

3. If the president or vice president gets a suspension or in school suspension, student will be dropped from the role and the next person in line, as outlined, below, will assume the role of president or vice president for the rest of the year.
    a. President
    b. Vice President
    c. Secretary
    d. Treasurer
    e. Historian
    f. Public Relations I (most votes during general election)
    g. Public Relations II

CLASS OFFICERS

Each class has four officers: a president, a vice president, a secretary, and a treasurer who serve for one year. The candidates must be members of the class they wish to represent. It is a privilege to be elected as a class officer. As such, each class officer will be subject to the Co-curricular Code and all of its rules and regulations. Class officers are responsible for organizing their class activities, their Junior-Senior Prom, and skits for Homecoming.

Qualifications for Class Officers:

1. Must be a member of the class from which elected or appointed.
2. Must have at least an overall "C" average in all subjects for the completed grade period. (If a student fails to maintain this average, he/she shall be removed from office, and *ROBERT'S RULES OF ORDER, REVISED* will be used to replace same).

GUIDELINES FOR STUDENT COUNCIL AND CLASS OFFICER ELECTIONS

1. Any student running for an office at this school shall have and maintain an overall "C" average at each grading period.
2. A petition shall be signed by 75 students in the class represented.
3. Students should not be permitted to sign more than three petitions for each office.
4. Any sign used in elections shall not involve smoking, alcohol, sex, or gambling. Any such use will result in the student being disqualified from running.
5. Classes with their advisors will organize their own elections. Student Council will conduct the elections.
6. Any irregularity in election procedure will empower the class officer to restrict class activities with the approval of the Superintendent.
7. Elections for the freshmen class will be held at the end of first semester.

STUDENT CONDUCT

PHILOSOPHY OF ATTENDANCE

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

ABSENCE REPORTING

The following attendance policy has been adopted by the Board of Education in an effort to keep students in school and in classes. Every opportunity will be given the student to avoid serious penalty. The parent/guardian may either call the school on the day of the student's absence or send a written note explaining the reason for the absence. If documentation for your student's absence is available from a doctor, dentist, or judge, please send a copy of it to school with your student. Communication between parents and the school helps to avoid potential problems and unnecessary contact and calls from the school.

TRUANCY COUNSELING

Limestone guidance counselors are available to students and their families to address attendance concerns, such as truancy and tardies. Referrals can be given should a parent want to contact outside resources to address their student's needs. School Counselors can be contacted at 697-6271, EXT. 1423.

ATTENDANCE POLICY

1. Excused school or class absences shall include personal or family illness, religious holidays, personal injury, doctor and dental appointments, death in the family, family vacations (maximum of 5 days), school-related activities, court or judicial proceedings (at the discretion of the Dean), college visits, post high school educational training visits, job interviews, and military examinations. All other reasons will be determined excused or unexcused by the Deans. (An attempt should be made to schedule doctor or dental appointments at times that do not conflict with school hours.)
   a. The following excused absences should be prearranged (parental request): family vacations, religious holidays, court, or judicial proceedings (at the discretion of the Dean), college visits, post high school educational training visits, job interviews, and military examinations.
   b. If the reasons for absence as listed above are not prearranged, they may become unexcused absences. The prearranged absence sheet that each student uses to obtain the teachers' signatures must be turned into the attendance office prior to the prearranged day or days.
   c. Extended prearranged absences (five or more school days) should be obtained from a Dean and signed by teachers at least five (5) school days prior to the time of the absence(s). Students absent three (3) or more consecutive days may be considered unexcused unless documentation is presented. When a student receives five (5) absences, excused or unexcused, a letter will be mailed home from the Dean of Students notifying parent and student of the absences and asking for documentation to be provided, if available.
   d.. The absences and asking for documentation to be provided, if available. Furthermore, once a student accumulates ten (10) absences in a school year, he or she will be placed on the Documentation List. At this time, a second letter will be mailed from the Dean of Students explaining that any additional absences will only be excused if documented.
   e. Students who have 15 unexcused absences for the school year will be placed on the Limestone Community High School Alternative Agreement and may be taken before the Board of Education for an expulsion hearing if the Alternative Agreement is violated.
   f. Two college visits for juniors and seniors per year to be exempt *upon presenting documentation on college letterhead from university personnel, i.e. Administrator, Academic Advisor, and/or coach.*
2. Absences from school/class due to truancy are unexcused. Students shall be allowed to make up daily class work, tests and semester assessments. The grade for any work turned in late due to any unexcused absence will be lowered by 10%.
3. Credit for make-up work for excused and unexcused absences will be granted. The time given for make-up work is as follows:
   a. One day will be given for each day of absence. All make-up work must be completed within one week after the end of the grading period. Special arrangements will be made for those students with extended illness. Students who receive an out-of-school suspension will receive one day for each day suspended to complete any work missed during the suspension period. Students suspended two or more days will be granted a maximum of two days upon their return to school to complete all work missed.
   b. Students returning to school after an absence for any reason are responsible for assignments previously announced (i.e., tests, term papers, notebooks, etc.)
   c. Students absent from school, for reason of illness, in excess of ten (10) school days should make arrangements for tutoring. Teachers will cooperate with the student and parent in cases of extended illness.
4. A parent/guardian of an absent student is to call the attendance clerk on the day of absence prior to 10:00 a.m. stating the reason for the absence. Failure to do so may result in an unexcused absence or truancy.
5. If documentation for your student's absence is available from a doctor, dentist, or judge, please send a copy of it to school with your student.

TARDIES AND TRUANCIES

DISCIPLINARY ACTIONS FOR TARDIES PER SEMESTER

ALL TARDIES ARE UNEXCUSED.

Arrival to FIRST HOUR

Arrival to First hour after 7:45 a.m. without parent contact will be addressed as follows:

7:45 to 8:00 a.m. = **Tardy**

8:00 to 8:30 a.m. = Class Truancy

OFFENSE	CONSEQUENCE
Accumulation of five (5) tardies	One (1) hour detention and Time Management meeting with Counselor
Accumulation of six (6) tardies	Loss of early dismissal/late arrival privileges for the next semester
Accumulation of ten (10) tardies	Saturday Detention (2 hours); loss of hallway pass privileges
Accumulation of fifteen (15) tardies	One (1) days In-School Detention (ISD)
Accumulation of twenty (20) tardies	Two (2) days In-School Detention (ISD)
For each additional five tardies	Three (3) days In-School Detention (ISD)

DISCIPLINARY ACTIONS FOR TRUANCIES PER YEAR

ALL TRUANCIES ARE UNEXCUSED AND REQUIRE A DEANS' ADMIT TO RETURN TO CLASS.

Arrival to FIRST HOUR

Arrival to First hour after 7:45 a.m. without parent contact will be addressed as follows:

7:45 to 8:00 a.m. = Tardy

8:00 to 8:30 a.m. = Class Truancy

A Class Truancy may also be defined as being absent for more than 5 minutes of the class but not the entire class period.

OFFENSE	CONSEQUENCE
First truancy with 1 period truant	One (1) hour detention and Time Management meeting with Counselor
First truancy with 2-3 periods truant	One (1) Saturday Detention (two hours)
First truancy with 4-8 periods truant	Two (2) Saturday Detentions (four hours)
Second and each additional truancy of 4-8 periods	Two (2) days In-School Detention (ISD)

***Please note #6 below under EARLY DISMISSAL PROGRAM

AWOL

DISCIPLINARY ACTIONS FOR AWOL (not being where you are supposed to be):
First AWOL = Detention issued by classroom teacher
Second and succeeding AWOL = One unit of Saturday detention

EARLY DISMISSAL/LATE ARRIVAL PROGRAM

The Early Dismissal Program is a privilege given to junior and senior students who meet specific criteria for entrance into the program. The early dismissal privilege will be evaluated at the end of each semester for placement into the program the next semester. If the qualifications have not been met, students will be given the option to take a study hall or enroll in an additional class if enrollments will allow entry into the requested class. Each student will be given an early dismissal application that must be completed and signed by both the student and the student's parents/guardians. This application for early dismissal privileges may be reviewed by the Superintendent or his/her assigned designee.
Criteria for the Early Dismissal Program are as follows:

1. Only junior and senior students will be allowed in the program.
2. The minimum credits necessary are:
   1st semester juniors - 12 credits
   2nd semester juniors - 15 credits
   1st semester seniors - 18 credits
3. Early dismissal students must have <u>five or less days of absence and accumulated five or less tardies during the previous semester to be eligible.</u>
4. Early dismissal students must leave the building by 2:05 PM. (Exception: students involved in after-school activities may go to an area where they are supervised by their sponsor, coach, etc.)
5. Any student suspended for disciplinary reasons during the past semester will not be eligible during the following semester for early dismissal privileges.
6. Any student having a truancy during the past semester will not be eligible for the following semester early dismissal privileges.
7. Second semester senior eligibility will be based on credits and administrative approval.

PERFECT ATTENDANCE

In order for a student to qualify for perfect attendance, he or she must not have missed any school as defined by the Illinois State Board of Education. A school business absence will not count against a student's perfect attendance

PERMITS TO LEAVE/EMERGENCY PERMITS TO LEAVE

If a student needs to leave school during the normal school hours, he/she must bring a note signed by a parent or guardian to the Deans' or Student Services Office before the beginning of the school day. The note must include the student's name, the reason for the excuse, and the time he/she is to be dismissed. Any student who leaves school without a permit to leave may be considered truant and disciplined accordingly.

If a student needs to leave school during normal school hours in an <u>emergency,</u> he/she must contact the school nurse (medical emergency) or the Deans (non-medical emergency). A parent or guardian must be contacted and permission given before the student will be allowed to leave the building. Any student who leaves school without a permit to leave may be considered truant and disciplined accordingly.

DISCIPLINE POLICIES AND PROCEDURES

Discipline is defined as acceptable behavior through self-control. It is the school's sincere wish that each student develops all the necessary characteristics needed to enable him/her to determine what is or is not appropriate behavior. This maturation process differs in time and degree with each individual student. Because of this

phenomenon, society (including schools) is faced with dealing with many different attitudes and concerns. We feel that it is only through cooperation among all parties involved that problems can be solved.
SCHOOLS REFLECT THE SOCIETY IN WHICH THEY EXIST. The great emphasis on the rights of individuals rather than on the rights and resulting responsibilities has produced many unique and complex problems. Couple this with the increasing number of societal problems and school personnel become faced with an awesome responsibility to develop self-control in young people.

It is the responsibility of Limestone Community High School to assure that every student has the right to receive an education free of physical and/or psychological threats. Limestone Community High School will administer its disciplinary policies to ensure the physical and psychological safety of each student.

RIGHTS AND RESPONSIBILITIES
Education is a privilege extended to those who use it properly. Students attend school for the primary purpose of gaining usable knowledge and skills. They are expected to strive for achievement equal to their abilities. With the right to attend school come certain responsibilities that are met only through an understanding of the school's philosophy of behavioral expectations. IT IS THE RESPONSIBILITY OF EACH STUDENT IN ATTENDANCE AT LIMESTONE COMMUNITY HIGH SCHOOL TO BE AWARE OF AND TO FOLLOW THE BOARD OF EDUCATION ADOPTED DISCIPLINE POLICIES AND PROCEDURES.

SCHOOL'S AUTHORITY
Illinois School Code, 105 Illinois Compiled Statutes 5/24-24. Maintenance of Discipline states: Teachers and other certificated educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Reasonable force may be needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.
Nothing in this Section affects the powers of the Board to establish rules with respect to discipline. The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and co-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that a written 10 days' notice of the violation is given such a person and a hearing had thereon by the Board pursuant to its rules and regulations. The administration of any school may file legal charges as agents of the school against persons committing any offense at school events.

POLICIES AND PROCEDURES

Introduction
The following rules set forth the standards and procedures of the Board of Education of Limestone Community High School District #310 regarding the discipline, suspension, and expulsion of students.

1. The secretary of the Board of Education shall maintain a conveniently accessible copy of these rules in the office of the Board of Education and shall allow access to them by the public in accordance with *The Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1-11*.
2. The Superintendent shall make these rules known to students and their parents by appropriate means.
3. References to "parent(s)" shall refer, where appropriate, to a student's legal guardian(s).

Application
The following rules of conduct, unless specifically indicated otherwise, apply to any student of the district who is:

1. On school property at any time,
2. In transit on a school bus, or
3. Engaged in or attending an activity publicly identified with Limestone Community High School by name, even if not on school property (i.e., "away" sports activities).

Due Process
All students are afforded due process rights prior to any disciplinary action taken. These rights are afforded at each step of any disciplinary action such as:removal from class by a classroom teacher (one day only); informal hearings with the Dean or other school administrator; and formal hearings with the Board of Education.

DISCIPLINE DROP

The following list of student offenses and possible disciplinary action is intended to place students, parents, teachers, and administrators on notice of what the Board of Education considers to be unacceptable student behavior and appropriate discipline. Although the Board has attempted to set forth with specificity a list of offenses and the range of discipline, the list is not intended to be all-inclusive. Therefore, to the extent that the student engages in conduct harmful to the district or fellow students that is not addressed on the following list, the administration (at its discretion) may impose appropriate discipline, including detentions and recommendations of class suspension, school suspension, and/or expulsion in accordance with the procedures contained herein.
A student may be withdrawn from a class due to continued classroom misconduct. A Discipline Drop will result by following the procedure outlined below.

OFFENSE	CONSEQUENCE
First Classroom Misconduct	Detention or Office Referral
Second Classroom Misconduct	Detention or Office Referral and the teacher will make a parental contact
Third Classroom Misconduct	Detention or Office referral and the Deans' Office will make a parental contact
Fourth Classroom Misconduct	Detention or Office Referral and the student, parent, teacher, and appropriate dean will sign a contract stating that the student will be removed on the 5th offense
Fifth Classroom Misconduct	Detention or Office Referral, student will be withdrawn from the class with a WP or WF, no credit will be earned, the student will be assigned to a study hall

The administration (where appropriate) and the Board have the discretion to dispense any of the disciplines set forth in conjunction with the specified student offense, and are not required to engage in "progressive" discipline unless these rules specifically require that progressive discipline be followed.

ACTS OF MISCONDUCT

LEVEL I
Level I offenses involve minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. These include but are not limited to such misbehaviors as:

BEHAVIOR

1. **F**irst time misconduct of a minor nature at school or on bus
2. Public displays of affection
3. Inappropriate physical contact
4. Failure to bring proper work and/or study materials to class
5. Use of electronic devices without teacher permission in the classroom, including, but not limited to: cellular devices, MP3 players, CD players, electronic gaming devices, digital cameras, digital video recorders, headphones, earbuds, AirPods, etc.
6. Dress code violations
7. AWOL/Class Truancy
8. Food or drinks in academic lockers, hallways and classrooms

9. Bringing outside food and drink (McDonalds, Subway, and Polar Pops) to school
10. Failure to return school loaner chromebook at the end of the school day

DISCIPLINARY RESPONSE

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. A proper and accurate record of the offense and disciplinary action is maintained by the staff member. Some behaviors can be referred to the Dean for appropriate action.

Level I Range of Consequence(s)

1. Verbal reprimand
2. Student/staff conference
3. Withdrawal of privileges
4. Counselor referral
5. Parent contact
6. Behavior contract
7. Special assignment
8. Room detention
9. Detention

LEVEL II

Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions that result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose education consequences are serious enough to require corrective action on the part of administrative personnel. These include but are not limited to such misbehaviors as:

BEHAVIOR

1. Continuation of Level I acts of misconduct
2. Failure to obey a reasonable request or direction of school personnel
3. Leaving school grounds during school day without permission of school authorities
4. Being in or around vehicles in parking lot without permission of school authorities
5. Being in hall, rest room, or any off-limits area without authorization
6. Cheating/plagiarism
7. Use of profanity, obscene, or vulgar language/gestures
8. Failure to report for student-teacher conference
9. First truancy
10. Failure to report to detention hall
11. Failure to report for room detention
12. Failure to register automobile
13. Five accumulated tardies
14. Possession and/or use of a lighter or matches
15. Defacing school property/property of others
16. Computer misuse or abuse
17. Disrespect

DISCIPLINARY RESPONSE

The student is referred to the Dean for appropriate disciplinary action. The Dean meets with the student and/or teacher and affects the most appropriate response. The teacher and parent/guardian are informed of the Dean's action. The Dean maintains a proper and accurate record of the offense and disciplinary action.

Level II Range of Consequence(s)

1. Student/staff conference
2. Referral to counselor
3. Withdrawal of privileges
4. Parent contact
5. Withdrawal of bus privileges
6. Financial Restitution

7. Detention
8. Saturday detention
9. Possibility of Dean confiscation of an electronic device and return to the student at the end of the day
10. Revocation of school parking permit for the remainder of the school year
11. Social suspension contract

LEVEL III

Level III involves a continuation of Level II or failure of Level II disciplinary measures to correct the behavior and acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. Although some Level III acts of misconduct might be considered criminal, they can usually be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. These include but are not limited to such misbehaviors as:

BEHAVIOR

1. Continuation of Level II acts of misconduct
2. Insubordination directed to school personnel
3. Use of ethnic or sexual orientation slur
4. Use of profanity or vulgar language toward fellow students
5. Active participation in a verbal, pushing, or shoving incident
6. Damaging school property/property of others
7. Possession and/or use of any type of tobacco product in school or on school grounds
8. Theft (under $300.00)
9. Forgery (non-criminal violations)
10. Gambling
11. 5th and succeeding detentions
12. Failure to attend Saturday detention
13. Harassment or sexual harassment
14. Medication not with nurse
15. Suspension violation
16. Bullying/intimidation
17. Refusal to identify self correctly or present identification (ID) card
18. Instigating
19. Accumulation of 10 tardies
20. Possession and/or use of e-cigarettes, vaping devices, or related paraphernalia used with these devices on school grounds
21. Taking, posting, or distribution of video, audio recording, or pictures of any staff member or student without permission

DISCIPLINARY RESPONSE

The Dean initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences. The Dean meets with the student and confers with the parents about the student's misconduct and the resulting disciplinary action. A proper and accurate record of the offenses and disciplinary actions is maintained by the Dean.

Level III Range of Consequence(s)

1. Student/staff conference
2. Temporary removal from class
3. Parental conference in person
4. Financial restitution
5. Permanent removal from class
6. Withdrawal of privileges
7. Saturday detention
8. In-school detention
9. Out-of-school suspension
10. Possibility of Dean confiscation of an electronic device and return to the parent/guardian
11. Cell phone contract

12. Juvenile referral
13. Police referral
14. Participation in substance abuse education program
15. Social suspension contract

LEVEL IV

Level IV acts involve actions which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts of gross misconduct are so serious that they always require administrative actions, which result in the immediate removal of the student from the school, the probable intervention of law enforcement authorities, and possible action by the Board of Education. These include but are not limited to such misbehaviors as:

BEHAVIOR

1. Continuation of some Level III acts of misconduct
2. Acts of physical violence including battery/fighting (active participation)
3. Profanity directed toward a staff member or in response to a staff member
4. Possession of object, which could be used to cause bodily harm.
5. Setting off fire alarm
6. Major theft (over $300.00)
7. Malicious mischief/criminal damage to property
8. Extortion
9. Unlawful assembly
10. Possession and/or sale of stolen property
11. Burglary/breaking and entering locked rooms, lockers, desks, cabinets, etc.
12. Street gang/secret society activity, paraphernalia, insignia, etc.
13. Any other acts which are violations of the *Illinois Revised Statutes*
14. Threatening or harassment of an employee
15. Threats of violence
16. Use of ethnic or sexual orientation slur or any other insignias that attempt to insight fellow students
17. Use of ethnic or sexual orientation slur or any other insignias that attempt to insight school personnel
18. Endangerment to school environment
19. Gross insubordination/disobedience
20. Accumulation of ten (10) or more out-of-school suspension days per year
21. Contract/alternative probation violation
22. Accumulation of 15 tardies/and each additional 5 tardies thereafter
23. 11th and succeeding unit of Saturday Detention
24. Gross misconduct
25. The possession or use of any device or item which has no reasonable discernible use other than in connection with the use of cannabis, synthetic cathinones, synthetic cannabinoids or a controlled substance including but not limited to roach clips, stones, hashish pipes, syringes, or hypodermic needles
26. To knowingly conspire with intent to deliver any substance that is or is represented to be cannabis or a controlled/intoxicating substance
27. Evidence of use, or being under the influence of cannabis or a controlled/intoxicating substance at school as defined in the *Illinois Revised Statutes,* except where use is authorized by the student medication policy of the Board
28. Possession of intoxicating substances
29. Possession of cannabis or a controlled substance as defined in the *Illinois Revised Statutes*, except where possession is authorized by the student medication policy of the Board
30. Evidence of use or being under the influence of synthetic cathinones or synthetic cannabinoids, including but not limited to bath salts, K2, K3, Blue Dragon, or spice
31. Possession of synthetic cathinones or synthetic cannabinoids, including but not limited to bath salts, K2, K3, Blue Dragon, or spice

DISCIPLINARY RESPONSE

The Dean verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials may contact law enforcement officials to assist in prosecuting the offender. A complete and accurate report is submitted to the Superintendent for his consideration and possible recommendation to the Board of Education.

Level IV Range of Consequences

1. Student/staff conference
2. Parental conference in person
3. Withdrawal of privileges
4. Appropriate placement
5. In-school detention
6. Out-of-school suspension
7. Juvenile referral
8. Police referral
9. Recommendation for expulsion
10. Probationary agreement
11. Removal from class
12. Financial restitution
13. Counselor/Social Worker referral
14. Participation in substance abuse education program
15. Social suspension contract

LEVEL V

Level V acts involve those acts that are a direct threat to the health and well-being of others or to the individual student. These acts always require administrative actions, which result in immediate removal from school and an administrative recommendation of expulsion to the Board of Education. In addition, appropriate criminal charges may be filed. These include but are not limited to such misbehaviors as:

BEHAVIOR

1. Possession of a weapon
2. Possession of an incendiary device or substance
3. Gross misconduct involving violence
4. Bomb threat
5. Arson/setting fires
6. To knowingly deliver or possess with intent to deliver any substance that is or is represented to be cannabis or a controlled/intoxicating substance
7. Extreme verbal abuse to an employee
8. Battery of an employee

DISCIPLINARY RESPONSE

The Dean initiates disciplinary action by investigating the infraction. The Dean meets with the student and requests a parent conference discussing the student's misconduct resulting in immediate suspension and a resulting disciplinary hearing with the Board of Education.

Level V Range of Consequence(s)

1. **P**arental conference
2. Out-of-school suspension
3. Recommendation of expulsion from school
4. Referral to law enforcement officials

ALPHABETICAL LISTING OF POLICIES

ALCOHOL AND SUBSTANCE ABUSE POLICY

The use of alcohol, or non-medical use of other drugs, constitutes a potential hazard to the physical, emotional, and psychological development and also the educational progress of students. It has been the intent and responsibility of the administration and teachers of Limestone Community High School to develop programs and procedures which:

1. Provide assistance and support to those students who request assistance in addressing a problem with alcohol or other substances.

2. Provide accurate, factual information to students so they can make intelligent, mature decisions regarding the use of alcohol and other substances, and which may help prevent them from becoming users of alcohol and other substances.
3. Assist in the overall community effort to reduce illegal drug traffic.

To achieve these goals, Limestone Community High School shall:

1. Provide an educational program that will make students aware of the physical, emotional, and psychological dangers involved with the use of alcohol and other drugs. The program shall provide students with objective information that will help them make intelligent decisions regarding the use of alcohol and other drugs. Such information shall include a focus on abstinence from the use of alcohol or other drugs.
2. Establish and maintain an on-going in-service education program for our entire teaching staff and also establish and maintain a program of information for the parents to:
    a. Enhance their understanding of the problems associated with the use of alcohol and other drugs by adolescents.
    b. Enhance their ability to recognize signs and symptoms of alcohol or other drug use by adolescents.
    c. Teach them the skills necessary to intervene on behalf of an adolescent who is experiencing problems related to his/her use of alcohol or other substances.
    d. inform them about substance abuse treatment and intervention services available at area hospitals, agencies, and support groups that provide support to family and friends as well as to an adolescent addicted to alcohol and other substances.
3. Cooperate with all law enforcement agencies by reporting any information that would assist in the apprehension of alcohol or drug traffickers.
4. Establish prevention and intervention procedures that help Limestone Community High School reduce the use, distribution, and sale of alcohol or other drugs on school property and at school-sponsored events and activities.
5. Inform all students that the use, possession, transfer, or sale of alcohol or other drugs on school property or at school-sponsored events and activities is prohibited by District 310 Board of Education Policy as well as by law. The violation of this policy will result in immediate suspension and a recommendation to the Board of Education for expulsion from school for the remainder of the school term.

ALTERNATIVE PROBATION

The Board of Education has adopted the student probation policy for the student who continues to violate school rules, is repeatedly suspended from school, or is a chronic truant from school/classes.

The student, along with the parent, is asked to sign an agreement whereby the student agrees not to violate any of the disciplinary procedures listed on the agreement for a specific period of time, usually for the remainder of the semester or for the school term. If the student violates the term(s) of the agreement, the student is then scheduled to appear at a discipline hearing conducted by members of the Board of Education to determine whether the student remains in school or is expelled from school for a specific period of time.

The probation agreement is a final effort to keep students in school. It is our intent to provide the student with an alternative to expulsion.

BOOK BAG/BACKPACK/PURSE POLICY

Book bags and purses are to be used to carry materials to and from school. They are not to be carried from class to class during the regular school day unless permission is granted by the administration for special circumstances or it is noted in a student's Individualized Education Plan (IEP).

BULLYING POLICY

Limestone Community High School defines bullying as repeated acts of intentionally cruel incidents, whether transmitted in person or electronically from home or school. The intention of bullying is to put the victim in distress in some way. Bullies seek power in a variety of ways:

1. P**hysical Bullying**: Hitting, poking, pinching, or damaging someone else's things are all examples of

physical bullying. Hurting someone physically likely results in suspension.
2. V**erbal Bullying**: Teasing, name-calling, spreading rumors, insulting, threats and other verbal attacks are all examples of verbal bullying.
3. S**ocial Bullying**: Excluding or teasing others who are different from or disliked by you and your friends is social bullying.
4. C**yber Bullying:** Using the internet or electronic devices to engage in verbal or social bullying is known as cyber bullying. Spreading rumors on social media sites or sending hurtful text messages are two common examples of cyberbullying. 105 ILCS 75/15 prohibits school officials from requesting or requiring a student's password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

What bullying is not:

1. Single episodes of social rejection or dislike
2. Single episode acts of nastiness or spite
3. Random acts of aggression or intimidation
4. Mutual arguments, disagreements or fights

These actions can cause great distress. However, they do not fit the definition of bullying and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

All students, teachers and staff should contact a dean, guidance counselor, or school resource officer upon hearing or learning of any acts of bullying.

The DISCIPLINARY RESPONSE is as follows:

First Offense:
Both parties will be given their due process in the Deans' Office to determine the nature and extent of the bullying, and parents will be contacted. Should the bullying involve other school violations, such as pushing or hitting, those consequences will be enforced. Possible disciplinary responses are:

1. Conference with parent and student
2. Mediation
3. Detention
4. Saturday detention
5. In-school detention
6. Suspension
7. Referral to law enforcement officials

Second and Subsequent Offenses:
As acts of bullying continue and/or become more cruel, disciplinary responses will become more severe in conjunction with our Codes of Conduct, Levels 1 through 5.

CHEATING AND PLAGIARISM

RATIONALE: This policy is written to communicate to students and parents that cheating and plagiarism are not acceptable at Limestone Community High School.
POLICY: All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.
CHEATING: Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework.
PLAGIARISM: Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, website, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).
VIOLATIONS: Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

Level I

Classroom teachers will deal with Level I violations. Students who are caught cheating or copying will receive a zero on the suspect assignment/test.

Level I violations include:

1. Copying homework
2. Looking on another's test or quiz
3. Letting another student look on a test or quiz
4. Using other secretive methods of giving answers on a test or quiz
5. Taking information from another source that is not properly attributed
6. Working with others on an assignment that was meant to be done by individuals

(Students should consider all work individual unless the teacher specifies it differently.)

A second Level I violation will be considered a Level II violation and will be dealt with accordingly.

Level II

Level II violations are considered severe and will be dealt with by the teacher, the Division Head and/or Deans' Office. Administrative documentation will follow these violations.

Level II violations include:

1. Taking papers from the Internet, other publications, or other students
2. Translating a foreign language piece by a translator
3. Taking any part of a test to use or to give to others

These violations can be considered theft; therefore, any student who is guilty of any of the above will receive a zero on the suspect assignment and will be penalized an additional equivalent number of points from his or her semester grade. (Example: a 100-point assignment will equate to a 200-point deduction from the semester grade).

Students found guilty of these violations will be ineligible for National Honor Society for their next eligible year.

If plagiarism occurs, the student must still meet the minimum requirement of the course by rewriting the assignment according to teacher specifications. The points on this assignment will be added to the student's score. (A student who receives 65 out of 100 on the paper will then have a 35 for the assignment). Failure to rewrite will result in an "F" for the course.

A second offense of plagiarism will automatically result in an "F" for the course and the student is ineligible for National Honor Society.

DEMONSTRATIONS AND STRIKES

Students in any protest situation will be informed they are violating school policy, and they will be given five minutes to reconsider and return to class. Those who fail to return to class will be asked to identify themselves as students through their identification (ID) cards or other means, to sign a protest sheet in the Deans' office, and to return to class. Those who fail to prove they are bona fide students with a right to be heard will be treated as trespassers and the police will be called. Anyone not in his proper assigned class within fifteen minutes will be suspended and subject to expulsion and arrest for criminal trespassing and creating a public disturbance.

DETENTION

Detention is the policy of keeping a student for one hour (60 minutes) after school to deter various acts of misconduct. Detention hall is scheduled Tuesday and Thursday after school from 2:50 to 3:50 PM. Saturday morning detention runs from 8:00 to 10:00 AM. Transportation is NOT provided to/from detentions. Being removed from detention will result in a Saturday detention. Lunch detention may also be assigned where a student will spend two (2) thirty minute lunches in a designated area.

Detention Rules:

1. No talking
2. No use of electronic devices (including, but not limited to, MP3 players/iPods, cell phones, laptops or other computing devices, and handheld games)
3. No sleeping
4. Students may read or work on class assigned activities
5. Students are to be in their seats by the time the bell rings and remain there until the end of the detention period.
6. Failure to comply with any of these rules will result in further disciplinary action.

DRESS CODE

Some regulations regarding personal appearance are vital to the students. Students may not wear clothing or hairstyles that can be hazardous to them or to others in school activities such as industrial arts, physical development, lab work, food preparation, etc.

Clothing which prevents a student from doing his/her best work because of blocked vision or restricted movement will not be allowed. Unusual clothing styles which tend to disrupt, distract, or diminish the disciplinary control of the teacher is not permitted. Such styles include but are not limited to:

1. Bizarre, outlandish, or inappropriate clothing or footwear including but not limited to bedroom slippers, and blankets
2. Hats, caps, scarves, handkerchiefs, or head coverings of any type, outer jackets, coats, gloves, spikes, or chains unless previously approved by the Deans
3. Clothing which displays inappropriate words or pictures such as sexual, vulgar, drug/alcohol, tobacco or tobacco product insinuations
4. Clothing which fails to meet standards of modesty and decency include, but are not limited to:
   a. Clothing that does not cover the body from shoulder to mid-thigh;
   b. Tops with spaghetti straps or similarly thin straps, bare backs, razor backs, halter tops and low-cut tops are not permitted; all tank top straps must be the width of the student ID short side
   c. Undergarments must be covered at all times
   d. No short skirts, short dresses, or short shorts will be permitted.
5. Failing to wear some type of footwear at all times
6. Clothing styles indicating gang or secret society affiliation
7. Clothing that shows disrespect to any racial or ethnic group or promotes any racial or ethnic group at the expense of others
8. Athletic equipment issued to a student athlete or cheerleading equipment issued to a cheerleader may not be worn in or out of school except at the direction and approval of the athletic director.

ELECTRONIC DEVICES

During all classes, including Rocket Academy, cell phones, and other electronic devices, including but not limited to, headphones, earbuds, AirPods, Smartwatches and Meta Glasses are to be off and left out of sight in a purse or pocket unless directed by staff. The use of cell phones and only one headphone or earbud or AirPod will be allowed between classes and during lunch. Disruption to instruction as a result of these devices, including but not limited to texting, talking on the phone or phone ringing, or taking pictures/video and gaming are prohibited. The use of an electronic device to cheat will be addressed under the policy for cheating.

DISCIPLINARY ACTION FOR CELL PHONE/ELECTRONICS VIOLATION

First Violation	One (1) Detention
Second Violation	One (1) Saturday Detention; Possibility of Dean confiscation of electronic device and returned to the student at the end of the day
Third and Additional Violations	In-School Detention; Possibility of Dean confiscation of electronic device and returned to parent/guardian.

Students may use electronic devices during lunch and passing periods. Talking on phones or other devices at **any** time is prohibited. Taking pictures/ video is prohibited. Use of an electronic device to cheat will be addressed under the policy for cheating.

ENTRANCE INTO BUILDING

Students who ride the bus to school will be dropped off in the main student parking lot. All students are to enter the building through Entrance 14, the cafeteria doors off the student parking lot. All other doors are to be secured.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student who violates this school policy by making derogatory comments or gestures, or who distributes and/or displays offensive material/publications and clothing for the purpose of disrespecting a person's gender, sexuality, race, and/or religious affiliation, will be required to participate in a mediation session with school personnel and/or be subject to the appropriate disciplinary actions.

FIGHTING/BATTERY

Fighting/battery will not be tolerated at any time. Students who participate in fighting/battery will be suspended immediately for five to ten school days. Law Enforcement Officials will be contacted and village ordinance tickets and/or criminal charges may apply. Upon return to school, students are required to participate in a mediation session; failure to do so could result in further discipline. Any student involved in a second fight/battery will be immediately suspended and will be taken before the Board of Education for an expulsion hearing.

FOOD AND DRINKS

No food or drink items are allowed in locker areas or in academic hallways. If students bring food or drinks into school, they are to be consumed in either the snack bar or the cafeteria before going to lockers or reporting to classrooms. Students violating this procedure will be subject to Level I Discipline Policies.

GUNS IN THE SCHOOL

Guns, either loaded or unloaded, have no place in the school or in the possession of school-aged children. They present a clear and serious danger to everyone within the school setting. Students who are aware of any student in possession of a gun within the building, on school buses, or on school grounds are to notify a staff member immediately. Failure to do so could lead to disciplinary action.

Any individual in possession of a gun on school grounds will be committing a felony and will be prosecuted to the fullest extent of the law. If that individual is a student, that student will be immediately suspended from school, the appropriate police department will be contacted and charges will be filed. A disciplinary hearing before the Board of Education will be scheduled. **AT THAT HEARING, THE ADMINISTRATION WILL RECOMMEND THE EXPULSION OF THE STUDENT FOR UP TO TWO CALENDAR YEARS.**

HALLWAY CONDUCT

Students should walk on the right side of the halls when passing to and from classes. Running is not permitted at any time, and hallways should be kept open at all times. Students are not to loiter in the hallways. Students will refrain from excessive and unnecessary noise in the hallway.

IDENTIFICATION CARD (ID) POLICY

All students are issued a school-supplied ID and lanyard at the beginning of each school year.
Visible ID Policy: Students upon arrival to LImestone Community High School must have their school issued ID or electronic Skyward ID visible to enter the building. Students must have their school issued ID on their person at all times Safety exceptions will apply to particular classes and will be addressed by those classroom teachers.
Forgotten or Lost ID: Students who forget or lose their ID must take immediate action to obtain a valid ID. Penalties will apply as outlined below.
Temporary ID: A student may obtain four (4) free temporary IDs each semester. All temporary IDs must be visibly displayed on the upper left side of the chest, immediately below the left shoulder.

Violations: Violations of the ID policy will include but are not limited to:

1. Forgetting it at home
2. Using any other ID (work ID, another student's ID)
3. Defacing the ID
4. Tardy to class because of getting new ID
5. Using a prior year school issued ID

Consequences: Students entering the building without an ID will receive an infraction. Students will be directed to go to the Dean's Office to get a temporary ID.

1. 1st infraction = recorded as a warning
2. 2nd infraction = recorded as a warning
3. 3rd infraction = recorded as a warning
4. 4th infraction = recorded as a warning, meet with a dean, reflective writing, and parent notification
5. 5th infraction = one (1) hour detention
6. For each additional five violations = one (1) hour detention

ID violations will reset each semester.
Replacement Costs: Students will be required to purchase a replacement ID at the cost of $5.00 and a school lanyard for $1.00.

IN-SCHOOL DETENTION

In-School Detention (ISD) is a consequence for non-violent and non-drug Level 3 and Level 4 offenses. Full credit will be given for all daily assignments and tests completed during that day of ISD and submitted on time upon completion of the ISD. ISD will meet Monday through Friday, from 7:45 a.m. to 2:45 p.m. Students are not allowed to leave the ISD room except during assigned breaks scheduled separately from passing periods. Lunch will be served to students serving an ISD.

1. Students will be assigned to ISD on the soonest day available.
2. Students will be provided with the ISD rules prior to the suspension.
   The other rules for ISD are as follows
   a. An atmosphere of study hall shall be maintained throughout the entire period.
   b. The ISD supervisor will assign all students a seat. The supervisor may reassign as needed.
   c. The supervisor reserves the right to remove any student he/she feels is disrupting the learning environment.
   d. All students are required to bring study or reading materials with them to ISD every day.
   e. No personal electronic devices are allowed during ISD, including but not limited to cell phones, iPod, iPad, ear buds, Smartwatches, and Meta Glasses.
   f. There shall be no talking in ISD.
   g. There shall be no sleeping during ISD.
   h. Students are not permitted to leave their desks during ISD without the permission of the ISD supervisor.
   i. All other school rules apply.
3. Violation of any of the rules of conduct may result in Out-of-School (OSS) suspension for the remainder of the Day along with a rescheduling of the In-School Detention for the next day.
4. Students are responsible for bringing all study materials needed to ISD; these materials include but are not limited to textbooks, paper, and writing tools.
5. A student will be assigned to ISD no more than three times for the same infraction. After the third assignment to ISD, a student may receive OSS for that infraction.
6. Attendance for ISD
   a. Absences from ISD must be documented directly with the dean of students.
   b. An unexcused absence from ISD will result in OSS.
   c. A student with an excused absence from ISD must make-up that day the following day. A student with two excused days must reschedule the ISD with the Deans' Office.
   d. A student who has served as ISD will <u>not</u> be allowed to participate that day in any game, practice, rehearsal or meeting.
   e. A student's ISD will not be reassigned to accommodate the student's extra-curricular schedule.
7. Acquiring school work for ISD

a, The ISD supervisor will make the official request of teachers for ISD assignments. These assignments will be collected and delivered to the ISD room the morning the student begins his/her ISD assignment.
b. Students are encouraged to make contact with their teachers for instructions, particularly for tests and test preparation.
c. Departmental binders containing supplemental ISD assignments will be kept in the ISD room.

8. Transportation: Students assigned to ISD are allowed to ride the bus to and from school during their ISD assignment.

MEDICATION POLICY

In all cases, it shall be the responsibility of the parent/guardian to notify the school nurse of all physical or health problems relating to their student(s).

1. Parents are urged to schedule medication for their students during non-school hours when possible.
2. When students are required to take prescribed medication for less than ten (10) consecutive school days, a note from the parent/guardian will be accepted. (The note from the parent/guardian shall outline in detail the name of the drug, dosage, time interval in which the medication is to be taken, necessity for the medication during the day, type of disease or illness involved, and the benefits received from taking said medication. Known side effects from taking said medication must be listed along with an emergency telephone number where the prescribing physician can be reached in case emergency treatment is required during the school day.)
3. Students who are required to take a prescribed medication for more than ten (10) consecutive school days must furnish the school with a written order from the prescribing physician, with said note stating all information outlined in #2 above.
4. All prescribed medicine is to be brought to the school nurse in the original prescription bottle or over-the-counter bottle properly labeled. School authorities reserve the right to refuse the issuance of medication permit if the above conditions are not met.
5. School authorities will supervise the student when the self-administering of the medication is done. School authorities will be notified in writing from the parent/guardian when medication may cause serious side effects or, in special cases, when only a registered nurse can administer the medication. The written request must include all information as required in #2 above.
6. Both the parent's letter and the physician's medication orders must be placed in the pupil's temporary (medical) folder.
7. The doctor's written statement on the known side effects of the medication shall be placed in the student's medical folder. The initial dose of medication at school will be self-administered under the supervision of the school nurse. If subsequent medication is necessary, in the absence of the schoo nurse, another certified school employee shall check the student's medical folder for instructions/information on possible side effects of the medication prior to permitting the student to self-administer the medication.
8. A locked cabinet will be provided for storing the medication under the supervision of the school nurse. Opportunities should be provided for communication with the pupil, parent, and physician regarding the desired effects of the medication administered during school hours.
9. The school district retains the discretion to reject requests for administration of medication, subject to the requirements of the federal education of the handicapped.
10. Students are allowed to self-administer asthma medication at school including the use of an epinephrine auto-injector for students at risk of anaphylaxis. Parents/guardians must provide the school nurse with written authorization for the student’s use of the epinephrine auto-injector. The parent/guardian must also provide a written statement from the student’s physician, physician assistant or advanced practice registered nurse, indicating the name and purpose of the epinephrine auto-injector, the prescribed dosage and the times or special circumstances under which the epinephrine auto-injector is to be administered. Permission for the use of an epinephrine auto-injector is effective for the school year in which it is granted and must be renewed each subsequent school year by meeting the above requirements. The school district and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of injury arising from the use of an epinephrine auto-injector by the student.

OUT-OF-SCHOOL SUSPENSION

Out-of-School suspension is assigned to a student only after other measures have been tried or in the case of serious offenses. During the period of an out-of-school suspension, the student is to remain off school property and is prohibited from attending any school-sponsored function during or after school hours. Students are allowed to make up all work for equivalent academic credit. Students returning from this type of suspension must meet with their school counselor for an admit before returning to class. Accumulation of ten or more suspension days will result in the student being placed on LCHS Alternative Probation and/or being taken before the LCHS Board of Education for an expulsion hearing.

PHYSICAL CONTACT

Physical contact between students such as horseplay, pushing, wrestling, throwing snowballs, etc., shall not be condoned. Excessive displays of affection are considered improper behavior in the halls or on school grounds and are disruptive to the school's educational atmosphere. Language, gestures, and actions that are considered to be improper will not be allowed in the building or on campus.

RECIPROCAL REPORTING AGREEMENT

Limestone Community High School maintains a reciprocal reporting agreement with the Bartonville Police Department and the Peoria County Sheriff's Office. Under this agreement, school officials and law enforcement agencies may share information regarding student conduct that may constitute a violation of school rules, local ordinances, state law, or other matters affecting the safety and welfare of students and staff.

Students who engage in conduct that violates school rules may be subject to disciplinary consequences in accordance with the Student Handbook and Board of Education policies. Conduct that may threaten the safety, security, or orderly operation of the school may also be reported to local law enforcement for investigation and any action deemed appropriate by the applicable agency. The existence of a law enforcement referral does not limit the school's authority to impose disciplinary consequences under Board policy and the Student Code of Conduct.

SATURDAY DETENTION

Saturday detention is designed for misconduct that warrants more than a regular detention but is not serious enough to be issued an in-school detention or out-of-school suspension. STUDENTS WILL BE GIVEN A CHOICE OF TWO CONSECUTIVE SATURDAYS TO SERVE THEIR DETENTIONS. TEN SATURDAY DETENTIONS ARE THE MAXIMUM NUMBER ALLOWED PER STUDENT PER SEMESTER.

Each Saturday detention is two (2) hours long. Saturday detention requires that the students be in the cafeteria from 8:00 AM to 10:00 AM on the Saturday of their assigned detention. Students arriving late will not be allowed to enter. Failure to attend Saturday detention BY THE LAST ASSIGNED DATE will result in an assignment to in-school detention.
It is the student's responsibility to bring appropriate study material. The school will provide NO transportation to or from Saturday detention. If a student is removed from Saturday detention for disciplinary reasons, the student will be placed in in-school detention as assigned after a conference with the Deans IF HE/SHE HAS EXHAUSTED HIS/HER TWO DATES TO SERVE THE SATURDAY DETENTION. Only the Deans may issue a Saturday detention. At the time of the assignment, the Dean will determine the number of Saturday detentions that the student will receive for his/her act of misconduct.

Saturday Detention Rules:

1. No talking
2. No use of electronic devices (including, but not limited to, MP3 players/iPods, cell phones, laptops or other computing devices, and hand-held games)
3. No sleeping
4. Students may read or work on class assigned activities.
5. Students are to be in their seats by the time detention begins and remain there until the end of the

detention period.
6. Failure to comply with any of these rules will result in further disciplinary action.

SEARCH AND SEIZURE POLICY

To maintain order and security in schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the students, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection apply in all school districts, including special charter districts and
districts organized under Article 34. (House Bill 2596 - P.A. 89-610, Section 10-22.6).
All lockers are property of Limestone Community High School and as such may be searched upon reasonable cause. Students should not have the expectation of privacy with regard to any Limestone Community High School locker. School authorities may search a student locker when having reasonable suspicion to believe a student is in possession of any item violating school rules, including, but not limited to the following:

1. School property
2. Property of another person
3. A weapon
4. Any item which violates school rules
5. Cannabis/cannabinoid (K2, spice)
6. Controlled substance (as defined in the *Illinois Revised Statutes*)
7. Any substance represented to be cannabis or a controlled substance

Authorized personnel shall exercise their responsibility, granted by the Limestone Community High School Board of Education, in conducting a search. These searches may be conducted with the assistance of law enforcement officials using specially trained dogs.

USE OF METAL DETECTORS FOR SCHOOL SAFETY

The purpose of these procedures is to prevent and deter students from bringing weapons to school. Signs will be posted to inform individuals that they will be required to submit to a screening for metal as a condition of entering District property. The screening will be conducted by District staff and the School Resource Officer.

An individual will be asked to remove metal objects from his or her person prior to use of a metal detecting device. If, after the removal of metal objects, the metal detector activates, the individual may be subjected to a further search.

School personnel may inspect the contents of any briefcase, knapsack, purse, bag, or parcel that activates the metal detector for the limited purpose of determining whether a weapon is concealed therein.

Nothing in this procedure shall limit the authority of school officials to search a student in accordance with School Board policy, 7:140, Search and Seizure. All property removed as a result of this procedure that may be legitimately brought onto District property will be returned to the individual. Property removed from a student, possession of which is a violation of Board policy, shall be confiscated and the student disciplined in accordance with the student handbook.

Students who fail to cooperate with school personnel performing their duties, or attempting to evade these procedures, may be subject to discipline for insubordination. Individuals who fail to cooperate will be asked to leave District property.

AUTOMOBILE SEARCH PROCEDURE

1. The Dean, School Resource Officer, or other Administrative person, and a third party are to be present at the search.
2. The Dean shall set down in writing all factual information supporting the decision to search.
3. Attempt to secure permission from student to search automobile. (However, as a reasonable cause has been determined, a search may proceed without student's permission.)
4. An inventory of all items found in the automobile is to be recorded and signed by a witness. A receipt of that inventory will be given to and signed by the student.

LOCKER SEARCH PROCEDURE

1. The Dean, School Resource Officer, or other Administrative person, and a third party are to be present at the search.
2. The Dean shall set down in writing all factual information supporting the decision to search.
3. Attempt to secure permission from student to search locker. (However, as a reasonable cause has been determined, a search may proceed without student's permission.)
4. An inventory of all items found in the locker is to be recorded and signed by a witness. A receipt of that inventory will be given to and signed by the student.

PERSONAL SEARCH PROCEDURE

1. The Dean, School Resource Officer, or other Administrative person, and a third party of the same sex as the student are to be present at the search.
2. The Dean shall set down in writing all factual information supporting the decision to search.
3. Attempt to secure permission from student. (However, as reasonable cause has been determined, a search may proceed without student's permission.)
4. Person to empty all pockets, purse, billfold, and/or any other items that may contain personal property. This step may also include a non-intrusive pat down of pockets and a search of shoes and socks.
5. An inventory of all illegal items found in the search is to be recorded and signed by a witness. A receipt will be given to and signed by the student.
6. Student search refusal will be considered an admission of guilt of the alleged offense and will result in receiving discipline accordingly. Additionally, the student refusing the search will also be suspended for gross insubordination.

Only the Police will handle any search requiring greater intrusion.

***ALSO SEE LOCKERS AND VEHICLE PARKING**

Personal Search Seizure Procedure

Any item which is found during a search that is believed to be violating either criminal law or school rules will be tagged with the student's name, names of those conducting the search, and a copy of the receipt of contents from the search. The item will then be secured in a locked area until released to proper authorities.

SEXUAL HARASSMENT

Limestone Community High School will strive to provide an environment free from all forms of sexual harassment. Any reports of sexual harassment will be investigated and dealt with appropriately. Cases of harassment should be reported to the Deans or Counselors.

SOCIAL SUSPENSION CONTRACT

Social Suspension is one in which a student is not allowed to attend school functions during the school day and outside of the regular school day. These functions include, but are not limited to: Food Fair, assemblies, school

dances, sporting events, fine art performances, or other school-sponsored events. Actions that may result in a social suspension include, but are not limited to:

1. Outstanding discipline not served
2. Failure to serve two or more Saturday detentions
3. Major infraction and/or suspension of at least five days
4. 10 (ten) days of unexcused absences
5. Two or more times in ISD per semester
6. Inappropriate behavior at a school event
7. Being in the building after-school hours without permission
8. Failure to serve detentions

A Social Suspension contract will be initiated by the Deans' Office. The length of the contract will be determined by the Deans' Office and may include up to a full year. Failure to comply with the Social Suspension will result in further discipline.

STREET GANGS AND SECRET SOCIETIES

The involvement of students in street gangs and/or secret societies and their activities is considered by the Board to be a matter of extreme concern. For the purposes of this Section, street gangs or secret societies are defined as any organization, composed wholly or in part of school district students, which seeks to perpetuate itself by taking in additional members from individuals enrolled in the school district for the purpose of fulfilling aims unrelated to the School district's education process, and which has the effect, or the potential for, disrupting that process. The Board, in its discretion and based upon its investigation and evaluation of the facts and circumstances of each case, may impose appropriate discipline, including suspension and/or expulsion, based upon any one of the following student offenses: (1) becoming a member of or joining or promising to join, or pledging to become a member of, or soliciting any other individual to join, promise to join or pledge to become a member of any street gang or secret society; (2) soliciting any individual enrolled in the school district to attend a meeting where the joining of a street gang or secret society is encouraged; (3) wearing street gang or secret society insignia, including tattoos or "flashing" gang or secret society signs; (4) drawing street gang or secret society symbols; or (5) distributing street gang or secret society literature.

SUSPENSION POLICY

Suspension is the exclusion of the student from the school setting, including co-curricular activities, from one to ten days. This action is taken only after other measures have been tried or in the case of serious offenses. Two types of suspension are utilized by Limestone Community High School, depending on the type of misconduct, In-School Detention and Out-of School Suspension. Accumulation of ten or more suspension days of ISD and/or OSS, will result in the student being placed on LCHS Alternative Probation and/or being taken before the LCHS Board of Education for an expulsion hearing.

TARDY POLICY

See Tardy Policy on page 37

TOBACCO/NICOTINE/VAPING POLICY

Smoking or chewing, or being in possession of tobacco or other nicotine products, including but not limited to, electronic cigarettes (Juul, pods, vape pen) on school grounds is not permitted. Students receiving a consequence for tobacco/nicotine will be required to participate in a class on understanding the hazards of smoking or vaping, as well as receive a Level III consequence, and receive a citation with a monetary fine from the Bartonville Police Department.

TRUANCY POLICY

See Truancy Policy on page 37

WEAPON POLICY

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, but no more than two calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, *United States Code,* firearm as defined in Section 1.1 of the *Firearm Owner's Identification Act,* or use of a weapon as defined in Section 24-1 of the *Criminal Code,* (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

BUS TRANSPORTATION

Unacceptable behavior on a school bus is clearly defined by the State of Illinois. Such behavior is distracting to the bus driver and a definite threat to the life and wellbeing of all students who ride school buses.

ALL STUDENTS MUST SHOW THEIR I.D. CARDS BEFORE BEING PERMITTED TO RIDE THE BUS TO AND FROM SCHOOL DAILY. A student's bus route number will be printed on their I.D. card, which is received from the Deans' Office. Students must identify themselves with picture I.D. cards upon request. Refusal to do so could result in bus suspension.

Rules Regarding School Bus Transportation

1. Students who ride the school buses are, while in transit, under the authority of the school bus driver or a designated adult supervisor and are required to consider the driver or supervisor as school personnel.
2. The driver or supervisor has the right to assign the students to particular seats.
3. Students waiting at bus stops in the morning and after getting off buses in the afternoon are subject to all school rules.
4. In addition to the student offenses listed under Student Misconduct, the Board adopted the following rules for students who ride school buses:
   a. Students must be at the designated school bus stop at the designated time. Students who miss the bus and do not report to school or who are tardy will be given an unexcused admit.
   b. Students may not stand in the street while waiting for the bus. Students must wait for the bus to come to a complete stop before boarding. Boarding and exiting must be orderly, with no yelling, pushing, or shoving.
   c. Students are to sit quietly and are not to create any type of disturbance while riding on the bus.
   d. Students must keep their hands and heads inside the bus at all times.
   e. Windows are to remain closed while traveling through a town or city while on school sponsored charter trips. Students may not throw anything out of the windows at any time.
   f. Eating, drinking, and littering on the bus are not allowed.
   g. Students must remain seated until the bus comes to a complete stop for loading or unloading.
   h. Students may not place books, lunches, or any other objects in the aisles.
   i. Students are to remain quiet when the bus is approaching all railroad crossings.
   j. When a student must cross a roadway after unloading, the student shall proceed at least ten feet in front of the bus and remain on the right shoulder until the bus driver signals the student to cross.
   k. Students should not ask the bus driver to stop at unauthorized stopping points.
   l. Students who enter the bus in the morning will not be permitted to unload from the bus except at the high school unloading area.
   m. Students must always ride their assigned bus unless special permission to ride a different bus is given by the Assistant Superintendent. If the request is granted, a written pass will be issued which the student must present to the appropriate bus driver. A request to ride a different bus must be accompanied by a written note from a parent and will be honored where sufficient reason is demonstrated and there is space available.
   n. Students may not use the emergency door unless instructed to do so by the driver or supervisor or unless an emergency exists.

5 Students who violate any of the rules or engage in any misconduct listed under Student Misconduct Discipline Policy and Procedures will be warned by the bus driver or supervisor. In addition, the driver or supervisor may, at his or her discretion, report the student's conduct to the Dean for other additional action.
6. When student misconduct on a school bus is reported to the Dean, the Dean shall have the authority to impose appropriate discipline. If the student misbehavior is conduct listed under Student Misconduct, Level II, III, or IV of the Discipline Policy and Procedures, the Dean shall impose discipline within the appropriate range of penalties listed in Student Misconduct. If the student conduct violates any of the Rules Regarding School Bus Transportation, the Dean may impose appropriate discipline, including detention, suspension and/or recommendation for expulsion.
7. In addition to the discipline set forth above, the Dean may suspend a student from his/her transportation privileges up to ten school days for a specific rule violation. The Board may also suspend a student from bus transportation privileges for the remainder of the school semester; however, a semester suspension will occur only after a hearing is conducted in accordance with th*e Illinois School Code.*

HOMELESS EDUCATION

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the *McKinney Homeless Assistance Act* and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the *McKinney Homeless Assistance Act* and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Legal Ref.: McKinney Homeless Assistance Act, 42 U.S.C. $ 11431 et seq. 105 ILCS 45/1-1 ET seq

ELECTRONIC ACCEPTABLE USE POLICY

All use of 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 proscribed 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

Acceptable Use - Access to the District’s electronic network must be: (1) for the purpose of education or research, and be consistent with the District’s educational objectives, or (2) for legitimate business use.

Privileges - The use of the District’s electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. 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 network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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 email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in any way that would disrupt its use by other users.
5. Consider all communications and information accessible via the network to be private property.
6. Do not use the network in any way that would disrupt its use by other users.

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 - The user agrees to indemnify the School 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 a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers 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 and staff 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.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members 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 or staff member 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 School 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 School 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 School 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 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 School District's email system constitutes consent to these regulations.

<u>Internet Safety</u>

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

Staff members shall 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 Principal shall monitor student Internet access.

DEFINITIONS - DISCIPLINARY

AWOL is defined as a student not being in the area they are assigned to be in. Examples include: missing more than five (5) minutes of class without valid cause (also called a class truancy), leaving class without permission, leaving class early, not reporting to the appropriate area, or misuse of a hall pass.

Bullying (including electronic bullying from school or home) is an act or acts of intentionally cruel incidents, involving the same student in the same bully and victim roles. The intention of bullying is to put the victim in distress in some way. Bullies seek power. Disciplinary action will be taken in accordance with the severity and nature of the bullying.

Chronic or Habitual Truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent of the previous 180 regular attendance days.

Detention is the policy of keeping a student for sixty (60) minutes after normal school hours on Wednesdays and Thursdays or before the start of school on Fridays (student's option) for various acts of misconduct. Notice of detention is given at least one day in advance so the student and family may make plans and provide transportation to or from school depending upon which day the student selects to serve his/her detention.

Discipline Referral is the process by which school personnel refer students for administrative action for certain rule violations.

Expulsion is the official act by the Board of Education prohibiting a student from attending school for a specified period of time. Expulsion occurs when other means of corrective action have failed to bring about a proper change of conduct or if the offense is of a serious nature.

Gambling is defined as dealing, operating, carrying on, conducting, maintaining, exposing for pay of any game, or making a bet.

Insubordination is the act of willfully disobeying or refusing to follow a reasonable request from school personnel or comply with school rules.

Out-of-School Suspension is the exclusion of the student from the school setting, including co curricular activities, from one to ten days. This action is taken only after other measures have been tried or in the case of serious offenses. Accumulation of ten or more days of OSS will result in the student being placed on LCHS Alternative Probation and/or being taken before the LCHS Board of Education for an expulsion hearing.

Parental Admit is needed when acts of misconduct result in the student being suspended until a parent/guardian returns to school with the student. The parent/guardian and appropriate school personnel will confer regarding the student's discipline or attendance problems.

Pass Violations occur when a student without a pass is in the hallway or other parts of the building during the time classes are in session. It is the responsibility of the student to obtain a pass before leaving his/her assigned room or area and a student may go only to those areas specifically listed on the pass. All staff members may examine student passes in an effort to control corridor traffic.

Saturday Detention is a program designed to discipline acute or continuous problems. Saturday detention is assigned only from the Deans' Office. Saturday detention is a two-hour period served from 8:00 am – 10:00 am on Saturday morning. The student will be given two (2) weekends to serve the detention. A student can be assigned one or two Saturday detentions depending upon the misconduct. If two Saturday detentions are assigned, the student is expected to serve two consecutive weekends.

Student Referral is the process by which a teacher refers a student to the student's counselor. The referral is made as a result of the teacher's unsuccessful attempt in correcting the attitude or behavior of a student.

Tardy is defined as the failure of a student to report to school or to his/her class on time. A student must be in the classroom door when the tardy bell begins to ring.

Truancy is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion* thereof. (*Note: this means just one class is considered a truancy.)

Violence is any word, look, sign, or act that harms, or threatens to harm, a person’s body, feelings, or personal effects. Disciplinary action will be taken in accordance with the severity and nature of the violent act. (See Disciplinary Levels I through V.)

STUDENT INFORMATION
IMPORTANT PLACES

BUSINESS OFFICE

The Business Office is located near the auditorium foyer and houses offices for the Superintendent, Assistant Superintendent, and the Board of Education Meeting Room.

CAFETERIA

The cafeteria offers a well-balanced lunch value meal for the price of $3.90. Breakfast is served beginning at 7:15 AM with a value meal cost of $2.90. A la Carte items such as specialty sandwiches, bottled water, desserts, etc., are also available for a nominal cost. The basic menu always equals or exceeds the state requirements as defined by the ISBE School Nutrition Program. Students must use a tray while in the food lines and are expected to clean up after themselves. Trays, dishes, and silverware are not to be left on the tables; they should be taken to the dish room window.

DEAN'S OFFICE

The Deans' Office is in the east corridor of the first floor and houses offices for the Deans and the Attendance Clerk.

HEALTH CENTER

A licensed nurse is on duty in the Health Center daily from 7:15 a.m. to 3:15 p.m. If a student feels ill in class, he/she should report the fact to a teacher, who will in turn send the student to the nurse. If a student is too ill to remain in school, the nurse will notify the student's parents, guardian, or a designated emergency contact person. They will arrange for transportation home. Under no circumstances should a student go home unless this procedure is followed. In the event of a serious injury, the school will make every effort to contact the appropriate persons, but it may be necessary in some instances to transport injured people directly to the doctor or hospital. IF THE NURSE IS OUT, THE STUDENT SHOULD IMMEDIATELY REPORT TO A SCHOOL COUNSELOR. It is important to report all accidents immediately to the teacher in charge. To help us ensure a student's health and safety, school law requires that we maintain the following records on file: 1) a health record and 2) an immunization record.
If these records are not on file in the nurse's office, the student will be excluded from school. Physical exam forms (health records) are due in the nurse's office by September 1 of the school year. All immunization records must be in compliance by October 1 of each school year. We also require the parent to complete an emergency contact card for our files.

LIBRARY

The library is open from 7:15 AM to 3:15 PM on regular school days. Passes from study hall to the library may be obtained from the library staff.
Students can access the library catalog through the LCHS Library web page where they may select from over 12,000 books. Research databases (containing magazine articles and e-books) and other student resources are available through the library web page. Most databases can be accessed from home with the **user name: limestone** and **password: rockets**. Ask the library staff for home access details. Alpha Park Library also has research databases available.
The Library staff welcomes you and encourages you to explore the library and ask for assistance, when needed.

LOST AND FOUND

Students should check in the Principals' Office and Welcome Center for lost items. Any items found should be turned in to the Principals' Office or to the School Resource Officer.

MOMS WHO CARE

The Mom Who Care (MWC) Room is located behind the gym in the former dance room. Moms Who Care is a community outreach program that helps students achieve success at Limestone Community High School by meeting essential needs such as hygiene products, school supplies, food items, and clothing. There is no cost to the students as the program is run entirely through community donations. Students interested in receiving Moms Who Care assistance should see their school counselor.

PRINCIPAL'S OFFICE

The Principal's Office is in the east corridor of the first floor and houses the offices for the Principal, Assistant Principal, and the Assistant Principal/Athletic Director.

SNACK BAR

Snack items and drinks may be purchased in this area. Food and drinks purchased in the Snack Bar must be consumed in the Snack Bar. The Snack Bar is open during all lunch hours and after school. Waste is to be placed, not thrown, in the containers. Students should clean their tables before leaving the Snack Bar area.

STUDENT SERVICES OFFICE

The Student Services Office is in the east corridor of the first floor. Located in this office are the School Counselors, including the Head Guidance Counselor, registrar, records clerk/Special Education secretary.

WELCOME CENTER

Every student or visitor arriving to Limestone after 7:45 a.m. must enter the building using Entrance 14, the cafeteria doors off the student parking lot, where they will be buzzed in by the Welcome Center attendant. The following protocols are in place to make our campus as safe as possible for students, staff and visitors.

1. Parents dropping off or picking up their students or items for their students, such as homework or uniforms, after 7:45 a.m. will need to use the student parking lot at the corner of Airport and Pfeiffer Roads. Items will be left with the Welcome Center attendant.
2. Delivery personnel will need to check in at Entrance 19 before delivering elsewhere.
3. Students arriving after 7:45 a.m. must sign in at the Welcome Center.
4. Visitors must sign in at the Welcome Center where they will receive a pass to wear while in the school.

FEES AND FEE WAIVER

FEES

Limestone District 310 operates on a flat fee basis, meaning that a fixed amount is paid for textbook rental and other items. The 2026-2027 fee is $125 per year, which can be paid on a yearly basis or $62.50 per semester. The yearly fee for the second child of a family is $100 and $75 per year for each additional child in the family. The semester charge would be half of these rates. The flat fee includes books, participation in music and sports activities, general classroom equipment, and specific classroom supplies. Driver's Education fee is $125 for the Behind the Wheel portion of the course. Physical/online textbook use is included in the flat fee, but each physical text becomes the responsibility of the student. If a textbook is lost or damaged, an additional cost will be assessed to the student for repair or replacement. The flat fee does not include insurance, admission to school activities, stock and material for student projects in shop, art, and family and consumer science classes, yearbook purchases, padlocks, class rings, senior graduation fees, or other specific student fees. Certain classes have course fees associated that pay for workbooks or other consumable materials or material that students will keep at the end of the course. Late entrants will be charged a proportionate share of the flat fee. In addition, all Illinois Central College Early College courses have a fee associated with them. Students dropping from school can receive a refund determined by the length of the enrollment; however, there is no refund after the midpoint of a semester.

FEE WAIVER

A fee waiver may be obtained by completing a free/reduced lunch application, which is available in the Business Office or online through the Family Access Food Service link. Approval is based on Federal income eligibility guidelines set annually by the National School Lunch Program. Students who qualify for free/reduced lunch will have registration and course fees waived. Some ICC tuition/course fees, physical development tee shirts, locks, damaged textbooks fines, yearbooks, and library fines are not included in the fee waiver process and are still the responsibility of the student's parent or guardian to pay. Paper applications for free/reduced lunch should be turned in to the LCHS Business Office for processing.

INSURANCE

It is a parent's responsibility to make sure their students are properly insured in case of injuries while participating in Limestone curricular, co-curricular or extra-curricular events. Limestone CHSD 310 is exempt from liability on injuries incurred while participating in all school activities including but not limited to athletic events, athletic camps, open gyms, and school-sponsored events or practices. If an injury occurs, the student should report the injury immediately to their teacher, coach, athletic trainer, or event sponsor. An accident report form should then be filed with the school nurse or athletic trainer. Voluntary student insurance is available through K & K Insurance; more information on voluntary student insurance is available on the LCHS website under the "For Families" tab.

OBLIGATION LIST

Students owing money for fees, damaged books, unreturned school equipment, fundraising items, library fines, or other items will be placed on an obligation list. Parents may receive up-to-date information on obligations through the "Fee Management" link in Skyward Family Access. Statements for outstanding obligations will be mailed periodically throughout the school year.

CRIME STOPPERS PROGRAM

We are concerned about the acts of vandalism, thefts of money, personal property and school property, and the drug/alcohol activity, which are present in our school. We have addressed these issues each year with students but the undesirable acts continue. Our Crime Stoppers program allows individuals to anonymously call our office to report an incident. When an individual calls, a code number is assigned to the report. If the lead proves reliable and the item/items are recovered, we will post the reward. When the individual returns the call with the proper code, we tell him/her the locker number and lock combination and the date and time to pick up the reward. This allows the individual to collect the reward and maintain his/her anonymity.

We need your help in making this a productive program. Remember, acts of vandalism, theft, and illegal drug/alcohol problems affect all of us. This program is designed to protect both the victim and the witnesses. Students are encouraged to come forward to help rid our school of these types of problems. There comes a time when a person must make the differentiation between being a responsible person as opposed to being indifferent or not wanting to "rat" on someone. We want to make this school a better school for you to attend.

I.D./LUNCH CARDS

Identification cards are provided for all students when they enter high school. I.D. cards are required for identification, lunches, bus transportation, student elections, and dances. THE COST OF REPLACING A LOST I.D. CARD AND LANYARD IS $6.00. For further information regarding I.D.'s, please see page 49.

LOCKERS

All lockers are the property of the Limestone Community High School Board of Education and as such may be searched upon reasonable cause. Lockers are to be used to store books, school supplies, and outdoor garments. Students will be assigned a hall locker by the Deans' Office, a physical development locker by the physical development teacher, and an athletic locker (if necessary) by the coach. Students are responsible for their assigned lockers. Any damage is to be immediately reported to the Deans' Office, a physical development instructor, or a

coach. Students are also responsible for any articles stored in their assigned lockers. If a locker search is made and illegal or inappropriate items are found, the students will be held accountable according to the provisions of the Student Disciplinary Code. Students should never share lockers or lock combinations with any other students. The Board of Education cannot assume responsibility for lost or stolen items. If there is a locker theft, it should be reported to the Deans' Office or to the School Resource Officer as soon as possible.

LOCKER LOCATIONS

LOCKER NUMBER	HALL LOCATION
100-349	Science and Family & Consumer Science Hall
350-583	English Hall
584-736	Math Hall
737-948	Business Hall
949-1049	Band/Choir Hall
1050-1108	Industrial Technology Hall
1468-1684	Resource/Rocket One Hall
1685-1847	Foreign Language/ Social Science Hall

PADLOCKS

Students are REQUIRED to use a Master Key controlled combination padlock for each locker (hall, P.D., athletic, etc.) assigned to them. These padlocks MUST BE PURCHASED from the Dean's Office at Limestone Community High School. New padlocks are $6.00 and used padlocks are $3.00, if available.
NO OTHER TYPE OF PADLOCK WILL BE PERMITTED. School personnel will remove those padlocks that are not Master key controlled combination locks. Students should keep their lockers locked and their combinations secret. Combinations to padlocks should be kept at home. Students should register their padlock with Deans' Office so that a record of their combination is available.

TORNADO WARNINGS AND SEVERE WEATHER CONDITIONS

The Board of Education of Limestone Community High School adopted the following procedures that enable parents to take the appropriate action in case of emergency weather conditions. All students will be directed to go to designated safe places in the building when severe weather conditions exist. If parents so desire, they may request their student be released from school. Parents must sign and have on file with school officials a request for the release of their student from school. The procedure for picking up students is as follows:

1. Students will be released from school only through the Deans' Office.
2. Students released must be signed out by a parent, guardian, or person designated by the parent or guardian.

We must have on file a written request for release of the student by the parent or guardian and also the signature of the parents, guardian, or person designated by the parent before the child is released from school during severe weather conditions. Students should pick up a student release form from the Deans' Office. The form should be completed and returned to the Deans' Office. These students will then be located in one specific area for a more efficient method of release. Please do not call the school to make arrangements for release during an emergency; use the recommended procedure.

VISITOR'S PASS

All visitors must obtain a visitor's pass from the Welcome Center attendant. To visit a teacher during the school day, visitors should contact the teacher in advance so that a time during his or her prep period can be scheduled. Student visitors are not allowed without prior approval from the Principal's Office. Requests to visit a boyfriend or girlfriend will be denied.

VEHICLE PARKING

PARKING PERMITS

All student motor vehicles used as transportation to and from school must display a parking permit that may be obtained from the Deans' Office. The cost of the parking permit will be $40.00 and is available to juniors and seniors only. Vehicles will be required to display the parking permit by the second Monday of each school year. Students may park their vehicles only in the south parking lot. Students must display a current parking permit on their rearview mirror or in a location agreeable to the School Resource Officer. There will be a five-dollar ($5.00) fee to replace any lost permit. Should a registered vehicle not be driven to school temporarily, such as for repair, it is the student's responsibility to transfer the parking permit to the vehicle he or she is driving.

The permits will be sold only to seniors and juniors. Students must present the following to obtain a parking permit:

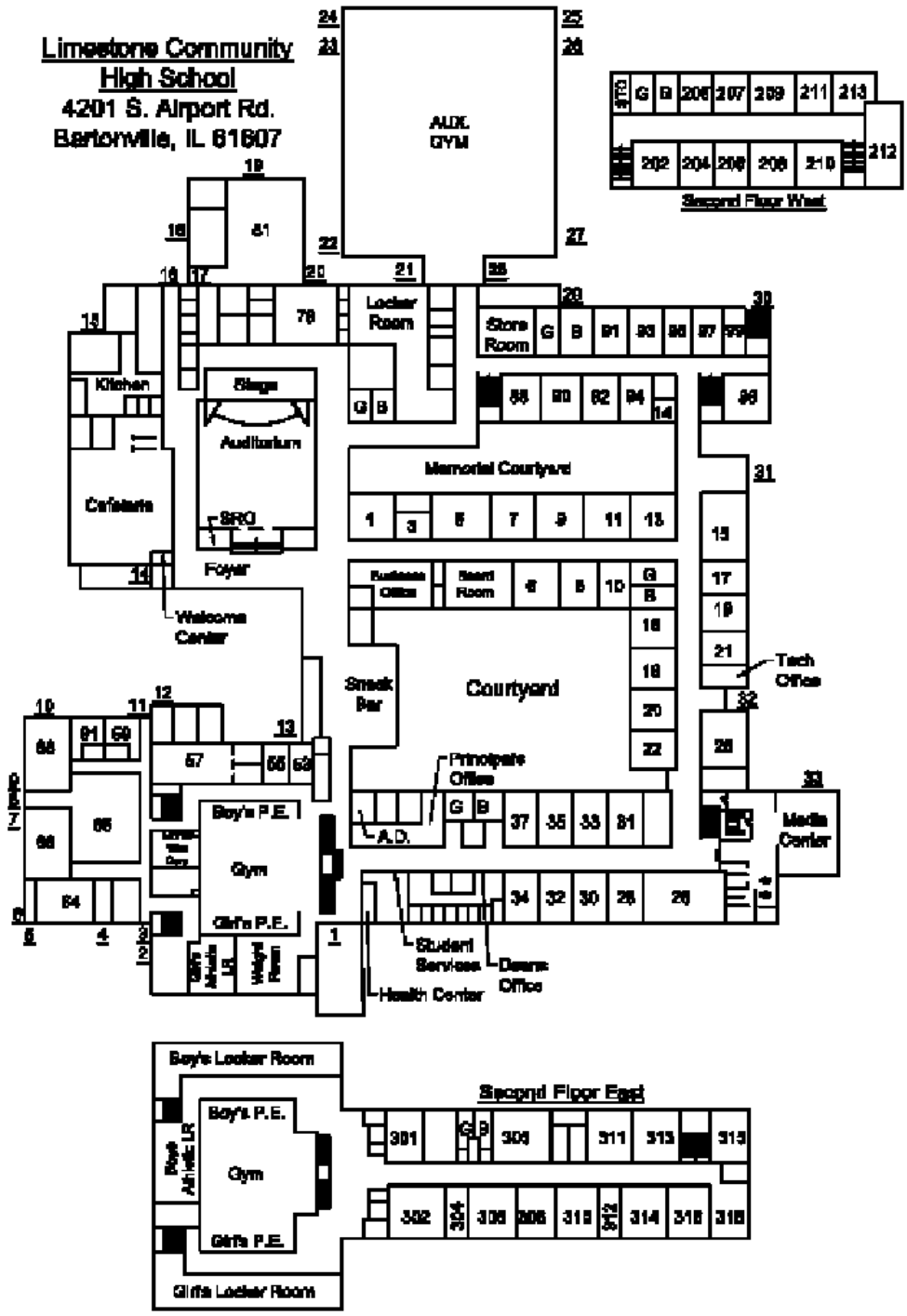
1. a valid driver's license
2. an active LCHS I.D. card
3. proof of insurance
4. a valid vehicle registration card

If necessary, a waiting list for parking permit requests will be maintained by the Deans' Office. Only one parking permit will be issued to a family. If a family feels that circumstances exist (other than convenience) which necessitate an additional permit, a written request may be presented to the Superintendent and his/her designee. Co-op students not qualifying for a permit under previously mentioned regulations may be issued a permit during their school time participation (work during evening hours only will not qualify for a parking permit) in the co-op program. Students may not move their cars at any time during the school day without specific permission from a Dean of Students. Students are not allowed to sit in/on their vehicles during the school day. Vehicles parked illegally may be towed from the scene. Limestone Community High School has the authority to levy fines to students for any type of vehicle violation occurring on school property. Repeated violations may result in the student being prohibited from driving or parking on school grounds for a specific time period, revocation of the student's parking permit, and being towed from the parking lot at the owner's expense. Students in the parking lot without permission will receive detentions. Students guilty of driving unsafely in the parking lot may lose their parking privileges at school, their parking permit, and may be referred to the local police.
All vehicles parked on Limestone Community High School grounds are subject to all rules and regulations of the school. By parking on school grounds, the person driving is deemed to consent to the search of the vehicle, with or without cause, by school officials or police.

THERE IS NO GUARANTEED OR RESERVED PARKING. PARKING IS ON A FIRST-COME, FIRST-SERVED BASIS. CARS WITHOUT VALID DISPLAYED PARKING PERMIT STICKERS OR ILLEGALLY PARKED CAN BE TICKETED OR TOWED AT THE DISCRETION OF SCHOOL OFFICIALS. PLEASE NOTE, THERE MAY BE ACTIVITIES AT LCHS DURING THE SCHOOL DAY WHICH MAY RESULT IN STUDENTS PARKING AT ALTERNATIVE SITES.

PARKING LOT REGULATIONS

The south parking lot (by the cafeteria) is for juniors and seniors holding a valid parking permit. Any junior, senior, or sophomore may park in the N. T. Endsley Sports Complex parking lot free of charge, but students will need a separate permit for this. These permits can be picked up in the Dean's Office. Parking permits are not to be transferred or used by another student. All cars parked on Limestone Community High School property are subject to search and seizure procedures as established by the Board of Education.


Limestone Community High School
4201 S. Airport Rd.
Bartonville, IL 61607
AUX. GYM
Second Floor West
Locker Room
Store Room
Kitchen
Stage
Auditorium
Cafeteria
SRO
Foyer
Welcome Center
Memorial Courtyard
Business Office
Board Room
Courtyard
Snack Bar
Tech Office
Principals Office
A.D.
Media Center
Boy's P.E.
Gym
Girl's P.E.
Student Services
Dean's Office
Health Center
Boy's Locker Room
Second Floor East
Girl's Locker Room