Litchfield Middle School

STUDENT/PARENT HANDBOOK 2026-2027

Section 1: School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.lcusd12.org or at the Board office, located at: 1100 Old Rt. 66, Litchfield, IL 62056.

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

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

Board of Education

The local authority for the administration of our Middle School is vested in our Board of Education, which is composed of seven members elected by the voters of the District. They, in turn, employ the administrators and staff and take active charge of the school. It is the duty of the Board to develop policies in accordance with state laws to meet the educational needs of the District.The School Board governs the school district, and is elected by the community. Current School Board members are:

Mrs. Julie Abel, President
Mr. Ron Anglin, Vice President
Mrs. Valarie Cain, Secretary
Mr. David Belusko
Mr. Mark Bloome
Mr. Jimmy Gorowski
Ms. Mandy Jewel

The School Board has hired the following administrative staff to operate the school:

Litchfield Administration and Office Staff

Dr. Kelly McClain, Superintendent
Mr. Chad Carty, Principal
Mrs. Kim Carlile, Dean of Students
Mrs. Abby Carter, Administrative Assistant
Mrs. Shawn Hogue, Administrative Assistant
Mrs. Christine Huber, Administrative Assistant
Mr. Drew Logan, Physical Education/Athletic Director

Litchfield Middle School Staff Members

Mrs. Joy Adam, Social Studies, Language Arts
Ms. Jessica Ball, Health, PE
Mr. Chris Baugher, Science
Mr. Toby Baugher, Science
Mrs. Amy Bouillon, Language Arts
Mrs. Shannon Diveley, Language Arts
Mrs. Kelly Eldred, Language Arts
Mrs. Jennifer Fleming, Social Studies, Language Arts
Mr. Kyle Frerichs, Custodian
Mrs. Stacy Swanson, Agricultural Sciences
Ms. Alexis Tharp, Art
Ms. Kelli Harris, Coding
Mrs. Teresa Hays, Nurse
Mr. Jeremy Heigert, Special Education
Mr. Ellis Henley, Choir
Mrs. Darla Jubelt, Custodian
Mr. Joel Jubelt, Custodian
Mrs. Cassie Lord-Remmert McKorkle, Band
Mrs. Stephanie Norwood, Math
Ms. Stefani Panicola, Special Education
Mrs. Michelle Peifer, Para
Mrs. Jostlin Rademacher, Science
Ms. Jessica Vickery, Para
Mrs. Jenny Schwab, Math
Mrs. Michelle Streibig, Social Studies
Mrs. Marcy Hartell, Para
Mrs. Johanah Gotcher, Special Education
Mrs. Olivia Jones, Math
Mrs. Victoria Knoche, Special Education
Mrs. Margaret Wayman, Para
Mrs. Amy Jones, STEM
Mrs. Joleen Jones, Student Service Coordinator
Kim Casey-Frerichs, Custodian

Litchfield Middle School Address

1701 N State St. Litchfield, IL 62056

Office Hours

The main office and athletic department are open from 7:00 A.M. - 3:30 P.M.

Important Phone Number

Litchfield Middle School Office	324-4668
Litchfield Middle School Fax	324-5693
LCUSD 12 Unit Office	324-2157
SCI	405-4636
Montgomery County Health Dept	532-2001
Safe Schools Tip Line	800-418-6423, ext. 359
Child Abuse Hotline	800-252-2873
CARES Mental Health	800-345-9049

Bell Schedules

Regular Bell Schedule

2026-2027

Normal Dismissal

1 Period	8:00 - 8:44
2 Period	8:48 - 9:32 (2nd Chance Breakfast)
3 Period	9:38 - 10:22
4 Period	10:26 - 11:10
5 Period	11:14 - 12:36
	8th Grade Lunch 11:40-12:10
	6,7 Grade Lunch 12:10 - 12:40
6 Period	12:40 - 1:24
7 Period	1:28 - 2:12
8 Period	2:16 - 3:00

1:30 Dismissal

1 Period	8:00 - 8:34
2 Period	8:38 - 9:04 (2nd Chance Breakfast)
3 Period	9:10 - 9:40
4 Period	9:44 - 10:14
5 Period	10:18 - 11:48
	8th Grade Lunch 10:44 - 11:14
	6,7 Grade Lunch 11:14-11:48
6 Period	11:52 - 12:22
7 Period	12:26 -12:56
8 Period	1:00 - 1:30

12:15 Dismissal

1 Period	8:00 - 8:19
2 Period	8:23 - 8:42 (2nd Chance Breakfast)
3 Period	8:48 - 9:07
4 Period	9:11 - 9:30
6 Period	9:34 - 9:53
7 Period	9:57 - 10:16
8 Period	10:20 - 10:39
5 Period	10:43 - 12:15
	8th Grade Lunch 11:09 -11:39
	7,6 Grade Lunch 11:39-12:15

Section 2: Policies and Procedures

Student Identification Cards

Each student is issued one ID card, lanyard, and sleeve per school year at Litchfield Middle School. For safety and security reasons, students are required to wear their ID visibly at all times during the school day. The ID card is used for school-related purposes such as entering athletic events, electronic pass system, checking out library materials, and purchasing lunch. Lost or damaged ID cards may be replaced or additional sets may be purchased for a $5.00 fee. Students may purchase a temporary sticker per day at $1.00 each.

Absenteeism/Attendance

Attendance is Everyone's Responsibility: We believe students are most successful when they are in school, engaged in learning, and connected to caring adults. Our goal is to partner with families, identify barriers early, and provide the supports necessary to improve attendance. Attendance interventions are designed to support students—not simply monitor absences.

Reporting an Absence

Parents/guardians should notify the school office by 9:00am to report an absence at 217-324-3955. Both automated and personal contact may be made if an absence is not reported in a timely manner. Failure to report an absence will be marked as unexcused. The District reserves the right to request documentation supporting the reason for an absence.

Excused Absences

Excused absences include (all other absences are unexcused),

- Personal illness or medical appointments,
- Mental or behavioral health (Once a student takes their second mental health day, school personnel (such as a counselor or social worker) may reach out to the family).
- Attendance at civic events, military-related events, or other reasons permitted by Illinois law; and
- A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
- Other reasons approved by the building principal.

The following absences may be excused without additional documentation:

- Up to five (5) days during a school year for illness or medical appointments;
- Up to five (5) days during a school year for mental or behavioral health; and
- Up to five (5) days during a school year for family or personal business requiring the student to be out of town.

Any absences beyond five (5) days for each circumstance listed above may require additional documentation in order to be considered excused. Acceptable documentation may include a physician's note, court documentation, funeral documentation, military documentation, or other verification approved by the building principal.

Litchfield Community Unit School District #12 reserves the right to request additional documentation when attendance concerns arise or when a pattern of excessive absences exists.

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

Attendance Communication and Support

Because any absence from school may impact student learning, the District monitors all absences, whether excused or unexcused, and works collaboratively with the student and their families to support regular attendance.
As absences accumulate, parents/guardians may expect communication from the school regarding attendance concerns and available supports. Communication may include automated notifications, phone calls, emails, letters, conferences, or referrals to student support teams. Generally, families may receive attendance-related communication as students approach levels of absenteeism that may impact academic progress or place them at risk of chronic absenteeism. The purpose of these communications is to maintain an open line of communication, identify barriers to attendance, and connect students and families with appropriate supports and resources.

Consistent Attendance (formerly chronic absenteeism)

Illinois law defines consistent attendance as being PRESENT 90% OR MORE of the school year, regardless of the reason. The District will work proactively with students and families to identify barriers to attendance and provide support before attendance concerns become significant.

Truancy

Students who accumulate unexcused absences may be considered truant or chronically truant as defined by Illinois School Code. Students identified as chronically truant will be offered interventions, support services, and resources designed to improve attendance. Continued concerns may result in additional actions permitted by law. Students who have been referred to the Regional Office of Education for truancy services in the previous school year will not be allowed parent/guardian-verified excused absences for the current school year. These students will be required to provide doctor's verification for each absence until they are off the truancy list.

Prearranged Absences

Families are encouraged to schedule vacations and other discretionary activities outside of the school calendar whenever possible. Requests for prearranged absences should be submitted to the building principal in advance. Approval is not automatic and may be based on attendance history, academic standing, and the educational impact of the absence. If the absence is not approved, it will be considered unexcused. Students are responsible for communicating with teachers regarding missed assignments and completing make-up work within the timelines established by the school.

Make-Up Work

Students and families should communicate with teachers regarding make-up work and timelines for completion. Please know that unexcused absences could result in a lower grade.

Tardiness

Students are expected to be in their assigned classroom and ready to learn when the bell rings. Any student who is not in class when the tardy bell sounds at 8:00 A.M. will be considered tardy. Students arriving late to school (1st hour) must report to the main office to sign in before going to class. Tardiness disrupts the educational process and can negatively impact both the student and the learning environment of the classroom. Tardies may be excused at the discretion of school administration for reasonable circumstances when appropriate parent/guardian communication has occurred.

To ensure consistency throughout the school, all teachers will follow the same tardy procedures used by the main office. The following minimum consequences will be assigned for each tardy occurrence:

- Tardy 1 = Free Pass
- Tardy 2 = Verbal Warning
- Tardy 3+= Lunch Detention
  *These totals restart at the beginning of each quarter.

Students who arrive late to school will be marked unexcused for any periods missed and will receive the applicable tardy consequence. Teachers will document and assign consequences for tardies occurring during the school day (2nd through 8th hour). If a student is more than 10 minutes late to class, the student will receive an unexcused absence for the class period which can negatively impact work that is assigned/assessed in this timeframe. All tardies accumulated throughout the semester will be reflected in a student's Panther Point total and may impact eligibility for school incentives, activities, and privileges.

Leaving and Returning to School

It sometimes becomes necessary for students to leave school early or arrive at school late. Late arrivals and early dismissal from school may not be excused unless parent contact is made. All students are to remain in school during the academic day.

Students may not leave the building during the day without permission from administration. If a student leaves campus without permission, disciplinary action will be assigned by administration..

Procedures for leaving school are as follows:

1. Permission to leave school will be granted by the Administration.
2. Parents/guardians must give permission by phone. In emergency situations, parents/guardians, or emergency contacts will be contacted/must contact the main office to give their permission before a student may leave school.
3. Students who leave school to go to a medical or legal appointment will be given a pass to leave class once parents or guardians have notified the school.
4. Students must sign out in the main office before leaving.
5. Students must sign in upon returning. (Please provide medical or legal documentation to verify the absence for excusal)

Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be asked to change and subject to discipline.

1. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
2. Appropriate footwear must be worn at all times.
3. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school, ie: but not limited to midriff tops, spaghetti straps, very short shorts, pajama pants.
4. The length of shorts or skirts must be appropriate for the school environment.
5. Students shall not wear clothing or accessories with writing or symbols which:
   a. Promote, picture, or advertise illegal drugs, drug paraphernalia, alcoholic beverages, tobacco products (including vapes), violent behavior, or other inappropriate images.
   b. Display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
   c. Are violent in nature or have inappropriate images

6. Students shall not wear hats, caps, hoods, coats, bandannas, sweat bands, sunglasses, etc. while in the building during the school day.
7. If there is any doubt about dress and appearance, the building principal will make the final decision.
8. All chains and any kind of clothing or jewelry with spikes or other sharp objects are prohibited.
9. Coats should remain in lockers. Blankets should not be brought to school.
10. Backpacks may be carried to and from school but must be left in student lockers during the school day. **Exceptions may only be made by administration on a case by case basis and may be subject to a search.**

Procedures to Address a Concern

The Litchfield School District understands that from time to time parents will have a concern for actions by the school district and/or its employees. When a concern arises, the parent should speak directly with the staff member or person most directly related to the concern. Example: a parent has a concern over their child's grade, or how the child was disciplined in a behavior situation.

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

If a satisfactory resolution is not reached at step three, the parent should contact the district superintendent requesting to be placed on the agenda to speak to the Board. It is not appropriate to bypass any step in the chain of command. Any complaint or concern brought to the Board of Education related to a specific employee and/or student shall be heard in executive session as per the school district's responsibility to comply with the legal standards of the "Right to Privacy" act. The Board reserves the right to place reasonable (as determined by the Board) time limits upon speakers wishing to address the board of education.

Parent Notices and Requests

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

The school provides parents/guardians with access to:

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

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

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Jennifer Thompson at (217) 324- 4668.

Teacher Qualifications

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

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

Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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

Annual Report Card
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.lcusd12.org.

Student Privacy
Students have certain privacy protections under federal law. The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

1. **Surveys:** All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.
2. **Surveys by Third Parties:** Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.
3. **Surveys Requesting Personal Information:** The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option. School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:
    a. Political affiliations or beliefs of the student or the student's parent/guardian.
    b. Mental or psychological problems of the student or the student's family.
    c. Behavior or attitudes about sex.
    d. Illegal, anti-social, self-incriminating, or demeaning behavior.
    e. Critical appraisals of other individuals with whom students have close family relationships.
    f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
    g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
    h. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
4. **Instructional Material:** Parents or guardians have the right to inspect all instructional material used as part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complain under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form. Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.
5. **Prohibition on Selling or Marketing Students' Personal Information:** No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.
    a. Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:
        i. College or other postsecondary education recruitment, or military recruitment.
        ii. Book clubs, magazines, and programs providing access to low-cost literary products.
        iii. Curriculum and instructional materials used by elementary schools and secondary schools.
        iv. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
        v. The sale by students of products or services to raise funds for school-related or education-related activities.
        vi. Student recognition programs.

b. Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.
c. The school expects to administer the following surveys that request personal student information on the following approximate dates: Litchfield Middle School does not partake in surveys that require student personal information

6. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

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

Parents/guardians of English Language Learners will be 1) given an opportunity to provide input to the program, and 2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact Adam Favre at 324-5562.

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

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

Students will be immediately enrolled to receive free meals and to waive all fees that are subject to waiver under the McKinney-Vento Act.

Please contact your district Homeless Liaison Candice Mazza at (217) 324-3514 for further questions.

Telephone Calls and Messages

Calls related to school or school business may be placed by students in the office. No student will be called to the telephone during the school day except for emergency calls. Messages from parents will be delivered to students at the request of the parent. Messages from employers should be taken care of away from school.

Visitors - Board Policy 8:30

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

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

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.
No person on school property or at a school event shall perform any of the following acts:

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Bullying, Intimidation, and Harassment-Prevention and Response - Board Policy 7:180

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, 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.

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

Harassment & Teen Dating Violence Prohibited - Board Policy 7:185

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

Sexual Harassment Prohibited (Title IX)
Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1) A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or 3) Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

Making a Report or Complaint
Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Title IX Coordinator
Paula Dal Canton (217) 324-4034; pdalcanton@litchfieldpanthers.org

Non-Discrimination Coordinator
Jennifer Thompson (217) 324-2157; jthompson@litchfieldpanthers.org

Complaint Managers:
Hilary Wagenblast: (217) 324-3955; hwagenblast@litchfieldpanthers.org
Adam Favre: (217) 324-2851; afavre@litchfieldpanthers.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Sexual Harassment & Teen Dating Violence - Board Policy 7:185

Harassment Prohibited
No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who

is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint
Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Title IX Coordinator
Dr. Kelly McClain: (217) 324-2157; kmcclain@litchfieldpanthers.org

Non-Discrimination Coordinator
Jennifer Thompson (217) 324-2157; jthompson@litchfieldpanthers.org

Complaint Managers:
Hilary Wagenblast: (217) 324-3955; hwagenblast@litchfieldpanthers.org
Adam Favre: (217) 324-2851; afavre@litchfieldpanthers.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
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.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

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Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Transfer to Another School

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

Public Display of Affection

Students are expected to use mature judgment in regards to the type of behavior that is proper while in attendance at school or school events. Violations are subject to general discipline procedures as needed.

Mandated Reporters

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

Equal Educational Opportunities and Sex Equity - Board Policy 7:10

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

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination complaint by using Board policy 2:260, Uniform Grievance Procedure, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Kelly McClain, Superintendent (217) 324-3955. Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). Any student may file a sex discrimination complaint by using Board policy 2:265, Title IX Grievance Procedure.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to instruction and cafeteria. However, students with unpaid fees could lose privileges as determined appropriate by administration such as loss of driving to school/parking privilege, attending extracurricular events, participation in driver's education, etc until fees are collected. A fee waiver does not exempt a student from charges for lost or damaged chromebooks, books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;

- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Bus Transportation & Policies

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or district transportation director.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Discipline for infractions on the bus will be handled by the building principal in conjunction with the transportation director. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact Mr. Nick McKorkle, 324-2157.

Food Services - Board Policy 4:120

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy 6:50, School Wellness.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are participating schools.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's Smart Snacks rules when it offers competitive foods to students on the school campus during the school day. Competitive foods are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account

Cafeteria Rules and Guidelines

Breakfast and lunch will be served as a hot item or grab-and-go style. Breakfast is served twice, once at 7:45 and again at 9:26.

At lunch, students should report to the cafeteria to pick up lunch. Students shall not cut or save places in line. Students are expected to be polite and courteous to all cafeteria and custodial staff, supervisors, and teachers, which includes cleaning up their eating areas in the cafeteria or commons. Students MUST have their student IDs with them in order for the line to run smoothly and quickly. Students without lunch cards/student IDs may be sent to the end of the lunch line. Students may bring their own lunches, but may **not** have food delivered from a restaurant to school during lunch break.

Free & Reduced-Price Food Services - Board Policy 4:130

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, or contact Hilay Wagenblast, Principal (217) 324-3955.

Free and Reduced-Price Food Services Eligibility - Board Policy 4:130

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Illinois State Board of Education. From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, the District will follow its requirements.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches ($14.50). If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Fundraisers

Board Policy 7:325 outlines the requirements for all school-sponsored student and athletic organizations to request a fundraising activity. All fundraising activities must be pre-approved by the building administrator at least 2 weeks prior to a fundraising activity. Fundraising activities must follow these guidelines to be approved:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. Participation in fundraising efforts must be voluntary.
3. Student safety must be paramount, and door-to-door solicitations are discouraged.
4. A **school staff member** must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.
7. All fundraising activities must be pre-approved by the building administrator using the fundraising form. The form must be submitted no later than two weeks prior to the fundraising event. Once approved by the building principal, the form will be filed at the unit office.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the district's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Safe Schools

Because we all have an obligation to ensure a safe school environment, we urge all our students to report any issues that are relative to school safety. This would include knowledge of weapons, drugs, or threats to do harm. This report can be made in confidence to any staff member or the Middle School administration.

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

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Kris Adamson, Unit Office Secretary, (217) 324-2157. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Public Notification – Asbestos

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Section 3: Student Health

Accidents

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

Fevers, vomiting and diarrhea

Students will be sent home for fever of 100 degrees or more, vomiting or more than two episodes of diarrhea at school. Students are not to return until fever free for 24 hours without the use of fever reducing medicines.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

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

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

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

1. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
2. Medication must be brought to the school in the original package or appropriately labeled container.
3. Prescription drugs shall display:
    a. Student's name
    b. Prescription number
    c. Medication name/dosage
    d. Administration route or other direction
    e. Date and refill
    f. Licensed prescriber's name
    g. Pharmacy name, address and phone number
    h. Name or initials of pharmacist
4. The parent(s)/guardian(s) will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the school nurse will discard the medication in the presence of a witness.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

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

Students who are diabetic may possess and self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Students will food Allergies
State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 324-3955 Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Administration of Medical Cannabis
In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

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

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

Sucide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline Call or text 988	Crisis Text Line Text HOME to 741741	Safe2Help Illinois Call 844-4-SAFEIL (723345) Text SAFE2 (72332)

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Stock/Undesignated Epinephrine and Narcan

LCUSD maintains a supply of undesignated EpiPens (for allergic reactions) and Narcan (for suspected overdose). A registered nurse or trained staff member may administer to any student who he/she, in good faith, believes they are having an emergency related to the stock medication that is being given even though the parent/guardian has not completed and signed a School Medical Authorization form or otherwise granted permission to administer. The District, school, and its employees are exempt from any claims, except for a claim based on willful and wanton misconduct, arising out of the administration–regardless of whether the authorization was given by parent/guardian or by the student's healthcare provider.

Immunization, Health, and Eye–Required Health Examinations and Immunizations by Oct 1st

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed". Failure to comply with the above requirements by October 1st of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 1st, the student must present, by October 1st, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Hearing and Vision Screening

All special education students and students entering into an Illinois school for the first time are required to have hearing and vision screening done by the school nurse. Your child is not required to undergo vision screening if an optometrist or ophthalmologist has completed and signed a form indicating that an exam has been done within the previous 12 months.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Bedbugs

Students are not excluded for bedbug's bites. The school nurse will contact the parent/guardian if bed bug bites are suspected. Information on how to rid the home of bedbugs will be discussed. If students are discovered to have brought bed bugs to school, then belongings such as coats and bookbags will be discreetly placed in a sealed container by the students on a daily basis in the nurse's office while the issue at home is being addressed. This will be discussed with the parents prior to implementing.

Scabies

If scabies is suspected on a student by the school nurse, then the nurse will contact the parent to have the student picked up to be seen by their physician for diagnosis and treatment. Students may return 24 hours after the treatment cream is applied or a note from the physician stating the student may return to school.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint
An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Nondiscrimination Coordinator:
Jennifer Thompson (217) 324-2157; jthompson@litchfieldpanthers.org

Complaint Managers:
Hilary Wagenblast: (217) 324-3955; hwagenblast@litchfieldpanthers.org
Adam Favre: (217) 324-2851; afavre@litchfieldpanthers.org

Retaliation Prohibited
Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure:
Non-Discrimination Coordinator
Dr. Kelly McClain: (217) 324-2157; kmcclain@litchfieldpanthers.org
Complaint Managers:
Hilary Wagenblast: (217) 324-3955; hwagenblast@litchfieldpanthers.org

Section 4: Internet Usage, School and Non-School Issued Devices

Non-School Issued Electronic Devices

The use of non-school issued electronic devices and related devices is a privilege, not a right. While these devices can make communication convenient, they can also be a significant distraction and disruption to the educational setting and/or safety and well-being of students. Parents/guardians are discouraged from sending messages and/or calling their students via cell phones or related devices during the school day, and instead are encouraged to call the school office. We would be happy to assist in delivering messages to students.

All non-school issued electronic devices (cell phones, I-Pods, smart watches (iWatch), earbuds/AirPods, or similar devices) must be kept in lockers during the course of the school day.

Students **SHOULD NOT** use non-school issued electronic devices in:

1. Classrooms
2. Hallways
3. Lunch (cafeteria/commons)
4. Locker room
5. Restroom

If a student violates any part of this policy, the following will occur:

First & Second Offense –The non-school issued electronic device will be confiscated until the end of the day, and the student will be issued a lunch detention.

Third Offense –The non-school issued electronic device will be confiscated, the student will be issued two lunch detentions, and the parent/guardian will be required to pick up the device.

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Fourth+ Offenses – The following offenses will be treated as insubordination and subject to disciplinary consequences, and the student will no longer be allowed to bring his/her cell phone and/or airpods/earbuds to school.

Should the use of the non-school issued device violate other handbook policies (i.e. bullying/harassment/belittling/threatening/Academic Dishonesty, etc), students may be subject to other disciplinary action in addition to the device violation as outlined. **Additionally, students who use non-school issued device to take photos or record videos of other students or staff during the school day—without their permission and in any area of the school—will face the most severe disciplinary actions.**

Students who use their non-school issued device to contact a parent or guardian regarding an illness or other issue without first notifying school administration or the school nurse may be subject to disciplinary consequences and may receive an unexcused absence if leaving school.

All electronic devices (school issued & non-school issued) may be searched by school officials in accordance with the search and seizure policy.

Internet Acceptable Use - Board Policy 6:235

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

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

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

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

Privileges – Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials

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

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

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

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

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

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

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

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware. Defacement charges will apply for students who intentionally draw on, carve, or place stickers on their chromebook devices. Intentionally damaging a chromebook device is also considered vandalism of school property. The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

Access to Student Social Networking Passwords & Websites

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

2026-2027 Chromebook Fees

Chromebook Replacement	$275
Charger Replacement	$50
Damaged Screen Replacement	$100
Non-Touch Damaged Screen Replacement	$30
Damaged Keyboard Replacement	$40
Defacement Charge	$25
Replacement Carrying Case	$25

STUDENTS MUST USE THE CASE PROVIDED FOR THEIR CHROMEBOOKS.

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

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

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

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

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

Internet Safety
Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.
Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

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

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

Non-school Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Insurance

Any enrolled student is eligible for coverage. K-12 accident plans that are available:
• School Time Accident Only
• 24-Hour Accident Only
• Interscholastic Sports
• 24-Hour Dental
All available plans are offered by Special Markets Insurance Consultants, Inc. To research which plans are being offered by Litchfield CUSD, please visit the website's online enrollment tool at www.k12specialmarkets.com

Section 5: Student Behavior Conduct Code

Prohibited Student Conduct - Board Policy: Section 7

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois Middle School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.

10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that 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.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
20. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

    ***Referral to law enforcement may be made.**

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply 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;
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; or
5. During periods of remote learning.

Video & Audio Monitoring Systems

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

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 of school voluntarily due to behavioral or academic

difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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 or 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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Prohibited Behaviors

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

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

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

Drugs, Alcohol

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

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

Fighting

Physical conflict can never be tolerated. If a disagreement should develop between students, it is the student's responsibility to seek assistance from a teacher, counselor, or Administrator in an effort to resolve the situation in a civil manner. Anyone engaged in fighting will be subject to suspension, and/or involvement of law enforcement.

Hazing

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

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

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

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

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

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

Tobacco Products

Students are not permitted to use or bring any type of tobacco product or tobacco look- a-like product (including vapes, nicotine pouches and e-cigarette paraphernalia) in the school building or on the school buses. This includes all school functions, day and night. Students who are suspected to be in possession of such items are subject to search and seizure, including the use of a metal detecting wand. Any vape suspected of containing THC (marijuana vapes) will be turned over to the Litchfield Police Department for testing. Students who are found to be in possession of tobacco products during the school day will receive a 3 day placement in AES (alternative educational setting). If the vape is positive for marijuana/THC, the student will face an extended AES placement and/or an out of school suspension up to expulsion. In addition, offending students will receive a civil citation from the Litchfield Police Department.

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

Vandalism

The student who intentionally destroys or carelessly damages school property shall be required to pay in full for the replacement cost and may be subject to additional disciplinary consequences. This includes chromebook devices. Failure to do so may result in suspension of the student and appropriate legal action initiated against the student and parents.The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school, “such as lockers, desk, and parking lots”, as well as personal effects left there by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Disciplinary Procedures

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

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

Potential disciplinary measures include, without limitation, any of the following measures:

Dismissal from Class

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, the student should report immediately to the main office. Disciplinary action will be based on the referral submitted by the teacher and the student’s response on the student incident report. At minimum the student will be assigned a detention. Continual disruptive behavior could result in removal from class with a consequence at our AIM program (AES). Students who leave class on their own accord will be disciplined in the same manner. *see chart below

Detention

Detentions can be assigned during lunch or before/after school by either administration or the classroom teacher. Reasons for detentions may include tardiness or other minor behaviors. Refusal to serve detentions may result in double detention or further disciplinary action.

In School Suspension

An in school suspension is a placement for students who are unable to abide by school policies. Students in ISS work independently on their lessons for that day, and are given credit for their assignments. **Students are not allowed to participate in extracurricular activities on the day they attend ISS.** Students receiving ISS will serve their consequence in the ISS room at Litchfield High School.

Disciplinary Probation
Any student who does not serve an above listed disciplinary consequence will be placed on probation until the original consequence is served. Students on probation:

- Will not be allowed on school grounds other than during regular school hours 8:00 A.M. – 3:05 P.M..
- Will not be allowed to attend any extra-curricular activities, either on or off school ground, including, but not limited to athletic contests, plays, dances, prom and field trips.
- Will not be allowed to continue or begin membership in any athletic teams, extra-curricular clubs, and other special programs.

Failure to abide by the terms of the probation will be considered gross misconduct
and/or insubordination.

Out-of-School Suspension
Students may be suspended from school or classes not exceeding ten (10) days for each infraction. To be suspended out-of-school one of the following criteria must exist:
The student's continued presence at school poses a threat to the safety of other students, staff or members of the school community OR **The student's continued presence at school substantially disrupts, impedes or interferes with the operation of the school.** During the period of suspension, the student may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly. Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to: Dr. Kelly McClain, Superintendent; 1100 North Old Rt. 66; Litchfield, Illinois 62056

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

*Placement in an alternative school setting is based on what is in the best interest of the student and could be the result of ongoing or serious behavioral concerns. Decisions are made with consideration of the student's academic, social, and behavioral needs.

*Administration reserves the right to modify any disciplinary consequence based on the circumstances and level of offense.

Section 6: Academics, Curriculum, and Student Services

Academic Integrity Board Policy 6:235 & AI Guidance Manual
Artificial intelligence (AI) tools can enhance learning when used responsibly and ethically. Similar to the use of the Internet or a calculator, AI may be used to support student learning when permitted by the classroom teacher. Teachers have the discretion to determine when, how, and to what extent AI tools may be used for classroom activities, assignments, and assessments.

Students are expected to use AI responsibly, evaluate AI-generated information for accuracy, and follow all teacher directions regarding its use. Any use of AI to assist with assignments, projects, or research must be disclosed and, when applicable, properly cited. Presenting AI-generated content as original work or using AI in a manner not authorized by the teacher constitutes plagiarism and is a violation of the District's Academic Integrity policy.

Litchfield CUSD #12 maintains an Artificial Intelligence (AI) Guidance Manual that outlines expectations for the ethical, responsible, and secure use of AI by students and staff. Because AI technology continues to evolve rapidly, the District's AI Guidance Manual will be

reviewed and updated as needed. Students are expected to comply with the current AI Guidance Manual in addition to all provisions of this Student Handbook.

Grading and Promotion

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

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

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

A	90-100	Excellent
B	80- 89	Above Average
C	70- 79	Average
D	60- 69	Below Average
F	Below 59	Failing
I		Incomplete

Honor Roll

One of the highest academic achievements and honors that can be achieved by a student at Litchfield Middle School is a place on the quarterly honor roll. Honor roll is determined by GPA. All students who earn a GPA of 3.25 or higher, have not earned a D or an F, or an out-of-school suspension will be eligible for the honor roll. The GPA is based on the current quarter's grading period for which the honor roll is calculated. A student who has a GPA of 3.75 or higher, meeting the same criteria, would qualify for high honors.

Physical Education

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

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

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection. The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries. You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.
- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.

- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.
- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
- How to use an AED.

If you do not want your child to participate in these classes or courses, please complete the "Request to Examine Materials and Statutory Opt-Outs" form.

School Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

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

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

Mental Health

The school counselor is here to support students with any challenges that may be affecting their success. For needs that go beyond academics, mental health professionals may also be available. Currently, counselors from the Locust Street Resource Center are available to meet with students at LMS during the school day. To request these services, please contact the school counselor.
Locust Street Resource Center's contact number is (217) 854-3166.

Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact: Karen Cress, Guidance Counselor. Hard Copy will be provided upon request.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact: Dawn Theivagt at (217) 324-2955.

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

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

PUNS (Prioritization of Urgency of Need for Services)
Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at IDHS: Illinois PUNS - Division of Developmental Disabilities.

You may also contact the following District employee for assistance: Dawn Theivagt at (217) 324-2955

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

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. =
6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
    - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
    - Name
    - Address
    - Grade level
    - Birth date
    - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
    - Academic awards, degrees, and honors
    - Information in relation to school-sponsored activities, organizations, and athletics
    - Major field of study
    - Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington DC 20202-8520

Student Biometric Information

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

Section 7: Athletics and Extracurricular Activities Code

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Athletics (IESA-Sanctioned) and Extracurricular (Non-Athletic) Activity

Participation in athletics and extracurricular activities is a privilege. Those who participate in athletics and/or extracurriculars have a responsibility to favorably represent the school and community.

Students are expected to conduct themselves both in and out of the school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics or extracurriculars may be lost in accordance with the terms of the IESA Athletic Code and/or school handbook policy.

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Middle School Association's "Pre-Participation Physical Examination Form.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IEMA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed by the student's parent/guardian agreeing to IEMA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy.
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Absence from School on Day of Sport or Activity

A student must be present at school at least ½ day (before 4th period, 10:21) in order to participate in any sport or activity on that day. Exceptions may be made by the building principal: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who had one or more truancies or who has been suspended from school (in or out of school) may be suspended from participation in athletic activities by school officials in accordance with the IESA Athletic Code/LMS Athletic Handbook.

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

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule (sign out sheet) may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Students shall not self-transport or be transported by anyone other than their parent or guardian unless such request is submitted and approved by building administration. Granting of such permission is rare. Oral requests will not be honored and oral permissions are not valid.

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

Extracurricular and Athletic Code of Conduct

The Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. **This Code of Conduct will be enforced 365 days a year, 24 hours a day.**

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

Students and their parents/guardians are encouraged to seek assistance from an alcohol or drug counseling program. Counseling will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

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

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate.

Bullying includes cyberbullying 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 physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harrassment, 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing images, sounds, data, or intelligence system or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. 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.

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
    a. Sanctions for violations other than drug and alcohol (e.g. fighting or other egregious behavior or behavior that is damaging to the reputation of the team) will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below and in accordance with IEMA Code Athletic and LMS Athletic Handbook:
        i. A specified period of time or percentage of events, competitions, or practices;
        ii. The remainder of the season or for the next season; or
        iii. The remainder of the student's school career.
    b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

        First violation:

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

        Second violation:

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

        Third violation:

        vii. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's school career.
        viii. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

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

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

This code covers, but is not limited to, the following activities and any that may be added during the year: 1) all clubs and organizations, 2) athletics, 3) National Honor Society, 4) cheerleaders, 5) participation in homecoming or prom court, 6) Scholastic Bowl Team, 7) Student Council, 8) school play. By law, band, chorus, and yearbook are not covered by this agreement because they are academic classes. District 12 will hold to a strict **"NO TOLERANCE"** policy governing students involved in extracurricular activities.

Alternative Educational Setting (AES)

An Alternative Educational Setting is a placement for students who are unable to abide by school policies. Students in AES work independently on their lessons for that day, and are given credit for their assignments. **Students are not allowed to participate in extracurricular activities on the day they attend AES.** Students receiving AES will serve their consequence at the AIM program at Revive School located at the Unit Office building.

Sportsmanship

Coaches shall personally exhibit and shall require of their student participants respect of officials and each other and good sportsmanship. Coaches shall establish rules of conduct for their student participants and their teams that encourage good sportsmanship and require respect for the coach, the officials and each other.

Sportsmanship Code

We welcome all visiting teams as our guests. We will accept all decisions of the officials. We do not utter abusive or irritating remarks or attempt to rattle an opposing player. We strive to win fairly without boasting and lose without excuses. We ask that all players and fans help us to live up to this code. The cheerleaders are to demonstrate and encourage good sportsmanship on the part of the student body.

Per IEMA guidelines, if an athlete violates the ethics of competition or the principles of good sportsmanship, they may be barred from interscholastic athletic contests, either as a participant or spectator or both. If an athlete is ejected from a contest for unsportsmanlike conduct, they will be ineligible for their team's next contest and may be subject to other penalties.

Conduct at Athletic Contests

Varsity, JV, and Freshmen Games: Students will remain seated in the bleachers during the games. They may be up walking around at half time to go from the bleachers to the concession stand and back or to go to the restroom. If they are engaged in other activities that could cause disturbances, they will receive a warning. On the second infraction, they will be removed from the area. Spectators will not be permitted on the sidelines or track while the game is in progress or during halftime. Disciplinary action may be given if a student does not abide by this policy.

Dual Sports Participation

The Athletic Department may allow athletes to participate in two sports in the same season. In order to request dual participation, the following procedures must take place:

- Athlete must obtain an application (contract) from the Athletic Director.
- Athlete must submit an application to the Athletic Director no later than the first week of school for Fall sports and the first week of practice for all other sports. The application must be signed by both parent and athlete.
- A meeting with both coaches, the Athletic Director, and the athlete and their parents will be held. A final decision will be made collectively by the Athletic Director and building administration. The decision will be based upon the following considerations: 1). Athlete must choose a "major" and "minor" sport. 2). Athlete must list all other extracurricular activities and responsibilities. 3). Athlete must be in good academic, attendance, and behavioral standing.
- In case of a conflict of sports, the athlete will be expected to honor his or her "major" sport first.
- A "major" sport will trump a "minor" sport when two contests take place on the same day. If the "minor" sport has a contest and the "major sport" has a practice, the athlete will be required to attend the "minor" contest.

In order for this policy to work, **the athlete is responsible for any and all conditioning, practice, and communication that both sports will require. Coaches will assist the athlete in understanding his/her obligations to attend conditioning, practice, and/or contests.** If this requirement or any of the requirements listed above cannot be met by the athlete, the Athletic Director reserves the right to revoke this contract at any time, with input from both coaches taken into consideration.

Dual sports participation is only open to athletes in grades 9-12. No exceptions will be made.

Absence from School on Day of Sport or Activity

A student must be present at school at least ½ day (before 4th period, 10:21) in order to participate in any sport or activity on that day. Exceptions may be made by the building principal: 1) for a pre-arranged medical absence; or 2) for a death in the student's family; or 3) a religious ceremony or event. A student who had one or more truancies or who has been suspended from school (in or out of school) is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension in accordance with the IESA Athletic Code/LMS Athletic Handbook.

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

A student who is too ill to attend school is also considered too ill to attend extracurricular school activities the day of the absence (or the day after should that event occur on a Saturday, i.e, sporting event, homecoming/prom dance)

Performance Enhancing Drug Testing - Board Policy 7:240

The Illinois Elementary School Association (IESA) prohibits participants in an athletic activity sponsored or sanctioned by IEMA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IEMA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IEMA's banned substance list. In addition to being penalized by IEMA, a student may be disciplined according to Board policy 7:190, Student Behavior.

Good Night Rule

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

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule (sign out sheet) may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Students shall not self-transport or be transported by anyone other than their parent/guardian unless such request is submitted and approved by building administration 24 hours prior to the contest. Granting of such permission is rare. Oral requests will not be honored and oral permissions are not valid.

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

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Middle School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school district's return-to-play and return-to-learn protocols.

For complete concussion protocols, please contact school nurse, Mrs. Teresa Hays or athletic director, Mr. James Moore.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Handbook Disclaimer

This handbook reflects the current policies and procedures of Litchfield Middle School. The administration reserves the right to amend or update its contents as necessary to maintain a safe and effective learning environment.

While every effort has been made to outline expected behaviors and potential infractions, it is not possible to account for every situation that may arise during the school year. Incidents not specifically addressed in this handbook will be evaluated on a case-by-case basis. In such instances, the administration will strive to apply consistent and fair disciplinary action aligned with similar offenses outlined herein.

Chad Carty
Principal

Kim Carlile
Dean of Students