LEMONT HIGH SCHOOL

800 Porter Street • Lemont, IL 60439 • (630) 257-5838

2012-13 Student Handbook

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INTRODUCTION

Lemont High School students and their parents/guardians will notice a change in the 2012-13 version of this publication. The "handbook" portion of this book now is available only under the "PPS Office" section on the school's Web site, **www.lhs210.net**. All students still are issued student planners, which they can use to effectively plan and manage their academic responsibilities.

Students and their parents/guardians should take some time to familiarize themselves with the information contained in this document, as it is valuable in answering questions and avoiding misunderstandings related to rules and regulations. This information may be amended during the year if necessary.

The rules and regulations found in this document are related to policies established by the Lemont High School District 210 Board of Education and based on the Illinois School Code. A complete Board of Education Policy manual is available in the District Office.

Lemont High School's faculty and staff works to ensure that all students find success. Students, faculty and staff all have responsibilities and expectations. The faculty and staff commits to providing its students with a challenging curriculum, helpful instructional techniques, support services as needed, a safe environment, and opportunities for success. Students are asked to commit to actively participate in their education and show respect for themselves, their fellow students, and all aspects of Lemont High School.

Welcome to Lemont High School!

Dr. Mary Ticknor, Superintendent
Dr. Thomas Trengove, Principal

LEMONT HIGH SCHOOL DISTRICT 210 BOARD OF EDUCATION

Beverly Marzec, President
Pam Driscoll, Vice President
Mike Shackel, Secretary
Mike Kardas
Mark McMahon
George Rimbo
Mary Tally

LEMONT HIGH SCHOOL DISTRICT 210 MISSION STATEMENT

Lemont High School District 210's mission is for all students to become life-long, independent learners and productive citizens in a rapidly changing world.

ACCREDITATION

Lemont High School is fully accredited by the State of Illinois Board of Education and the North Central Association of Secondary Schools and Colleges. Being fully accredited by these two agencies ensures that its standards of education are in accord with the state and national practices.

ADMISSION TO HIGH SCHOOL

Resident Students

A resident student generally is presumed to be one who lives with his/her parent(s)/guardian(s) within the Lemont High School District 210 boundaries. A resident student must complete the work of the eighth grade, and furnish the school with a physical examination record, current immunization record and a copy of his/her birth certificate.

Homeless Students

A homeless child, as defined by state and federal law, may attend the high school that he/she attended when last permanently housed, or in which he/she was last enrolled. A homeless child shall be considered a resident of the district if he/she is physically living within the district boundaries. Any homeless child shall be immediately admitted to the school, even if the student or his/her parent(s)/guardian(s) is unable to produce records normally required for enrollment.

Board of Education Policy 6.140 (Education of Homeless Children) and its implementing administrative procedures govern the enrollment of homeless children. Transportation shall be arranged according to state law. If a dispute arises regarding a homeless student's rights, the Superintendent shall inform his/her parent(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community.

In the event that the district denies enrollment to a homeless student as defined by state and federal law, the student may appeal the decision to the district's Homeless Liaison, who is responsible for carrying out all dispute resolution. District' 210s Homeless Liaison is Eric Michaelsen, who may be contacted at (630) 243-3225.

BELL SCHEDULE		
Regular Schedule	**PLC Schedule**	**Assembly Schedule**
Period 1 — 8:00-9:27	Resource — 8:00-8:30	Period 1 — 8:00-9:05
Period 2 — 9:32-10:59	Period 1 — 8:40-9:54	Period 2 — 9:10-10:15
Period 3 — 11:04-1:05*	Period 2 — 9:59-11:13	Period 3 — 10:20-12:21*
Period 4 — 1:10-2:37	Period 3 — 11:18-1:18*	Period 4 — 12:26-1:31
	Period 4 —1:23-2:37	Assembly — 1:37-2:37
Lunch		
A — 11:04-11:31	**Lunch**	**Lunch**
B — 11:35-12:02	A — 11:18-11:45	A — 10:20-10:47
C — 12:06-12:33	B — 11:49-12:16	B — 10:51-11:18
D — 12:38-1:05	C — 12:20-12:47	C — 11:22-11:49
	D — 12:51-1:18	D — 11:53-12:21
* Lunch during 3rd period (27 minutes)		

BUS TRANSPORTATION

Bus transportation is provided for all students who live more than one and one-half (1.5) miles from school. School and bus rules must be observed at all times for the safety of all occupants. While en route to or from school, students are considered to be in school. Appropriate conduct is expected, and rule infractions are reported to the deans.

Bus drivers are considered to be part of the school staff, and students are expected to be respectful to them. All students must follow the district's School Bus Safety Guidelines. Gross disobedience or misconduct that provides grounds for suspension from riding the school bus includes:

- Prohibited student conduct as defined in the Student Discipline policy.
- Willful injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Vandalism of bus seats and other property will result in financial assessment and disciplinary action. Students should be ready to display ID cards when boarding buses.

Reimbursement for Transportation

Parents/guardians who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the state to help offset some of the cost (i.e., bus fare, mileage reimbursement). Parents/guardians who can answer yes to all of the following questions may be eligible to receive reimbursement for providing such transportation.

- Is the pupil under the age of 21 at the close of the school year?
- Is the pupil a full-time student (Kindergarten through 12th grade)?
- Does the pupil live 1.5 miles or more from the school, or live less than 1.5 miles from the school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation (see following paragraphs)?
- Does the pupil attend a school within Illinois that meets Illinois compulsory attendance laws?
- Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

Parents/guardians who live in the State of Illinois and can answer yes to these questions may file a claim at the school where the student is enrolled by **June 29.** Claim applications are available at the school from February-June.

BUS TRANSPORTATION (cont.)

Reimbursement for Transportation (cont.)

Parents/guardians whose students live **less than 1.5 miles** from the school must have **already verified** that a safety hazard due to vehicular traffic exists by completing an application for Determination of Serious Safety Hazard, which is available at the Office of Regional Superintendent of Schools for the county in which the student lives, except for those who live in the City of Chicago. Residents of the City of Chicago must have received and submitted applications from the Illinois State Board of Education (100 N. First Street, Springfield, IL 62777) by **February 1.** The Regional Superintendent of Schools is required to send the application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and either approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent(s)/guardian(s) who requested the safety hazard be approved. **If the safety hazard is approved, the parent(s)/guardian(s) must go to the school the pupil attends and complete the claim form.** Parents/guardians who have received approval of a safety hazard during or after the 1999-2000 school year and whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

Once all claims are completed at the school, claim forms are sent to the Illinois State Board of Education. If a claim is approved, the parent(s)/guardian(s) should receive a check directly from the state for the lesser of the following two options: the cost of transporting the child/children, or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

In the event a dispute regarding the validity of a claim of reimbursement arises, each party shall submit to the State Superintendent of Education a written statement including the reasons for the dispute and any documentation supporting their respective positions. This shall be done by **October 1** of the year in which the dispute occurs. Failure of either party to comply with this requirement will automatically validate the position of the other party, provided that the complying party's claim is otherwise in conformance with this action.

PERSONAL VEHICLES

Students who find it necessary to drive to school are expected to comply with the following school regulations:

- All vehicles must be registered in the Pupil Personnel Services (PPS) Office.
- In order to be issued a parking permit, all student drivers must have a valid driver's license and current auto insurance, and must pay the non-refundable permit fee.
- All of a student's fees – including academic and extra-curricular fees, both from the current year and previous years – must be paid in full for the student to be eligible to receive a parking sticker.
- Students are to park in areas designated for students and in marked parking spaces.
- Students must display a Lemont High School parking sticker.
- Students are to vacate their cars immediately upon arriving on campus; loitering in the parking lot before or after school is prohibited.

Failure to comply with these regulations may result in a police referral (ticket), loss of parking privileges or other disciplinary action if the circumstances warrant. **Parking in areas other than the student parking lot is prohibited. Parking on adjacent residential streets or on private property (even with the permission of the homeowner) is prohibited.**

A student whose car is parked in the student parking lot will not be allowed to leave the campus during the school day except with an official permit to leave. Students are not allowed to return to the parking lot during the school day for any reason, unless they have written permission from the Dean's Office.

Students must observe the traffic laws and ordinances of the State of Illinois and the Village of Lemont. Students shall have no expectation of privacy in vehicles brought on to school property. All vehicles are subject to search and inspection by designated school personnel or police if deemed necessary by the administration. Additional regulations are found on the parking permit application.

DANCE/GUEST POLICY

A student requesting to bring a date who is not a Lemont High School student must complete the "Date Request Form" (available in the Pupil Personnel Services Office) prior to purchasing tickets. No tickets will be sold until this is completed and approved by the Police Liaison Officer. The form requires the signature of the Dean from the guest's school. A new form must be completed for each individual dance, even if the student is bringing the same guest.

All Lemont High School rules apply at school functions. It is the Lemont High School student's responsibility to inform his/her date of these rules and ensure his/her date's compliance. **In order to be admitted to the function, guests must be in the ninth grade or older; may not be older than 21 years of age; must have photo identification in their possession; and may not have been involved in any criminal proceedings or have any pending court cases in the 12 months preceding their attendance at the event.**

SAFETY DRILL REGULATIONS

Fire Regulations

Each room has an exit plan and an alternate exit plan displayed for all to view. At the sound of the fire alarm, students are to leave the room immediately in an orderly fashion and proceed to the exit listed for their room. They are to use the alternate exit if the first exit is blocked. Students are to remain outside the building until an "all-clear" signal is given. Additional directions are posted in each classroom.

Tornado Regulations

Each classroom and area in the school has been assigned a safety location in case of a tornado. More complete regulations have been posted in each classroom.

Environmental Disaster Regulations

The local police, fire and Emergency Services Disaster Agency (ESDA) forces would determine the school's course of action in such an emergency, but procedures have been developed for evacuation, "staying put" and hosting other schools/groups.

Alarms

Two types of alarms are heard during the year – fire alarms and tornado alarms. These are serious because they involve the safety of all Lemont High School students and staff. Any person sounding a false alarm will be referred to the Dean's Office for disciplinary action, and may be subject to expulsion.

EMERGENCY POWER OUTAGE

If there is a power outage, students should remain where they are until specific directions are given. If the loss of power occurs during a passing period, students should carefully proceed to their next class.

SCHOOL CLOSING

During the winter, it is sometimes necessary to close school because of dangerous weather conditions. When a decision to close school has been made, students will be notified by the Superintendent through the school's Skylert Messaging System. Students also may visit either the school's Web site - **www.lhs210.net** - or **www.emergencyclosings.com**, or consult these sources to learn about weather cancellations:

WGN Radio (720 AM)	CBS-2	WGN-9
WBBM Radio (780 AM)	NBC-5	FOX-32
WZZN Radio (94.7 FM)	ABC-7	CLTV

STUDENT IDENTIFICATION CARD

Each student is issued an identification card at the beginning of the school year. The ID card will be necessary for a student to gain admission to many school activities or the bus, and is required in order for a student to check out books from the library. Students will not be issued a pass without an ID. A student who loses his/her ID must report the loss to the Pupil Personnel Services (PPS) Office. **Students must carry their own ID card at all times. It may not be changed, altered or marked in any manner other than prescribed by Lemont High School.**

LOCKERS

Lockers are the property of Lemont High School and are loaned to students for their use. School authorities reserve the right to open and search any locker and its contents, including personal belongings, as they deem necessary. Each student is assigned a locker that he/she will keep for the duration of high school. Students are to keep lockers in an acceptable condition, and will be held accountable for damage to their lockers. Students are responsible for the contents of their lockers. All materials are to be removed from lockers before the summer.

LOST AND FOUND

Lost items are handled through the Pupil Personnel Services (PPS) Office. Anyone finding any lost object should turn it in to the PPS Office. All items that are not claimed by the end of the school year are donated to charity.

TELEPHONES

Telephones owned by Lemont High School are to be used only for school-related business and only with permission of school officials. The office telephone is a business phone and should be used by students for emergencies only. Students should not exit the building to use a public phone. During class time, telephones only may be used with permission of school personnel.

VISITORS AND DELIVERIES

The school has a responsibility to maintain a learning environment that is as free from outside distractions as possible. Student visitors and deliveries for students present the potential for such distractions. Lemont High School does not allow floral or balloon deliveries for students, nor does it allow visitors to accompany students during school hours. Parents, salespersons and the general public must report to the Pupil Personnel Services (PPS) Office. Vendors and contractors must report to the Buildings and Grounds Office. All visitors should be prepared to submit a driver's license to the PPS Office or its designee as a form of identification upon entering the building. Failure to receive visitor status constitutes trespassing and may result in legal action. A person who refuses to comply with check-in and identification procedures is guilty of a Class A misdemeanor.

CAMPUS SECURITY

Students, parents and visitors should be aware that video cameras record 24 hours a day in various locations throughout the campus and building hallways.

POSTER APPROVAL

All materials that are to be posted must be approved and stamped "Approved" by the Athletic/Activities Office before being posted. Outside organizations may post one poster in the Porter Street lobby after approval.

DISTRIBUTION OF LITERATURE

School-Sponsored Publications

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission.

All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous or obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process, will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those that are published/produced will be provided within the same media.

Non-School-Sponsored Publications

Students may distribute non-school-sponsored written material at school in accordance with the Principal's distribution rules. Students may not, however, distribute written material at school that:

- Is obscene or libelous.
- Invades the privacy of others.
- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
- Advocates conduct otherwise inconsistent with shared values of civilized social order.
- Is religious material that other students could reasonably believe is school-sponsored or endorsed.

Distribution "at school" includes distribution on school property or at school-related activities. Students who distribute forbidden material or who write or publish such material for distribution at school engage in gross disobedience and misconduct and may be disciplined.

All materials must be approved by the designated administrator before being distributed. Materials from approved outside organizations will be placed in the Pupil Personnel Services (PPS) Office for students to obtain.

DRESS AND APPEARANCE GUIDELINES

Lemont High School students are expected to dress and groom themselves in an appropriate manner and in a way that will reflect good taste. The intent of the school's Dress and Appearance Guidelines is to promote a good learning environment without imposing undue restriction upon each individual's freedom. The primary responsibility for student dress rests with parents/guardians and students, as long as such dress and grooming does not present a health or safety hazard or disrupt the educational process. The school hopes a student's decision regarding dress and appearance will be governed by what the students and their parents/guardians personally know to be reasonable and appropriate for the school setting. Modesty always is appropriate.

Parents/guardians and students should use the following guidelines:

- Students must be clothed from the shoulders to a reasonable length on the thighs.
- All shirts and blouses must be in good taste.
- Midriff shirts, half shirts, halters, spaghetti strap/tank top shirts, and shirts that are low cut or revealing are not allowed.
- All clothing with holes or rips is prohibited.
- Undergarments should not be able to be seen.
- Extreme clothing that is distracting may not be worn.
- Numerals, slogans, clothing and accessories that bear unacceptable symbols or insignia, including, but not limited to, references to gangs, drugs, alcohol, tobacco, profanity, vulgarity or sexual innuendo, and/or drawings on clothing that are offensive, obscene, profane or disruptive to the educational process will not be allowed.
- Hats, caps, head coverings, spiked apparel, chains, pins and other metal accessories and/or sunglasses may not be worn in the building at any time; hats must be stored in lockers or bookbags at all times.
- Trousers, slacks, shorts and skirts should be worn around the waist.
- For safety and health reasons, some form of shoe must be worn.
- No outer garments like coats shall be worn or carried to classes or the lunchroom; they should remain in the student's locker.
- Some areas of the school require special safety and/or health protection.
- Students are prohibited from wearing designer contact lenses, including but not limited to, cat-eye and red contacts, to alter their appearance.
- Students are prohibited from using rubber bands or other restraints to alter their clothing.

Students violating dress and appearance guidelines will be given an opportunity to correct the violation. The Dean will address any violation that is referred to the Pupil Personnel Services (PPS) Office. Students may be required to return home to correct violations. When a student's appearance disrupts the educational process, creates unnecessary attention or infringes upon the rights of others, the student may be subject to disciplinary action. In extreme cases or when a student chooses not to cooperate in correcting the situation, he/she may be subject to further disciplinary action. Students who repeatedly violate these standards may be suspended. Health and safety standards will be maintained at all times for the protection of students and property.

LUNCHROOM REGULATIONS

All students are required to eat lunch in the lunchroom. Food and drink are not allowed outside of the lunchroom. No students are to be in the halls during the lunch periods without a pass. Students are not to congregate around the doorways. Boisterous behavior will not be tolerated in the lunchroom. Students are to properly dispose of their own garbage, and return eating utensils to the kitchen. All students sitting at a particular lunchroom table will be held accountable for cleaning their table and the area around their table.

TECHNOLOGY USE POLICY

Section 1 - Acceptable Use Policy

The intent of this policy is to ensure that **ALL** uses of the district's computer network are consistent with the district's mission statement, strategic plan and Lemont High School graduation criteria. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials.
- Reinforcing the specific subject matter taught.
- Requiring the use of critical thinking skills.
- Promoting tolerance for diverse views.
- Teaching socially appropriate forms of civil discourse and expression.

This policy does not attempt to define **ALL** required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user **MUST** exercise good judgment and appropriate conduct. For purposes of this policy, the district's "computer network" includes all the district's computers and peripheral equipment (including, but not limited to, telephones and fax machines), the district's local and/or wide area network, and access to the Internet through district computers or the district's local and/or WiFi network.

Section 2 - Opportunities and Risks of Computer Network Use

Lemont High School believes the value of information, interaction and benefits that access to the district's computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The district has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources. This "best effort" basis would include, but not be limited to, the following:

- Staff supervision
- Security software
- User training

TECHNOLOGY USE POLICY (cont.)

Section 2 - Opportunities/Risks of Computer Network Use (cont.)

Lemont High School does not support or condone access to educationally inappropriate resources. Users **MUST** utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The district may provide students with a student e-mail account that can be accessed through any computer with Internet access. The district may review all files, including electronic communications, that are created on, stored on or sent to, from or via the computer network. The district reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the district's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the district's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The district cannot be held accountable for information that is retrieved through the use of technology.

Section 3 - User Conduct and Responsibilities

Guidelines for access to the district's computer network within this document apply to **ALL** students, administrators, faculty, staff and other employees of the district. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with district policies governing such behavior, such as its policy on student behavior and staff contacts.

The district's computer network is part of the educational curriculum and not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. **ALL** users of the district's computer network are expected to abide by district policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the district's computer network for **educational and professional purposes only**. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via the district's computer network and acknowledge the source of information when appropriate.

ALL users of the district's computer network are representatives of Lemont High School and should act accordingly.

TECHNOLOGY USE POLICY (cont.)

Section 3 - User Conduct and Responsibilities (cont.)

Guidelines for acceptable use include, but are not limited to, the items listed below.

Users will:

- Use appropriate language.
- Avoid offensive or inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others.
- Note that e-mail is not guaranteed to be private. People who operate the school information systems do have authorized access to e-mail; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Take responsibility for any technology-related activities that they borrow or are used under their account or password.
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.

Misuse of the district's computer network constitutes gross disobedience or misconduct and is unacceptable. Examples of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school.
- Threaten the integrity or efficient operation of the district's computer network.
- Violate the rights of others.
- Are socially inappropriate or inappropriate for a student's age or maturity level.
- Are primarily intended as an immediate solicitation of funds.
- Are illegal or for illegal purposes of any kind.

Use of the district's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

TECHNOLOGY USE POLICY (cont.)

Section 3 - User Conduct and Responsibilities (cont.)

Examples of district computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue.
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat.
- Harassing other users.
- Using another user's accounts.
- Misrepresenting one's self as another user.
- Violating the rights of others or their privacy and safety.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Accessing district blocked Web sites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling.
- Vandalizing data, programs, networks or information resources.
- Degrading or disrupting systems or equipment.
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage.**
- Spreading computer viruses.
- Gaining unauthorized access to resources or entities.
- Violating copyright laws or other intellectual property rights.
- Using technology resources for illegal activities.
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery.
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Violations of these guidelines and/or district policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the district's computer network. Users are subject to additional consequences as described in the district's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

Section 4 - District Responsibilities and Confidentiality

The district reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from district personnel as it relates to the use of the district's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside Lemont High School. Lemont High School reserves the right to deny individual users access to specific technology as a consequence of misuse.

TECHNOLOGY USE POLICY (cont.)

Section 5 - Disciplinary Actions

Failure to comply with this policy and/or the regulations governing the use of the district's computer network will result in disciplinary action. Lemont High School reserves the right to deny individual users access to the district's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand.

Additional actions as deemed appropriate:

- Staff/parent contact for student misuse.
- Referral to administration for student discipline.
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (**Note:** Multiple infractions may result in extended or permanent loss of technology privileges).
- Confiscation of inappropriate item(s).
- Restitution/restoration.
- Administrative and/or Board of Education action, including suspension and expulsion.

Section 6 - Additional Rules and Actions

The Superintendent reserves the right to establish additional rules and take appropriate actions to implement this policy.

LEARNING RESOURCE CENTER

Lemont High School's Learning Resource Center (LRC) serves as an excellent resource for the school's students and staff. While the LRC is a hub of activity each day, hosting students each class period, it is also available to students and staff on-line.

The LRC is committed to supporting the school's mission by providing an environment that features:

- Instruction and programs.
- Access to collections of research and personal interest resources.
- Access to technology.
- Individual and group study space.
- A staff that facilitates student learning and faculty instruction.

LEARNING RESOURCE CENTER (cont.)

Behavior Expectations

Students are expected to abide by the following behavior expectations when utilizing the LRC.

1. Sign In

- Students who visit the LRC individually (i.e. not part of a class) must sign in.
- Students must show a pass to the LRC Director or LRC Secretary.

2. The LRC is a quiet place to study, complete assignments and read

- The LRC is not a place for socializing.
- Group study and projects are allowed at the discretion of the LRC Director, secretary or supervisor.
- Students are encouraged to utilize the LRC as a space to read for relaxation (i.e., browsing through a magazine or newspaper, reading a novel, etc.)

3. Use LRC resources responsibly

- Using the LRC is a privilege. Students who violate behavior expectations, fail to exhibit responsible technology use or neglect to wisely utilize time spent in the LRC will be asked to leave.

4. Come prepared

- Students must bring all necessary materials to the LRC.
- LRC staff will issue hall passes only to students who have been focused and may require more work.

5. Computer gaming is not allowed during class periods

- Students who violate this rule will be asked to leave the LRC for the remainder of the period.
- Before or after school and during lunch, computers not in use for academic purposes are available for school-appropriate gaming (i.e., online checkers, solitaire, etc.). However, if a student or teacher requires a computer for academic purposes, such gaming must be forfeited.

6. Treat LRC furniture with care

- Students are asked not to write or sit on tables or lean back on chairs.
- Students are asked to return furniture and materials to their proper places before leaving the LRC.

7. Food or drinks are not allowed

- Unless part of an LRC-sponsored event, food, gum and drinks are prohibited in the LRC.

8. Cell phones are not to be used or heard in the LRC

- Cell phones are not to be used at anytime in the LRC. Students using a cell phone to communicate in any way will have their phones confiscated.
- All cell phones and electronic devices should be silenced prior to entering the LRC.

LEARNING RESOURCE CENTER (cont.)

Behavior Expectations (cont.)

9. Personal music devices may be used individually within the LRC

- Students using devices to listen to music must utilize earphones/buds.
- The volume of music or podcasts on a personal music device must be discernible only to the primary user.

Disciplinary Procedures

Any student in violation of LRC behavior expectations can expect the following consequences:

- Students may be given a verbal warning.
- Students may be asked to leave the LRC, and may subsequently be required to serve a detention and/or lose usage privileges for the remainder of the class period.
- Students who continue to cause problems will be referred to the Pupil Personnel Services (PPS) Office.

If an offense warrants, the LRC Director or secretary or any member of the faculty or staff monitoring the LRC may refer a student directly to the Dean's Office.

Policies

Students are expected to adhere to the following LRC policies.

Circulation

- Students must present proper identification to check out materials. A student ID, driver's license or faculty/staff verification may be utilized.
- Students are responsible for all materials circulated under their account. If a student borrows materials from the LRC and lends them to another student, he/she will be accountable for any fines or fees that are accrued.
- Students may check out up to eight books at a time, for a time period of up to two weeks. Fiction and nonfiction books circulate for two weeks. Reference books may selectively circulate overnight, but must be returned to the LRC prior to the first period of the next school day. Extended borrowing periods may be arranged with the LRC staff.

Overdue Materials

- Materials checked out from the LRC are subject to overdue fines. The overdue fine for fiction and nonfiction books is 10 cents per school day. The overdue fine for reference books is $1 per day. Reference titles are considered overdue if they are not returned prior to first period.
- Students with overdue books or large fines are barred from circulation until those issues are addressed. Students with overdue items may not check out new materials until all overdue books have been returned. Any student with fines exceeding $5 must pay his/her fines (incrementally if requested) before checking out further materials.

LEARNING RESOURCE CENTER (cont.)

Procedures (cont.)

Lost Materials

- If a student loses or damages a book or media item, the student is responsible for replacing it. Students who believe they have lost any material should communicate with the LRC staff as soon as possible.

Access to Electronic Resources

- The LRC offers students and staff access to a variety of subscription databases and eBooks linked from the LRC section of the school's Web site - **www.lhs210.net**. Off campus, these resources are accessible only by utilizing the following usernames and passwords. Students should consult the "Databases and eBooks" link on the LRC Web site to determine which username and password is appropriate to use for each database.

ABC-CLIO Products
CQ Researcher/Global Researcher
Discovery Streaming
EBSCO Products
Gale Products
Proquest Products

Usernames and passwords available in the LRC

Log-in information for trial databases made available during the course of the year may be obtained from the LRC Director.

WRITING CENTER - "THE BRIDGE"

Lemont High School's Writing Center - "The Bridge" - offers students and staff free writing support for any course, writing concern or stage of the writing process. The Bridge is staffed by trained writing instructors and upper-level students who are writers themselves; these individuals understand the frustrations and delights of writing and re-writing.

The Bridge helps writers develop ideas, clarify expression and meet expectations of academic writing. Teachers and tutors work together as coaches with the writer by asking questions and responding to the student's writing. Short, focused sessions of 20-30 minutes allow time for teachers and tutors to offer feedback. Instructors at The Bridge stress a writer's long-term development rather than paper editing.

In addition, The Bridge directly assists Lemont High School teachers in the development of writing instruction for each discipline, including creating assignments, rubrics and activities to achieve curricular goals. The Bridge focuses on writer's craft, research assistance, and the use of technology to further writing instruction. Students may sign up at The Bridge or on-line to meet during their free time or a time assigned by a teacher.

ATTENDANCE

Philosophy

Regular attendance is one of the most important factors affecting student achievement. Many study results demonstrate that students who attend school regularly do better than those who are frequently absent. Poor or irregular attendance diminishes learning and lowers student achievement. The attendance policies and procedures reflect a belief that students must be present in school in order to learn.

District goals for student learning emphasize the importance of communication skills, social responsibility and respect for the ideas, values and opinions of others. Students cannot achieve these goals if they are not in class. Class time missed is learning lost.

Parents/guardians are urged to stress the importance of regular attendance and punctuality. These traits should be fostered by both the family and school.

Defining Attendance

All absences - including those due to suspension, medical issues or vacations - will be accumulated and used in reporting total student absences. Sanctioned school absences will not be accumulated. Examples of sanctioned school absences include field trips, participation in athletic and club events, and student conferences with faculty. Once the information regarding the nature of an absence has been gathered, the school's administration will determine whether the absence is excused or unexcused.

Excused Absences

Students absent for any reason other than those listed as "Excused Absences" **will be considered truant**. At seven absences per semester, the Pupil Personnel Services (PPS) team will review the student's progress and determine if classes should be dropped. Examples of excused absences include, but are not limited to, the following:

- Illness (1-3 days) verified by parent/guardian.
- Illness (4-10 days total) **verified by doctor**.
- Injury.
- Family emergency.
- Funeral of immediate family member.
- Court appearance verified by bailiff's note.
- Pre-arranged college visits (forms must be filled out and are available in the PPS Office)
- Out-of-school suspension.
- Religious observance/instruction*

* Parents/guardians must give written notice to the district five days before a student's anticipated absence. It is the responsibility of the teachers and administrators to make available to each student who is absent from school because of a religious observance an equivalent opportunity to make up any examinations, study or work requirements he/she has missed because of such absence on any particular day.

ATTENDANCE (cont.)

Unexcused Absences

An absence for any reason other than those listed under "Excused Absences" will be considered unexcused. Examples of unexcused absences include, but are not limited to, the following:

- Oversleeping
- Missing the bus
- Truancy
- Personal business
- Car trouble
- Shopping
- Babysitting
- Tardy of more than 15 minutes

Truancy

The district will determine if a student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate school personnel to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), any school official(s), or other people who may have information. The following support services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services

Any 17 year-old resident may, upon providing documentation of drop-out status for the previous six months, participate in the district's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Principal shall refer the matter to the Superintendent, who may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant officer of the Regional Office of Education of Cook County. The Board of Education, Superintendent, district administrators and teachers shall assist and furnish any information they have to aid truant officers.

Student Responsibilities

It is each student's responsibility to be prompt and attend class regularly. If a parent/guardian does not call on the date of the absence, it will be necessary for the student to go to the attendance office to obtain an "Admit to Class."

ATTENDANCE (cont.)

Reporting an Absence

TO REPORT AN ABSENCE CALL (630) 257-5838, Ext. 1

Failure to contact the school by the end of the day on the day of absence will result in the student receiving an **UNEXCUSED ABSENCE**. Parents/guardians are required to contact the attendance office.

To avoid disciplinary consequences, students who return to school before a parent/guardian has phoned the school must have a written excuse from the parent/guardian that includes a telephone number where he/she can be reached.

Leaving During the School Day

If a student becomes ill at school, the following procedures must be followed:

- The student should report to the school nurse to have his/her condition assessed as soon as possible.
- When necessary, a parent/guardian will be called and informed of the student's condition. Parents/guardians are urged to provide the school nurse with work phone numbers and the names and phone numbers of emergency contact persons.
- In case of a medical emergency when the paramedics are called, every effort will be made to contact the parent/guardian before the student is transported to an emergency room. However, immediate action will be taken if circumstances warrant.
- Students may not make their own arrangements to leave, and may leave school only after the nurse or the Pupil Personnel Services (PPS) Office has been consulted. Failure to seek permission from the nurse or administration will be considered leaving the building without permission, and disciplinary action will follow. A call from home or a note from parents at a later date will not be accepted.

Closed Campus

Students who are bussed to school, dropped off at school, or drive or walk to school are considered "on campus" immediately upon their arrival, and are expected to remain on campus until after their last class of the school day.

If a student leaves school before the completion of the school day, he/she is required to have permission from a parent/guardian, which must be communicated through the attendance office. In the attendance office, the student must sign out and will be issued a permit to leave. Upon returning, the student should report to the attendance office, sign in, and receive a pass to class. If a student leaves school before the end of the school day without parent/guardian permission and a permit to leave, he/she will be subject to disciplinary action. A student must also receive permission from the Dean's Office to leave the building to go to the parking lot.

ATTENDANCE (cont.)

Excessive Absences

Lemont High School students are expected to attend classes on each day that school is in session. Because the school day ends at 2:37 p.m., ample time is available for students to schedule appointments to see doctors, dentists, lawyers, etc., after school. Students who accrue seven days of absences (excused or unexcused) per semester may lose credit, be dropped from their classes, and/or be recommended for expulsion from school. Any exception to the above is subject to review by the administration.

After a student accumulates four days of absence **not verified by medical, dental or family emergency**, his/her parent(s)/guardian(s) will be notified. After seven days of absence not verified by medical, dental or family emergency, the parent/guardian is asked to contact the student's counselor. The student may be removed from class. Students removed from classes may be recommended for expulsion or given an option to voluntarily withdraw.

Planned Absences

All absences should be for valid reasons. Vacations during school time are strongly discouraged. Extended absences may cause a serious loss in the quality of a student's education. This decision should be made with consideration of the student's current status in school and the impact of the absences. Vacation days do count toward the absence limit of seven days. All work missed must be made up in advance of leaving or arranged to the satisfaction of the teacher if credit for the work is expected. It is the student's responsibility to arrange for and complete the work. A parent/guardian should call his/her student's counselor regarding the planned absence, and the student should pick up a Planned Absence Form in the Pupil Personnel Services (PPS) Office.

Make-up Work

When a student is absent, he/she is allowed to make up the work missed. Make-up policies may differ from teacher to teacher; students should contact teachers for make-up work as soon as possible. It is the student's responsibility to obtain and complete this work to receive credit for it. If a student is on an extended absence of three days or more because of illness, suspension, or other approved administrative reasons, his/her parent/guardian may call to make arrangements to have assignments collected from teachers.

Final Examinations

Students are to take final exams during the regularly scheduled time. If unable to do so because of illness, the student must obtain a doctor's statement certifying his/her inability to take the exam. No student is allowed to take exams early in order to go out of town, etc. If a student is absent and unexcused for an exam, he/she will receive a zero on the exam.

ATTENDANCE (cont.)

Perfect Attendance

Perfect attendance lists are released for each quarter of the school year. Students who have been in attendance for every school day, including all individual periods of all school days, shall be placed on the perfect attendance list for that given quarter. Students absent from non-academic class periods like lunch because of a verified medical reason are an exception if a note from a doctor is presented to the attendance office.

MEDICAL INFORMATION

Physical Examinations

Each freshman must have a physical examination before beginning school in the fall. Freshmen are to have all necessary forms completed by their respective family physicians. The State of Illinois Child Health Examination Form is available with registration information and should be returned on or before the day the student registers for school. Students also are recommended to submit State of Illinois Dental Examination Forms, State of Illinois Eye Examination Reports, and State of Illinois Vision Specialist Reports. The Illinois Department of Public Health requires physical examinations and immunizations prior to entrance into the ninth grade. Students will be excluded from school until these requirements are met.

A student transferring from anywhere outside of the state of Illinois must submit a State of Illinois Child Health Examination Form, including a complete immunization record verified by the examining doctor. This exam must have been performed by an Illinois physician within the previous 12 months. Out-of-state transfers also are required to submit a State of Illinois Vision Specialist Report.

Administration of Medication

Responsibility for administering medication to a student rests primarily with the student's parent(s)/guardian(s). **Medication will be administered by designated school personnel, such as the school nurse, during the school day ONLY when absolutely necessary for the health and well-being of the student and when failure to receive such physician-prescribed medication during school hours would jeopardize the student's health and ability to attend school.**

MEDICAL INFORMATION (cont.)

Guidelines for the Administration of Medication in School

When a student requires daily or regular medication, his/her parent(s)/guardian(s) must make every effort to give prescribed doses of the medication at home. Parents/guardians are urged to consult with a doctor to see if mid-day medications can be adjusted and given at another time. Therefore, only medications (prescription and non-prescription alike) that are prescribed by a physician and essential for the student to remain in school shall be given, providing that the conditions outlined below are followed. Standing orders (written protocol for general use of a medication) may not be used as a basis for the administration of medication unless the orders address administration of medication in emergency situations, such as the administration of insulin to a diabetic student or inhalants to an asthmatic student.

- Medication, including both over-the-counter and prescription drugs, will be administered during the school day only after a parent/guardian files a completed medication authorization form with the school. A physician's statement and a parental request are needed.
- A student's parent/guardian must renew written orders for a continuing medication at the beginning of each school year.
- Prescriptive medication must be brought to the school nurse's office in the original pharmaceutical container labeled with: the student's name; prescription number; name of medication; dosage; administration route and/or other direction; date and refill; licensed prescriber's name; pharmacy name, address and phone number; and name or initials of pharmacist. Non-prescription medications must be brought to the school nurse's office in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.
- When possible, an initial dosage of the medication must be given at home.
- Students are not allowed to keep any kind of medication, including over-the-counter medication, in their possession or in their lockers. Exceptions may be made for prescribed inhalers for bronchial conditions. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a "School Medical Authorization Form," which is available from the school nurse. The district shall incur no liability - and the student's parent(s)/guardian(s) must indemnify and hold harmless the district, its employees and agents against any claims, except those based on willful and wanton conduct - as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.
- Students must come to the nurse's office for their medicine.
- Any certified employee may administer medication in emergency situations if, under the circumstances, the school nurse, a certified administrator or emergency medical personnel cannot be available in sufficient time, and the student cannot reasonably self-administer the medication.

MEDICAL INFORMATION (cont.)

Psychotropic or Psychostimulant Medication

No disciplinary action shall be taken or behavioral intervention shall be utilized that is based, in whole or in part, on the refusal of a student's parent(s)/guardian(s) to administer or consent to the administration of psychotropic or psychostimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions, to the extent otherwise permitted by law, when a student violates a Board of Education policy, school or class rule, and/or federal, state or local laws, while at school, on school property, or at a school-related activity or event.

In-service training of certified school personnel and administrators shall be conducted at least once every two years, which includes training on current best practices regarding the identification and treatment of attention deficit disorder ("ADD") and attention deficit hyperactivity disorder ("ADHD"), the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. The Board of Education authorizes the Superintendent or his/her designee to develop an in-service training program, and/or to identify outside training programs that meet these requirements.

STUDENT CODE OF CONDUCT

Lemont High School, through its policies and procedures, attempts to solve discipline problems at the lowest possible level. Discipline is viewed as a means of teaching responsible citizenship and not as a means of simply punishing offenders. The school attempts to enlist parental support so that together the two groups may work to help students.

An essential element to the educational process is an environment that is conducive to learning. Students cannot learn and teachers cannot teach in a disruptive atmosphere. The Board of Education, the administrative staff and faculty accept their responsibility to provide an environment where learning can take place and to protect the rights and privileges of all members of the school community.

Courtesy towards staff, visitors and other students should be the rule for the educated young adult and will be encouraged at all times, including during after school activities and activities and events at other schools.

Acts of gross disobedience or misconduct shall be the basis for disciplinary action, such as detentions, after school discipline assignments, Saturday detentions, external suspensions, expulsions or other disciplinary action as deemed necessary. Progressive discipline will be administered when a student repeatedly violates school expectations. See page 51 for information regarding special education student discipline.

In general, students are expected to comply with the following responsibilities:

- To become informed and adhere to reasonable rules and regulations established by the Lemont High School District 210 Board of Education and implemented by school administrators and teachers.
- To respect the rights and individuality of other students, school administrators and teachers.
- To refrain from libel, slanderous remarks, obscenity and bullying in verbal and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety and does not disrupt the educational process.
- To be punctual and present in the regular or assigned school program.
- To refrain from gross disobedience or misconduct or behavior that disrupts the educational process.
- To maintain the best possible level of academic achievement.
- To respect the exercise of authority by school administrators and staff in maintaining discipline in the school and at school-sponsored activities.
- To inform school authorities if they possess knowledge about intended violence at school, on school grounds or at a school-sponsored event. Students may inform authorities in person, by phone, by e-mail (**dand@lemont.k12.il.us**) or by calling the school violence tipline at **(800) 477-0024** or **(630) 257-6426**.

STUDENT CODE OF CONDUCT (cont.)

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parent(s)/guardian(s) and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's discipline record, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

District's Disciplinary Actions

1. Parent Conferences

Parents/guardians are viewed as partners with school personnel in helping students to successfully complete their high school education. Parents/guardians are encouraged to be involved in their child's education. In serious cases of discipline, school officials may require a parent conference.

2. Loss of Privileges

As students advance through Lemont High School, they may receive certain privileges (i.e., driving to school, extra-curricular activity participation, attendance at Wilco, participation in work programs, etc.). Students may forfeit these privileges if they do not comply with school rules.

3. Detentions

Detentions are the assignment of an additional period of school to be served after the end of the regular school day. The date of the detention will be agreed upon by the student and teacher. Students should serve the detention on the day it is assigned. Student employment or extra-curricular activities do not excuse students from serving the detention on the assigned date. Detention dates will not be changed without parent contact. Students must report for detention before the tardy bell. They will not be admitted if they are late or do not have study materials. Students accumulating 10 detentions in a semester may be subject to further disciplinary actions. If absent and excused on the day of an assigned detention, the student should see his/her Dean to reschedule.

4. Referral

A referral is a written anecdote of an incident resulting in disciplinary action. This form is placed in the student's disciplinary file, and a copy is provided to the student's counselor and to the referring staff member.

5. After School Discipline (ASD) - Dean Detention

After school discipline is an extension of the regular detention period where students are supervised in a quiet study hall and expected to work on school assignments. All students assigned to after school discipline will be required to be in the ASD room for the total number of hours assigned. Failure to complete either academic or behavioral obligations to the satisfaction of the supervisor may lead to further disciplinary action. A violation of after school discipline policies will be considered a serious offense and may result in a suspension. If absent and excused on the day of an assigned detention, the student should see his/her Dean to reschedule. Once a student has received 10 assignments to after school discipline per year, each offense calling for an ASD assignment thereafter will be considered serious and may lead to a Saturday detention or an external suspension.

6. Saturday Detention

Saturday detentions are used as an alternative for some after school discipline assignments or when after school discipline assignments do not seem to be effective. Saturday detention sessions are four hours in length and run from 8:00 a.m. to noon on designated Saturdays throughout the year. Students may be denied admittance if they arrive late or are not prepared with sufficient study materials. **Failure to report for Saturday detention or failure to do as directed by the supervisor will result in an external suspension and the Saturday detention will be reassigned.** A student may not be assigned a Saturday detention for more than five offenses during a semester. External suspensions may replace Saturday detentions once this limit has been reached.

7. Discipline Day(s)

Discipline Days allow students to become engaged in activities that positively impact the community, while at the same time allowing them to develop a sense of community awareness and positive self esteem. Students may be assigned a Discipline Day as an alternative, or in addition, to other disciplinary actions. Discipline Days may be up to eight hours in length, and may consist of working around the school or performing service at an alternative site. Specific dates and times will be discussed with students in advance. Failure to report for an assigned Discipline Day, or failure to do as directed by the supervisor, may result in an external suspension and reassignment of discipline.

8. External Suspension (OSS)

When a student's misconduct is so serious that it adversely affects the general welfare of the school, so frequent that it appears other discipline does not deter it, or breaks a law, the student will be issued an external suspension. A single suspension will not exceed 10 school days. Students who are suspended from school may not attend class or any school-sponsored activity. They may not be on school grounds during a suspension unless they have made prior arrangements with the Assistant Principal for Staff and Student Services.

STUDENT CODE OF CONDUCT (cont.)

District's Disciplinary Actions (cont.)

8. External Suspension (OSS) (cont.)

Students who do not make such arrangements are subject to trespassing laws. It is the student's responsibility to obtain and complete all work assigned during this time to receive credit. Parents/guardians are reminded that the Village of Lemont has a daytime curfew during school hours. External suspensions do count toward the seven-day maximum absence policy. Parents/guardians will be notified in writing of the reason for suspension. A student completing an external suspension may be required to schedule a conference involving the student, an administrator, and the student's parent(s)/guardian(s) prior to being readmitted to regular classes. Parents/guardians have the right to review a suspension by contacting the Assistant Principal. Once a student has been suspended out of school for a total of three times or for 10 days in one semester, the student may be placed on a final warning and may be recommended for an expulsion hearing if further disciplinary action is needed.

9. Final Warning

A final warning is a behavior contract between the student, his/her parent(s)/guardian(s) and the Assistant Principal. The student is to observe all school rules, regulations and other stipulations set forth by the administrator. The student is placed on social probation. If the student violates the provisions of the final warning, he/she may be recommended for expulsion to the Board of Education.

10. Social Probation

A student may be placed on social probation for inappropriate behavior at an extra-curricular activity or event. A student on social probation may not attend or participate in any school extra-curricular function (including dances). Any student who has been externally suspended or placed on final warning is automatically placed on social probation.

11. Expulsion

In cases of gross disobedience or misconduct or continuous acts of such, the Principal may recommend to the Superintendent that expulsion proceedings be initiated. The Board of Education has the authority to remove a student from school for a period not to exceed two calendar years. A student who possesses, controls or transfers a weapon or any other object that can be reasonably considered, or looks like, a weapon, shall be expelled for at least one year, but for no more than two calendar years. The expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board of Education on a case-by-case basis. **An expelled student is prohibited from being on school grounds or at any school-sponsored events.**

STUDENT CODE OF CONDUCT (cont.)

District's Disciplinary Actions (cont.)

Due Process

Prior to formal disciplinary action, students will have a disciplinary hearing with the Dean or another designated administrator. At this conference, students will be apprised of rules they may have violated and have an opportunity to present testimony on their own behalf. In the event that an authorized school administrator determines that an external suspension is appropriate due to a student's actions, he/she will provide the student and his/her parent(s)/guardian(s), by mail or phone, notification of the suspension. A request to appeal a student's record of suspension may be made verbally at the point of notification or in writing within 72 hours after receiving notification of the suspension.

The steps of the appeal process are as follows:

1. Assistant Principal
2. Principal
3. Superintendent or designee
4. Board of Education (through appointed hearing officer)

Student Grievance Procedure

A grievance based on relationships, procedures or conditions in the school may be initiated by one or more students and may be processed through the counselor, the Dean, the Assistant Principal or the Principal.

Gross Disobedience and Misconduct

Gross disobedience or misconduct is any conduct, behavior or activity that causes the disruption of school activities or to the rights of other students, school personnel or related personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school function. It may also occur away from school grounds, provided that a direct relationship exists between the conduct of the student and a potential impact on the school, its processes or student environment.

The following list, though not exhaustive, contains examples and definitions of conduct that may constitute gross disobedience and misconduct:

1. Dress Guidelines

See Dress and Appearance Guidelines on page 12.

2. Fighting

Fighting is usually not the result of one simple act of aggression on the part of one individual, rather the result of many circumstances and verbal exchanges. A person who chooses to instigate a situation with words may also be held responsible for a fight. Students are cautioned to conduct themselves in their relations with fellow students so that such relationships do not result in a fight. If threatened, a student should report the incident to a staff member. Intervention and mediation is available through the Pupil Personnel Services (PPS) Office.

STUDENT CODE OF CONDUCT (cont.)
Gross Disobedience and Misconduct (cont.)
3. Bullying

Bullying is any words or actions that make another person feel unsafe. Board of Education policy prohibits a student or group of students from using aggressive behavior while at school or at school events that does physical or psychological harm to someone else and/or urges other students to engage in such conduct. This includes bullying through the use of technology. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct.

Efforts, including the use of early intervention and progressive discipline, 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.

4. Tobacco

Students are not permitted to use, possess, distribute, purchase or sell tobacco in any form on school grounds, on school buses, or at any school-related activities. In addition, students may not possess smoking paraphernalia. Students are also prohibited from leaving campus for the purpose of smoking and then returning to campus. In addition, use or possession of tobacco is a violation of a Village of Lemont ordinance and will be dealt with accordingly. For the purposes of this section, tobacco means cigarette, cigar or tobacco in any other form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

5. Illegal Substances

If a student uses, possesses, distributes, purchases, sells or is under the influence of any illegal or controlled substance, including alcohol, unlawful drugs, steroids, or "look-alike" drugs during school time, on school premises or during school-sponsored activities, he/she is subject to search, suspension and expulsion.

A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) the student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly represented or implied to be an illegal drug or controlled substance.

Students may not possess any paraphernalia associated with drug/alcohol use. The term possession includes having control, custody or care, currently or in the past, of an object or substance, regardless of whether or not 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, automobile; (c) in a school's student locker, desk or other school property; or (d) in any other location on school property or at a school-sponsored event.

5. Illegal Substances (cont.)

Use or possession of the previously mentioned substances is also a violation of the law and will be referred to the law enforcement authorities. Providing or selling illegal substances described above to other students or persons within the designated safe school zone (1,000 feet from school grounds) will result in suspension and recommendation for expulsion, as well as referral to law enforcement authorities.

Students suspected of use or possession of illegal substances may be searched by school officials. Students who are under the influence of any prohibited substance or drug, or in possession of any prohibited substance or drug paraphernalia, are not permitted to attend school or school functions and are treated as though they had alcohol, drugs or paraphernalia, as applicable, in their possession.

6. Weapon

The term weapon is defined as any object that may be used to cause bodily harm. Students are not permitted to use, possess, control or transfer a weapon on school grounds, school buses or at any other school-related activity.

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

For purposes of invoking an alternative educational setting in excess of 10 consecutive days for a disabled student, the term "weapons" shall include any devices, instruments, materials or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury.

STUDENT CODE OF CONDUCT (cont.)
Gross Disobedience and Misconduct (cont.)
7. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and physical contact of a sexual nature when such conduct has the purpose or effect of substantially interfering with a student's academic performance, or creating an intimidating, hostile or offensive educational environment. This includes harassment through the use of technology. Sexual harassment should be reported to the designated administrator. See page 64 of this handbook for further definition.

8. Racial/Ethnic Harassment

Harassment is unwelcome racial or ethnic comments or actions that are deemed offensive to the student being spoken to or upon whom an action is being taken. This includes harassment through the use of technology. Racial or ethnic harassment should be reported to the Dean.

9. Pagers, Electronic Signaling Devices, Telecommunication Devices

These devices, including but not limited to cellular radio telecommunication devices, cellular phones and picture cellular phones, are prohibited from being used by students during the school day.

iPods, CD players, MP3 players, other music platforms, cameras or phones may not interfere with the educational process. Faculty and staff have the right to prohibit or restrict their use by students. Any use of such device without consent may be considered as insubordination and may be reported to the Dean.

Students may possess cellular phones on campus subject to the following limitations:

- **Personal phones should not be displayed or used during the school day unless approved for educational purposes by a staff member.**
- A student may not use his/her cellular phone to take pictures during the school day, while engaging in school activities or at school-sponsored/related activities.
- Using a cellular telephone or other electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others or otherwise violate the student conduct rules or other district disciplinary policies and/or procedures, is subject to discipline. Any such use is prohibited and should be reported to the Dean.

A student may not use or have in his/her possession any pocket pager or similar electronic paging device within the school building or on any school property, during regular school hours or at any other time, unless otherwise authorized.

10. Initiation and Hazing

Initiation or being involved with any public school non-school-sanctioned fraternity, sorority or secret society by being a member, promising to join, pledging to become a member or soliciting any other person to join, promise to join, or be pledged to become a member is not permitted. Offenders will be suspended or recommended for expulsion. Initiations and hazings should be reported to the Dean.

11. Gang Activity

Street gangs, gang activity, satanic cults and related activities are prohibited in the school setting. The wearing of racially biased clothing, gang insignia, satanic cult paraphernalia or symbols (including gang colors and jewelry) is prohibited. Flashing signs, drawing symbols, distributing literature, recruitment and any other related activities of any unauthorized group are prohibited. Gang activity includes activities that involve or relate to criminal practices.

A youth gang is an organized group of two or more persons, some of whom may be students, whose purpose, in part, is to:

- Exhibit or display intimidation or threatening behavior toward others.
- Inflict physical injury or violence on any person (assault).
- Commit vandalism, extortion or theft.
- Promote gang presence through display of gang symbols, graffiti or colors.
- Commit illegal acts.
- Violate school rules regarding gangs or solicitation of other students to further gang goals or activities.

12. Off-Campus Conduct

In addition to the district's jurisdiction over students on the way to and returning from school, no activity will be tolerated away from campus that threatens the ability of the district to maintain a safe, orderly and disciplined educational atmosphere. This policy is not limited to school-sponsored and school-related events, and includes inappropriate conduct through the use of technology.

13. Money/Valuables

Students are discouraged from bringing large sums of money or other valuables to school.

STUDENT CODE OF CONDUCT (cont.)

Gross Disobedience and Misconduct Consequences

Disciplinary action for students guilty of gross disobedience or misconduct may range from an official warning to expulsion from school for up to two calendar years.

Gross disobedience or misconduct includes, but is not necessarily limited to, the following acts. The consequences serve as guidelines to be used in most cases. However, depending upon the seriousness of the offense, the consequences may be more severe. Students involved in repeated acts of gross disobedience or certain acts of misconduct may be referred by the Principal to the Superintendent with a recommendation for expulsion.

CATEGORY A

OFFENSE	CONSEQUENCE
1. Public display of affection	Detention
2. Possession of a laser pointer	1st offense - Confiscation Repeat offense - ASD
3. Failure to be in possession of proper authorization (hall pass or teacher approval in the Student Handbook) when in halls or lavatories	Detention
4. Distributing literature at a time or place not approved by the school administration	Detention
5. Wearing outerwear (coats, jackets, hats, caps, gloves, sunglasses, other head wear) except for when entering or leaving the building	1st offense - Confiscation Repeat offense - ASD to OSS, depending on the frequency or seriousness of the offense
6. Performing acts that are disruptive to any aspect of the educational process	Detention to expulsion, depending on the seriousness of the situation
7. Violating traffic or parking regulations	Loss of parking privileges Other disciplinary actions as deemed necessary Police citation
8. Soliciting funds without authorization	Detention to OSS, depending on the seriousness of the situation

CATEGORY A (cont.)

OFFENSE	CONSEQUENCE
9. Being tardy	1st offense - Warning 2nd offense - Detention 3rd offense - ASD Progressive days thereafter
10. Entering or loitering in an unauthorized area, including acting as a lookout for smokers or inappropriate hallway behavior	ASD
11. Being truant (single period)	1st offense - ASD 2nd offense - Two days of ASD 3rd offense - Saturday detention 4th offense - OSS, parent contact, possible withdrawal from class
12. Being truant (3-4 periods)	1st offense - Saturday detention 2nd offense - Two Saturday detentions 3rd offense - OSS, parent contact, possible withdrawal from class(es)
13. Leaving campus or the school building without permission from school personnel	1st offense - ASD 2nd offense - Saturday detention, loss of parking privileges 3rd offense - OSS, parent contact
14. Failing to carry student I.D.	1st offense - Warning 2nd offense - Detention 3rd offense - ASD
15. Failing to serve a detention	1st offense - ASD 2nd offense - Two days of ASD 3rd offense - Saturday detention 4th offense - OSS, parent contact
16. Failing to serve an ASD	1st offense - Two days of ASD 2nd offense - Saturday detention 3rd offense - Two Saturday detentions 4th offense - OSS, parent contact
17. Lying to or trying to deceive school personnel	1-3 days of ASD
18. Throwing or projecting missiles (i.e., snowballs)	ASD to OSS, depending on the seriousness of the situation

CATEGORY A (cont.)

OFFENSE	CONSEQUENCE
19. Defacing, damaging, participating in or misusing school or another person's property	If student reports incident - Restitution If student fails to report incident - Restitution and discipline ranging from Saturday detention to OSS, depending on the seriousness of the offense
20. Misusing computer network	Ranges from restriction of computer use to expulsion
21. Forging or altering a school document or being in possession of an altered school document	1-3 days of ASD
22. Using disrespectful, vulgar and/or abusive language/gestures toward, or spitting at, others	Ranges from ASD to OSS, depending on the seriousness of the offense
23. Being insubordinate (showing disrespect or defiance toward staff or their policies)	Ranges from ASD to OSS, depending on the seriousness of the offense
24. Using disrespectful, vulgar and/or abusive language/gestures toward, or spitting at, a staff member	Ranges from ASD to OSS, depending on the seriousness of the offense
25. Failing to serve a Saturday detention	OSS, reassignment of the Saturday detention, parent contact
26. Cheating/Plagiarism	Zero on assignment, parent contact by teacher
27. Failing to report to an assigned intervention	Per contract with counselor
28. Bus misconduct	ASD to OSS, may include suspension of bus privileges

CATEGORY B

OFFENSE	CONSEQUENCE
1. Possessing or using tobacco or associated paraphernalia	1st offense - One Saturday detention, police citation 2nd offense - Two Saturday detentions 3rd offense - 3 days of OSS, parent contact, police citation

CATEGORY B (cont.)

OFFENSE	CONSEQUENCE
2. Using or displaying a telecommunication or other device during school hours without approval from a staff member	1st offense - Confiscation, returned at end of day 2nd offense - ASD, confiscation, parent must pick up 3rd offense - Saturday detention, confiscation, may be held until end of year and pick-up by parent
3. Participating in voyeurism or exhibitionism	3-10 days of OSS, parent contact
4. Participating in harassment (including bullying and sexual and ethnic harassment)	3-5 days of OSS, parent contact
5. Fighting	3-10 days of OSS, parent contact, police citation, expulsion may be recommended
6. Committing assault/battery against another student (Assault: verbal threat or physical movement to commit battery; Battery: physical contact of an insulting or provoking nature)	5-10 days of OSS, parent contact, arrest, expulsion may be recommended
7. Participating in reckless conduct that endangers the health or safety of another person	5-10 days of OSS, parent contact, arrest, expulsion may be recommended
8. Possessing or using incendiaries (i.e., firecrackers, etc.)	3-10 days of OSS, parent contact, expulsion may be recommended
9. Possessing or using immobilizing chemical (i.e., mace)	3-10 days of OSS, parent contact, expulsion may be recommended
10. Communicating (verbally or non-verbally) membership in, representation of or affiliation with unauthorized clubs or gangs; committing any act that furthers gang activity, including but not limited to: graffiti, clothing, impersonation of gang members, solicitation for membership, extortion, inciting other students to act with physical violence upon any other person	5-10 days of OSS, parent contact, arrest, expulsion may be recommended

OFFENSE	CONSEQUENCE
11. Breaking, entering, taking, attempting to take or being in possession of another person's or school's property without permission	1-10 days of OSS, parent contact, arrest, restitution required, expulsion may be recommended
12. Possessing*, using or being under the influence of any illegal or controlled substance, including alcohol, unlawful drugs, "look-alike" drugs or drug paraphernalia during school time, on school premises within the designated safe school zone (1,000 feet from school grounds), or during school-sponsored activities (*see page 42 for definition of "possessing")	10 days of OSS, parent contact, arrest, loss of parking privileges, possible social probation; expulsion may be recommended **Note:** Parents/guardians may choose for a student (at personal expense) to participate in a substance abuse evaluation (performed by a certified drug/alcohol counselor) and follow the recommendation of that district-approved facility. If this choice is made and the student follows up on the recommendation made, the suspension will be reduced to three days. Lack of follow through will result in the rest of the suspension (seven days) being assigned. This alternative is offered only on the first offense.
13. Selling, attempting to sell or intending to sell, deliver or distribute alcoholic beverages, controlled or "look-alike" substances during school time, on school premises within the designated safe school zone (1,000 feet from school grounds), or during school-sponsored activities	10 days of OSS, parent contact, arrest, expulsion may be recommended
14. Committing an act of extortion	10 days of OSS, parent contact, arrest, expulsion may be recommended
15. Causing a false fire alarm, bomb threat or other emergency	10 days of OSS, parent contact, arrest, expulsion may be recommended, restitution
16. Committing arson (purposefully setting fire to a building or property)	10 days of OSS, parent contact, arrest, expulsion may be recommended, restitution

CATEGORY B (cont.)

OFFENSE	CONSEQUENCE
17. Possessing* or using a weapon, a "look-alike" weapon or other object that may be used to cause bodily harm during school time, on school premises or during school-sponsored activities (*see below for definition of "possessing")	10 days of OSS, parent contact, arrest, expulsion may be recommended
18. Committing assault/battery against a staff member (Assault: verbal threat or physical movement to commit battery; Battery: physical contact of an insulting or provoking nature)	10 days of OSS, parent contact, arrest, expulsion may be recommended
19. Cheating/Plagiarism	1st offense - Zero on assignment, parent contact to arrange meeting with student, parent/guardian, counselor and department chair 2nd offense - Parent contact, class failure (more serious incident)
20. Being involved with any public school non-school-sanctioned fraternity, sorority or secret society by (a) being a member, (b) promising to join, (c) pledging to become a member, or (d) soliciting any other person to join, promising to join or pledging to become a fraternity, sorority or secret society member	5-10 days of OSS, parent contact, expulsion may be recommended

* "Possessing" includes having control, custody or care, currently or in the past, of an object or substance, regardless of whether or not 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 the student's clothing, backpack or automobile; (c) in a student's school locker, desk or other school property; or (d) any other location on school property or at a school-sponsored event.

Search and Seizure

For the safety and supervision of students in absence of their parents/guardians, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

The Superintendent or designee may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances/illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the request of law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Certified employees and school administrators may search a student and/or the student's personal effects being carried (i.e., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the district's student conduct rules.

School property, including, but not limited to, desks, lockers and parking lots, is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (i.e., searches of all student lockers) without notice to or consent of the student and without a search warrant.

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

Reciprocal Reporting of Criminal Activities Guidelines

To conform with Public Act 88-376, the district has established and maintains a reciprocal reporting system with local law enforcement agencies regarding criminal offenses committed by students. This system includes the following:

1. Local law enforcement agencies will share arrest records of students 17 years old or older. They are not required to wait until the student is adjudicated as guilty of the offense to share the records.
2. Local law enforcement agencies will share records for students arrested before their 17th birthday for any offense classified as a felony, or as a Class A or B misdemeanor, and may share information relating to other student offenses.
3. The district may share records regarding all alleged or suspected criminal acts with local law enforcement agencies.
4. School administrators and police are not required to notify a student's parent(s)/guardian(s) prior to questioning the student. School personnel are present during interviews with outside police agencies.
5. A police liaison officer operates in the building as both a Lemont police officer and as a school official.

ACADEMIC

Classification

The chart below outlines the necessary credits to receive sophomore, junior or senior classification at Lemont High School.

Classification	Total Credits Required	Specific Credits Required
Sophomore	6.5	1.0 Mathematics, 1.0 English (English I), 1.0 Science (Integrated Science or Biology Honors)
Junior	13.0	2.0 Mathematics, 2.0 English (English I, II), 2.0 Science (including Integrated Science or Biology Honors)
Junior (sit for PSAE)	16.0	
Senior	19.5	3.0 Mathematics, 3.0 English (English I, II, III), 2.0 Science (including Integrated Science or Biology Honors), sat for PSAE

Academic achievement is the school's most important goal, and it strives to ensure that students are properly prepared to sit for the PSAE Exam as second-semester juniors. Enrollment in Driver Education, parking privileges, sitting for the PSAE Exam and attending Prom independently, among other privileges, are contingent on a student's classification. This process encourages students to seek academic success sooner in their careers.

For students who fall behind, there are a number of opportunities to recover credits, including independent Web-based work; participation in the school's academic interventions; and enrolling in Summer School programs.

Curriculum Choice

Students are encouraged to plan their high school curriculum based upon their future goals. While Lemont High School offers a broad curriculum providing learning basic to many areas, two general program areas students should consider are college preparation or vocational education.

College Preparatory Curriculum

The Illinois Board of Higher Education set suggested entry requirements for all Illinois public colleges and universities. The following course work is required:

- 4 credits of English (emphasizing written and oral language and literature)
- 3 credits of Social Studies (emphasizing history, government and economics)
- 3 credits of Mathematics (including Algebra and Geometry)
- 3 credits of Science (laboratory sciences)
- 2 credits of electives in World Language, Music, Computer Programming, Vocational Education or Art

Various colleges and universities require two years of Foreign Language. Students are strongly encouraged to investigate admissions standards at each of their schools of interest and to select the most rigorous coursework possible. Admissions catalogs are available in the college and career center or on-line.

Curriculum Choice (cont.)

Vocational Education

Career and technical opportunities are offered without regard to race, color, national origin, gender or disability. Programs are available at Lemont High School in Business Education, Family and Consumer Sciences, and Industrial Technology. After meeting prerequisites, juniors and seniors are eligible to attend the Wilco Area Vocational Center, whose programs include: Auto Body, Auto Services, Aviation, Building Trades, Certified Nursing Assistant, Computer Technology, Cosmetology, Criminal Justice/Law Enforcement, Culinary Arts, Early Childhood Education, Emergency Medical Services, Fire Science, Introduction to Health Professions, Medical Office, Nail Technology, and Welding and Fabrication.

Further information is available through the counseling office and is distributed to students during spring registration.

Children with Disabilities and High School Graduation

The Illinois Legislature passed House Bill 757 - known as "Brittany's Law" - in 2005. All seniors with Individualized Education Programs (IEPs) have the right to participate in graduation with their class. If the student has not fulfilled all graduation requirements, he/she is given a "Certificate of Attendance of Four Years of High School" and allowed to return in the fall to complete the necessary course work. When graduation requirements are met, the student will receive his/her diploma.

Students who receive the certificate instead of the diploma are given a graduation folder during the ceremony like all other students. No distinction is made in graduation announcements or programs.

For students with IEPs, it is the decision of their parents/guardians whether they participate in graduation ceremonies. In the event that a student does not earn enough credits for a diploma but would still like to participate in graduation ceremonies, it is the responsibility of that student's parent(s)/guardian(s) to notify the school of the student's intent to participate. This notification should be made two weeks prior to graduation.

Driver Training

According to Illinois law, any student attending any public or non-public high school must receive a passing grade in at least eight semester courses during the previous two semesters prior to enrolling in a driver education course. If a student fails to meet these requirements before the class begins, he/she will be removed from the class and the driver's permit will be cancelled, unless the Superintendent determines otherwise.

All sophomores who qualify to take Driver Education will take the classroom phase. Once students successfully complete the classroom phase of Driver Education, they may be eligible to take behind-the-wheel training. Seniors are given priority and other students will be taken according to age and availability.

ACADEMIC (cont.)

Grading and Reporting

Class Rank

Rank is determined at the end of each semester. Two class ranks are maintained for each student: one weighted and one unweighted. Students may use whichever rank they prefer, unless specified by the organization requesting the information. The top two percent of the graduating class is given special recognition. Beginning with the Class of 2014, Lemont High School will not report a student's class rank on his/her transcript. That information only will be made available to colleges, universities or scholarship organizations that specifically request it.

Failed Subjects

All required subjects must be successfully completed prior to graduation from Lemont High School. Should a student fail a required course, that course must be repeated until successfully completed. Elective courses that are failed may be repeated or a different elective may be selected. Students must, however, meet the necessary credit requirements. Credit deficiencies may be fulfilled in a variety of ways. Students may discuss available options for credit recovery with a guidance counselor.

Early Graduation

A student may complete graduation requirements in less than four years. Students completing their requirements in less than four years must meet all graduation requirements, with the exception of physical education; students must complete a semester of physical education for each semester enrolled at Lemont High School. Parents/guardians of students wishing to graduate early are encouraged to make the request as early as possible, but no later than one calendar year ahead of the desired graduation date. Mid-year graduation is not allowed for Wilco students.

Grade Point System

A student's Grade Point Average (GPA) and class rank are computed on a 4-point scale for all in-school purposes:

A - 4 B - 3 C - 2 D - 1 F/INC - 0

Several universities make scholarship determinations based on weighted grades and weighted class rank. All Honors level and Advanced Placement courses are weighted more than regular education classes; weighted class rank and weighted GPA are used only for college reporting. Weighted grades at Lemont High School are based on a five point system, as opposed to a four point system.

Honors Courses

(Beginning with Class of 2014, this scale also will be used for AP classes)

A - 5 B - 4 C - 3 D - 2 F/INC - 0

Advanced Placement Courses **(Class of 2013 only)**

A - 5.5 B - 4.5 C - 3.5 D - 2.5 F/INC - 0

GRADUATION REQUIREMENTS

Lemont High School District 210's Board of Education has established the following criteria for graduation:

COMMUNICATIONS - 6.0 credits
Required: English I (1.0), English II (1.0), English III (1.0), English IV (1.0), Speech Communication (0.5) and 1.5 credits of electives

SOCIAL/CULTURAL - 4.5 credits
Required: Cultural Geography (1.0), U.S. History (1.0), American Government (0.5), American Problems (0.5), Consumer Education or equivalent (0.5) and 1.0 credits of electives

SCIENTIFIC/QUANTITATIVE/TECHNOLOGICAL - 8.0 credits
Required: Mathematics* (3.0), Science (2.0), Business & Technology Concepts (0.5) and 2.5 credits of electives *(* - Must include one course with Geometry content and one with Algebra I content)*

CREATIVE - 2.0 credits
Required: 2.0 credits of electives

HEALTH AND LEISURE - 4.5 credits
Required: Physical Education (3.5 credits), Health (0.5), Driver Education (0.5)

PERSONAL CREDIT - 0.5 credits
Required: Service project, apprenticeship or independent study (0.5)

OTHER ELECTIVES - 0.5 credits

Honor Roll

Honor rolls are published after each semester. Students enrolled in six or more classes who achieve a grade point average of 3.50 or better for the semester are named to the High Honor Roll. Students enrolled in six or more classes who achieve a grade point average between 3.00-3.49 for the semester are named to the Honor Roll. Any student who earns a grade lower than a "C" is not eligible to be honored on either list.

Incomplete Grades

An incomplete grade of "I" indicates that the student, due to excused absences, has work that must be made up before he/she can receive a grade for that semester. The student has two weeks after the last day of the semester to make up such work. After two weeks, the grade of "I" becomes a grade of "F," resulting in a failure of the course for not having completed the necessary work. Any extenuating circumstances must be reviewed by the administration before an extension may be granted.

Make-Up Final Exams

A student absent from a semester one examination who receives an excused absence is given an opportunity to make up the exam upon returning to school after Winter Break. A student must make appropriate arrangements with his/her teacher. A student absent from a semester two examination who receives an excused absence will be given an opportunity to make up the exam at a time agreed upon by the Pupil Personnel Services (PPS) Office. Failure to make up an exam results in a failing grade on the exam and possibly a failing grade for the semester in that course.

Make-Up Work

A student who has been absent and excused from class will have the right to make up work that he/she missed. **The student is responsible** for contacting the teacher about make-up work.

Plagiarism/Cheating

Plagiarism is the act of appropriating the ideas, language or work of another and passing them off as the product of one's own mind. In order to avoid a charge of this serious offense, a student must credit the source of ideas, language or works not his own by properly citing the source, using quotation marks, informing the teacher or otherwise appropriately acknowledging the source.

Major offenses of cheating or plagiarism can result in a zero for the assignment, as well as discipline under the school's Student Code of Conduct and/or district discipline policies and procedures. Minor offenses of cheating or plagiarism can result in a zero for the assignment, a phone call home by the teacher, as well as discipline under the school's Student Code of Conduct and/or district discipline policies and procedures.

Academic dishonesty undermines learning, the primary focus of Lemont High School. An attempt by a student to gain an unfair advantage through fraud, collusion or any type of cheating always involves the loss of academic integrity and inhibits the student's opportunity to learn.

Principal's High Honor Award

The Principal's High Honor Award is presented to students who have achieved the Principal's High Honor Status (3.80 GPA or better) for two consecutive semesters. A certificate will be awarded for each successive accomplishment of Principal's High Honor Award status.

Report Cards

One report card is issued each semester, with progress reports available via the school's Family Access System approximately every six weeks.

Alternative Programs

Lemont High School accepts up to six credits from an accredited alternative educational institution. Students must receive permission from their guidance counselor prior to registration.

Correspondence Courses

Students who wish to recapture credits lost due to failure or withdrawal may elect to enroll in correspondence or online courses. Students **must** receive approval from their guidance counselor before enrolling for these courses. Courses are taken at the student's expense. Lemont High School must receive an official transcript from the correspondence school at least one week prior to the student's graduation for the course to be added to the student's Lemont High School transcript.

Summer School

Lemont High School accepts summer school credit offered by an accredited high school if there is a similar or parallel class offered at Lemont High School. There is no maximum number of credits accepted from summer school. Students should have any summer school class approved by their guidance counselor to see if it meets the school's standards. Students are responsible for any cost involved with summer school courses.

Physical Education Policy

Each student must earn 3.5 credits in physical education in order to meet graduation requirements at Lemont High School.

A student may be exempted from some or all physical activities when appropriate excuses are submitted to the school by the student's parent(s)/ guardian(s), or by a person licensed under the Illinois Medical Practices Act. Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Illinois Medical Practices Act, prevents their participation in physical education classes.

A student cannot participate in physical education class unless he/she is in an appropriate gym uniform or attire. No person can participate in street clothes. The only time students should be excused from dressing for class is when they have a medical excuse. **No jewelry is allowed during physical education classes.** This includes jewelry on pierced body parts. If a student wears jewelry to class, he/she will not be allowed to participate in activities and will be given a zero for the day. Only school-approved combination locks are to be used on physical education lockers. All clothes and personal items **MUST** be locked in the student's locker while a student is participating in physical education.

ACADEMIC (cont.)

Special Education Student Discipline

The district's behavior intervention policy is in place for students with disabilities who are eligible under 2004's Individuals with Disabilities Education Act (IDEA), unless their Individualized Education Program indicates that modified policies and procedures are in place as part of a behavior intervention plan. Procedures for addressing disciplinary needs of students with disabilities reflect both federal and state regulations. Parents/guardians should contact the Director of Special Education Services for additional information.

Teacher Qualifications

Parents/guardians of students at a school that receives funds under Title I of the Elementary and Secondary Education Act have the right to know the professional qualifications of the teachers who instruct their children and of the paraprofessionals - if any - that assist those teachers.

Federal law gives parents/guardians the right to receive the following information about each of their children's classroom teachers and paraprofessionals:

- Whether or not the State of Illinois has licensed or qualified the teacher for the grades and subjects that he/she teaches;
- Whether the teacher is teaching under an emergency permit or other provisional status by which the State of Illinois's licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or similar paraprofessionals provide services to their children and, if they do, the qualifications of those individuals.

A comprehensive listing of the entire faculty and their academic profiles is made available to parents/guardians annually at the school's Learning and Teaching Night, and also is available on the school's Web site.

Wilco Students

Students who elect to attend Wilco agree to adhere to Wilco rules and regulations. A student's continued presence in the Wilco program is a privilege and dependent upon his/her responsible behavior to and from Wilco. The ability to behave responsibly may be a determining factor in a student's initial placement at Wilco or any other outside program of study. Students must ride the bus to Wilco unless the course is taught beyond the Wilco campus. Students removed from the Wilco program may be required to reimburse the district for their Wilco tuition.

PUPIL PERSONNEL SERVICES

At Lemont High School, each student has available to him/her a set of primary support services. Much interaction takes place among these school professionals for the purpose of providing the supports necessary for students to succeed in the school program. Not all students need all of these services, or are even aware of how they function. Other students may require many of these services. However, it is the philosophy of the Pupil Personnel Services (PPS) Office that a student goes through his/her high school career with this "umbrella" or "wrap" of services available. PPS staff members provide additional services to students, assisting them outside of the classroom. PPS services include: the Dean's Office, the attendance office, the guidance and counseling offices, special education services, the police counselor, the school psychologist, school social workers, and the certified school nurse.

The following services are provided by Lemont High School District 210:

1. Health services supervised by a qualified school nurse.
2. Educational and psychological testing services, and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the student's parent(s)/guardian(s). Results will be given to the parent(s)/guardian(s), with interpretation, as well as the appropriate professional staff.
3. The services of a social worker, provided informed consent from the student's parent(s)/guardian(s) is secured in advance.
4. Guidance and counseling services.

Individual College and Career Planning

Lemont High School's guidance and counseling program recognizes the individual needs and aspirations of each student. In order to help each student reach his/her individual goals, counselors meet periodically with students to help them develop and implement a career plan.

College Counseling

Counseling services for college-bound students are available through the school's guidance and counseling program. Students are encouraged to begin college planning as early as possible to ensure that a student is able to enter the college of his/her choice. Students who intend to enter college should be certain that they have met the entry requirements of their school of choice, as well as those determined by the Illinois State Board of Education. A careful review of the college catalog by students, as well as their parents/guardians and guidance counselors, ensures that all requirements have been met and the transition from the high school to college is a smooth one.

College Representatives and College Visitation

Juniors and seniors are encouraged to talk with representatives from the many colleges and universities that visit Lemont High School in the student cafeteria during lunch periods throughout the year. This can be one of the most important steps for a student interested in going to college.

College Representatives and College Visitation (cont.)

Students are also encouraged to visit the campus of their college of choice before making a final decision concerning enrollment. Students often can make a campus visit when school is not in session in order to not miss class. If it is necessary to visit during a school day, arrangements must be made three days in advance through the student's guidance counselor. The Assistant Principal for Staff and Student Services must approve this absence. It is recommended that a parent/guardian accompanies a student released from school for a college visit.

College Financial Aid, Scholarships and Grants

There are many types of financial aid available. Most of these are based upon financial need as determined by financial statements submitted to appropriate agencies. A college financial aid advisor can give a person an idea if there may be a determinable need, but the high school does not make this determination. The most common types of financial aid are scholarships and grants, loan programs and work-study programs. If providing assistance, most colleges give students a "package" that includes a combination of the various sources of financial aid. Most scholarships and grants are awarded with consideration given to the student's financial need. Scholarships and grants often are based upon a student's talents – academic, athletic, musical, etc.; some are based upon this talent with no regard given to financial need. Students and their parents/guardians should look for any type of aid available. Often grants and scholarships are listed on-line through financial aid Web sites; additionally, many companies, labor unions and fraternal organizations offer scholarships.

Federal Application for Federal Student Aid (FAFSA) forms qualify students for federal money, as well as some college/university scholarships. Seniors should fill out the FAFSA forms on-line at **www.fafsa.ed.gov** between January 1-March 1 of the year that they plan to begin college.

Students and parents should work with the college financial advisor in looking for financial aid for college. Students are encouraged to discuss college plans with their guidance counselor.

The following are issues for students to consider when selecting a college:

- Academics: Does the college offer what the student wants to study?
- Size of the school: Schools range in size from 500 to 30,000 students.
- Location of the school: Distance from home, type of community.
- Church affiliation: Student's and the college's entrance requirements.
- Finances: In addition to tuition, room and board, students should consider transportation and the cost of living.
- Student body: How does it compare with the type of people with whom the student likes to associate?

Junior Colleges

Lemont High School has articulation agreements with College of DuPage and Joliet Junior College, and any student residing in Lemont can attend either institution without paying out-of-district costs. Junior colleges are an excellent destination for students who are unsure of their college or career direction, but do want to continue their education. Junior colleges offer both vocational programs and college programs. Courses offered by junior colleges are the same courses offered by four-year colleges; however, care should be taken that the credits are not lost in transferring from a junior college to a four-year college. Lemont High School's guidance and counseling program can help students decide if attending a junior college is the best for them.

Vocational Counseling

Vocational counseling services are provided to students at Lemont High School. Students aspiring to work in a specific occupation or considering additional technical training should begin planning their educational program as early as possible. Guidance counselors are available to assist in this process.

Schedule Changes

The student registration process is one of the most important functions that a student performs each year. It determines the courses the school will offer, development of student scheduling, and how the school will utilize its staff. When a student completes the registration process, he/she enters into a contract with the school. Lemont High School asks its students to be most careful and accurate in selecting their schedules each year.

From the time a student returns the course request form and the end of the school year, a student may request a schedule change with parent/guardian permission. In the summer, a student and his/her parent/guardian may request a change; this must be done in writing, and a $10 schedule change fee will be levied. **Once the school year begins, no student initiated schedule changes are made**. The only schedule changes made during the school year will be for a failed class that must be repeated, a change in academic level, or a change based on teacher request.

PUPIL PERSONNEL SERVICES (cont.)

Special Education Referral Request

Any parent/guardian of a student who is suspected to have a disability may request a referral for consideration of a Section 504 plan or special education services. The request must be in writing and delivered to the Director of Special Education Services. Upon receipt of the written referral, the student's records are reviewed by members of the Pupil Personnel Services (PPS) team in a timely fashion. The parent(s)/guardian(s) will receive a written confirmation noting the review of the referral was completed and detailing the action recommended by the PPS team, as well as a copy of their Procedural Safeguards. All timelines required under federal and state regulations are followed. Questions regarding the referral process may be directed to the student's guidance counselor or the Director of Special Education Services. Procedural Safeguards may be downloaded from the school's Web site at any time during the year.

Student's Responsibility

Guidance counselors are available to assist students, but students have the responsibility to bring any problems or questions to their counselors. It is impossible for a counselor to anticipate and be aware of every situation concerning every student. A student should make it his/her responsibility to arrange appointments with his/her counselor.

Although it is a student's responsibility to investigate information concerning colleges, vocations, financial aid, etc., guidance counselors provide assistance and direction in this process. Students are urged to talk with a counselor whenever there are any questions concerning school problems. A student may also discuss personal problems and situations with a counselor.

Valuable information is given often during morning announcements, and can be found on bulletin boards in the guidance office and the lunchroom. Students should listen to all announcements and check the bulletin boards frequently.

Student's Financial Obligation

Students with financial obligations to the school must pay these obligations. Students shall not be denied educational services or academic credit due to the inability of their parents/guardians to pay fees and charges. Students whose parents/guardians are unable to afford student fees may receive a waiver of these fees. However, these students are not exempt from charges for: lost and/or damaged books, locks, materials, supplies or equipment; heart rate monitors (for physical education courses); physical education locks; student yearbooks; Extra-Curricular Activity Participation Fees; parking permits; diploma and cap and gown fees; and other various obligations. Fee waiver applications are available from the district's Business Office.

Student's Financial Obligation (cont.)

Fee waiver applications will be granted or denied based upon the eligibility standards set forth in the application. The district shall inform the parent(s)/guardian(s) in writing of the decision to grant or deny the application and of the appeal procedure within 30 days of receipt of the application. If the application is denied, the reason(s) for denying the application will be stated.

Parents/guardians who wish to appeal the decision may do so by filing a written statement of the reasons for the appeal with the Superintendent or designee within seven calendar days of the receipt of a denial. Parents/guardians shall have the right to meet with the Superintendent or designee to explain why the fee waiver should be granted. The Superintendent or designee shall decide the appeal within 30 calendar days of the receipt of the request for an appeal. If the Superintendent or designee upholds the denial, a written copy of the Superintendent's decision shall be mailed to the parent(s)/guardian(s). The decision shall state the reason(s) for upholding the denial.

Parents/guardians may file a written appeal with the Board of Education within seven calendar days of the receipt of the Superintendent's decision to deny the appeal. The decision of the Board of Education shall be final.

Parents/guardians may reapply for a waiver at any time during the school year if the family's circumstances change. It is the responsibility of the student's parent(s)/guardian(s) to notify the district of any change in family circumstances that would render a previously eligible student ineligible for the fee waiver. Lemont High School may verify information on an application for a fee waiver at any time during the school year.

A student may be eligible for any fee waiver when:

1. The student is currently eligible for free lunches or breakfasts.
2. The student or student's family currently is receiving aid under Article IV of the Illinois Public Aid Code.

Parents/guardians who feel that they cannot pay the full amount of their children's fees - including any registration fees or Extra-Curricular Activity Participation Fee(s) - may establish a payment plan for the amount due. An initial payment is expected in order to establish a payment plan for student fees. Payment plans may be established through the district's Business Office.

It is important for all Lemont High School students to resolve their obligations. Graduating seniors who have an obligation to the school are not issued their caps and gowns, which are required to participate in the commencement ceremony in May. Additionally, if a student's fees are not paid in full, Lemont High School will not issue an official transcript on his/her behalf.

PUPIL PERSONNEL SERVICES (cont.)

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 the school, 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 that are created in part for law enforcement, security or safety reasons or purposes; and electronic recordings made on school buses.

The school's records custodian is Dana Browne, who may be reached at (630) 243-3218.

Directory Information

Directory information may be released to the general public by Lemont High School, unless a student's parent(s)/guardian(s) notifies the district (within 30 days of first being made aware of the posting of this publication) that it does not wish to have the student's information used. Directory information is limited to:

- Identifying information – student's name, address, gender, grade level, birth date and place; parent(s)'/guardian(s)' names, addresses, e-mail addresses and telephone numbers.
- 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 relating to school-sponsored activities and organizations (including athletics), including weight and height of members of the athletic teams.
- Major field of study.
- Period of attendance.

Use of Student Information for Publicity Purposes

Throughout the school year, Lemont High School publicizes the accomplishments of its students and staff, and in doing so, utilizes information pertaining to the student, which is limited to: student's full name, grade level, gender, birth date and place, and height and weight (for athletics); name and address of the student's parent(s)/guardian(s); photos (individual or grouped with other students/faculty/staff); and individual work (poems, artwork, etc.) and/or photos of individual work.

Reasons for publicity include, but are not limited to: academic awards, honors, and participation in school-sponsored activities and organizations (including athletics).

Use of Student Information for Publicity Purposes (cont.)

Examples of publicity include, but are not limited to: district publications (newsletters, annual reports, etc.), videos or Web site; and placements in local, regional and national media (print and electronic).

Parents/guardians who **DO NOT** wish to have their student's name or information used for publicity purposes must obtain and return a form from the district's School and Community Relations Office by **September 1**. A record of students whose information is not to be used for any publicity purpose will be maintained.

Permanent Records

The permanent record includes:

- Basic identifying information: student's name, address, gender, birth date and place, and the names and addresses of parent(s)/guardian(s).
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance exams, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System.
- Attendance record.
- Health record as defined by the Illinois State Board of Education ("medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27.8-1 of the School Code.")
- Record of the release of permanent student record information, including each of the following:
  - a.) Nature and substance of the information released.
  - b.) Name and signature of the official records custodian releasing such information.
  - c.) Name and capacity of the requesting person and the purpose for the request.
  - d.) Date of release.
  - e.) Copy of any consent to a release.
- Scores received on all state assessment tests administered in grades 9-12.

Additionally, the permanent record may include:

- Honors and awards received.
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student's permanent record is kept in his/her temporary record.

Temporary Records

The temporary record includes:

- Record of release of temporary information that includes the same information as listed for the record of release of the permanent record.
- Scores received on state assessment tests administered in grades K-8.
- Completed home language survey.
- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or imposition of punishment or sanction.
- Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
- Health-related information, defined by the Illinois State Board of Education as, "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (ex.: glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation (ex.: nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)."
- Accident report, defined by the Illinois State Board of Education as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus that is severe enough to cause the student not to be in attendance for one-half day or more or requires attention other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent/guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request."
- Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.
- Completed course substitution form for any student who, when under the age of 18, is enrolled in a vocational and technical course as a substitute for a high school or graduation requirement.

Temporary Records (cont.)

Additionally, the temporary record may include:

- Family background information.
- Intelligence test scores - group and individual.
- Aptitude test scores.
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- Participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.
- Other disciplinary information.
- Special education records.
- Records associated with plans developed under section 504 of the Rehabilitation Act of 1973.
- Verified reports or information from non-educational persons, agencies or organizations of clear relevance to the student's education.

Special Education Records

A student's special education records (from the temporary student record) may be of value to the student or his/her parent(s)/guardian(s) in later years. Eligibility for social security and other federal and state programs may be determined by psychological profiles, special education files or other information. **Parents/guardians of a special education student may wish to obtain a copy of the student's temporary records upon graduation from Lemont High School District 210, but must be given written consent to do so by the student if he/she is over the age of 18, unless they have legal guardianship of their child.** These records are destroyed within five years of the student's graduation or permanent withdrawal from the school. After five years, temporary records that may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the district may be transferred to the student or his/her parent(s)/guardian(s). Unless the student or his/her parent(s)/guardian(s) obtains a copy or the transfer of the records, the information will not be available after that time. Special education students will receive a written letter to their last known address 30 days prior to the destruction of the records, indicating that the records will be destroyed if they are not picked up by the student or legal parent/guardian. Students or parents/guardians may request copies or the transfer of the temporary records from the Pupil Personnel Services (PPS) Office.

Disposition of Records

Upon a student's graduation, transfer or permanent withdrawal from Lemont High School, his/her permanent records, including health records and accident reports, will be retained for a period of a minimum of 60 years. Temporary records will be retained until the usefulness of the record is complete, but for no fewer than at least five years after the student has graduated, transferred or otherwise permanently withdrawn from the school. Public notification is made before the disposition of any student temporary records. Students or their parents/guardians have the right to request a copy of such records at any time prior to their destruction.

Upon the graduation or permanent withdrawal of a handicapped student (as defined in IL Rev Stat. 1975, Ch 122, Article 14 and the "Rules and Regulations to Govern the Administration and Operation of Special Education"), psychological evaluations, special education files and other information contained in the student's temporary record that may be of continued assistance to the student may, after five years, be transferred to the custody of the student or his/her parent(s)/guardian(s). The school shall explain to students and their parents/guardians the future usefulness of these records. Public notification is made before the disposition of these records. Students or their parents/guardians have the right to request a copy of such records at any time prior to their destruction.

Access to Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parent(s)/guardian(s) and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 15 school 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 copy rights to both permanent and temporary records. A student or his/her parent(s)/guardian(s) should submit to the Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The district charges 25 cents per page for copying, but no one will be denied the right to copies of their records due to an inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

Access to Records (cont.)

2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant or improper.** Eligible students or their parent(s)/guardian(s) may ask the district to amend a record that they believe is inaccurate, irrelevant or improper. They should write the Principal or records custodian, clearly identify the record they want changed, and specify the reason for the request. If the district decides not to amend the record as requested, the district will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided in the notification.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or the 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 Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his/her record(s) would be in furtherance of the interest.

   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.

Upon request, the district discloses education records without consent to officials of another school district in which the 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, a student's parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions. 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; 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; and juvenile authorities who request information, when necessary for the discharge of their official duties, before adjudication of the student.

4. **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 five 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 five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.** Through the school year, the district may release directory information regarding students. Any parent/guardian or eligible student may prohibit the release of any or all of the cited directory information (see page 57) by notifying the district (within 30 days of receipt of this publication) that he/she does not wish to have the student's information used. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

   For information concerning the release of student information, including photographs, for publicity purposes, see pages 57-58.

Access to Records (cont.)

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising, without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to a student's name, address and telephone numbers without prior written consent by the student's parent(s)/guardian(s).** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to names, addresses and telephone numbers of the school's students, unless a parent/guardian, or student who is 18 years or older, requests that the information not be disclosed without prior written consent. A parent/guardian who wishes to exercise this option should notify the Guidance Secretary.

7. **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefit, or make as a condition of employment, credit or insurance the securing by 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.

8. **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:

   Family Policy Compliance Office, c/o U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Release of Records

Parents/guardians or students over 18 may request that a student's records be released to other agencies by completing the district's Consent for the Release of Records/Information form. If the records contain mental health information, the student must also sign the release form. Copies of all requests for the release of records/information are kept in the student's temporary records.

PUPIL PERSONNEL SERVICES (cont.)

Withdrawal from High School

Students who withdraw from Lemont High School for any reason other than Graduation must report to the Pupil Personnel Services (PPS) Office to complete necessary forms to ensure that there are no school obligations and to give addresses where records and grades may be forwarded. Students under 18 must have the signature of a parent/guardian, or the signature of a school administrator who has communicated with the student's parent/guardian.

WORK AND WORK PERMITS

Work permits are issued in compliance with the rules of the State Department of Labor. Students between the ages of 14 and 16 are allowed to work three hours per day on school days and eight hours per day when school is not in session. Work must be done between the hours of 7 a.m. and 7 p.m. The following items are required for issuance of a work permit:

- Statement from the employer, giving the type and hour(s) of work
- Birth certificate or transcripts thereof
- For students over 16 years of age, a statement from the employer
- Generally speaking a student should be doing passing work in his or her subjects before trying to obtain a work permit

RACIAL, RELIGIOUS AND GENDER BIAS

In the course of education, a student acquires more than skills and knowledge. He/she also finds and continues to modify his/her self image and shapes attitudes toward other persons, races, religions and cultures. The school experience is not the only force that molds self images and attitudes towards others. However, to the extent that the school does exert this influence, it is essential that the materials it provides promote in the student not only a self image deeply rooted in a sense of personal dignity, but also the development of attitudes grounded in respect for and understanding of the diversity of American society. The accomplishment of these ends is a responsibility and obligation for all.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extra-curricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and/or mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or 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 grievance by using the Uniform Grievance Procedure, which is located on page 65.

SEX EQUITY

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage, or be denied access to educational and extra-curricular programs and activities.

SEXUAL HARASSMENT

It is illegal and against Board of Education policy for any employee, student or other person, male or female, to sexually harass a student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status.
- Submission to or rejections of such conduct by an employee or student is used as the basis for academic decisions affecting that student.
- Such conduct has the purpose or effect of substantially interfering with a student's academic performance, or creating an intimidating, hostile or offensive educational environment.

A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. Other individuals engaging in sexual harassment of employees or students may be excluded from school property and/or school activities.

The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant's academic status in the district. Moreover, any student may file a sexual harassment grievance by using the Uniform Grievance Procedure.

PHYSICAL ACCESSIBILITY

Lemont High School is physically accessible to individuals with disabilities. Any person needing special accommodations for a school event, including but not limited to, parent conferences, school programs or Board of Education meetings, should contact the office of the Principal.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by the law and the policies of Lemont High School District 210.

UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees or community members should notify any district complaint manager within 14 days if they believe that the Board of Education, its employees or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board of Education policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act.
2. Title IX of the Education Amendments of 1972.
3. Section 504 of the Rehabilitation Act of 1973.
4. Title VI of the Civil Rights Act.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act).
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
7. Bullying.
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
9. Curriculum, instructional materials, and/or programs.
10. Victims' Economic Security and Safety Act
11. Illinois Equal Pay Act of 2003.
12. Provision of services to homeless students.
13. Illinois Whistleblower Act.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act, and Titles I and II of the Genetic Information Nondiscrimination Act).
15. Employee Credit Privacy Act

The complaint manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the complaint manager as he/she deems appropriate. As used in this policy, "school business days" means days on which the district's main office is open.

Filing a Complaint

A person (hereinafter "complainant") who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint in writing with any district complaint manager. The complainant shall not be required to file a complaint with a particular complaint manager and may request a complaint manager of the same gender. The complaint manager may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The complaint manager shall assist the complainant as needed.

UNIFORM GRIEVANCE PROCEDURE (cont.)

Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the complainant is a student under 18 years of age, the complaint manager will notify his/her parent(s)/guardian(s) that he/she may attend any investigatory meetings in which the student is involved. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant.

The identity of any student witnesses will not be disclosed except (1) as required by law or any collective bargaining agreement; (2) as necessary to fully investigate the complaint; or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the complaint manager shall file a written report of his/her findings with the Superintendent. The complaint manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board of Education informed of all complaints.

Decision and Appeal

Within five school business days after receiving the complaint manager's report, the Superintendent shall mail his/her written decision to the complainant by U.S. mail, first class, as well as to the complaint manager. Within 10 school business days after receiving the Superintendent's decision, the complainant may appeal the decision to the Board of Education by making a written request to the complaint manager. The complaint manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board of Education's decision, the Superintendent shall inform the complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board of Education. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a nondiscrimination coordinator to manage the district's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students and others.

UNIFORM GRIEVANCE PROCEDURE (cont.)

Appointing Nondiscrimination Coordinator and Complaint Managers (cont.)

The Superintendent shall appoint at least one complaint manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two complaint managers, one of each gender. The district's nondiscrimination coordinator may be appointed as one of the complaint managers. The Superintendent shall insert into this policy the names, addresses and telephone members of the nondiscrimination coordinator and complaint managers. These individuals include:

Nondiscrimination Coordinator
Dr. Mary Ticknor
Superintendent, Lemont High School
800 Porter Street
Lemont, IL 60439
(630) 257-5838

Complaint Managers
Dr. Thomas Trengove
Principal, Lemont High School
800 Porter Street
Lemont, IL 60439
(630) 257-5838

Margaret Jazdzewski
Human Resources Coordinator, Lemont High School District 210
800 Porter Street
Lemont, IL 60439
(630) 257-5838

EXTRA-CURRICULAR ACTIVITIES

Lemont High School recognizes the important role that extra-curricular activities play in the development of student values. All students are encouraged to participate in the school's extra-curricular program. Below, a complete list of extra-curricular activities, including athletics, may be found.

COMPETITIVE EXTRA-CURRICULAR PROGRAMS	
Baseball	Robotics Club
Boys' Basketball	Scholastic Bowl
Girls' Basketball	Boys' Soccer
Bass Fishing	Girls' Soccer
Boys' Bowling	Softball
Girls' Bowling	Speech Team
Cheerleading	Boys' Swimming and Diving
Chess Club	Girls' Swimming and Diving
Contest Play/Group Interpretation	Boys' Tennis
Boys' Cross Country	Girls' Tennis
Girls' Cross Country	Boys' Track and Field
Football	Girls' Track and Field
Future Business Leaders of America	Boys' Volleyball
Boys' Golf	Girls' Volleyball
Girls' Golf	Winter Guard
Junior Engineering Technical Society	Wrestling
Mathletes	Worldwide Youth in Science & Engineering
Poms/Dance	

EXTRA-CURRICULAR CLUBS AND ACTIVITIES	
Art Club	Peer Mediation
Class Activities (Fr., So., Jr., Sr.)	Peer Mentoring
Drama Club	Photography Club
Foreign Language Club	Science Club
Gay Straight Alliance	Sign Language Club
Interact	Social Studies Club
Junior Achievement (Inkspot)	Student Council
Musical	Teens Against Tobacco Use
National English Honor Society	Yearbook (*The Keepatawn*)
National Honor Society	

CO-CURRICULAR ACTIVITIES	
Chorus	Jazz Band
Concert Band	Marching Band
Creative Writing	Newspaper (*Tom-Tom*)
Great Books Club	Symphonic Band

ATHLETICS

Lemont High School offers a comprehensive athletic program for its students. The school believes that a sound athletic program is an extension of a sound academic program.

Lemont High School is a member of the South Suburban Conference. The conference includes:

Blue Division - Bremen, Hillcrest, Lemont, Oak Forest, T.F. North, T.F. South, Tinley Park

Red Division - Argo, Eisenhower, Evergreen Park, Oak Lawn, Reavis, Richards, Shepard

The athletic program at Lemont High School offers the following activities:

LEMONT HIGH SCHOOL ATHLETIC PROGRAMS		
Fall Sports	**Winter Sports**	**Spring Sports**
Cheerleading	Boys' Basketball	Baseball
Boys' Cross Country	Girls' Basketball	Girls' Soccer
Girls' Cross Country	Boys' Bowling	Softball
Football	Girls' Bowling	Boys' Tennis
Boys' Golf	Cheerleading	Boys' Track and Field
Girls' Golf	Poms/Dance	Girls' Track and Field
Poms/Dance	Boys' Swimming and Diving	Boys' Volleyball
Boys' Soccer	Wrestling	
Girls' Swimming and Diving		
Girls' Tennis		
Girls' Volleyball		

Eligibility for participation in athletics is governed by the Illinois High School Association (IHSA) and the Lemont High School Athletic Handbook. Among the rules for eligibility are the following:

- A student shall not have reached his/her 19th birthday prior to August 15 of any school year.
- A student must pass a physical examination prior to his/her participation in any practice or game.
- All athletic paperwork must be completed and on file in the athletic office prior to a student's participation in any practice or game.

LEMONT HIGH SCHOOL ELIGIBILITY POLICY

Lemont High School believes that the purpose of extra-curricular activities is to enhance the educational experience for each student, but that a student's first responsibility is to be successful in the classroom.

Extra-curricular opportunities are available to each student. Any student who chooses to participate in an extra-curricular activity of any type is held accountable for his/her performance in the classroom. Students with disabilities are subject to eligibility requirements, unless otherwise determined on an individual basis by a student's education team. In order to keep the system of verifying eligibility manageable, the Illinois High School Association (IHSA) guidelines for athletics are used as a basis for eligibility for all extra-curricular activities at Lemont High School. During the school year, data is collected so that a committee can analyze the eligibility policy. It is essential to create a cyclical process to ensure that the eligibility process accurately meets the extra-curricular goals of Lemont High School.

All of a student's fees – including academic and extra-curricular fees, both from the current year and previous years – must be paid in full for the student to be eligible to participate in an extra-curricular activity.

Extra-curricular activities at Lemont High School are placed into four classifications: Competitive, Non-Competitive, Service and Co-Curricular. The classifications assist in the management of eligibility guidelines, with each classification having its own guidelines to address the eligibility process.

COMPETITIVE EXTRA-CURRICULAR PROGRAMS		
Baseball	FBLA	Boys' Swimming and Diving
Boys' Basketball	Boys' Golf	Girls' Swimming and Diving
Girls' Basketball	Girls' Golf	Boys' Tennis
Bass Fishing	JETS	Girls' Tennis
Boys' Bowling	Mathletes	Boys' Track and Field
Girls' Bowling	Poms/Dance	Girls' Track and Field
Cheerleading	Robotics Club	Boys' Volleyball
Chess Club	Scholastic Bowl	Girls' Volleyball
Contest Play/Group Interp	Boys' Soccer	Winter Guard
Boys' Cross Country	Girls' Soccer	Wrestling
Girls' Cross Country	Softball	WYSE
Football	Speech Team	

For competitive extra-curricular activities, eligibility is granted to each student, provided that he/she is failing no more than two classes. The IHSA requires a that a student must have passed 20 credit hours (four subjects) the previous semester. On a weekly basis, teachers who either a.) report students who are failing, or b.) report students who are in danger of failing, verify those students' grades to either the Athletic Director or Activity Director. Communicating the status of students who are in danger of failing provides the coach/sponsor with the opportunity to address the concern to the student before he/she fails the course. Any student found to be ineligible will be suspended from competition for the following week. If a student receives a semester report card with more than two failures, he/she is not eligible to compete the following semester.

LEMONT HIGH SCHOOL ELIGIBILITY POLICY (cont.)

NON-COMPETITIVE EXTRA-CURRICULAR ACTIVITIES	
Art Club	Photography Club
Drama Club	Science Club
Foreign Language Club	Science Fiction Club
Gay Straight Alliance	Sign Language Club
Junior Achievement (Inkspot)	Social Studies Club
Musical	Student Council
National English Honor Society	Yearbook (*The Keepatawn*)
National Honor Society	

SERVICE EXTRA-CURRICULAR ACTIVITIES	
Class Activities (Fr., So., Jr., Sr.)	Peer Mentoring
Interact	Teens Against Tobacco Use
Peer Mediation	

For non-competitive and service extra-curricular activities, eligibility is granted to each student, provided that he/she is failing no more than two classes. Grades are verified through the use of six-week progress reports. Any student found to be ineligible will be suspended from club activities for a minimum of two weeks. In order to have his/her eligibility reinstated, a student is required to complete the Eligibility Reinstatement form and submit it to the Activity Director, who will designate the date that a student's eligibility is reinstated. If a student receives a semester report card with more than two failures, he/she is not eligible to participate in any extra-curricular activity the following semester.

CO-CURRICULAR ACTIVITIES	
Chorus	Jazz Band
Concert Band	Marching Band
Creative Writing	Newspaper (*Tom Tom*)
Great Books Club	Symphonic Band

Students in co-curricular activities should maintain the same eligibility standards as students involved in extra-curricular activities. At the end of the quarter, students in co-curricular activities will have their grades verified. However, it is not possible to restrict a student's participation in a co-curricular activity, as it would negatively affect the student's grade in the class. Disciplining a student for excessive failures by restricting participation in a co-curricular course would cause additional failure. Teachers of co-curricular activities are made aware of any student who is failing more than two classes, but will not place restriction on that student's activities.

LEMONT HIGH SCHOOL SPECTATOR CODE OF CONDUCT

Any individual, regardless of age (except Lemont High School students, whose conduct is governed by student conduct policies and procedures), who behaves in an unsportsmanlike or disruptive manner during any District 210 athletic or extra-curricular event, school event or school meeting (including Board of Education meetings held on or off campus), may be removed from the event or meeting. The individual may also be denied admission to school events or meetings for up to one calendar year, provided the procedures listed below are followed. Examples of unsportsmanlike behavior include, but are not limited to:

- Using vulgar or obscene language.
- Possessing or being under the influence of alcohol/illegal substance.
- Possessing a weapon, or a "look-alike" weapon.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a security officer or district employee.
- Engaging in any activity that is illegal or disruptive.

If the District 210 administration seeks to deny admission to an individual for up to one calendar year under this policy, it shall utilize the following procedures:

1.) The Superintendent or designee will notify the individual via certified mail (return receipt requested), affording the individual an opportunity to meet with the Superintendent or designee within 10 days of the individual's receipt of the notification letter.
2.) The notice shall include: the time, date and place of the meeting; a description of the unsportsmanlike or disruptive conduct; the proposed time period that admission to school events will be denied; and instructions on how to waive the meeting. During this meeting, the individual will be afforded the opportunity to explain his/her actions to the Superintendent or designee.
3.) At the end of this meeting, the Superintendent or designee shall issue his/her decision regarding the individual's unsportsmanlike behavior and may deny the individual admission to school events or meetings for up to one calendar year.
4.) In accordance with Section 5/24-24 of the *Illinois School Code*, the individual has a right to appeal the decision of the Superintendent or designee to the Board of Education in writing before the individual is denied admission to school events or meetings. The individual must request a hearing before the Board through the Superintendent in writing within 10 days of receipt of the decision. The Superintendent shall be responsible for promptly forwarding all materials relative to the complaint and written appeal to the Board, which shall consider the written appeal within 60 days and issue a written response within five days of its decision. The decision shall be provided to the appellant by certified mail (return receipt requested). If the Board affirms the decision of the Superintendent or designee, the letter will include the specific period during which admission to school events will be denied.

LEMONT HIGH SCHOOL STUDENT ACTIVITY CODE

Foreword

Participation in interscholastic activities at Lemont High School is a privilege extended to the student body by the Board of Education. Please be aware that for the purposes of this handbook, the term "activities" does not include co-curricular activities that have a course component. Students participating in extra-curricular activities act as representatives of the school district and are expected to display exemplary conduct. Students participating in the extra-curricular program or those who publicly represent Lemont High School District 210 as competitors are subject to the rules or regulations clarified in the Activity Code. Students and their parents/guardians should remember that activities are a **year-round commitment** and that the Activity Code is in effect 365 days a year. It is the student's responsibility to be knowledgeable of the school rules, as well as the Activity Code, which is contained in the student handbook or available in the office of the Assistant Principal for Extra-Curricular Activities. In addition to other possible disciplinary consequences, students who violate school rules and the provisions of the Activity Code may be prohibited from publicly representing Lemont High School.

This information is prepared for the benefit of students and parents of Lemont High School District 210. In addition to this information, there are other requirements and commitments that are asked of participating students. When applicable, Illinois High School Association (IHSA) requirements must also be met. Both parents/guardians and sponsors are expected to be responsible for requiring that participants adhere to this policy.

Academic Eligibility

1. The Illinois High School Association requires students to have passed 20 credit hours (four subjects) the previous semester. A student who fails more than two classes is not eligible to participate in extra-curricular activities at Lemont High School the following semester.
2. Section 5/10-20.30 of the *Illinois School Code* requires that each Board of Education establish a grade point average requirement for all students involved in athletics and/or activities. The District 210 Board of Education has established a requirement that students failing two or more classes per semester will not be eligible to participate at Lemont High School.
3. Eligibility may be checked weekly or quarterly, depending on the activity.

Conduct

1. Participants must set an example of good "sportsmanship" at all times, and are to encourage parents, friends and teammates to abide by the rules of good "sportsmanship" at all times. The highest respect must be extended to officials, competitors and fans. Visiting teams and spectators are guests of Lemont High School. Each participant must recognize that one's behavior, language and appearance reflect not only on his/her reputation, but that of the team/activity and the high school as well.

LEMONT HIGH SCHOOL STUDENT ACTIVITY CODE (cont.)

Conduct (cont.)

2. Spectators should not harass athletes, participants, coaches or officials during competitions.
3. Participants are expected to adhere to the following guidelines:
   - Do not question the authority of officials.
   - Know, and adhere to, the rules of the activity.
   - Do not engage in verbal abuse.
   - Report violations to the sponsor.
   - Talk to the officials only through the sponsor.
   - Respect a school's property and facilities.
   - Walk away from trouble - if trouble occurs, report it to the sponsor.

Discipline

1. Objectionable behavior of students, sponsors or spectators should be reported to the Activity Director, who may refer it to the Board of Control, Principal, Superintendent and/or Board of Education for review and action. The Board of Control consists of the activity director and sponsors. Students guilty of inappropriate conduct may be suspended from the team or activity.
2. Students who violate the Activity Code are subject to the discipline as stated above, as well as the district's Student Code of Conduct, which is located herein, and the district's disciplinary policies and procedures.
3. It is the obligation of the student to give notice to the school administration **within seven calendar days** if civil authorities are involved with an extra-curricular participation code violation.
4. A participant may be suspended by the activity's sponsor for a violation of rules or a display of poor "sportsmanship." A participant may be suspended from a team or activity by the Assistant Principal for Extra-Curricular Activities for violating the Activity Code. During a school suspension, a student is not eligible to attend any competitions or practices on the day(s) of suspension. During any activity suspension, the student is expected to be at all practices and competitions, but will not be allowed to participate.
5. If a participant is not eligible for competition in one activity for any reason, including disciplinary actions, he/she is not eligible to participate in another sport or activity during that same season.
6. Activity participants must refrain from:
   - Possession, consumption, purchase or sale of tobacco products.
   - Possession, consumption, purchase or sale of alcohol.
   - Possession, consumption, purchase or sale of steroids.
   - Possession, consumption, purchase or sale of drugs, "look-alike" drugs, or drug paraphernalia.
   - Being present at an occasion where the above actions occur.
   - Vandalism, theft or possession of stolen property.
   - Acts of violence.
   - Reckless acts that endanger the health, safety or welfare of others.

LEMONT HIGH SCHOOL STUDENT ACTIVITY CODE (cont.)

Suspensions

Participants who do not conform to the Activity Code face disciplinary consequences.

OFFENSE CATEGORY 1

- Sale or distribution of illegal alcohol, steroids, drugs, "look-alike" drugs, or drug paraphernalia

Consequences

- First Offense — Suspension from all activities for one year
- Second Offense — Suspension from all activities for the remainder of the student's career at Lemont High School

OFFENSE CATEGORY 2

- Possession, consumption or purchase of tobacco, alcohol, steroids, drugs, "look-alike" drugs or drug paraphernalia
- Vandalism, theft or possession of stolen property
- Acts of violence
- Reckless acts that endanger the health, safety or welfare of others

Consequences

- First Offense — Suspension from activities for one season

A student may reduce the suspension for the first offense from one season to a half season if he/she chooses to:

- 1.) Participate in a substance abuse evaluation/assessment and follow through with the recommendation(s) of a district-approved evaluation. Both the assessment and follow-up are at the personal expense of the parent/guardian/student. The assessment must be performed by a district-approved, certified drug and alcohol counselor. Documentation of the assessment and follow-up must be provided to the school nurse and the Activity Director. The suspension will not be completed until this documentation is received within the activity suspension period.

OR

- 2.) Participate in five hours of community service. This service must be approved by the Activity Director and be completed within the activity suspension period. Documentation of the community service must be provided to the Activity Director within the activity suspension period. The suspension will not be completed until this documentation is received.

- Second Offense — Suspension from activities for one year; participation in a substance abuse evaluation/assessment in cases of possession, consumption, purchase or sale of tobacco, alcohol, steroids, drugs, "look-alike" drugs or drug paraphernalia
- Third Offense — Suspension from all activities for the remainder of the student's career at Lemont High School

LEMONT HIGH SCHOOL STUDENT ACTIVITY CODE (cont.)

Suspensions (cont.)

OFFENSE CATEGORY 3

- Gross Insubordination
- Fighting
- Repeated misbehavior
- Being present at an occasion where illegal possession, consumption, purchase or sale of alcohol, steroids, drugs, "look-alike" drugs or drug paraphernalia occurs

Consequences

- First Offense — Suspension from activities for up to a half season
- Second Offense — Suspension from activities for one season
- Third Offense — Suspension from activities for one year

NOTES AND CLARIFICATIONS

Please note the following definitions:

- A "half season" is defined as one-half the number of regular-season contests.
- A "season" is defined as the total number of regular-season contests.
- A "year" is defined as one calendar year from the date of the offense.

If a participant cannot complete his/her suspension in one season - including any postseason contests in which his/her team competes within the season in which his/her offense was committed - the student's suspension will carry over and be completed in the next season in which the individual participates. For example, if a member of the Mathletes is suspended for one season and has only 20 percent of his/her season remaining, the student would serve an equivalent of the remaining 80 percent of the suspension in his/her next season, regardless of the activity (i.e., Mathletes, Speech Team, etc.).

Students and their parents/guardians should remember that activities are a **year-round commitment**. The Activity Code is in effect 365 days a year.

The consequences listed for violating the Activity Code serve as a guideline. Once the information regarding the nature of an offense is gathered, school administrators will determine the category of the offense and the appropriate consequence. Should the Board of Control consider a student's actions extreme in nature or severity, it may take more serious action than listed above.

Students are also subject to discipline in accordance with the Student Code of Conduct and the district's disciplinary policies and procedures. Students may appeal disciplinary action to the Principal; the Principal is the final level of the appeal process.

By agreeing to the terms of the Activity Code, students and their parents/guardians grant the school permission to use the student's name and/or photo to publicize academic or activity-related accomplishments. Reasons for, and examples of, this type of publicity are detailed on pages 57-58 of the Student Handbook under "Use of Student Information for Publicity Purposes."

LEMONT HIGH SCHOOL STUDENT ACTIVITY CODE (cont.)

Attendance

1. Attendance is required at all practices and competitions. Any exceptions to this rule are determined by the sponsor.
2. An activity participant must be punctual for all practices and competitions. Only illness, injury and exceptional cases will excuse a participant from practices. Injured participants who are able to attend practice are expected to do so. Sponsors are to be notified prior to practice if a participant must be absent.
3. In accordance with IHSA regulations, a student must be in attendance for at least one half-day (the equivalent of two full periods) in order to participate in any after-school practices or competition. This does not apply to school field trips. A student must be in attendance on Friday to participate on Saturday. Students may not remain in the nurse's office for a half day and then participate after school.
4. High school is a time for students to explore their many talents and interests. Whenever possible, a student should be afforded the opportunity to participate in the activities in which he/she is interested. When a student is involved in multiple activities, conflicts in schedules are bound to occur. When a conflict occurs, a student and his/her sponsors and/or coaches will sit down and evaluate the situation together. If the conflicts are minimal, the parties will determine a plan of action for when the student will attend one activity/sport or the other. When such a conflict occurs, the sponsor/coach should expect the student to make up the time missed in some reasonable manner. The student should understand that on some athletic teams, missing a practice or game because of another school activity could cause him/her to not start in the next competition because others who had to replace him/her during the missed game or practice will be given the opportunity to start. Sometimes the conflicts between games/activities are so numerous that a student has to make a choice between the two. Sponsors and coaches will help in that decision-making process and respect the student's decision once it is made. While sponsors and coaches always want their best students in competition, whether it is on the field, on the court or on stage, Lemont High School's first responsibility as an educational institution is to allow a student to pursue his/her educational and extra-curricular interests as part of their total development.

LEMONT HIGH SCHOOL STUDENT ATHLETIC CODE

Foreword

Participation in interscholastic athletics at Lemont High School is a privilege extended to the student body by the Board of Education. Students participating in athletics act as representatives of the school district and are expected to display exemplary conduct. Students participating in the extra-curricular program or those who publicly represent Lemont High School District 210 as competitors are subject to the rules or regulations clarified in the Athletic Code. Students and their parents/guardians should remember that activities are a **year-round commitment** and that the Athletic Code is in effect 365 days a year. It is the student's responsibility to be knowledgeable of the school rules, as well as the Athletic Code, which is contained in the student handbook or available in the office of the Assistant Principal for Extra-Curricular Activities. In addition to other possible disciplinary consequences, students who violate school rules and the provisions of the Athletic Code may be prohibited from publicly representing Lemont High School.

This information is prepared for the benefit of students and parents of Lemont High School District 210. In addition to this information, there are other requirements and commitments that are asked of participating students. When applicable, Illinois High School Association (IHSA) requirements must also be met. Both parents/guardians and coaches are expected to be responsible for requiring that participants adhere to this policy.

Academic Eligibility

1. The Illinois High School Association requires students to have passed 20 credit hours (four subjects) the previous semester. A student who fails more than two classes is not eligible to participate in extra-curricular activities at Lemont High School the following semester.
2. Section 5/10-20.30 of the *Illinois School Code* requires that each Board of Education establish a grade point average requirement for all students involved in athletics and/or activities. The District 210 Board of Education has established a requirement that students failing two or more classes per semester will not be eligible to participate at Lemont High School.
3. Eligibility may be checked weekly.

Conduct

1. Athletes must set an example of good "sportsmanship" at all times, and are to encourage parents, friends and teammates to abide by the rules of good "sportsmanship" at all times. The highest respect must be extended to officials, competitors and fans. Visiting teams and spectators are guests of Lemont High School. Each athlete must recognize that one's behavior, language and appearance reflect not only on his/her reputation, but that of the team/activity and the high school as well.
2. Spectators should not harass athletes, participants, coaches or officials during competitions.

Conduct (cont.)

3. Athletes are expected to adhere to the following guidelines:
   - Do not question the authority of officials.
   - Know, and adhere to, the rules of the sport.
   - Do not engage in verbal abuse.
   - Report violations to the coach.
   - Talk to the officials only through the coach.
   - Respect a school's property and facilities.
   - Walk away from trouble - if trouble occurs, report it to the coach.

Discipline

1. Objectionable behavior of students, sponsors or spectators should be reported to the Athletic Director, who may refer it to the Board of Control, Principal, Superintendent and/or Board of Education for review and action. The Board of Control consists of the Athletic Director and coaches. Students guilty of inappropriate conduct may be suspended from the team or activity.
2. Students who violate the Athletic Code are subject to the discipline as stated above, as well as the district's Student Code of Conduct, which is located herein, and the district's disciplinary policies and procedures.
3. It is the obligation of the student to give notice to the school administration **within seven calendar days** if civil authorities are involved with an extra-curricular participation code violation.
4. A participant may be suspended by the coach for a violation of rules or a display of poor "sportsmanship." A participant may be suspended from a team or activity by the Athletic Director for violating the Athletic Code. During a school suspension, a student is not eligible to attend any competitions or practices on the day(s) of suspension. During any athletic suspension, the student is expected to be at all practices and competitions, but will not be allowed to participate.
5. If a participant is not eligible for competition in one sport for any reason, including disciplinary actions, he/she is not eligible to participate in another sport during that same season.
6. Athletes must refrain from:
   - Possession, consumption, purchase or sale of tobacco products.
   - Possession, consumption, purchase or sale of alcohol.
   - Possession, consumption, purchase or sale of steroids.
   - Possession, consumption, purchase or sale of drugs, "look-alike" drugs, or drug paraphernalia.
   - Being present at an occasion where the above actions occur.
   - Vandalism, theft or possession of stolen property.
   - Acts of violence.
   - Reckless acts that endanger the health, safety or welfare of others.

LEMONT HIGH SCHOOL STUDENT ATHLETIC CODE (cont.)

Suspensions

Participants who do not conform to the Athletic Code face disciplinary consequences.

OFFENSE CATEGORY 1

- Sale or distribution of illegal alcohol, steroids, drugs, "look-alike" drugs, or drug paraphernalia

Consequences

- First Offense — Suspension from all sports for one year
- Second Offense — Suspension from all sports for the remainder of the student's career at Lemont High School

OFFENSE CATEGORY 2

- Possession, consumption or purchase of tobacco, alcohol, steroids, drugs, "look-alike" drugs or drug paraphernalia
- Vandalism, theft or possession of stolen property
- Acts of violence
- Reckless acts that endanger the health, safety or welfare of others

Consequences

- First Offense — Suspension from sports for one season

A student may reduce the suspension for the first offense from one season to a half season if he/she chooses to:

- 1.) Participate in a substance abuse evaluation/assessment and follow through with the recommendation(s) of a district-approved evaluation. Both the assessment and follow-up are at the personal expense of the parent/guardian/student. The assessment must be performed by a district-approved, certified drug and alcohol counselor. Documentation of the assessment and follow-up must be provided to the school nurse and the Athletic Director. The suspension will not be completed until this documentation is received within the athletic suspension period.

OR

- 2.) Participate in five hours of community service. This service must be approved by the Athletic Director and be completed within the athletic suspension period. Documentation of the community service must be provided to the Athletic Director within the athletic suspension period. The suspension will not be completed until this documentation is received.

- Second Offense — Suspension from sports for one year; participation in a substance abuse evaluation/assessment in cases of possession, consumption, purchase or sale of tobacco, alcohol, steroids, drugs, "look-alike" drugs or drug paraphernalia
- Third Offense — Suspension from all sports for the remainder of the student's career at Lemont High School

LEMONT HIGH SCHOOL STUDENT ATHLETIC CODE (cont.)

Suspensions (cont.)

OFFENSE CATEGORY 3

- Gross Insubordination
- Fighting
- Repeated misbehavior
- Being present at an occasion where illegal possession, consumption, purchase or sale of alcohol, steroids, drugs, "look-alike" drugs or drug paraphernalia occurs

Consequences

- First Offense — Suspension from sports for up to a half season
- Second Offense — Suspension from sports for one season
- Third Offense — Suspension from sports for one year

NOTES AND CLARIFICATIONS

Please note the following definitions:

- A "half season" is defined as one-half the number of regular-season contests.
- A "season" is defined as the total number of regular-season contests.
- A "year" is defined as one calendar year from the date of the offense.

If a participant cannot complete his/her suspension in one season - including any postseason contests in which his/her team competes within the season in which his/her offense was committed - the student's suspension will carry over and be completed in the next season in which the individual participates. For example, if a volleyball player is suspended for one season and has only 20 percent of his/her season remaining, the student would serve an equivalent of the remaining 80 percent of the suspension in his/her next season, regardless of the sport (i.e., basketball, golf, etc.).

Students and their parents/guardians should remember that athletics are a **year-round commitment**. The Athletic Code is in effect 365 days a year.

The consequences listed for violating the Athletic Code serve as a guideline. Once the information regarding the nature of an offense is gathered, school administrators will determine the category of the offense and the appropriate consequence. Should the Board of Control consider a student's actions extreme in nature or severity, it may take more serious action than listed above.

Students are also subject to discipline in accordance with the Student Code of Conduct and the district's disciplinary policies and procedures. Students may appeal disciplinary action to the Principal; the Principal is the final level of the appeal process.

By agreeing to the terms of the Athletic Code, students and their parents/guardians grant the school permission to use the student's name and/or photo to publicize academic or activity-related accomplishments. Reasons for, and examples of, this type of publicity are detailed on pages 57-58 of the Student Handbook under "Use of Student Information for Publicity Purposes."

LEMONT HIGH SCHOOL STUDENT ATHLETIC CODE (cont.)

Attendance

1. Attendance is required at all practices and competitions. Any exceptions to this rule are determined by the coach.
2. An athlete must be punctual for all practices and competitions. Only illness, injury and exceptional cases will excuse an athlete from practices. Injured athletes who are able to attend practice are expected to do so. Coaches are to be notified prior to practice if an athletes must be absent.
3. In accordance with IHSA regulations, a student must be in attendance for at least one half-day (the equivalent of two full periods) in order to participate in any after-school practices or competition. This does not apply to school field trips. A student must be in attendance on Friday to participate on Saturday. Students may not remain in the nurse's office for a half day and then participate after school.
4. High school is a time for students to explore their many talents and interests. Whenever possible, a student should be afforded the opportunity to participate in the activities in which he/she is interested. When a student is involved in multiple activities, conflicts in schedules are bound to occur. When a conflict occurs, a student and his/her sponsors and/or coaches will sit down and evaluate the situation together. If the conflicts are minimal, the parties will determine a plan of action for when the student will attend one activity/sport or the other. When such a conflict occurs, the sponsor/coach should expect the student to make up the time missed in some reasonable manner. The student should understand that on some athletic teams, missing a practice or game because of another school activity could cause him/her to not start in the next competition because others who had to replace him/her during the missed game or practice will be given the opportunity to start. Sometimes the conflicts between games/activities are so numerous that a student has to make a choice between the two. Sponsors and coaches will help in that decision-making process and respect the student's decision once it is made. While sponsors and coaches always want their best students in competition, whether it is on the field, on the court or on stage, Lemont High School's first responsibility as an educational institution is to allow a student to pursue his/her educational and extra-curricular interests as part of their total development.

Illinois High School Association

(For 2012-13 School Term)
(Revised 3/13/12)

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. (Beginning with the second semester of the 2012-13 school term)

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
F. You attend the private/parochial high school which one or both of your parents attended; or
G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
   1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
   2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
   3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
   4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
   5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
D. If you transfer in conjunction with a change in legal guardianship, a ruling on

your eligibility must be obtained from the IHSA Office.

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

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

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

5. Age

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

6. Physical Examination

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

7. Amateur Status

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

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

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

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

8. Recruiting of Athletes

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

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

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

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

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

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please

remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

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

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

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

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