The Lincoln-Way Community High Schools are committed to providing the experiences and opportunities necessary to maximize the academic and social growth of all students.

Dear Parents and Students,

We are excited to begin another year of growth, learning, and opportunity here at Lincoln-Way. As we start this new chapter together, our goal is to ensure that every student, and every parent, feels supported, informed, and prepared for a successful school year.

One key resource to help guide you is our Student Handbook. This handbook includes essential information such as School Board regulations, student expectations, and important guidelines. Because it has been approved by the Board of Education and outlines the standards that shape our learning environment, we encourage all students and parents to review it carefully.

At Lincoln-Way, our mission is to provide meaningful opportunities for students to grow academically, socially, and personally. We encourage every student to take advantage of the wide variety of academic programs, extracurricular activities, athletics, and fine arts experiences available. Getting involved is one of the best ways to make connections, build confidence, and make the most of the high school experience.

We remain committed to upholding high expectations and fostering an environment where every student can thrive. With hard work, a positive mindset, and active participation, we know our students will continue to excel both in and beyond the classroom.

We look forward to a productive, engaging, and rewarding school year ahead!

Sincerely,

R. Scott Tingley

Superintendent

LINCOLN-WAY CENTRAL ADMINISTRATION

		Main Office: 815-462-2100
Principal	Dr. Elizabeth McNamara	815-462-2151
Associate Principal	Mr. Jason DePolo	815-462-2284
Associate Principal	Dr. Joseph Skarbek	815-462-2172
Director of PPS	Mrs. Tina Boseo	815-462-2224
Director of Athletics	Mr. Bob Ward	815-462-2322

LINCOLN-WAY EAST ADMINISTRATION



		Main Office: 815-464-4000
Principal	Mr. Toriano Griggs	815-464-4130
Associate Principal	Mrs. Rory Olson	815-464-4234
Associate Principal	Mr. Timothy Victor	815-464-4023
Director of PPS	Mrs. Dana DeVaughn	815-464-4155
Director of Athletics	Mr. Mark Vander Kooi	815-464-4138

LINCOLN-WAY WEST ADMINISTRATION



		Main Office: 815-717-3500
Principal	Dr. Jennifer Killeen	815-717-3501
Associate Principal	Dr. Martin Luzzo	815-717-3510
Associate Principal	Ms. Kalin Kintzel	815-717-3511
Director of PPS	Dr. Holly Pierson	815-717-3530
Director of Athletics	Mr. Mike Villa	815-717-3520

BELL SCHEDULES

LINCOLN-WAY CENTRAL

Period	Normal Schedule	Early Release
Zero Hour	7:25 - 8:15	7:25 - 8:15
1st Hour	8:21 - 9:11	8:21 - 8:54
2nd Hour	9:17 - 10:12	9:00 - 9:37
3rd Hour	10:18 - 11:08	9:43 - 10:16
4th Hour	11:14 - 12:04	10:22 - 10:55
5th Hour	12:10 - 1:00	11:01 - 11:34
6th Hour	1:06 - 1:56	11:40 - 12:13
7th Hour	2:02 - 2:52	12:19- 12:52

Lunch/Advisory Periods	
3A Advisory	10:18 - 10:40
3B Lunch	10:46 - 11:08
4A Lunch	11:14 - 11:36
4B Lunch	11:42 - 12:04
5A Lunch	12:10 - 12:32
5B Lunch	12:38 - 1:00
6A Lunch	1:06 - 1:28
6B Advisory	1:34 - 1:56

Final Exam Schedule

Time	Day 1	Day 2	Day 3
8:21 - 9:51	1st Hour Final	3rd Hour Final	6th Hour Final
10:01 - 11:31	2nd Hour Final	4th Hour Final	7th Hour Final
11:41 - 1:21	0 Hour Final	5th Hour Final	

LINCOLN-WAY EAST & LINCOLN-WAY WEST

Period	Normal Schedule	Early Release
Zero Hour	7:10 - 8:00	7:10 - 8:00
1st Hour	8:06 - 8:56	8:06 - 8:39
2nd Hour	9:02 - 9:57	8:45 - 9:22
3rd Hour	10:03 - 10:53	9:28 - 10:01
4th Hour	10:59 - 11:49	10:07 - 10:40
5th Hour	11:55 - 12:45	10:46 - 11:19
6th Hour	12:51 - 1:41	11:25- 11:58
7th Hour	1:47 - 2:37	12:04 - 12:37

Lunch/Advisory Periods	
3A Advisory	10:03 - 10:25
3B Lunch	10:31 - 10:53
4A Lunch	10:59 - 11:21
4B Lunch	11:27 - 11:49
5A Lunch	11:55 - 12:17
5B Lunch	12:23 - 12:45
6A Lunch	12:51 - 1:13
6B Advisory	1:19 - 1:41

Final Exam Schedule

Time	Day 1	Day 2	Day 3
8:06 - 9:36	1st Hour Final	3rd Hour Final	6th Hour Final
9:46 - 11:16	2nd Hour Final	4th Hour Final	7th Hour Final
11:26 - 1:06	0 Hour Final	5th Hour Final	

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SCHOOL BOARD REGULATIONS

The Board of Education has delegated the authority to enforce the following rules and regulations to the administration who, when appropriate, will delegate this authority to others. Rule violations or penalties not stated in this handbook must be determined by those in authority.

Students who repeatedly violate the same school rule will receive a more progressive punishment as the number of violations increases. Also, as the number of discipline referrals increases, students may be suspended based on their overall discipline record rather than receive the stated penalty for an individual offense or violation.

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

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

ACADEMIC MATERIALS RENTAL PLAN

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

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

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

STUDENTS' RESPONSIBILITIES

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

ADVISORY PERIOD

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

1. Each student should be in the room and proceed promptly to their seat. Talking should end when the bell rings.
2. Students may use the media center during their advisory period. Students who need to do research or use the media center resources may come to the media center with a pass from their academic teachers or by following each building's procedures. Students should not ask their advisory period teachers for passes to the media center.
3. Students who remain in advisory period must have suitable study materials to occupy the entire period.
4. The advisory periods are for quiet, individual study. If a student wishes to consult another student regarding schoolwork, they may do so after being acknowledged by the teacher.
5. During advisory presentations, students will not be excused from advisory period.
6. Failure to follow the above rules may result in disciplinary action.

ASBESTOS MANAGEMENT PLAN

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

ATTENDANCE

Lincoln-Way recognizes the importance of daily attendance. Regular attendance is one of the most important factors affecting student achievement. Students who are frequently absent from school can expect to encounter difficulty keeping pace with their studies. If frequent absences occur, parents and students can expect an adverse impact on grades and classroom performance. These attendance policies and procedures reflect the belief that students must be present in school to learn. In addition, attendance is a part of a student's permanent record, which may be important to prospective colleges, universities, and/or employers.

Parents/guardians are urged to stress the importance of regular attendance and punctuality. The Illinois School Code contains the following statement: "Whoever has custody or control of any child… between the ages of 6 and 17 years… shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term, except as provided in Section 10-19.1..." (105 ILCS 5/26-1)

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

There are certain regulations in the compulsory school age attendance law that provide parents the privilege of sending their children to private or special schools. The statement above places the responsibility for daily school attendance with the parent or guardian of the student. Lincoln-Way extends the provisions of the compulsory attendance laws to students beyond the age of 17, if they are registered and enrolled at Lincoln-Way. Medical documentation may be required to excuse extended absences.

ATTENDANCE REPORTING

All teachers will take attendance using the online attendance program. Attendance will be taken and submitted at the beginning of each hour.

ABSENCE PROCEDURES

When the student must be absent, it is the parent/guardian's responsibility to call the attendance office by 9:00 a.m. on the day of the absence.

- **Central parents should call (815) 485-7777.**
- **East parents should call (815) 464-4010.**
- **West parents should call (815) 717-3535.**

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

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

When a student returns to school after an absence, it may be necessary to bring written documentation as explained in the following sections.

EXCUSED ABSENCES

All excused absences require a phone call from a parent/guardian. When possible, parent/guardian should give prior notice to the school

prior to a student's anticipated excused absence. **In keeping with sections of 26.2a of the Illinois School Code, Lincoln-Way considers the following circumstances to be VALID causes for a student's absence:**

1. Illness or injury (1-3 days) verified by parent/guardian

2. Illness or injury (4-10 days) verified by doctor

3. Family Emergency

4. Death in the immediate family

5. Doctor Appointment, Therapeutic Appointment, or Appointment with a Victim Services Provider

6. Court Appearance

7. College visit and/or job shadowing – Seniors will be allowed three days; juniors will be allowed two days; one half day will be allowed to visit Joliet Junior College. No visit/shadowing days are allowed in May or June unless the student has an appointment for registration/orientation or has sent copies of their transcripts to the college or university. Parents and students are encouraged to arrange visits when Lincoln-Way High School is not in session and when most colleges and universities are in session.

8. Religious observance/instruction/obligation/event

9. Reasonable concern for a student's mental, emotional, or physical well-being (maximum of 5 days)

10. Student's parent/guardian is an active-duty member of the uniformed services and has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat supported postings (maximum of 5 days)

11. Parenting responsibilities

12. Addressing circumstances resulting from domestic or sexual violence

13. Other situations beyond the control of the student as approved by the principal or superintendent

UNEXCUSED ABSENCES

Unexcused absences refer to all other instances of absences. A parent/guardian phone call will NOT excuse a student's absence in these situations. Circumstances when absences are considered unexcused may include, but are not limited to:

1. Oversleeping
2. Missing the bus
3. Failure of privately owned vehicles
4. Tardiness (more than one class period late to school)

MAKE UP WORK

All work missed by a student during a period of excused absence must be made up before a grade will be given. Each student will have the number of days absent plus one additional day in which to make up work missed unless special arrangements are made with the teacher. For example, if the student is absent two days, they will have three days to complete their makeup work. If a test was scheduled for the day the student was absent and had been announced to the students, the student should be ready to take the test the day he or she returns to school. The responsibility rests entirely with the student to contact the teacher and arrange for the missed work.

MISSED WORK

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

ILLNESS/FEVER

Any student who has been sick with a fever of 100.4 or above or vomiting must be symptom-free for 24 hours before returning to school. If a student is at school and the nurse records a temperature of 100.4 degrees or above, the student must go home for the day. The student must remain at home until fever free for 24 hours without fever-reducing medication.

EXCESSIVE ABSENCES

Absences are recorded on a per semester basis. Any student with excessive absences in any given semester may be required to produce a medical or other form of authorization verifying the reasons for their absences.

When a student misses nine (9) or more days per semester from any one class period without proper authorization, a letter, an email, or another form of direct communication will notify parent/guardian. In addition, a referral to the PPS or SSO office will be generated, and a conference will be held with the student. During this conference, reasons for the excessive absences shall be discussed. A justified reason for the absences may be considered and appropriate support services may be recommended.

Additional absences without cause will result in an SSO office referral. At that time, a conference may be held with a dean, administrator, counselor, social worker, the student, and/or their parent/guardian. Any of the following interventions or procedures may be utilized for students who accumulate ten (10) or more absences per semester:

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

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

TRUANCY

Truancy is an absence without permission from any scheduled class for any length of time. The Illinois School Code (105 ILCS 5/26-2a) defines a chronic or habitual truant as, "a child subject to compulsory school attendance and who is absent without a valid cause from such attendance for 5% or more of the previous 180 regular days." Students who are chronic truants will be offered support services and resources aimed at correcting truancy.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, which may include:

- Referral to the truancy officer

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

A parent and/or guardian who knowingly and willingly permits a child to be truant is in violation of State law. Failure to comply with Illinois Statutes can result in a fine for noncompliance and/or imprisonment. (105 ILCS 5/26-10 Fine for noncompliance. Any person having custody or control of child subject to the provisions of this Article to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or fine of up to $500.00)

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

ABSENCE FROM SEMESTER EXAMS

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

PASSES

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

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

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

TARDY PROCEDURES

A student is "tardy" when they arrive to their designated area/classroom after the bell. Student discipline regarding tardies will be handled in the following manner:

- Students will receive a warning when they have accumulated four tardies.
- Consequences for additional tardies will range from detentions to out-of-school suspensions.
- Driving privileges will be revoked for the remainder of the semester if any of the first five tardies occur to the student's first period of their day.
- Tardy counts will be reset/return to zero on the following dates:
    - Tuesday, October 13, 2026
    - Tuesday, January 5, 2027
    - Monday, March 8, 2027

LEAVING SCHOOL DURING THE DAY

Once a student is on school property, they may not leave the property without proper authorization. If a student must miss a class or advisory, or leave either an assigned location or the building during the school day, it is imperative that they receive proper authorization from SSO or the nurse. Students leaving the building without proper authorization are considered unexcused and/or truant.

Unexcused absence and/or truancy will result in a discipline referral. Detentions will be assigned for truancy and/or unauthorized leaving.

Students are not to leave school property and then return. Students may not leave school property and then return to ride a bus home or wait for a ride. Students will be held responsible for school policies which are violated while off school property.

When it is necessary for students to leave school early or miss part of the school day for appointments that have not been arranged in advance with SSO, it is necessary for the student to inform SSO before school starts and parent/guardian permission is required.

STUDENTS WITHDRAWING FROM SCHOOL

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

EXTRACURRICULAR ACTIVITY ATTENDANCE

All students absent from school the day of an activity, unless pre-excused, cannot participate in or attend the extracurricular activity unless special arrangements are made through the administration.

AUTO REGULATIONS

The school prefers that all students use the buses for transportation to and from school. Students who drive must secure a driving permit from the SSO office. The cost is $160.00.

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

Students without a parking permit will not be allowed to drive to school unless prior authorization is granted from SSO or the Associate Principal. Permission will be granted on an emergency basis only. Students who violate this policy may be suspended and forfeit their right to a parking permit for the first semester of their senior year. Parking passes/placards are non-transferable. They are only to be used by the student to whom it was issued. Students may not share nor transfer their assigned pass to another student.

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

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

13. Students involved in accidents or property damage in connection with exercising this or any other driving privilege granted by the school are responsible, along with their parent or guardian, for complying with any insurance policy requirements, such as reporting the accident to law enforcement authorities. Students must also report all accidents to SSO within 24 hours.
14. School officials reserve the right to search a vehicle, either by themselves or with the aid of law enforcement officials, if the school officials deem it necessary to maintain the integrity of the school's environment and/or the protection of the students. These searches may or may not include the use of specially trained dogs.
15. Students will be denied the privilege to purchase a parking permit if there are any outstanding fees.

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

BUILDING AND GROUNDS USAGE

To prevent scheduling conflicts, school clubs, classes, and activity groups wishing to use school facilities after school hours or on weekends must make written application

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

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

CAFETERIA REGULATIONS

The Board of Education and taxpayers have provided cafeterias for the students, and meals are served at actual net cost. The student body is expected to be courteous and mannerly in the cafeteria with proper respect for friends and staff.

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

1. All meals will be paid for in cash or by the cashier swiping the bar code on the student ID, referred to as the point-of-sale card. No checks will be accepted. When paying using the point-of-sale card, the cost of the purchase will automatically be deducted from the student's account. If there are insufficient funds on a student's account, the items must be paid for with cash. Funds may be added to a student's account through the online portal on the school website or by bringing cash or a check to the building bookkeepers. The cafeteria cashiers will not accept currency in denominations greater than $50.
2. All eating and drinking shall be confined to the cafeteria. All food and beverage must be consumed in the cafeteria while seated at a table with a tray.
3. Since some classes are in continuous operation during the lunch hours, students are required to pass to the eating areas in an orderly fashion and must be in the cafeteria when the bell rings. Students must remain in the designated cafeteria areas for the duration of the lunch period. No student is allowed to enter any hallway prior to the dismissal bell. Students are also not allowed to go into the gymnasium or locker rooms during lunch periods.
4. Students shall return trays to the window opening into the kitchen or to the designated area.
5. Any accident or spillage should be reported to a cafeteria supervisor.
6. Students cutting into lunch line may be given detentions.
7. Theft of cafeteria materials will be treated in a manner consistent with the policy concerning theft.
8. Any student throwing food, paper, or other items may be assigned detentions/suspensions and placed in an assigned eating area.
9. Students who have been determined by school officials to have created unsanitary or unhygienic conditions through improper use of food or paper items will be subject to disciplinary action.
10. Students will be expected to pay for any food carried through the lunch line.
11. The school will not accept deliveries of fast food, pizzas, etc. for student lunches.

CARE OF SCHOOL PROPERTY

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

1. Pick up wastepaper on classroom floors and in hallways. Deposit all waste materials in receptacles provided.

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

CELL PHONES/PERSONAL ELECTRONIC DEVICES

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

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

Students have no expectation of privacy regarding school issued electronic equipment. Lincoln-Way High School reserves the right to examine files and materials stored on any of these devices as needed to monitor acceptable use under the District's Acceptable Use Regulations. Lincoln-Way High School is NOT responsible for lost or stolen school issued electronic devices.

CHEATING/ACADEMIC DISHONESTY/PLAGIARISM/USE OF ARTIFICIAL INTELLIGENCE (AI)

Each teacher sets their own standards of behavior for their classroom, and students are expected to know the standards and procedures for each of their classes. Cheating on tests, plagiarism, or any other types of deception to get credit without effort is universally recognized as improper conduct. This type of violation of classroom standards will be dealt with severely by the classroom teacher. It is a violation of this policy to have a mobile or electronic device in sight during an exam of any kind. It is expected that mobile electronic devices, including cell phones, smart watches, smart glasses, or other electronic communication devices, are off and put away during examinations unless prior permission is given by the teacher. When utilizing school-issued devices for class activities, assignments, and assessments at school, students must be logged into the school network and remain on approved sites as designated by their teachers. Use of non-approved sites or networks for assignments and assessments will be considered cheating. Students who engage in cheating or other deceit should expect to find their conduct reflected in their grades.

PLAGIARISM

Plagiarism is the act of using someone else's words or ideas as if they were one's own. It is plagiarism to change even a few words and give no credit to the author. It is a serious offense, and while you should be gathering ideas from other sources, those sources must be given credit in accordance with the following guidelines:

- If the exact words of an author are used, whether they are sentences or just phrases, quotation marks must be used and the source documented.
- If an original idea of an author is used, even if it is not copied word for word, that idea must be documented.
- If information is a widely known fact (e.g., Washington was the first President of the United States.) then it need not be documented as long as the original wording is paraphrased, not used exactly as printed.

The student must be prepared to prove that his/her paper is properly documented by providing notes, notecards, books, articles or other materials that would verify the authenticity of documentation.

Plagiarism is cheating that consists of using the work of others without adequate acknowledgment. Any idea, fact, or language borrowed from a source must be documented formally or informally. Plagiarism takes a number of forms, including, but not limited to the following:

1. Copying any assignment, quiz, test (or part thereof) from another student or enabling someone to do so from you
2. Copying or paraphrasing passages, sentences, phrases, words, data, statistics, and visual aids without proper acknowledgment
3. Using someone else's ideas without giving credit to that person
4. Obtaining and submitting an assignment or paper prepared by someone other than you;
5. Submitting assignments which are the products of collaboration done without authorization.

Students who engage in cheating or plagiarism, whether receiving or giving, can expect to find their conduct reflected in their grade. No credit will be given for work that has been given to another student or received from another student with the express purpose of getting credit without effort and/or deceiving the instructor.

As a final reminder, any uncertainty can be alleviated through a citation. Therefore, when in doubt, always cite the information.

USE OF ARTIFICIAL INTELLIGENCE (AI)

"Artificial Intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT, Copilot, and other generative AI chatbots and/or large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without the permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP) or 504 plan.

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

CHRONIC HEALTH CONDITIONS

Any student with a chronic health condition must have that condition documented by a licensed physician on the Certificate of Child Health Examination Form or other physician authorized form. Upon receiving the diagnosis of a chronic health condition, the school nurse will do an assessment using a written assessment tool (See asthma, epilepsy assessment forms). Both student and parent input shall be

obtained as part of the assessment process. Following the assessment, an individualized school health plan shall be written by the school nurse and/or a Section 504 plan written by the school team. Any medication that is necessary for the student to take during the school day must follow the Medication Administration Guidelines. Coordination of the administration of medication shall be done to maximize the effects of the medication and minimize the student's time out of the classroom. Teachers shall be notified in writing about a student who has a chronic health condition that may require observation or support in the classroom. All assessments, plans, interventions, and evaluations shall be recorded as part of an individualized health care plan and be kept as part of the student's health file.

CIVIL DISOBEDIENCE/STUDENT DISRUPTION

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

COMMUNITY SERVICE

Students must complete 25 hours of community service. Suggestions for community service are posted at each of the schools and on SchooLinks. Community service guidelines and forms can be located on the Lincoln-Way District 210 website at www.lw210.org.

COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY

Users who violate policy shall be subject to disciplinary action including the loss of computer privileges, suspension, and/or recommendation to the Board of Education for an expulsion hearing. Current laptop guidance and expectations can be found on our website at lw210.org under *Parents and Students – Digital Learning 1 to 1 Initiative*.

GENERAL USE OF EQUIPMENT

1. The computer network is the property of Lincoln-Way High School District 210. Student computer use is limited to academic purposes. Lincoln-Way equipment is not to be used for private, financial, or commercial gain. Lincoln-Way staff monitors usage of the network and file storage. There is no right of privacy when using district equipment.
2. Students may only log in with their assigned username and password. Passwords may not be disclosed to other students.
3. Users are responsible for their own actions while they are using the computers and Internet. In the event they have disclosed their passwords to others, users are accountable for any activities that occur by others.
4. Students may never attempt to access/change files or passwords of other users.
5. Students may use only the programs and files specifically made available to them within the student program menu, assigned cloud storage, or class resources. Downloading/installing of any applications or games or other software is strictly prohibited. Any attempt to bypass/remove security programs to access other files or applications is prohibited.
6. Students will not disconnect any cables/equipment without permission from an instructor.
7. Students are subject to restrictions on the use of computer resources including, but not limited to, file space on cloud or physical storage and quantity of printed copies from school printers.
8. While the district strives to maintain a reliable and secure network, no warranties of any kind are expressed or implied. The district will not be responsible for damages suffered due to loss of data, missed deadlines, or other network service-related issues. The district specifically denies any responsibility for the accuracy or quality of any information obtained through its network or Internet services.
9. Users must report the presence of any unauthorized software to the building technology staff.

INTERNET USAGE

1. The Internet is to be used for academic purposes.
2. The district uses filtering software and other technologies to screen inappropriate materials, sites and services, and prevent students from accessing them. Attempts to bypass the filtering system are prohibited.
3. Access to chat rooms, instant messaging services, games, and music video sites is prohibited.
4. Users will not intentionally access inappropriate sites on the Internet. Accessing, submitting, publishing, or displaying of any

material containing obscene, profane, vulgar, defamatory, abusive, inaccurate, sexually oriented, threatening, racially offensive, harassing, or illegal pictures and/or language either written, oral, or expressed is not allowed.

5. Users will not give personal information regarding the identification of any minor person over the Internet.
6. Users must abide by the fair use guidelines for multi-media use.

ETHICAL ISSUES

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

DECEITFUL ACTIVITY

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

DIRECTORY/DISTRICT WEBSITE INFORMATION

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

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

DISCIPLINE

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. (School Board Policy 7:190)

DISCIPLINARY MEASURES

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
6. After-school detention or Saturday detention. The student will be supervised by a dean or the Building Principal or designee.
7. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
8. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
9. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
10. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. (School Board Policy 7:190)

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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

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

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

Legal Reference:

Ill Rev. Stat. ch 122 par. 20-14 Ill Rev. Stat. ch. 122 par. 2424

GUIDELINES FOR RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

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

1. The school principal or designee and the police department will arrange meetings as needed between them in order to share

information regarding students suspected of involvement in criminal activities.

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

ALCOHOL

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

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

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

DRUGS

Drugs, controlled substances, cannabinoids (CBD), "look-alike" drugs, substances represented to be a drug or controlled substance**,** or any person under the influence of any drug or controlled substance will not be permitted on the school premises or at any school-sponsored activity. A look-alike drug is any substance that looks like a drug or controlled substance or any substance that is represented by a student to be a drug or controlled substance. This policy also applies when Lincoln-Way students are guests at another school's activities. Student

violators will be suspended and may be recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program. Penalties for repeated violations of the district drug policy will be treated cumulatively over a student's high school career.

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

A student who enters school with the odor of marijuana or any substance (i.e. patchouli oil) used to mask the odor of marijuana on them will be denied admittance and is subject to discipline.

Students who have drug paraphernalia in their possession may be suspended and/or recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program. Students in possession of drugs and/or drug paraphernalia may/will be subject to criminal charges. This includes students found selling, or with the intent to sell, any controlled or "look-alike" substance.

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

EDUCATIONAL OPTIONS

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

ENGLISH LEARNER (EL) PROGRAMS

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

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

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

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

EXPULSION

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

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

FALSELY REPORTED EMERGENCY CALLS AND FIRE ALARMS

Any student setting off a fire alarm in a non-emergency situation or falsely reporting an emergency to any community emergency agency will be suspended and may be recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program. A criminal complaint will be signed with the proper legal authorities. Setting off a false fire alarm is a violation of Code 720 ILCS 5/26-1 and Chapter 38, Section 26-1 of the Illinois Criminal Code.

FEES

The school district shall grant a waiver of required fees to students of parents/guardians falling within the economic guidelines applicable to children eligible for free or reduced-price lunches under the National School Lunch Program. Parents must submit a request to participate in the fee waiver program by completing the Waiver of Fees Request form before October 1st, which is available from the building principal. Fees will not be waived until all requirements of this form have been fulfilled.

Required student fees for the school year include the following:

Registration Fee..... $330.00
Graduation Fees
(Seniors Only)..... $50.00
Drivers Education Fee
(Sophomores Only) $250.00

Additional fees will be required for the purchase of physical education uniforms, locks, course fees (as applicable), and yearbook.

The charge policy for students entering Lincoln-Way is as follows:
1st semester $330.00
2nd semester $200.00

The refund policy for students withdrawing officially from Lincoln-Way is as follows:
1st nine weeks $200.00
2nd nine weeks..... $100.00

There will be no refund after the first semester.

Students withdrawing from Lincoln-Way High School for disciplinary reasons will not receive a refund of fees. Students that elect to graduate early will not be entitled to a refund of the registration fee.

FIGHTING

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

FOOD SERVICE/FREE OR REDUCED LUNCH

Students from families whose income qualifies them for free or reduced lunches according to the Federal Guidelines may secure an application form obtained by the Food Service Director. After completing the form, it should then be returned to the Food Service Director for review. If the application is approved, the student then qualifies for a free or reduced lunch. Students receiving a free or reduced lunch will remain anonymous. Families may qualify anytime during the school year; and students having any questions regarding their free or reduced lunch should see the Food Service Director. Free and Reduced Lunch Contact: Food Service Director, (815) 462-2112, 1801 E. Lincoln Highway, New Lenox, IL 60451.

GAMBLING

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

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

GANGS AND SECRET SOCIETIES

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

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

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

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

GRADUATION REQUIREMENTS

As a prerequisite to receiving a Lincoln-Way Community High School diploma, students must successfully complete the graduation requirements listed below. ***These graduation requirements DO NOT apply to students whose program of study is determined by an Individualized Education Program (IEP).***

REQUIRED CREDITS

English (Students must successfully complete an appropriate level of English I, II, III, and IV.)	4
P.E. (or AFJROTC), Health, Driver's Education	4
Mathematics (Students must successfully complete math courses through Algebra II.)	3
Science	3
Reading/Freshman Seminar*	1
United States History Satisfies the State of Illinois mandates regarding United States History.)	1
World History	1
Economics, Personal Finance, or Consumer Education	½
Civics or Government (with Constitution tests)	½
Fine Arts, Career & Technical Education, or World Languages	1
Additional Elective Credits	3
TOTAL REQUIRED CREDITS	**22**

**Students transferring to Lincoln-Way after the beginning of sophomore year will be exempt from the Reading requirement. Students may also earn an exemption from this requirement in accordance with the LW 210 Accelerated Placement Plan, updated on the District PPS website. If students are exempt from this credit requirement, they must take another elective course to meet the TOTAL REQUIRED CREDITS.*

REQUIRED COMPETENCIES/COMPLETION

Community Service Requirement	25 documented hours
Driver Education Requirement	LW Class completion or a Certificate of Completion from a licensed Driver's School
Constitution Test Requirement	Pass U.S. Constitution and Illinois Constitution exams in Government or Civics course
FAFSA Completion Requirement	Recorded with FAFSA or submit a Non-Participation Form to LW

COMMUNITY SERVICE

All students are required to complete 25 hours of community service to graduate. Community service must be completed between the summer prior to freshman year and May 1st of senior year. Students may not use court-mandated hours to fulfill the graduation requirement; however, hours that are completed for the graduation requirement can be used for other organizations such as National Honor Society. Students transferring to Lincoln-Way sophomore year will be required to complete 18 hours; junior year 12 hours; senior year 6 hours of community service.

DRIVER EDUCATION REQUIREMENT

The driver education requirement may be satisfied by completing Driver Education at Lincoln-Way, by submitting a Certificate of Successful Completion from a commercial school or submitting a copy of the student's Illinois driver's license if issued prior to age 18. Students must earn eight credits in their previous two semesters to be eligible for Driver Education.

CONSTITUTION TEST REQUIREMENT

Students must pass the Illinois and United States Constitution exams which are part of the required Government course.

FAFSA COMPLETION REQUIREMENT

To ensure that families receive information regarding the FAFSA and resources to assist in completing this application, the Illinois General Assembly passed Public Act 101-0180 during the summer of 2020. This legislation amended the Illinois graduation requirements for any public high school student to include one of the following steps which must be completed to earn a high school diploma:

1. File a Free Application for Federal Student Aid (FAFSA). The FAFSA is used to apply for financial aid options available through the federal government as well as some state aid options such as the Illinois Monetary Award Program (MAP) grant.
2. File an Alternative Application for Illinois Financial Aid. The alternative application allows qualifying undocumented and/or transgender students who are not otherwise eligible for federal financial aid to apply for aid through the state or specific college, university, or trade school. The alternative application should only be completed by students not eligible to submit the FAFSA.

3. Parents/guardians who wish to opt their child out of this graduation requirement (or whose child does not meet the eligibility criteria to file the FAFSA or alternative application) must complete the FAFSA Non-participation.

FOUR-YEAR EDUCATIONAL PLAN

LINCOLN-WAY HIGH SCHOOL FOUR-YEAR EDUCATIONAL PLAN

The four-year plan is provided as a guide for your own long-range planning.

FRESHMAN		SOPHOMORE	
English		English	
PE or AFJROTC/Health		PE or AFJROTC/DRED	
Math		Math	
Science		Science	
World History		History of the US	
Reading/Freshman Seminar*		Elective	
Zero Hour (optional)		*Zero Hour (optional)*	
Summer School (optional)		*Summer School (optional)*	
Total Credits		Total Credits	

JUNIOR		SENIOR	
English		English	
PE or AFJROTC		PE or AFJROTC	
Math		Elective	
Science		Elective	
AP Econ, Econ, or Pers. Fin/AP Gov or Civics		Elective	
Elective		Elective	
Zero Hour (optional)		*Zero Hour (optional)*	
Summer School (optional)		*Summer School (optional)*	
Total Credits		Total Credits	

**Students transferring to Lincoln-Way after the beginning of sophomore year will be exempt from the Reading requirement. Students may also earn an exemption from this requirement in accordance with the LW 210 Accelerated Placement Plan, updated on the District PPS website. If students are exempt from this credit requirement, they must take another elective course to meet the TOTAL REQUIRED CREDITS.*

GROSS MISCONDUCT

Gross misconduct or disobedience includes any behavior whereby a student engages in any activity, on or off campus, which interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function. Students committing serious acts considered to be gross misconduct or disobedience are subject to disciplinary action that may result in suspension or expulsion.

GUM CHEWING/FOOD & DRINKS

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

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

the school day.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program. (School Board Policy 7:180)

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. (School Board Policy 7:180)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property
2. Causing a substantially detrimental effect on the student's or students' physical or mental health
3. Substantially interfering with the student's or students' academic performance
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school (School Board Policy 7:180)

Cyber-bullying means bullying using technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes

the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. (School Board Policy 7:180)

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. has the purpose or effect of:
   a. substantially interfering with a student's educational environment;
   b. creating an intimidating, hostile, or offensive educational environment;
   c. depriving a student of educational aid, benefits, services, or treatment; or
   d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. (School Board Policy 7:20)

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted. (School Board Policy 7:180)

District Complaint Manager:

Dr. Aimee Feehery, 1801 E. Lincoln Hwy, New Lenox, IL, 60451, afeehery@lw210.org, 815-462-2122

Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. Complaints will be kept confidential to the extent possible given the need to investigate. (School Board Policy 7:180)

The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other means:

1. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.

2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

3. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.

4. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. (School Board Policy 7:180)

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

4. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

5. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
   a. The frequency of victimization;
   b. Student, staff, and family observations of safety at a school;
   c. Identification of areas of a school where bullying occurs;
   d. The types of bullying utilized; and
   e. Bystander intervention or participation.

   The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

6. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
   a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
   b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
   c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
   d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
   e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
   f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
   g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
   h. 7:315, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities,

and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. (School Board Policy 7:180)

HAZING

Lincoln-Way High School District 210 believes that true team building is nurtured in an atmosphere of social and moral responsibility, respect for authority, and loyalty to the principles of nurturing the whole individual. Lincoln-Way High School further believes that while social behavior cannot be legislated, a team or activity without morally and ethically sound principles and practices is not a constructive influence upon its participants.

Lincoln-Way High School District 210 further believes that it has an obligation and commitment toward the positive academic and social growth of its students. This responsibility extends to the extracurricular and co-curricular activities in which students will be involved; to parents and others who make possible the participation of its students; and to the Lincoln-Way community where students are accountable for good citizenship.

Lincoln-Way High School District 210 further believes one of the most damaging instruments to our activities and athletic teams is the practice of hazing. These unproductive, ridiculous, and hazardous practices have no rightful place or purpose in our school system.

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

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

HOMELESS/MCKINNEY-VENTO

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

A homeless child may attend the district school that the child 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-Vento Homeless Assistance Act and State law. The Superintendent of 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 and 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. (School Code 6:140)

Homeless/McKinney-Vento Liaison: Dr. Aimee Feehery, Director of Student Support Services, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122.

IDENTIFICATION (I.D.) CARD

Lincoln-Way students must have in their possession a Lincoln-Way identification (I.D.) card for the current school year while on school premises, when riding school buses, and at school-sponsored activities. Student I.D. cards are required to purchase school lunch. Student

I.D. cards must be surrendered when requested by school officials.

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

INSPECTION OF INSTRUCTIONAL MATERIALS

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

INSUBORDINATION

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

LASER PENS/POINTERS

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

LOCKERS

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

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

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

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

LOITERING

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

LOST AND FOUND

Lost and found articles are kept in the SSO offices. Any article found on the campus should be turned into the appropriate office at once with the finder's name and the date attached. Students are asked to inspect the lost and found before school, during lunch, or after school only.

MEDIA CENTER

The media center is designed to meet the informational needs of Lincoln-Way students and staff as a place for research and study.

Resources include print, audio, and electronic materials. The media center maintains a web page that can be accessed from the Lincoln-Way Home Page. This web page serves as a beginning point for all research. No food permitted.

BEFORE AND AFTER SCHOOL

Students may use the media center. Specific times will be posted in the media center and on the media center home page which can be found on our lw210.org website.

DURING SCHOOL HOURS

Advisory period: Students may use the media center for checking out books designated activities, and research. Student use is for individual and group work and is limited to available space and in accordance with each building's pass procedures.

ELECTRONIC MEDIA

The purpose of our Internet connection and other electronic media is to support research and provide the opportunity for collaborative work.

CIRCULATION

- Books-may be checked out for a three-week period
- eBooks and audiobooks are user downloaded and circulate for three weeks.
- Student IDs are required to check out materials
- All overdue materials and fines must be paid to check out new material
- Three-week material overdue fines are $.10 per school day
- Computer chargers are due per individual campus policy. There will be a late fee of $5-$10 per day if the laptop charger is not returned on time, and a $30-$100 fee if lost or damaged. Computer chargers are for school laptops only. Laptops are due at the end of the day. There will be a fee of $10 per day if it is late, and there is a replacement cost of $650 if lost or damaged. Students who are chronically late returning rental equipment or who continuously borrow equipment may lose rental privileges.
- Students are responsible for lost or damaged material:
    - Replacement cost will be at current prices plus shipping, handling, and processing fees
    - Repair costs of damaged materials will be determined by the extent of the damage

NO PRIVILEGE LIST

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

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

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

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

NURSE'S OFFICE

The nurse is on duty during the school day to assist students who become ill or who suffer accidental injuries. Vision and hearing screenings mandated by the State of Illinois are conducted by the school nurse and/or designee. A student must secure a pass either from their teacher or the SSO office before reporting to the nurse's office. Exceptions may be made in cases of emergency.

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

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

Teachers and other non-administrative employees, except school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the district's procedures for student self-administration of medication (Policy 7.270).

Students are advised to keep on file in the nurse's office a second emergency phone number of a neighbor, etc. in addition to parents' emergency phone numbers. All medication, including non-prescription drugs, given in school shall be prescribed by a doctor. A written order from the prescribing doctor must be provided and name of the medicine, dosage, and time intervals that the medicine is to be taken. Medication must be brought to school in the original package or appropriately labeled container. Over-the-counter medication shall be brought in with the manufacturer's original label, and the child's name affixed to the container.

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

Public Act 92-0402 ensures that students with asthma have immediate access to life-saving asthma medications. Students under a doctor's care for asthma must see the school nurse for Self-Administration of Medication forms. Failure to follow these guidelines will result in disciplinary action.

OBSCENITY

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

OFF-CAMPUS STUDY

Students involved in field trips must follow all school rules, and if these rules are violated, the student will be subject to disciplinary action. Club trips must be scheduled for after-school hours. Charges for transportation will be determined by an administrator. All field trips must be pre-approved by the associate principal.

PESTICIDE REGISTRY

The Lincoln-Way High Schools Practice Integrated Pest Management, a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. Parents or guardians who would like to be notified prior to the application of pesticides inside or outside of their child's building should request that their names be placed on the Notification Registry. To be included on the registry, please email cwelke@lw210.org or call the Director of Buildings and Grounds at (815) 462-2132. Parents on the Notification Registry will be notified by email or by phone at least four business days prior to any pesticide applications on school property. If an emergency application of pesticides is required, such as wasp infestation, notification will occur after the application of pesticides, as required by law. In such a case, the school will provide a signed statement describing the circumstances that gave rise to the immediate health threat.

PHYSICAL AND DENTAL EXAMS

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

Examinations shall be made by licensed physicians and dentists. Additional health examinations may be required when deemed necessary by the school authorities. All out-of-state transfer students must present a health exam that was completed within one year prior to enrollment and must include dates of all previous immunizations. Records for all in-state and out-of-state transfer students must be submitted within 30 days of enrollment. Failure to comply with these requirements will result in your child being excluded from school.

Parents who cannot fulfill this obligation because of financial, religious, or constitutional reasons may discuss this requirement with an administrator. Dental examinations are recommended by the Illinois Department of Public Health and the Board of Education. Parents are strongly urged to comply with the dental exam requirement.

PHYSICAL EDUCATION EXCUSE

Students who are unable to participate in physical education class because of illness or injury for any period longer than three days must have a written note from a physician stating the reason for the excuse and anticipated length of the excuse. The physician note is sent to the school health center and a P.E. medical excuse is written. One copy is given to the physical education teacher and a copy is sent to the department chairperson. If the medical excuses the student for more than half of a semester, another copy is sent to the counselor

and the student will be placed in a study hall for the duration of the medical excuse. The student will receive a "P" for the semester. The "P" will award 1⁄2 credit in physical education but will not be computed into the student's Grade Point Average. However, to receive a "P" for the semester, the student must receive a passing grade in physical education during the time they are in physical education class and complete the final exam over the material they were in class for.

PUBLICATION/DISTRIBUTIONS OF MATERIALS

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

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

SAFETY AND EMERGENCY PROCEDURES

FIRE

Whenever the fire alarm sounds, students and staff MUST leave the building and remain outside. The administrator in charge will authorize the return to the building.

TORNADO

A Tornado Watch (conditions exist out of which a tornado could develop) or a Tornado Warning (a tornado has been sighted in the area) will be announced as appropriate. Upon hearing a Tornado announcement, staff and students will move to the assigned area and stay near an interior wall.

LOCKDOWN

Emergency drills are conducted each year in accordance with State law and the Illinois School Code.

BUS EVACUATION

Emergency bus evacuation drills are conducted each year in accordance with State law and the Illinois School Code.

SCHOOL RESOURCE OFFICER

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

SEARCHES

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

SECTION 504

It is the policy of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability. Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (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.

It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973

are identified, evaluated, and provided with appropriate educational services.

Parents/guardians and/or students have the right to:

1. An appropriate education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. § 104.33.
2. A placement in the least restrictive environment. 34 C.F.R. § 104.34.
3. Facilities, services, and activities that are comparable to those provided for non-disabled students. 34 C.F.R. § 104.34.
4. An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. § 104.35.
5. Evaluation procedures conforming to the requirements of 34 C.F.R. § 104.35.
6. Periodic reevaluations. 34 C.F.R. § 104.35.
7. Notice regarding the student's identification, evaluation, or placement. 34 C.F.R. § 104.36.
8. Examine relevant records. 34 C.F.R. § 104.36.
9. An impartial hearing regarding the student's identification, evaluation, or educational placement, including an opportunity for parent/guardian participation, representation by counsel, and a review procedure. 34 C.F.R. § 104.36.

To request an impartial hearing, the parent/guardian must file a written request with the District Section 504 Coordinator or designee within ten (10) calendar days from the time written notice was received of the District's Section 504 committee decision.

The hearing will be scheduled before an impartial hearing officer, and you will be notified in writing of the date, time, and place for the hearing. The impartial hearing officer shall issue a written decision, including findings of fact and conclusions of law, within 10 days after the conclusion of the hearing.

Parents/guardians and/or students who wish to submit a complaint must submit a written statement to the School District's Section 504 Coordinator, Dr. Aimee Feehery, Director of Student Support Services, Lincoln-Way Community High School District 210, 1801 E. Lincoln Highway, New Lenox, IL 60451 (815) 462-2122. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated and what remedy is sought. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

The Section 504 coordinator, or their designee, shall promptly (a) notify the superintendent in writing that a complaint has been received, and (b) investigate the complaint. The coordinator, or their designee, shall make all reasonable efforts including, but not limited to, convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally.

In the event the complaint cannot be resolved informally the Section 504 coordinator will advise the Parent/guardian and/or Student of their right to a hearing and of the following additional procedures:

a. The request for a hearing must be in writing. A copy of the original complaint shall be attached to the hearing request.
b. The hearing will be scheduled before an Impartial Hearing Officer. The Parent/Guardian and/or Student will be notified in writing of the date, time, and place of the hearing.
c. A record of the hearing shall be made and kept. The Section 504 Coordinator shall be responsible for making the record of the hearing available to the parties upon request.
d. Within 10 business days after the hearing, the Impartial Hearing Officer shall issue a written decision, including findings of fact and recommendations for any corrective action, if any. This decision shall be provided to the Section 504 Coordinator, Superintendent, Parent/Guardian and/or Student.
e. Parents/Guardians and/or Students aggrieved by the written decision may, to the extent allowed by law:
    1. Seek review by a court of competent jurisdiction.
    2. File a complaint with the U.S. Department of Education Office for Civil Rights.

SELECTIVE SERVICE

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

SEX/VIOLENT OFFENDERS

Information about sex offenders and violent offenders is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: https://isp.illinois.gov/Sor. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: https://isp.illinois.gov/MVOAY

SEXUAL HARASSMENT

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

Students subjected to sexual harassment by another student may file a complaint under the District's Title IX Grievance Procedure (Board Policy 2:260).

SMOKING/VAPING

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

SOCIAL ACTIVITIES

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

1. The sponsoring organization of the dance, its officers, and sponsors will determine whether outside guests will be invited to the dance.
2. Each Lincoln-Way High School student is limited to one guest who must be in high school and under 21 when outsiders are invited. This guest must be escorted by a Lincoln-Way High School student. All guests must receive prior approval by deadline designated by SSO on outside guest form.
3. The sponsoring organization, its advisors, students, and guests are responsible for seeing that the rules are carried out at all dances. Ignorance of the rules is not an acceptable excuse.
4. Each student is responsible for their guest's conduct. They must make sure the guest understands and follows Lincoln-Way rules. The Lincoln-Way student may receive disciplinary action because of the guest's conduct.
5. Tickets will be sold in the manner announced by the sponsoring organization.
6. If a student leaves the building before an activity has ended, they will not be re-admitted.
7. Freshman students are not allowed to attend the annual prom. Sophomore students may attend the prom if invited as a guest of a Lincoln-Way junior or senior. Non-Lincoln-Way students may attend the prom with a Lincoln-Way junior or senior provided the

non-Lincoln-Way student is at least a sophomore in high school and the outside guest form is properly completed and turned in by the deadline. All outside guests must be under the age of 21.

8. All social activities must have formal approval from the director of student activities at least two calendar weeks before the activity is to take place.
9. All students & guests must have their photo I.D. to gain admittance to all school functions.

SOCIAL CONDUCT

Before school, between classes, after school, and at all activities, student conduct should reflect concern for others. Loud, boisterous conversation, or other attention-seeking behavior should not be engaged in.

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

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

SOLICITING FUNDS

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

SPECIAL EDUCATION

Lincoln-Way High School District 210 provides a free appropriate public education in the least restrictive environment and any necessary related services to all eligible children with disabilities, as required by the Individuals with Disabilities Education Act (IDEA). Students who are identified for special education services through a case study process are eligible for an individualized education program (IEP) that is developed by a team of educators and the parents. The district provides a continuum of services to students with IEPs and every effort is made to educate the student within their home school and classroom environment when appropriate. Students with IEPs are afforded the safeguards and rights described in the document published by the ISBE: Educational Rights and Responsibilities: Understanding Special Education in Illinois document.

www.isbe.net/Documents/Parent-Guide-Special-Ed-Aug20.pdf

To request an evaluation or obtain additional information about your child's or your rights under IDEA and the Illinois School Code, please contact the Director of Special Services at the District Office at (815) 462-2254.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office or website.

AVAILABILITY OF INTERPRETATION SERVICES AT IEP MEETINGS

Parents and guardians have the right to understand and participate in the proceedings at their child's IEP meeting. The District will arrange for and cover the expense of a qualified interpreter for parents/guardians whose native language is not English or who require a sign language interpreter at the meeting. This service may be provided by a qualified district employee, or an outside vendor including a telephonic interpreter. Parents/guardians have the right to request that the interpreter provided by the school district serve no other role in the IEP meeting than as an interpreter. The district will make reasonable efforts to fulfill such requests. Questions or complaints about the district's interpretive services shall be directed to the Director of Special Services at the District Office at (815) 462-2254.

RECORDS REQUEST

Lincoln-Way Community High School District 210 will provide the parent or guardian of a student with an individualized education plan (IEP), a copy of related service logs within ten business days of the request. Additionally, a parent or guardian may request to view or receive a copy of his or her child's student records at any time and the district will provide the records within ten business days of the request. All requests for related service logs and/or student records should be made to the District Director of Special Services at the District Office at (815) 462-2254.

PRIORITIZATION OF URGENCY OF NEED FOR SERVICES (PUNS) DATABASE

A parent or guardian in need of information or assistance on how to register their child for the PUNS (Prioritization of Urgency of Need for Services) database should contact the District Director of Special Services at 815-462-2254.

STEALING

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

STUDENT DELIVERIES

Students will sometimes leave material at home which they need for school. When this happens, the items or material should be delivered to the main office of the building which the student attends. The items should be placed on the drop-off cart and labeled with the student's name. The student should check the drop-off cart for any forgotten items between classes.

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

STUDENT DRESS

Students are expected to present an appearance that is appropriate for the educational environment, does not disrupt the educational process, and does not interfere with the maintenance of a positive teaching/learning climate. Dress which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health, safety, or education of any student.

DRESS CODE:

1. Students MUST wear (*while following the basic principles outlined above*):
    a. A shirt (with fabric in the front, back, and on the sides under the arms), AND
    b. Pants/jeans or the equivalent (for example, shorts, skirt, sweatpants, leggings, a dress), AND
    c. Shoes.

2. Students CANNOT wear:
    a. Violent language or images
    b. Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
    c. Hate speech, profanity, pornography
    d. Images or language that creates a hostile or intimidating environment
    e. Swimsuits (except as required in class or athletic practice)
    f. Accessories that could be considered dangerous or could be used as a weapon including chain wallets.
    g. Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)
    h. Hats, caps, hoods, sunglasses (except as pre-approved for medical reasons, athletic events, spirit days, etc.)

REGULATION OF SCHOOL DRESS:

1. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that a substantial disruption of the educational environment or process will result from a student's dress or appearance.
2. This policy shall apply to the instructional day and all district and/or school sponsored events and activities.
3. Staff will use reasonable efforts to not address or discuss with a student a dress code violation in the presence of other students.
4. Any student whose attire does not meet the expectations and requirements of Board Policy may be asked to remedy the matter by covering, changing, or removing the noncomplying clothing, jewelry, or personal item where appropriate.
5. A student participating in athletics may modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences.

STUDENT SPEECH

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

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

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

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

STUDENT SUPPORT SERVICES

Lincoln Way School District 210 may provide the following support services to its students:

1. Health services supervised by a qualified school nurse.

2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent/guardian.

3. The services of a social worker.

4. School counseling services. Under the Ensure Success in Schools Law, counseling without parent / guardian consent is available on a limited basis to all students under the Illinois Mental Health and Developmental Disabilities Code, 405 ILCS 5/3-550.

Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence (Article 26A Students)

Students who are parents, expectant parents, or victims of domestic or sexual violence have unique needs to support their ability to success in school. District 210 will provide in-school support services, information about non-school-based support services if available, and the ability to make up work missed due to circumstances related to their status. All information concerning a student's 26A status and related experiences is to be retained in the strictest confidence by the district and its employees. Retaliation against an Article 26a student or his or her parent/guardian for exercising or attempting to exercise their rights under Article 26a is prohibited.

All District employees and agents should, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, refer the student to one of the following designated Article 26A Resource Persons:

Lincoln-Way Central: Jason DePolo, jdepolo@lw210.org, 815-462-2284
Lincoln-Way East: Tim Victor, tvictor@lw210.org , 815-464-4023
Lincoln-Way West: Kalin Kintzel, kkintzel@lw210.org, 815-717-3511

An Article 26A Student and/or his or her parent/guardian may file a complaint of a violation of Article 26A with the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. When a complaint is filed, the Non-discrimination Coordinator and/or Complaint Manager shall promptly process it through an Article 26A complaint resolution procedure.

STUDENT VIOLENCE

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

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

Further, all students are obliged to report to responsible school officials' knowledge of any violations or potential violations of this policy

by fellow students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

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

SURVEYS OF PRIVATE INFORMATION

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

TEEN DATING AND VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used in school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex, sexual orientation; gender identity; and gender-related identity or expression is prohibited. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events; and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting an act of bullying.

TITLE I

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

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

Lincoln-Way's Title I program supplements programs and class offerings that enhance opportunities for all students to experience high levels of success.

Lincoln-Way offers a summer Freshman Start program that helps selected students gain skills and confidence before they enter our high schools.

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

TITLE IX

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

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

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

No student or employee shall be discriminated against because of their actual or potential marital or parental status. Pregnancy shall be treated as any other temporary disability and shall not be considered cause for dismissal or exclusion from any program or activity offered other students or employees. Participation in special programs offered to pregnant students and pregnant employees, or students or

employees who are parents, shall not be mandatory for such students or employees but shall be at the student's or employee's option. The district shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or pregnant employees, or students or employees who are parents.

The School District's Title IX Coordinator is Dr. Aimee Feehery, 1801 E. Lincoln Highway, New Lenox, IL 60451, (815) 462-2122, afeehery@lw210.org. A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person feels comfortable. School employees shall promptly make or forward reports to Dr. Feehery who will implement the District's Title IX Grievance Procedure (Board Policy 2:265).

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

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

DISCRIMINATION ON THE BASIS OF RACE, COLOR OR NATIONAL ORIGIN

Lincoln-Way School District 210 does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws. (Board Policy 2:270)

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially offensive symbols; racially motivated physical threats and attacks; or other hateful conduct.

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator (Dr. Brian Murphy, bmurphy@lw210.org, 815-462-2125 or a Complaint Manager: Dr. Aimee Feehery, afeehery@lw210.org, 815-462-2122. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the district's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200.

TRANSPORTATION POLICIES

The Board of Education has provided for reasonable and safe bus transportation for students living more than one and a half miles from school. However, established bus routes are generally not altered. Buses will only make their regularly scheduled stops. Students must be outside, at their assigned bus stop, at least five minutes before their scheduled pick-up time. The use of any tobacco or vaping related products on a school bus is prohibited.

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

Students who violate school rules while riding the bus will receive detentions or be suspended from riding the bus. In extreme situations,

when the bus driver feels the student's behavior is creating an unsafe condition, the driver may return the bus back to school to unload the student passengers. Students will be required to find their own transportation home when the bus is returned because of unsafe and hazardous student behavior.

USE OF AUDIO/VISUAL CAMERAS ON SCHOOL BUSES

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

EMERGENCIES — HAZARDOUS ROAD CONDITIONS, ICE OR SNOW

Frequently, school buses are delayed during the winter months, and road conditions prevent ideal service. Everyone should cooperate to eliminate as many of these inconveniences as possible.

Communication regarding a school closure will be sent through the following channels:

- Email, phone call, and text message (please be sure all contact information is updated in Skyward)
- Social media
- Lincoln-Way 210 website and mobile app
- Emergency Closing Center

In the case of an emergency weather closure, all Lincoln-Way schools will follow the emergency e-learning plan, which can be found on our website. An alternate schedule will be used in certain emergency situations, such as early fog, hazardous ice, or snow conditions. When the alternate plan is issued, the starting time for school will be delayed by two hours. Students should report to their designated bus stop one hour later.

Students should be prepared for all weather conditions. If a bus is over 15 minutes late, the student should call (815) 717-3100.

In case of an impending inclement weather during the day, students may be dismissed early.

INSTRUCTION TO STUDENTS

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates another adult to supervise the riders. Illinois State Board of Education recommends that all riders, parents of riders, and teachers become thoroughly familiar with the following recommendations governing school bus riders.

These instructions should be followed to ensure the safety and well-being of all students on the bus and to assist the driver in the safe operation of the school bus vehicle.

1. Students should follow directions of the school bus driver the first time they are given.
2. Students should not be allowed to eat or drink while riding the school bus for safety reasons.
3. Students should be discouraged from using cell phones and electronic devices while riding on the school bus.
4. Be on time at the designated school bus stop; help keep the bus on schedule.
5. Always stay off the road while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Do not leave your seat while the bus is in motion.
8. Be alert to a danger signal from the driver.
9. Remain in the bus in the event of a road emergency until instructions are given by the driver.
10. Always keep hands and head inside the bus after entering and until leaving the bus. Do not throw anything out the bus windows.
11. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and could result in a serious accident.
12. Be quiet when approaching a railroad crossing stop.
13. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
14. Assist in always keeping the bus safe and sanitary.
15. Carry no animals on the bus.
16. Keep books, packages, coats, and all other objects out of the aisles.
17. Leave no books, lunches or other articles on the bus unless instructed to do so.
18. Be courteous to fellow pupils and the bus driver.

19. Help look after the safety and comfort of smaller students.
20. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
21. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
22. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Your safety on the school bus depends on how well you conduct yourself on the school bus as well as how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and you can lose your bus-riding privileges because of breaking the rules. The driver also has rules that must be followed, and unsafe driving practices or inappropriate conduct should be reported to the school superintendent or principal.

BUS RIDING ETHICS

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

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

SHUTTLE BUS

Lincoln-Way High School does transport students between the high schools during the school day. This shuttling enables the school to provide advanced classes and special interest classes to all students. The students who are being transported between the high schools are expected to follow all school rules while on the bus. Shuttling is also provided after school so all students can participate in cooperative extracurricular programs held at any high school.

ACTIVITY BUS

Students participating in co-curricular or extracurricular activities after regular school hours, or students seeking additional academic assistance from teachers, may take the activity bus home. Due to the nature of the route, the activity bus does not provide the same convenience as a regular bus run, and students should anticipate having to walk greater distances from their stop to their home. Students are not permitted to leave campus after school, engage in non-school related activities, and return to take the activity bus home. Misuse of the activity bus will result in disciplinary consequences.

TRESPASSING

Students who drop from school are not allowed on school property unless they have official business. If they have official school business, they are to report to the main office and state their business and receive permission for a visitor's pass. Students who violate the trespassing policy will have a complaint signed in violation of the Illinois School Code (720 ILCS 5/21-5.5) Sec. 21-5.5. Criminal trespass to a safe school zone.

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

VANDALISM/HARASSMENT

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

VISITORS

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

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

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

WEAPONS

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be suspended and may be recommended to the Board of Education for an expulsion hearing or assigned to the district's alternative educational program. The superintendent may modify the expulsion period and the Board may modify the superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any firearm, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, "'Firearm' means any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding, however: (1) any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter or which has a maximum muzzle velocity of less than 700 feet per second; (1.1) any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels breakable paint balls containing washable marking colors; (2) any device used exclusively for signaling or safety and required or recommended by the United States Coast Guard or the Interstate Commerce Commission; (3) any device used exclusively for the firing of stud cartridges, explosive rivets or similar industrial ammunition; and (4) an antique firearm (other than a machine-gun)which, although designed as a weapon, the Illinois State Police finds by reason of the date of its manufacture, value, design, and other characteristics is primarily a collector's item and is not likely to be used as a weapon."

The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, AFJROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. Once an item is confiscated by school officials, it will not be returned to the student.

GUN-FREE SCHOOLS ACT

Pursuant to Federal Law (Gun-Free Schools Act (GFSA), which was reauthorized by the No Child Left Behind (NCLB) Act of 2001 (Public Law 107-110), as Section 4141 of the Elementary and Secondary Education Act of 1965 (ESEA), any student who is determined to have brought a firearm to school or school property must be and shall be expelled for one year. The superintendent, with the concurrence of the Board of Education, may reduce that period on a case-by-case basis when reduction is warranted by the best interests of the student and the school community.

STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Student clubs, activities, and athletics are available to current, full-time Lincoln-Way students. To be considered full-time, the student must be enrolled for at least five periods. Non-public students, regardless of whether they attend a district school part-time, will not be allowed to participate in extracurricular activities. Each student should make an effort to join and participate in at least one club or activity.

All Lincoln-Way Clubs must meet the following criteria:

1. Every club must have a written constitution approved by administration before being fully recognized. Whenever a need arises for a new club, the interested students should contact one of the staff members.
2. All club constitutions must be on file in the activities office.
3. Only school-sanctioned clubs are allowed to use the daily bulletin and hallway bulletin boards for the dissemination of information concerning club activities.
4. Regular class or club dues are not to be assessed, but special assessments for club activities or gifts may be made. This does not affect the collection of dues for sanctioned state or national participation by those clubs so organized.
5. Clubs are required to meet on campus unless prior approval has been obtained from a designated administrator.
6. All club funds must be kept in a Lincoln-Way Student Activities Account. Any expenditure must be consistent with club members expressed wishes and compatible with the club's purpose.
7. All clubs must have a District #210 faculty sponsor.
8. Any fundraising or sales into the community must be scheduled and approved through the administration.
9. Membership in Lincoln-Way Clubs shall be open to all students unless a club constitution lists specific requirements for membership.
10. Fieldtrips, including overnight trips, must be approved by a designated administrator and must be adequately chaperoned. All club members participating in such field trips must have a signed parent permission card on file before participation.
11. Student school-approved clubs shall have priority in the concession lottery, ahead of activity groups with no constitution.
12. Club write-ups should be updated annually by the club sponsor.

THE LINCOLN-WAY CODE OF CONDUCT

Lincoln-Way High School District 210 ("Lincoln-Way") fully supports and encourages students who choose to engage in extracurricular and co-curricular activities. The district values the positive impact of these activities on students' mental, social, and physical development. Students involved in such activities serve as representatives of Lincoln-Way throughout the year. As participation in these activities is a privilege, not a right, all student participants are required to always adhere to the following rules and regulations—seven days a week, twelve months a year—regardless of whether school is in session. Compliance with these expectations is a condition of participation.

The following requirements, procedures, and consequences apply specifically to participation and eligibility in extracurricular and/or co-curricular activities. These provisions are separate from, and do not preclude, the imposition of sanctions, including suspension and/or expulsion from school, as outlined in the student discipline code, where applicable..

The Code of Conduct will be in continuous effect from the date that it is signed until the student graduates, subject to any revisions imposed by Lincoln-Way.

CODE OF CONDUCT PREREQUISITE REQUIREMENTS

Any student who intends to participate and/or actively participate in any extracurricular and/or co-curricular activity on behalf of Lincoln-Way must:

1. Submit a signed permission form by the student's parent and/or guardian consenting to participating in an extracurricular and/or co-curricular activity, prior to the student's first extracurricular and/or co-curricular activity of the school year.
2. Agree to abide by all rules and regulations of the Illinois High School Association and all rules and policies contained in the Lincoln-Way Parent-Student Handbook.
3. Submit a signed a Code of Conduct contract during registration.

Attendance at school is required for the last half of the school day or more to be eligible to participate in that day's extracurricular and/or co-curricular activity. An absence on the last day of the school week will not preclude participation in a weekend activity. Emergencies and pre-arranged absences will not be considered absences.

CODE OF CONDUCT PROCEDURE

Procedures to follow related to Code of Conduct issues:

1. An investigation will be initiated.
2. Prior to the decision to impose any penalty, the student-offender will be informed of the alleged violation and afforded an opportunity to make any statement on their behalf.
3. If a code of conduct violation has been determined:
    - Contact parents/guardian to discuss the code of conduct violation.
    - If deemed necessary, School Officials/Parents may opt to do a face-to-face meeting.
    - This meeting must occur within 72 hours of a determination of the violation, when practicable.
    - ***If the parent/guardian is unable to meet within this time frame, the penalty will be imposed pending a later-scheduled meeting.***
4. A follow-up letter will be sent to the student and parents regarding violation/consequences and notifying them of their right of a review of the penalty with the school building principal.
5. The right to review does not postpone the penalty imposition. The decision of the school building principal shall be final and is not subject to further review.
6. Penalties imposed pursuant to this Code of Conduct relate to the student's eligibility to participate in Lincoln-Way extracurricular and/or co-curricular activities only and does not preclude the imposition of penalties for violations of Lincoln-Way Parent-Student Handbook rules and policies where appropriate. Penalties imposed for rule violations conducted during co-curricular activity shall not be in the form of grade punishment.
7. Where a penalty is imposed, the student-offender will be removed from a leadership position (i.e. officer of the Student Council, leadership with any school-sponsored club or activity, any class officer position, and any leadership on any athletic team) in any extracurricular and/or co-curricular for the duration of the season/activity. In addition, the student-offender's participation in practices and other team activities during the time the penalty is imposed will be determined by the Athletic Administration.

PROHIBITED CONDUCT (A): TOBACCO, VAPING, DRUG, ALCOHOL AND/OR OTHER PROHIBITED SUBSTANCES

No Lincoln-Way student participating in any extracurricular and/or co-curricular activity shall:

1. Possess, use, distribute, or sell, or attempt to possess, use, distribute or sell, drugs, any substance represented to be a drug, controlled substances, drug paraphernalia, alcohol, tobacco, electronic cigarettes, tobacco products, and/or improper use of prescription medications.
2. Knowingly remain in the immediate presence of any person who is illegally using, possessing, distributing, or selling drugs, any substance represented to be a drug, controlled substance, cannabis, drug paraphernalia, alcohol, and/or improper use of prescription medications, unless the student could not leave the person's presence without endangering himself/ herself or others.

1a. First Offense: *Drug, Alcohol, and/or other Similar Prohibited Substances*

Suspension from extracurricular and/or co-curricular activities for the equivalent of one complete season. To complete the terms of the suspension, the student-offender may be disqualified from more than one activity and may cover more than one school year. *In lieu of suspension for one complete season, the student will be suspended from the activity for not less than 20% of the IHSA season limitations for athletic contests (Sec 5.00 IHSA Sports Season By-Laws) and/or scheduled performances and/or scheduled activity contests, if the student and parent or guardian attend an educational substance abuse program approved by the school district. Written proof of scheduled appointment dates at the program is required before the student will be deemed eligible to resume participation in the student activity. Failure to complete the program as scheduled may result in further discipline. Students involved in clubs and/or activities that do not compete or perform will be subject to consequences set forth in the by-laws of their club/activity.

1b. First Offense: *Tobacco and Nicotine Products of any kind including, but not limited to, any form of e-cigarettes, vaping cigarettes, or Similar Devices and/or all Associated Materials*

Students will be referred to PPS staff for support programming. The student will be suspended from the activity for not less than 20% of the IHSA season limitations of athletic contests, and/or scheduled performances and/or scheduled activity contests.

2. Second Offense: (For both 1a and 1b)

Suspension from extracurricular and/or co-curricular activities for the equivalent of one complete season. To complete the terms

of the suspension, the student-offender may be disqualified from more than one activity and may cover more than one school year. In lieu of suspension for one complete season, the student will be suspended from the activity for not less than 50% of the IHSA season limitations for athletic contests (Sec 5.00 IHSA Sports Season By-Laws) and/or scheduled performances and/or scheduled activity contests if the student and parent or guardian attend an educational substance abuse program approved by the school district. Written proof of scheduled appointment dates at the program and attendance at a meeting with a Lincoln-Way student counselor and/or school administrator are required before the student will be deemed eligible to resume participation in the student activity. Failure to complete the program as scheduled may result in further discipline.

3. Third Offense: (For both 1a and 1b)

Permanent suspension from participating in activities for the remainder of the student's high school career. It is recommended that a meeting be held between the student, the student's parent or guardian, and a Lincoln-Way counselor/administrator to discuss outside resources where the student can obtain professional help or counseling.

VOLUNTARY ADMISSION

A voluntary admission shall occur when a parent and/or student initiates communication and admission with a certified employee of the school district before the student is arrested, detained, confronted, or apprehended by any law enforcement personnel, school personnel, other governmental personnel or a private citizen, or before a school investigation has begun. This communication and admission must occur before the student returns to school or school related function/activity. Under this circumstance, a voluntary admission will count as a first or second offense and the student will not be subject to consequences of suspension. *If the offense involves drugs, alcohol, or other prohibited substances,* the student will be required to attend an educational substance abuse program that has been approved by the school district. The purpose of this provision is to allow a student to seek help. Voluntary admission may NOT be used by a student if the rule infraction is already known by the school. Voluntary admission may be used by the student only one time during the student's high school career and cannot be used on a third offense.

PROHIBITED CONDUCT (B)

No Lincoln-Way student participating in any extracurricular and/or co-curricular activity shall:

1. Commit and/or attempt to commit, and/or knowingly remain within the presence of one who commits and/or attempts to commit the offence of hazing, theft, assault, vandalism, illegal use of a weapon, or any other offense, which may be punishable by a court of law.
2. Use inappropriate, vulgar, lewd, indecent, and/or derogatory language while representing the school at an extracurricular or co-curricular event.
3. Use social media to commit the offense of harassment, and/or bring disrepute to the extracurricular program in which the student is a participant.
4. Misuse school buildings, facilities, and/or equipment.
5. Commit acts which would bring disrepute to the extracurricular program in which the student is a participant.
6. Fail to abide by any other Lincoln-Way rule and/or policy as identified in the Lincoln-Way Parent-Student Handbook and/or the rules and regulations of the Illinois High School Association.

CONSEQUENCES

In general, failure to abide by any provision contained in this Code of Conduct may result in temporary suspension from the activity; disqualification from the activity for the remainder of the season and/or the school year; temporary suspension and/or disqualification from any and/or all extracurricular and/or co-curricular activities; or permanent disqualification from participating in any Lincoln-Way extracurricular and/or co-curricular student activity programs for the remainder of the student's high school career. If not a permanent suspension, the student-offender's participation in practices and other team activities during the time the penalty is imposed will be determined by the Athletic Administration. Students involved in clubs and/or activities that do not compete or perform will be subject to consequences set forth in the by-laws of their club/activity.

The Code of Conduct will be in continuous effect from the date that it is signed until the student graduates, subject to any revisions imposed by Lincoln-Way.