

**COMMUNITY HIGH SCHOOL DISTRICT 117  
STUDENT HANDBOOK POSSESSION RECEIPT  
2011-2012**

I, the undersigned, do hereby acknowledge receipt of the CHS District 117 Student Handbook and realize that it is my responsibility to familiarize myself with school procedures and codes as outlined in this handbook.

I understand that I am to consult with an adult in the CHS District 117 building for clarification on school procedures and codes found within the CHS District 117 Student Handbook.

I understand that it is my responsibility to share the information found within the CHS District 117 Student Handbook with my legal guardian(s).

I understand and agree that I will abide by the CHS District 117 Acceptable Use Policy, distributed during registration, for computer and network usage.

I understand that it is my obligation as a member of the CHS District 117 Community to treat myself, and all others with dignity, respect, tolerance, and acceptance.

I understand that it is my obligation as a member of the CHS District 117 Community to solve problems and differences between others with a civil and school appropriate method.

I understand that it is my obligation as a member of the CHS District 117 Community to treat the school building and its surrounding campus with pride and respect.

\_\_\_\_\_

(student signature)

\_\_\_\_\_

(date)





# Lakes Community High School

## **STUDENT HANDBOOK 2011-2012**

### **LCHS MISSION STATEMENT**

Lakes Community High School District 117,  
being a community of learners with a vision of excellence,  
is committed to providing an educational experience  
that encourages all learners to develop to their fullest potential,  
to engage in lifelong learning and to be responsible members of society.

### **THE EAGLE WAY**

1. Respect is the key to LCHS.
2. Dress will be non distracting and appropriate for the learning environment at LCHS.
3. Students will listen to and cooperate with all staff members of LCHS.
4. No one will interfere with the learning process at LCHS.

This handbook belongs to:

student name label

**Lakes Community High School**  
**1600 Eagle Way**  
**Lake Villa, IL 60046**

**Phone: 847-838-7100**

**Fax: 847-838-3670**

[www.lakeseagles.com](http://www.lakeseagles.com)

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# COMMUNITY HIGH SCHOOL DISTRICT 117

## SCHOOL CALENDAR 2011-2012

August	15	Teacher Institute Day	No School
	16	First Day of School for Students	
	22	Late Start	9 a.m.
	29	Late Start	9 a.m.
September	5	Labor Day	No School
	12	Late Start	9 a.m.
	15	Progress 1 Grades	
	19	Late Start	9 a.m.
	26	Late Start	9 a.m.
October	7	Teacher Institute Day	No School
	10	Columbus Day	No School
	13	Progress 2 Grades	
	20	Parent/Teacher Conferences (pm)	
	21	Parent/Teacher Conferences (am)	No School
	24	Late Start	9 a.m.
	31	Late Start	9 a.m.
November	11	Veteran's Day	No School
	14	Late Start	9 a.m.
	17	Progress 3 Grades	
	22	Early Release	2:30 p.m.
	23,24,25	Thanksgiving Break	No School
	28	Late Start	9 a.m.
December	5	Late Start	9 a.m.
	12	Late Start	9 a.m.
	19,20,21	Semester 1 Final Exams	
January	4	Semester 2 Begins	Classes resume
	9	Late Start	9 a.m.
	16	Martin Luther King, Jr. Day	No School
	23	Late Start	9 a.m.
	30	Late Start	9 a.m.
February	2	Progress 5 Grades	
	6	Late Start	9 a.m.
	17	Teacher Institute Day	No School
	20	President's Day	No School
March	2	Teacher Institute Day	No School
	5	Casmir Pulaski Day	No School
	8	Progress 6 Grades	
	12	Late Start	9 a.m.
	19	Late Start	9 a.m.
	26	Spring Break Begins	No School
April	2	Classes Resume	
	6	Board of Education Holiday	No School
	9	Late Start	9 a.m.
	16	Late Start	9 a.m.
	19	Progress 7 Grades	
	23	Late Start	9 a.m.
	24, 25	PSAE Testing	
	30	Late Start	9 a.m.
May	7	Late Start	9 a.m.
	14	Late Start	9 a.m.
	20	LCHS Graduation	5 p.m.
	22, 23, 24	Semester 2 Final Exams	(tentative)

# COMMUNITY HIGH SCHOOL DISTRICT 117

## GENERAL INFORMATION AND POLICIES

### District 117 Superintendent's Office

Mr. Jim McKay – Co-Superintendent .....	838-7679
Mr. Mike Nekritz – Co-Superintendent.....	838-7620
Ms. Jennifer Nolde – Business Manager .....	838-7180
Ms. Janet Frichtl – Director of Special Ed.....	838-7115
Mr. Mark Roe – Network Administrator .....	838-7675

### ACCOMMODATION OF DISABILITIES

Any parent or student requiring accommodations to attend a school activity or function, including parent conferences, board meetings and school programs, should contact the respective coordinator of special education in their building of attendance.

### ASBESTOS POLICY

Community High School District 117 contains friable asbestos containing building materials. These materials are monitored regularly and maintained in good condition. Copies of the Asbestos Building Inspection/Management Plan are available for inspection upon receipt of reasonable notice. Copies of this plan may be obtained from the school for a reasonable printing fee. This satisfies the mandatory requirements of AHERA.

### BUS INFORMATION

For information on late buses, bus routes, and general busing issues, please call Durham School Services at (847) 838-5198. To register a complaint about the bus company or student behavior on buses, please call Mr. Steve Schoenfelder at ACHS (847) 838-7630 or Mr. Kurt Sooley at LCHS at (847) 838-7307.

### FINES, FEES, AND CHARGES

The School Board may establish fees and charges to fund certain activities. School fees may include, but are not limited to, textbook rentals, workbooks, instructional materials, locks, towels, uniforms and equipment, graduation cap, gown and tassel, charges and deposits for use of school property, charges for field trips, charges to participate in co-curricular activities, charges for specific class supplies, school record fees, and driver education fees.

### WAIVER OF STUDENT FEES

Community High School District 117 (ACHS/LCHS) recognizes that some students will be unable to pay these fees. Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parent(s)/guardian(s) are unable to afford student fees may receive a waiver of the fees. This waiver may include lock rental and physical education towel rental charges. However, no student is exempt from charges for lost and damaged books, locks, materials, supplies and equipment. **Questions regarding the fee waiver request process should be addressed to the District office.**

At the beginning of each school year, a copy of the school district's waiver of school fees policy will be given to the parent(s)/guardian(s) of each student. A fee waiver application form shall be included with the notification.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites is met:

- The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
- The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., Ch.122, Para. 712.1 et seq.

Additional consideration for a fee waiver may be given for the following:

1. Illness in the family

2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal unemployment
4. Emergency situations

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The District office will notify the parent(s)/guardian(s) within 30 calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

A District office's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent or his designee within 14 calendar days of the denial. An appeal shall be decided within 30 calendar days of the parent's/guardian's request for an appeal. The Superintendent will notify the parent(s)/guardian(s) in writing of his or her decision. A denied request shall state the reason.

No fee shall be collected from any parent(s)/guardian(s) who are seeking a fee waiver in accordance with this policy until the District office has acted or the Superintendent has acted on an appeal, if any, and the parent(s)/guardian(s) has been notified.

Questions regarding the fee waiver request process should be addressed to the District Business Manager at (847) 838-7180.

## **FOOD SERVICE**

Community High School District #117 is currently using MEALTIME, a computerized system for purchasing meals in the café and snack areas. The student's ID will be used to access their account when paying for meals. **Please stress to your child NOT to share their ID number with others.**

The student's accounts will be utilized to deposit funds for a meal and/or ala carte purchases. Payments may be split between siblings within the same school and can be made by cash, check or online. This system is capable of tracking how your child is spending their money, and requests to view this account history can be made at any time.

In addition, the MEALTIME system will assure the privacy of students qualifying for "free and reduced meals". All questions concerning this system should be addressed to Arbor Management at (847) 838-7186.

## **HEALTH CENTER**

A Health Center is provided for the convenience of students and staff. A full-time school nurse is available to consult with students regarding health concerns, to provide first aid, and to recommend further medical attention. Written authorization by the student's physician and parent is required for the administration of both prescription and nonprescription medicines. In addition, an emergency medical information form must be on file in the Health Center. **All medications** need to be taken directly to the Health Center. Please see medication procedures for more clarification.

Students are required to obtain permission from a staff member to go to the Health Center. If a student is feeling ill, they must be evaluated by the school nurse. If it is necessary for the student to leave school, the nurse must have contact with the parent/guardian prior to the student being excused and leaving school grounds.

If the school nurse determines that a medical emergency exists, which may necessitate transportation to a medical facility; the following procedures will be followed:

1. The Antioch/Lake Villa Rescue Squad will be called.
2. The parent(s)/guardian(s) will be contacted.
3. If the student's parent(s)/guardian(s) cannot be reached, others listed on the student's emergency medical information form will be called.

## INCLEMENT WEATHER

In case of severe inclement weather, it may be necessary to close school. Emergency announcements are broadcast starting at 6:30 A.M. on AM radio stations WKRS-1220 and WNIZ-1500 and FM stations WXLG-102.3 and WNIZ-96.9. ACHS/LCHS web site links ([www.sequoits.com](http://www.sequoits.com) or [www.lakeseagles.com](http://www.lakeseagles.com)) are also available.

## INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT (IDEIA)

Community High School District 117 is in full compliance AMERICANS WITH DISABILITIES ACT (ADA) and Section 504 of the 1973 Rehabilitation Act. These laws prohibit discrimination on the basis of a handicap. Students who have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Community High School District 117, may appeal such discrimination to the respective building principal.

## INSURANCE

Community High School District 117 (ACHS/LCHS) does not provide insurance against accidental injury or other medical expenses that may be incurred by the student. Through a program made available by the school district, the student's family may purchase a comprehensive accidental injury policy at nominal cost. Information about this insurance plan may be obtained from the District Business Manager at (847) 838-7180.

## INTERNET ACCESS

Student access to the Internet is provided for research, instruction, and learning. Before gaining access to the network, students and parents must complete an "Authorization for Internet Access," which states rules and restrictions for use. Students who breach the agreement face disciplinary action and/or loss of network privileges.

## LOCKERS

Students enrolled at Community High School District 117 (ACHS/LCHS) are assigned lockers. The locker remains the property of District 117. School officials have access to the locker at any time. Only locks purchased from District 117 may be used, other types of locks will be removed. **The school assumes no responsibility for lost or stolen items.** School and physical education lockers are to be used by students only for the following items: clothing, umbrellas, books, and related items for school use. Specific items forbidden on school grounds or in school lockers include, but are not limited to: alcoholic beverages, drugs of any kind, tobacco in any form, weapons, and incendiaries or explosives of any type, or any materials not related to school.

The following guidelines are to be followed:

1. Lockers are to be kept neat and clean on both the outside and the inside. Students defacing lockers will be charged a cleaning fee and/or a repair/replacement fee. Staff members may remove any inappropriate materials from outside/inside a student's locker at any time.
2. Lockers are to be locked at all times. **Community High School District 117 (ACHS/LCHS) is not responsible for lost or stolen property. Students are encouraged to leave valuable items at home.**
3. Students should use only their assigned locker. Lockers are not to be shared. Lock combinations should not be given to anyone
4. If a lock fails to work, it should be reported to the Attendance Office immediately.
5. Food, except for a sack lunch, is not to be kept in lockers.
6. A request for a lock to be replaced should be made in the Attendance Office. There will be a charge for lost or damaged locks.

## MEDICATION PROCEDURE

Students who must take medication during the school day are to follow these guidelines:

1. Obtain a written statement from the prescribing physician indicating the reason(s) for the me-

dication and dosage. This statement shall include the telephone number of the physician.

2. Prescription medication must be in a labeled container provided by the pharmacy. The label must include student name, name of medication, dosage to be given at school, and prescribing physician. This container **MUST** be brought to school by a parent and **MUST** remain at school.
3. The physician's statement, medication, and written permission from the parent(s)/guardian(s) to administer the medication will be maintained in the Health Office.
4. Non-prescription, over the counter medication, i.e., Tylenol, Advil, Midol, **MUST** be in a sealed container and brought to the Health Office for labeling and securing. All non-prescription medication requires written permission from the parent/guardian and physician on the ACHS/LCHS medication permission form.
5. All medications will be stored in a locked cabinet.

Students who require regular emergency medication prescribed for asthma or are required to carry an Epi-pen may carry and self-administer their medication provided written permission from the physician and a written release of liability from the parent(s)/guardian(s) are on file and permission has been received from the school nurse. **No other medications prescription or over the counter may be carried in any manner while in school or any activity of District 117.**

In all cases, the school retains the discretion to reject a request for administering medicine.

## **MESSAGES TO STUDENTS**

In order to minimize class interruptions, personal messages to students from parent(s)/guardian(s) must be deemed an emergency by the Attendance Office.

## **SEX EQUITY POLICY**

Community High School District 117 is in full compliance with Title IX of the Education Amendments of 1972 passed by Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination on the basis of sex in educational programs that receive federal funds. Students are not denied educational rights or benefits due to forthcoming or current parenthood. Any intimidation, harassment, or denial of rights or privileges on the basis of sex or exclusion from participation in any activity will not be tolerated. Students who have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of District 117, may appeal such discrimination by phone or in writing. Such appeals are to be directed to the respective building Principal. A response, in writing, to a complaint will be delivered to the complainant within 10 working days of receipt. If such response is not satisfactory, complainant may, in writing, request a hearing before the Board of Education. The Board of Education will hold such hearing within 35 days of receipt of the request.

## **SPEECH AND EXPRESSION**

The Board of Education recognizes that student speech or expression may be limited in the school environment. Pursuant to this policy, the following types of speech or expression are prohibited:

- Any lewd, indecent, vulgar or hate speech.
- Any abusive or profane language directed toward others.
- Any obscene or offensive gestures or representations directed at others.
- Any obscene, profane, or hate literature or posters.
- Any organizing of students that leads to disruption of or cessation of classes.
- Any speech, expression, or representation that promotes violence.

## **TELEPHONE**

Any student wishing to make a telephone call during non-class time may use the school phones with permission from a staff member.

## **TEXTBOOKS**

Textbooks are the property of Community High School District 117. Students who damage a book will be assessed a fee based upon the percentage of the book's original cost and its condition. If a

student is unable to locate their assigned textbook, lost book fees must be paid before another book is issued.

## **TRANSPORTATION**

Community High School District 117 provides bus transportation to students through Durham Bus Service. If a student is not picked up on time or if there are other problems concerning transportation, the parent(s)/guardian(s) should contact Durham School Services at (847) 838-5198.

The following regulations are to be observed:

1. Students are to ride only their assigned bus routes. Student I.D. cards must be shown upon the driver's request. Bus schedules will be mailed before the first day of school.
2. Buses load/ unload at the northeast entrance in the east parking lot at ACHS and the northeast entrance in the north parking lot at LCHS.
3. School buses are used as student spectator buses for many student activities. When buses are used for this purpose, students are required to register and may be required to pay a nominal transportation cost. Only District 117 students are eligible to ride the spectator buses.
4. Students participating in a school-sponsored activity are required to ride the bus to and from such activity.
5. Improper conduct on the bus may result in the suspension of bus riding privileges.
6. Bus service is provided to students enrolled at the Lake County High School Technology Campus in Grayslake and its use is mandatory for students involved.
7. Due to safety concerns, students leaving school premises will not be allowed back on school grounds to ride buses. Some exceptions may occur with school sponsored events.

**LATE BUS SERVICE** is available Monday through Friday. A student desiring to ride the late bus must obtain a late bus pass from a teacher or administrator before boarding the bus. Passes are issued only to those students who pre-arranged an after-school activity with appropriate staff.

## **VIDEOTAPING IN SCHOOL AND ON BUSES**

It is the policy of Community High School District 117 to permit school officials to utilize video cameras in selected interior and exterior areas of the building and on school buses for the primary purpose of reducing and documenting disciplinary problems in the school and on the buses. Videotapes may be used with or without audio components. Students may be disciplined based in whole or in part on videotape evidence of misconduct.

A student being disciplined based on activities recorded on the videotape, and/or the student's parent(s)/guardian(s), may view the segment of the videotape that documents the incident in question. In appropriate circumstances, school officials may be authorized to show videotape to other government agencies, including law enforcement agencies and the Department of Children and Family Services.

## **WORK PERMITS**

The Child Labor Law states students between the ages of fourteen and sixteen may not work more than three hours on a school day and never before 7:00 a.m. or after 7:00 p.m. No one under sixteen can be employed outside of school hours or during school vacations "in dangerous or hazardous factory work, at a place that serves alcohol, or in any occupation otherwise prohibited by law."

Students who are 14 or 15 years of age and plan to work after school hours or during vacations must obtain a work permit from the Main Office. **A parent/guardian must sign the application in person in order to obtain a permit.** The following items must be presented with the application: 1) letter of intent to employ on company letterhead, 2) proof of age in the form of a Birth Certificate, Baptismal Certificate, or Life Insurance Policy, 3) Social Security card, 4) current physical within 1 year of the application date. Work permits are valid for one year from the date of issuance.

# STUDENT ACTIVITIES

A wide variety of activities directly related to the curriculum are available. There are two types of co-curricular activities (athletic and non-athletic) listed in our Curriculum/Student Activities Guide.

## ATHLETICS

ACHS/LCHS are members of the North Suburban Conference. Member schools include: Antioch Community High School, Grant, Lake Forest, Lake Zurich, Lakes Community High School, Libertyville, Mundelein, North Chicago, Round Lake, Stevenson, Vernon Hills, Warren, Wauconda and Zion-Benton High Schools.

Sports for boys include bass fishing, cross-country, football, golf, soccer, basketball, wrestling, baseball, tennis, track, volleyball and cheerleading. Sports for girls include bass fishing, cross-country, field hockey, tennis, volleyball, basketball, bowling, soccer, softball, track and cheerleading.

The objectives of the various sports programs are similar in that they teach or enhance:

- |                         |                      |
|-------------------------|----------------------|
| 1. Sportsmanship        | 5. Leadership        |
| 2. Rules of the game    | 6. Discipline        |
| 3. Physical development | 7. Group cooperation |
| 4. Coordination         | 8. Skill development |

## Sportsmanship

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the North Suburban Conference as well as for the individuals who participate in these programs. Persons involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

A goal of the North Suburban Conference for interscholastic competition is to teach important values while enriching the educational experiences of young men and women. Good sportsmanship is one of those values.

## Student Expectations

1. High school athletic competition provides learning experiences for students and sometimes mistakes are made. Praise student athletes in their attempt to improve themselves as students, athletes, and individuals.
2. A ticket is a privilege to observe the contest, not a license to verbally assault others.
3. Learn the rules of the game.
4. Show respect for the Antioch/Lakes and opposing players, coaches, spectators, and support groups.
5. Respect the integrity and judgment of the game officials.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from the use of any controlled substances before and during contests.
8. Use only those cheers that support and uplift the teams involved.
9. Obey the rules and regulations set forth when a guest of any North Suburban Conference host school.

## Athletic Training Rules and Eligibility Requirements

Students participating in interscholastic athletics at Antioch and Lakes Community High Schools are required to complete a registration form that is available in the Athletic Office. The form outlines school training and eligibility rules. Parents/guardians and students must sign the form, indicating an understanding of the rules and agreement to comply. Student athletes must achieve academic eligibility requirements as specified by District 117 Board of Education. In addition, athletes are required to have an annual physical examination and present proof of insurance. Physical ex-

amination forms may be obtained from the Athletic Office. An insurance plan for athletics is available through the school for a fee.

## **CODE OF SPORTSMANSHIP FOR SPECTATORS**

1. Greet visitors with friendly applause.
2. Respect the property of the school.
3. Respect the authority of supervisory personnel and D117 staff at all times.
4. Refrain from applauding mistakes by opponents or penalties called against them.
5. Show respect for an injured player when she/he is removed from the contest.
6. Encourage your team by cheering for them – refrain from booing or making disparaging remarks about the team or officials.
7. Respect the judgment and strategies of the coach and the efforts made by the players.
8. Refrain from throwing objects of any kind.
9. Refrain from criticizing players, coaches, or officials during or following the contest.
10. Refrain from physically or verbally abusing supervisory personnel.

## **DANCES**

Various school organizations may sponsor student dances throughout the school year. Students must present their ID to enter the dance. Students are required to remain in the building. Students leaving the building before the dance is over will not be re-admitted. Students may invite guests from other schools to Homecoming, Turnabout, and Prom with approval of an administrator **prior to purchasing tickets**. Guests must abide by all ACHS/LCHS rules. Parents/Guardians are always welcome to attend. ACHS/LCHS reserves the right to refuse entry to any student and/or guest.

## **GRADUATION PARTICIPATION POLICY**

Students who have qualified to graduate, but who choose not to participate in the voluntary Commencement Ceremony, will be issued a diploma the following week. To be eligible to participate in the Commencement Ceremony, the following requirements must be met:

1. The student must have successfully completed all District 117 curriculum requirements for graduation and have taken the Prairie State Achievement Exam (PSAE).
2. The student must have paid all monetary obligations and fees.
3. The student must attend and complete Commencement practice.

Admission tickets to the Commencement ceremony will be divided equally among participating members of the senior class. Seniors who do not need the designated disbursement will be requested to share their extra tickets with classmates needing more tickets.

**Early Graduation:** Seniors who will have met graduation requirements in **seven** semesters may petition the Board of Education for early graduation. The application must be filed through the student's counselor no later than the end of the third week in November. Seniors who are approved to graduate early are eligible to apply for scholarships and awards.

## **MEETINGS**

All regular meetings of school sponsored activity groups must be held in school and be directly supervised by an advisor. No social function of any type relating to the school may be held at homes of teachers or students without special permission of the administration.

Evening meetings or activities must be adjourned no later than 9:30 p.m. on school nights. Any deviation from this regulation must be approved by the administration prior to the meeting.

Students and parent(s)/guardian(s) are reminded of County and State Laws which require persons less than 18 years of age to be in their homes by 10:30 p.m. weekdays and 11:30 p.m. on weekends.

## **SCHOOL ACTIVITIES REQUEST**

Any school organization, club, or class that would like to sponsor a student activity, dance, social

function, or project must secure the proper form and set of rules from the office at least two (2) weeks in advance of the date of the activity. All club activities must appear on the school calendar and have the approval of the AD.

## **STUDENT SERVICES AND RECORDS**

The purpose of the ACHS and LCHS Guidance Departments is to assist students in experiencing success in high school, to meet graduation requirements, and to develop a sound plan for post high school education and/or employment.

All guidance counselors participate in the planning and operation of the College and Career Center and Guidance Department programs.

### **COUNSELOR SERVICES TO STUDENTS**

The guidance counselors provide the following services:

1. Offer academic advice, monitoring, and assistance with study skills.
2. Offer advice and resources regarding careers and colleges.
3. Provide information regarding the financial aid process.
4. Support and intervention for problems interfering with school performance.
5. Serve as a student advocate.
6. Assist with the student's orientation to Antioch/Lakes Community High School.
7. Provide information regarding community resources.

The Guidance Department also conducts group guidance activities aimed at assisting students to achieve success in school and to prepare for the future. Students may make appointments to see their counselors during their unscheduled time. Students will not be excused from class time for counselor appointments, except for emergencies.

### **NAVIANCE SUCCEED**

Naviance Succeed is an on-line system that is to be utilized by students, parents, counselors, and faculty. It is to be used for the purpose of planning (what a student intends to achieve) and progress monitoring (what a student has achieved). Planning alone does not guarantee desired results. The use of Naviance allows students to compare their course of study, or four-year plan, to their post-secondary plan so that they can determine their level of career or college readiness.

Naviance is a valuable tool for students to conduct college searches, determine their likeliness of admission to a particular college, complete college and scholarship applications on line, and manage and track all aspects of the college admissions process.

### **NOTICE OF NON-DISCRIMINATION**

Equal education and co-curricular opportunities, including programs, activities, services or benefits, shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, and actual or potential marital and parental status. Inquiries concerning the implementation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, should be directed to the Principal.

### **NOTIFICATION OF STUDENT RECORDS POLICY**

School Board Policy 750 states that Community High School District #117 will maintain two (2) sets of school records for each student; a *permanent* record, and a *temporary* record. The complete policy that details the contents, accessibility, and other rights for each record is available on the district web site or from the school's registrar.

### **Directory Information**

The Board of Education of Community High School District 117 has approved a policy for the governance of school student records. The entire policy is available through the Guidance Depart-

ment. Directory information on individual students, consisting of name, address, graduation date, and participation in school activities, may be released by the Records Custodian unless written notice from the parent(s)/guardian(s) is submitted prohibiting release of such information. General lists of students containing directory information are not available.

### **Transcripts**

A permanent record is created for each student upon his/her entering Antioch/Lakes Community High School. All grades and college admission test scores and the Prairie State Achievement Exam (PSAE) scores become a part of this record. The permanent record is reproduced and forwarded in conjunction with applications for college, employment or transfers. Students 18 years or older or parent(s)/guardian(s) must sign a release granting permission for a transcript to be sent.

Recommendations for college or employment or other statements regarding a student's performance are provided only with the student's or parent(s)/guardian(s) written release. Students may retain or waive their right to view such recommendations.

### **TRANSFER STUDENT**

Students who have earned credits at another high school will have such credits evaluated for transfer, based on credits earned for comparable attendance at Antioch/Lakes Community High School. Hours of attendance, duration of class periods, graduation requirements and accreditation vary among schools. Therefore, evaluation of credits is based on the best possible academic preparation in a minimum of four (4) years of attendance.

Students transferring in to District 117 from out of state or from another Illinois public school district are required to provide an Illinois Student Transfer Form (ISBE 33-78) to verify whether or not the student is "in good standing" and are required to have up-to-date medical records. Community High School District 117 does not admit new students from Illinois public schools unless the transferring student is "in good standing". ("In good standing" means that the student is not being disciplined by an out of school suspension or expulsion and is entitled to attend class as of the date of the signature by the principal of the student's former school.)

Seniors transferring into Antioch/Lakes Community High School must attend a minimum of one semester to receive a diploma from Antioch /Lakes Community High School.

### **FULL-TIME STATUS**

Community High School District 117 students are required to maintain full-time status unless it can be documented otherwise due to medical conditions. Full-time status is defined as carrying a minimum of 3 potential credits per semester.

### **GRADE LEVEL CLASSIFICATION**

Credits are awarded at the end of each semester. One-half credit is awarded for each semester-long course passed. Students will be evaluated at the beginning of each academic year for the purpose of determining if they are on track to graduate. Grade level standing is determined by the number of credits earned at the end of each academic school year.

- Sophomore in good standing = a minimum of 5 1/2 earned credits
- Junior in good standing = a minimum of 11 earned credits
- Senior in good standing = a minimum of 17 earned credits

**NOTE: To earn a high school diploma, students must take the PSAE by their graduation date. The first time a student can take the PSAE is spring of their junior year.**

### **HONOR AND HIGH HONOR GRADUATES**

Community High School District 117 schools do not recognize valedictorian and salutatorian designations. At graduation, designations for honor and high honor graduate status are conferred. High honor and honor graduate status is awarded according to the following changes in School Board Policy:

Honors: Cumulative GPA of 3.6

High Honors: Cumulative GPA of 4.0 and no grade lower than "C"

## **PHYSICAL EDUCATION EXEMPTIONS (WAIVERS)**

As provided by statute, any junior or senior student who participates in a varsity sport, or any freshman through senior who participates in marching band, may request to be exempt from his/her physical education course for the duration of the season in which he/she is actively participating.

Exemptions due to participation in varsity athletics and/or marching band are not automatic. Any student who is eligible and interested in receiving a Physical Education Exemption must file a request for exemption.

## **WITHDRAWAL AND LATE ENROLLMENT**

A student will be considered to have officially withdrawn from Antioch/Lakes Community High School upon completion of a withdrawal form from the Guidance Department. Students who do not report to classes by the tenth day of the semester or who do not attend school for 10 consecutive days without notice may be withdrawn.

## **SPECIAL EDUCATION**

Community High School District #117 serves students with special needs in the categorical areas of learning disabilities, emotional disabilities, cognitive disabilities, physical disabilities, speech and language disabilities, hearing and vision impairment, as well as other health impairments. Students with special needs are served in a range of service delivery models. The goal is to meet the educational and emotional needs of students, within the least restrictive environment, appropriate to the individual child. To offer a full continuum of educational options, the District may employ outside agencies in order to provide services unique to the individual child and their families. A student must have an Individual Educational Plan (I.E.P.) in order to receive special education services. Inquiries about services can be directed to Janet Frichtl, District Special Education Director, at 847-838-7115.

## **ALTERNATIVE EDUCATIONAL SERVICES**

Community District #117 may provide an alternative educational setting for students who have not made successful progress toward a high school diploma while enrolled in the regular curriculum. Recommendations for placement will be determined by an administrator/counselor committee. Space in this program is limited.

## **SECTION 504**

A student who may need special services or programs within the intent of Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Education of the Handicapped Act, P.L. 94-142, P.L. 105-17 (EHA/IDEA). Please contact your child's assigned counselor if there are questions about a particular student's educational placement.

## **STUDENTS ASSISTANCE PROGRAM (S.A.P.)**

The Student Assistance Program (SAP) helps students and parents cope with today's challenges by bringing together students, families, school and community. A comprehensive SAP provides prevention and education to encourage healthy lifestyles as well as providing support and intervention services to students and their parents/guardians who may be experiencing problems and specifically problems with alcohol, tobacco and other drugs (ATOD). Community High School District 117 believes that parents have the strongest influence over their children's choice to experiment with and/or use ATOD. However, because adolescents spend about one-third of their waking hours in school and school-related functions, the school has a unique opportunity to reduce substance abuse on the part of students and provide solutions through the SAP. District 117 recognizes that ATOD

use not only interferes with a student's ability to learn, but also leads to a multitude of other problems for students and their families. A major goal of the SAP is to intervene early on behalf of those students who are beginning to show signs of escalating academic, attendance, and behavioral problems at school.

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# LAKES COMMUNITY HIGH SCHOOL

**Please Note:** If you need immediate attention during regular business hours, please dial 847-838-7100 and press “0”

<b>LCHS ADMINISTRATION</b>	
Mr. Steve Plank, <i>Principal</i>	838-7679
Mr. David Newberry, <i>Assistant Principal</i>	838-7108
Ms. Merry Quinn, <i>Assistant Principal</i>	838-7105
Ms. Christine Roberts, <i>Dean of Students</i>	838-7623
Mr. Kurt Sooley, <i>Dean of Students</i>	838-7307
Ms. Brie Cederna, <i>Special Education Coordinator</i>	838-7288
Mr. Troy Parola, <i>Athletic Director</i>	838-7276
<b>STUDENT SERVICES</b>	
Guidance Office	838-7144
Ms. Sara English – <i>Counselor</i>	838-7289
Ms. Sharon Rosnick – <i>Counselor</i>	838-7272
Ms. Nicole Repa – <i>Counselor</i>	838-7137
Ms. Gwen Varney – <i>Counselor</i>	838-7138
<b>SUPPORT PERSONNEL</b>	
Ms. Christina Foss – <i>Social Worker</i>	838-7114
Mr. Eric Born– <i>School Psychologist</i>	838-7109
Ms. Jennifer Ping – <i>School Psychologist</i>	838-7312
<b>DEPARTMENT LEADERS</b>	
Applied Technology – Ms. Susan Soukup	
English – Ms. Kate Kiefer	
Fine Arts – Ms. Christine Roberts	
Math – Ms. Jori Bowen	
P.E./Health/Driver Ed. – Mr. Mark Ring	
Science – Mr. Mark Prosis	
Social Studies – Ms. Rebecca Holst	
World Languages – Ms. Rachel Morales	

# SCHOOL IMPROVEMENT AND STUDENT GOALS

The Lakes Eagles Learning Community is comprised of staff, students and their families, and all the members of the surrounding communities. It serves to provide a research-based framework for the continuous improvement of teaching and learning in order to inspire all participants to achieve their maximum potential. Also, the Lakes Eagles Learning Community strives to provide RIGOR in every aspect of the experience at LCHS. Below are the main components of the LCHS school improvement goals written by the Student Achievement Committee:

- Instruction & Assessment – Students and staff will participate in common formative assessments, CRISS strategies, and writing in the learning environment.
- The Eagle Way – Students and staff will participate in developing a positive school environment.
- Technology & Curriculum – Students and staff will use of technology as a tool for teaching and learning. Students will master content and skill as outlined in curriculum maps.

Like our school goals, all students should work with their parents, LCHS staff, and friends to develop goals for each school year, as well as a total high school experience. These goals are important to help maintain focus, provide motivation, and evaluate success as you prepare for life after high school. Included in these goals should be all of the following:

- Demonstrate Courtesy, Pride and Respect
- Classroom achievement
- Daily attendance
- Follow student handbook policies
- Participate in providing community service
- Participate in extra-curricular activities
- Performance on standardized tests

## SCHOOL SPIRIT

In order to be successful, a school must run harmoniously. There must be a unity of spirit, teamwork, and cooperation among classmates. There must be a respect for the building and furniture as well as self, daily preparation of lessons, observance of the best possible speech, a sportsmanlike attitude at all times, and the development of other valuable citizenship traits. The welfare of the entire student body is of the greatest concern. Make your high school the best school from which you could graduate.

## SCHOOL LOYALTY

If our school is to become even greater and better, school citizens must be loyal, devoted, faithful, full of courage, and regard honor in every relation of school life. To be a good citizen you must be able to carry out the following pledge: **“I will follow and help others follow those policies which further the good of all.”**

Such policies include: proper conduct in the halls, assemblies, classrooms, and lunchrooms; respect for superiors, classmates, buildings, furniture and property as well as respect for yourself, faithful daily preparation of lessons; observance of the best possible speech; a sportsmanlike attitude at all times; and the development of other valuable citizenship traits.

# GENERAL INFORMATION

## FIRE DRILLS

Fire drills are an integral part of the school safety program. Each student should be aware of the established procedures for these drills for his or her room. The signal for a fire drill is given by the automatic fire horn. Students must move promptly in a single file according to instructions. It is important that fire drills be conducted with absolute silence and precision. Students should leave books and materials at their desks when leaving the building. The teacher will follow the class out of

the room and close the doors and windows.

Fire drills are required by statute unless weather conditions endanger the health of the students.

When the fire alarm sounds, students should move quickly to designated exits in single file and refrain from unnecessary talking. Students must continue moving quickly away from the building until the exit is clear and the last to leave are at a safe distance (at least 100 feet from the building is recommended).

Teachers should take their class rosters with them for an accurate attendance count outside.

Fire alarm exit cards are placed in every room signifying the exit to be used. Please refer to them for instructions.

## **FOOD SERVICE**

Lakes Community High School offers a food service to students during their designated lunch periods. **All food items and beverages must be eaten in the cafeteria with the exception of water.** Students are not to have food delivered from commercial or private sources. **Students are not permitted to leave the school grounds during lunch periods.** Violations of privileges and responsibilities in the cafeteria/commons may result in disciplinary action. Students in financial need may be eligible for free or reduced lunch. Application forms are available in the Business Office.

Note: Applications for free or reduced lunches are available in the main office.

Students are expected to demonstrate acceptable manners and attitude during lunch period. Undesirable actions such as poor manners, disorder, throwing food/containers, and littering the cafeteria or halls indicate a lack of manners and offenders will be referred for disciplinary action.

The following guidelines are expected of each student:

- Students are responsible for disposing of their own refuse.
- Each student is responsible for the return of their tray to its proper place.
- Each student should replace the chair under the table when finished eating.
- Each student should develop eating habits which are conducive to keeping the cafeteria neat and clean.
- Accidents do happen! If food etc. is dropped on the floor, the student is expected to pick up this food and place it in the waste container and/or try to obtain help.

## **HOMEWORK**

Although some class time may be provided for daily assignments, it will be necessary to prepare the major portion of most assignments at home or during a non-scheduled period. Most students who are enrolled in six subjects will need from five to eight hours per week of evening and weekend homework if assignments are to be completed to a satisfactory standard. It is suggested that parent(s)/guardian(s), in consultation with their student, identify a place for study where students have the opportunity to concentrate. Parents/guardians are encouraged to contact a counselor if help is needed in this area.

## **HONOR ROLL**

High honor and honor rolls are published each semester. All grades are computed for the honor rolls. Only full-time students are eligible for honor roll status.

Honors: Cumulative GPA of 3.6

High Honors: Cumulative GPA of 4.0 and no grade lower than a "C"

## RECOGNITION PROGRAM

LCHS would like to recognize students for their excellence. To show appreciation to those students, LCHS has implemented the following program:

### Lakes Recognition Program

#### Student of the Month

- By department
- Student of the Month
- Most Improved
- Rewards:
  - Free activities pass
  - Gift card
- Nomination for Eagle Pride
- List of all nominees on the web site
- Letter home for every nominee

#### Exam Exemptions

Seniors only Semester 2

- 95% attendance, one college visit will not be counted
- 85% grade in the class
- No disciplinary referrals in the class

#### Staff Appreciation

- Parking spot
- Lunch coupon
- Leave at 2:50 p.m. on Fridays

#### Academic

- High Honors 4.0
- Honors 3.6
- Most improved GPA
- 3.0 Recognition
- Rewards:
  - During school ice cream or breakfast for students with a 3.0 or better
  - Display case with names posted
  - Honors Study Hall

#### Graduation Cords

- Top Senior in each department will have a cord for graduation.

#### Perfect Attendance

- Progress to progress reward:
  - Ice cream
- Semester reward:
  - Gift card
- Yearly reward:
  - Prom tickets for Juniors & Seniors who have no absences with the exception of one college visit or absence for a funeral.

#### Talon Tickets

- Tickets given for citizenship
- Drawings once every 2 weeks

## HONORS STUDY HALL

Honors Study Hall is a privilege for students in grades 10, 11, and 12 and for second semester grade 9. Those who qualify will be able to go to the commons area or designated area during their study hall. Students assigned to honors study hall are responsible for signing in with the study hall supervisor.

The qualifications to obtain this privilege are based on the results from each progress period regarding:

- Good attendance – no truanicies or unexcused tardies
- Good conduct – no suspensions, detentions or disrespect
- Grades must all be A's, B's and C's

If a student feels they are working up to their ability, but still does not qualify, they may appeal to a

**Dean of Students** who will confer with each teacher. If the student is working up to their ability, they may be granted the privilege providing that the attendance and conduct requirements are met. Students who violate the requirements while on the privilege will immediately lose their privilege and be sent back to the regular study hall. They will have to earn it back during a progress period of time. **Students will be moved into Honors Study Hall at the start of the school year, after the 2nd progress report, at the end of semester one, and after the 6th progress report.**

## **LAKE COUNTY TECHNOLOGY CAMPUS (LCTC)**

Community High School District 117 junior and senior students may enroll in vocational education courses that meet at the Lake County Technology Campus (LCTC) in Grayslake. The following guidelines apply to the LCTC program:

### Attendance

- Students are to follow District 117 attendance rules and guidelines.
- Students are required to attend their classes at ACHS/LCHS even when LCTC is not in session.
- When special schedules arise at ACHS/LCHS, students will be informed of attendance expectations.
- Students may be removed at any point or may not be permitted to return for a second year because of poor attendance or misconduct.

### Grades

- Students are expected to maintain a "C" average at LCTC in order to return for the next school year.
- Cosmetology students must complete a minimum of 750 clock hours before the beginning of their second year in the program.

### Double Session

- Students attending a double session at LCTC to complete a class assignment must make prior arrangements with their Home School Coordinator.
- Students are to bring a note from their LCTC Instructor indicating the purpose for a double session.
- LCTC Instructors are to contact the Tech Campus Coordinator if emergencies occur.

### Transportation

- Students are to be on their assigned bus at the designated time for their assigned session.
- Cosmetology program students are required to provide their own transportation.
- Students may not drive or ride with any other student(s) to LCTC for any reason.
- Students who miss the LCTC bus are to report immediately to the Dean's Office.
- Students who miss the returning LCTC bus must report to the Tech Campus Office immediately.
- Students missing the LCTC bus without an acceptable excuse may be disciplined by ACHS/LCHS.
- Parents/guardians are required to call the Tech Campus Coordinator at their home school if they drive their own child to LCTC.

### Driving

- Driving permits for LCTC may be issued with prior arrangements and on a limited basis.
- A driving permit form should be obtained from the LCTC Instructor or the Home School Tech Campus Coordinator.
- Three signatures are required: Tech Campus Instructor, Parent, and Home School Tech Campus Coordinator.

- Only one student's name may appear on the driving permit.
- The student portion of the driving permit is to be displayed on the student's dashboard.

### Field Trip

- A field trip permission slip should be obtained from the LCTC Instructor prior to the scheduled event.
- Three signatures are required: Tech Campus Instructor, Parent, and Home School Tech Campus Coordinator.
- When a field trip sponsored by ACHS/LCHS causes a student to miss his/her session at LCTC, permission from the Tech Campus Coordinator is also required.
- ACHS/LCHS will notify the Technology Campus of schedule conflicts.

**LCHS reserves the right to withdraw students from lctc due to disciplinary issues. disciplinary issues may occur at the home school or tech campus and/or may involve transportation issues.**

### **LIBRARY USAGE/FINES**

The library is open on regular school days from 7:00 a.m. to 3:30 p.m. and on Late Start days from 8:30 a.m. to 3:30 a.m. The library provides resources for reference work and leisure reading. A pass from an academic teacher is required to use the library during a study hall period. Students sign in at the circulation desk on the 1<sup>st</sup> floor upon entering the library. Study hall students' usage of the library may be limited when classes are present.

A maximum of 5 library materials may be checked out by a student at a time. Library materials may be checked out for 2 weeks. After the 6<sup>th</sup> week of not returning or renewing a checked-out material, the library will send a written and/or email notice to the student that he or she will be billed for the material. Subsequent notices and parent notification may follow. Students will not be permitted to check out any materials until late materials are returned.

### **ONLINE DATABASES**

Online Databases can be accessed at school or from home by selecting "Library" from the menu bar of the school home web page. When selecting a database to use off-site, you may be required to enter a username and/or password.

ALL DATABASE\* USERNAMES AND PASSWORDS ARE AS FOLLOWS AND ARE CASE SENSITIVE:

User name: sd117                      Password: library

\*Access to JSTOR is unique. Please see a librarian for instructions.

### **PASSES**

No student is to be out of their scheduled location unless they are carrying a pass from the teacher who is responsible for them at the time. **Students are not to share their handbook with anyone else.** Students without a valid pass or students that are using another student's passbook will be subject to disciplinary consequences.

### **STUDENT PARKING**

The LCHS student parking lot is considered part of the school grounds therefore: students are held to the same code of conduct as in the building or other school property.

All students parking in the student parking lot must register their vehicles in the office and pay the Board approved amount for a parking permit per year. The following procedures will apply:

1. Each family who has a student at LCHS may register one vehicle. The student must be a licensed driver, currently enrolled at school, and drive a vehicle, which is owned or leased by the student, family and/or legal guardian. Student parking permits will be issued during registration in the following order: seniors, juniors, and sophomores who have a driver's license and proof of insurance. The student parking permit is non-transferable. Parking permits will be issued for the academic year with no prorating of costs.

2. Each registered vehicle is to have a LCHS parking sticker.
3. The parking lot is off limits to students during the school day unless permission is granted by the administration.
4. Students must park only in designated student parking area from 7:15 a.m. to 3:00 p.m. on school days unless the student is involved in a school sponsored activity.
5. Temporary parking permits may be issued by the school administration.
6. Unauthorized vehicles in the student parking lot may be ticketed or towed away at the owner's expense.
7. Failure to use driving courtesy or violation of school policies may result in the loss of parking privileges.
8. Students who are not maintaining good standing both academically and behaviorally may have their permits revoked.
9. Students who wish to purchase a parking permit will be required to participate in mandatory/random drug testing per District #117 Board policy number 740.021.

## **STUDENT PARKING AGREEMENT**

Each student driver:

1. Will have their parking tag hanging and **clearly visible** on the front mirror of the car being driven.
2. Will follow all traffic rules and display prudent safe driving practices at all times.
3. Will follow all posted rules regarding **speed limits, traffic direction, and parking assignments**.
4. Will not be part of any illegal activities on the LCHS parking lots or misuse of the parking permit.
5. Will not pass a bus which has its stop arm displayed.
6. Will follow all other regulations concerning driving/parking listed in the handbook.
7. Will respect all other vehicles on the LCHS parking lot.
8. Will maintain good student conduct and academic performance.
9. Will agree to mandatory drug tests.
10. Will park at their assigned area or be towed, **without warning**, at the owner's expense.

## **TORNADO**

In the event there is a tornado alert and time does not enable us to transport students home, it will be necessary to go into our emergency procedure.

The action we will take in our school is as follows:

**WATCH:** means we will be watching for a tornado in the area.

**WARNING:** means we must take specific action to protect the people in the building.

1. The warning will be given over the P.A.
2. Pupils, teachers, and other personnel are to proceed immediately to the designated area. These areas are posted in each classroom.
3. Teachers should take their class lists or attendance cards with them so roll call may be taken. No one is to leave the building after the alert without checking with the principal.
4. Windows and doors are to be closed and drapes drawn.
5. All instructors that have a classroom go kit in their rooms are to have them carried to the shelter area.

## **TUTORING**

It is the goal of Community High School District 117 for every student to be successful. The faculty and staff offer many opportunities to students to help ensure success. Formal and/or informal tutoring during the school day, as well as before and after school, is available. It is the student's

responsibility to seek individual assistance. Teachers may encourage students to seek assistance by calling parents or guardians, scheduling tutoring sessions, writing progress reports, etc. Parents/guardians should encourage the student to cooperate with the teachers in this regard. A late bus is provided free of charge to students who stay for tutoring.

## **VISITOR POLICY**

### **Student Visitors to School**

Students enrolled in other high schools will not be permitted to visit Community High School District #117 schools during the regular school day. Other school age visitors will not be permitted to visit with students during the school day or to be on school grounds during the school day.

### **Alumni Visitors to School**

Alumni wishing to visit members of the faculty and staff must obtain a visitor pass from the Main Office. All visitors are encouraged to visit at the conclusion of the school day or during a teacher's planning period, unless given prior approval by a faculty member to visit his/her classes.

### **Adult Visitors to School**

Parents, guardians, and community members are encouraged to visit Community High School District #117 Schools. Each visitor must sign-in at the Main Office, show photo identification, receive and display a Visitor's Pass. Any visitor without proper authorization will be asked to leave the campus.

## **ATTENDANCE**

Community High School District #117 values the importance of education and believes students need to be in class to properly develop academically and socially. To that end, we will do everything in our power to ensure students have opportunities to grow every day by stressing consistent attendance. Our policy reflects these values.

Regular and punctual attendance is a necessary prerequisite in establishing an atmosphere that promotes excellence in education. Illinois School Code, Section 26-1 provides that: "Whoever has custody or control of any child...shall cause such child to attend some public school...the entire time that it is in session." Law requires regular attendance for all students enrolled in public school regardless of age.

Parents/guardians are expected to inform the school of any absences/tardiness and the reasons for such absences/tardiness by 9:00 a.m. by dialing (847) 838-7100 and press 1 for attendance. Students have the responsibility to acquire appropriate admits, to present the admit to the teacher, and to make arrangements for make-up work with the individual teachers. Lakes Community High School will monitor the student's attendance and inform the parent(s)/guardian(s) of any attendance problems and work with the student and the parent(s)/guardian(s) to solve problems when and if they occur.

### **Absences/Tardiness**

An absence from school is either excused or unexcused.

The following are **excused** absences/tardiness:

- Personal illness
- Court appearance
- Death in the family (please call the Guidance Office)
- School-sponsored field trip or activity
- Unavoidable medical appointments
- A parent/guardian request for pre-arranged absence (see Pre-Arranged Absences)
- Religious Holidays

## Authorizing an Absence

Parent(s)/guardian(s) are requested to contact the **24-hour attendance line by dialing (847) 838-7100** to report an absence, late arrival or an early dismissal. Attendance information should be reported before 9:00 a.m. During school hours parent(s)/guardian(s) may speak directly to an attendance clerk by dialing (847) 838-7104. Students absent from school may not be on school property unless arrangements have been made through a school administrator. In order to participate in after school or evening activities, a student must be present during their last four-scheduled class periods of the day.

If the absence will be for more than three (3) days, the parent(s)/guardian(s) should call as soon as possible, prior to the absence, and students are to pick up a pre-arranged absence form from the Attendance Office. This form will be presented to all teachers to sign prior to their giving assignments to the student. This form must be returned to the Attendance Office before leaving school.

A student with an excused absence is expected to make up all missed class work. All other absences/tardiness not listed above including truancies may be considered unexcused.

In the case of an unexcused absence, a "0" (zero) will be recorded for work due the day of the absence. However, the teacher is required to make the missed assignments available to the student for completion with no credit. These students will also be subject to progressive disciplinary consequences which may include detention(s), three hour detention(s), ILE, parent conference, student contract, referral to SOAR team, referral to law enforcement, suspension, referral to Project PASS, and/or removal from the class (withdrawn failing and placed in a study hall).

After **FIVE** separate absences (**excused or unexcused**) the parents/students will be notified that there is a concern with attendance. After **NINE** absences per semester, parents/students will be notified that they will be on **MEDICAL LOCKOUT**, which means all subsequent absences will be unexcused unless a doctor's note is provided or the absences were previously approved by a school administrator. Current district policy states that after **FIFTEEN** absences, the school has the discretion to remove students from class and/or pursue expulsion.

### Pre-arranged Absences Examples:

#### Medical appointments

1. The parent(s)/guardian(s) are to notify the Attendance Office prior to the absence and the student's attendance record will be reflected as "EX".
2. The student is to present verification of the appointment from the physician's office to the Attendance Office upon returning to school and the student's attendance record will change from an "EX" to a "MA."
3. According to Community High School District 117 Extracurricular Code (III.A.), students missing the last four periods of the day are not eligible to participate in a school activity occurring on the same day. With this medical verification a student's attendance code will change from "EX" to "MA" and will be allowed to participate in co-curricular or extra-curricular activities for the day.

#### Court Appearance

1. The parent(s)/guardian(s) are to notify the Attendance Office prior to the court date and the student's attendance record will be reflected as "EX."
2. The student is to present verification of the court appearance to the Attendance Office upon return to school the student's attendance record will change from an "EX" to a "C".
3. According to Community High School District 117 Extracurricular Code (III.A.), students missing the last four periods of the day are not eligible to participate in a school activity. With this court verification a student's attendance code will change from "EX" to "C" and will be allowed to participate in co-curricular or extra-curricular activities for the day.

#### Family Vacation

The parent(s)/guardian(s) are encouraged to take vacations when school is not in session.

#### College Visitation

1. Students should attempt to confine college visitation to times when school is not in session.
2. The parent(s)/guardian(s) are to notify the attendance office at least 24 hours prior to date of the visitation.
3. Juniors and Seniors are allowed three absences designated as college visits. The student is to present verification of the college visit to the Attendance Office upon return to school

### **Religious Holidays**

1. The parent(s)/guardian(s) are requested to notify the attendance office at least 24 hours prior to the absence.
2. Students should inform teachers ahead of time.

### **HOMEWORK REQUESTS**

If a student is going to be absent from school for three or more days due to suspension, illness, or family emergency, the student or parent(s)/guardian(s) may call the Guidance Office at 847-838-7144 to request homework assignments. Requests should be made as early as possible. Teachers are given 24 hours to submit assignments. Students may obtain homework assignments from teachers in advance of any pre-arranged absence.

### **MAKE-UP POLICY/INCOMPLETE WORK**

For each day of absence due to an excused absence, a student will be allowed one day to bring assignments up to date (unless an agreement is made with a faculty member due to extenuating circumstances). As a general rule, no more than ten days will be allowed for such make-up work. If a student is absent, it is the student's responsibility to make arrangements with teachers for making up the work missed. Incomplete status at the end of a marking period is reserved for extenuating circumstances and must normally be satisfied within two weeks following the end of the marking period. Grades will be assigned based on completed work at that time. Individual consideration will be given to those students who are incapacitated beyond the end of the term.

### **FIRST PERIOD TARDIES**

All students tardy to first period must report to the attendance office to sign in and to get a pass to class. These students will be subject to progressive disciplinary consequences which may include lunch detention(s), after school detention(s), three hour detention(s), in school suspension, revoking of parking privileges, parent conference, student contract, referral to Project PASS, and/or removal from the class (withdrawn failing and placed in a study hall).

### **TARDIES TO CLASS DURING THE SCHOOL DAY**

A student entering a class with a valid pass will not be counted as tardy. Students tardy for any other reason will be marked as tardy and remain in class. Interventions for tardiness to class will be handled as follows:

1. **First Tardy:** Classroom teacher will record and warn the student
2. **Second Tardy:** Classroom teacher will record and assign one teacher detention
3. **Third Tardy:** Classroom teacher will record, assign one teacher detention and notify the student's parent/guardian
4. **Subsequent Tardies:** Student is to remain in class and a referral will be forwarded to the Dean of Students

Students more than 10 minutes late to class will be referred to a Dean of Students immediately. Students who are persistently tardy to class may be considered insubordinate and the appropriate discipline will be assigned.

### **PERMISSION TO LEAVE SCHOOL GROUNDS**

Any parent(s)/guardian(s) requesting early dismissal for their student are asked to call the attendance office prior to the dismissal. The following procedures must be followed:

1. All students leaving the building must sign out in the Attendance Office and obtain a "Permission to Leave Grounds" pass.

2. After a student signs out in the Attendance Office, he/she must exit from the main door.
3. Students who have left the building during the school day must sign in and receive a pass in the Attendance Office prior to returning to class.
4. Parents/guardians picking up a student(s) without prior notification must present identification to the attendance office personnel and secure permission from an administrator.

**STUDENTS LEAVING THE BUILDING WITHOUT PRIOR  
AUTHORIZATION WILL BE CONSIDERED TRUANT**

## **REGULATIONS AND PROCEDURES**

### **ACCIDENTS**

When an accident occurs, it should be reported at once to the teacher in charge who will then report it to the office.

### **CHARACTER AND SELF-DISCIPLINE**

As a member of LCHS, I have obligations to:

1. Have pride in and loyalty to my school
2. Make constructive use of school facilities
3. Feel responsible for the care of school property and books
4. Demonstrate good sportsmanship
5. Always display appropriate behavior
6. Share in work and recreation
7. Have respect for all members of the school
8. Appreciate the efforts of others
9. Be honest and trustworthy in all things
10. Develop my abilities and talents to their capacities
11. Exercise moral courage to do what is right even if it makes me unpopular
12. Understand and practice graciousness and generosity
13. Take advantage of all opportunities for an education
14. Realize that concern for others is the key to true happiness

### **DISPLAY OF AFFECTION**

Any undue display of affection on school grounds will not be tolerated. Referral to parents and possible disciplinary action shall occur if this problem persists.

### **DRESS CODE**

If a staff member deems that clothing or jewelry is unacceptable they will request that the students correct the issue immediately. If the student cannot or is unwilling to correct the issue then the student will be sent to their Dean.

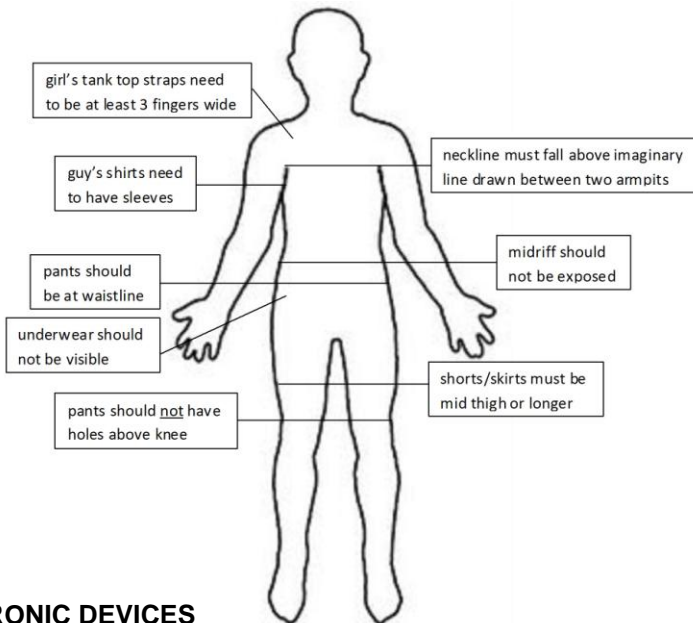
Examples of clothing/jewelry LCHS deems inappropriate and unacceptable. Examples of unacceptable clothing include:

- spaghetti strap tops
- see through clothing
- midriffs exposed
- spikes
- visible underwear
- muscle shirts
- holes above knees
- clothing above mid thigh
- pajamas/sleeping attire
- excessively torn clothing

Any article of clothing/jewelry that displays the intent of promoting violence, alcohol/tobacco, or an

illegal substance is strictly prohibited. Hats, headgear, and sunglasses are not permitted. Clothing or jewelry that promotes or symbolizes organizations fostering and leading to crimes of hate (Confederate Flags, Iron Cross, 5/6 point crowns and stars) is strictly prohibited. Winter outerwear that could conceal illegal item(s) is prohibited during school hours.

## DRESS CODE



## ELECTRONIC DEVICES

District 117 is currently conducting a pilot program regarding the use of electronic devices in our schools. The pilot is designed for students to be allowed to use them as an instructional tool as well as in specific locations during times of non-instruction. Non-compliance of the parameters set forth in the pilot program may result in disciplinary consequences. The administration may continue or discontinue the pilot program at any time. **LCHS is not responsible for lost or stolen electronic devices.**

## HARASSMENT

### A. Sexual

It is the policy of the Board of Education of Community High School District No. 117 to provide students and staff with an environment free of unwelcome sexual advances or sexual harassment. For the purpose of this policy sexual harassment is defined as follows:

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ability to participate in or benefit from an educational program or activity
2. Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individual
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment
4. Verbal or physical conduct of a sexual nature includes, but is not limited to:
  - a. sexually oriented verbal “kidding”, remarks, innuendoes, leers, gestures, jokes, graffiti,

or questions of a sexual nature

- b. sexually-oriented touching, patting, pinching, pulling of clothing, or intentionally brushing against, or making intentional unpermitted physical contact with another individual
- c. exhibitionism (indecent exposure) by removing one's own or another's clothing
- d. suggestion or insinuating sexual involvement
- e. subjecting individuals to embarrassment, hostility, humiliation, or intimidation due to gender or sexual orientation

Students who believe that they are the victims of sexual harassment are encouraged to discuss the matter with a teacher, counselor, or a member of the LCHS administrative team. Students who sexually harass other students or staff members are subject to discipline pursuant to the District's Discipline Policy. School Board Policy 500.02 clarifies school policy regarding sexual harassment.

## **B. Intimidation**

Engaging in behavior that prevents or discourages another student from exercising his/her rights to an education based on factors including, but not limited to, physical/mental disabilities, gender, race, sexual orientation, other protected group status, or pertaining to a student's class standing or co-curricular / extra-curricular activity affiliation is prohibited. Such prohibited behavior includes the use of threats, coercion, or force against students, school personnel, and/or school visitors.

## **C. Hazing/Bullying**

Hazing/bullying is an intentional, knowing, or reckless act directed against a student by one person or acting with others, whether on campus or off, that endangers the mental / physical health or safety of a student for the purpose of being initiated into, holding office in, or maintaining membership in any student organization. This behavior can include, but is not limited to, verbal or non-verbal harassment, physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying or any other demeaning activity. Incidents must be reported immediately to the Dean's Office.

## **D. Racial**

Engaging in derogatory behavior towards another individual including, but not limited to; race, color, ancestry, national origin, ethnicity, religion, or creed followed by the other individual is prohibited. Any acts fostering or promoting organizations related to the performance of hate crimes will also be considered within this category.

## **E. Threat**

Any expression, written verbal, or physical that may cause a concern to an individual's life, property, or family is prohibited.

Violations of the Harassment policy are cumulative. Each violation will result in a more serious consequence.

# **PHYSICAL EDUCATION POLICY**

## **Pe Make-up Policy**

While enrolled in physical education, students must meet the requirements of each unit per semester. All students are expected to dress for physical education unless they have a medical excuse from the school nurse. A *no dress* would need to be made up on the make-up days which will occur on most Tuesdays and Thursdays. A limit of ten make-up days will be allowed and make-ups must be completed within a week from the date of the *no dress*. If a student accumulates six *no dress* days, the student shall receive an F for the semester. This *no dress* policy is only in affect for unexcused *no dresses*. If there is a doctor's note and the student cannot participate, the student will be provided alternative assignment(s) to finish the course. School field trip absences do not need to be made up.

## **Definition of Uniform**

An appropriate Lakes Community High School Physical Education uniform must be worn.

1. The required uniform is a school purchased tee shirt and shorts. No facsimile will be permitted. The uniform cost is paid during the class registration or during the first week to their PE teacher.
2. Socks and soft-soled athletic shoes are required.
3. Student's name must be printed on the uniforms. Borrowing uniforms will not be permitted.
4. Sweat clothes may be worn over the required uniform if weather warrants.

### **Rental Policy**

Renting a uniform prevents a no dress and enables learning to take place. A rental uniform may be used by any student who:

1. Has forgotten part or all of the required uniform.
2. Has a soiled or defaced uniform (defaced means having a ripped uniform, an altered uniform, or markings other than the student's name on the uniform).
3. Has a lost or stolen uniform.

The cost of the uniform rental is \$1.00 per uniform per day. The Physical Education staff will clean rental uniforms. Rentals are not to exceed one (1) day except by an emergency approved by the instructor.

### **SALES/DISTRIBUTION AND POSSESSION OF NON-SCHOOL ITEMS**

There is to be no sale of any material not expressly permitted by the Board of Education and/or the LCHS Administration. Distribution of non-school items or publications must be submitted to the Principal for examination prior to distribution. Determination by the Principal or a designee as to time and place of distribution will be made within 24 hours of submission.

### **SCHOOL DANCES**

The following regulations will be strictly adhered to concerning school dances:

1. Students must present their student I.D. card in order to enter the dance.
2. Anyone entering the dance must have on and maintain school appropriate attire.
3. If a student leaves a dance, he/she will not be allowed to return.
4. Students will not be admitted during the second half of a dance unless prior arrangements have been made with an administrator.
5. Any student/guest found in possession of, or under the influence of, any banned item or substance will be subject to disciplinary action and/or police referral.
6. Students will be allowed to bring one guest who is 20 years old or under to homecoming/turnabout/prom from other schools provided the student completes the regular school visitor's form in advance. This form must be submitted to the Main office. This applies to all dances. Attendance at all dances is reserved for LCHS students (or approved guests) only. All other dances are for LCHS students who are in good standing.
7. Administration action for student offenses may include barring a student from future dances and social activities.
8. Students are expected to dance in a school appropriate manner.

### **SEARCH AND SEIZURE**

School authorities (certified employees and school administrators) may search a student and/or the student's personal effects (including, but not limited to; purses, wallets, book bags, and lunch boxes) when there is reasonable suspicion that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. School property, including, but not limited to, desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

**Automobile** – It is important for students to understand that the appropriate school personnel, with or without local law enforcement officials accompanied by canine units, have the right to inspect and/or search any vehicle being driven by a student and parked on school grounds at any time,

should there be reasonable suspicion that there is something illegal, or improper, or unsafe inside the vehicle.

**Locker** – Students are advised that the administration, with or without local law enforcement officials accompanied by canine units, has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within. School authorities are authorized to conduct area-wide general administrative inspection of school property (e.g., searches of all student lockers) as a means of protecting the health, safety, or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant. If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District 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.

## **DISCIPLINE**

**DISCLAIMER:** This HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES THAT WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO INDIVIDUAL MERITS AND CIRCUMSTANCES.

AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION.

SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS MAY BECOME NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.

LCHS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS WHICH ARE DEEMED NON-ESSENTIAL TO THE LEARNING PROCESS (INCLUDING, BUT NOT LIMITED TO, CELLULAR PHONES, HATS, AND I-PODS). STUDENTS ARE STRONGLY ENCOURAGED NOT TO BRING MONEY IN A GREATER AMOUNT THAN NEEDED FOR LUNCH. STUDENTS ARE STRONGLY RECOMMENDED NOT TO BRING ELECTRONIC DEVICES TO SCHOOL.

### **GROUND FOR DISCIPLINARY ACTION**

Grounds for disciplinary action apply whenever the student's conduct is related to school / school activities, including, but not limited to:

1. On or within sight of school grounds before, during, or after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Off school grounds while traveling to or from school or a school activity, function or event.

Anywhere off school grounds, if the conduct may reasonably be considered to be threatening or intimidating to a staff member, or an interference with school purposes or an educational function.

Anywhere off school grounds, if the conduct violates school policy and is determined to be a continuation of a school activity.

### **Delegation of Authority**

When students are under their charge, each teacher or other school staff member may take necessary disciplinary action to maintain an orderly learning environment. Such disciplinary action must be consistent with the policies of the Board of Education and the rules of the school. Teachers, other certified employees, and other persons (whether or not certified) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

Law enforcement officers will be permitted to interview students at school in the presence of a school

official. In any criminal investigation(s) of a student who is a minor, school officials will notify the parent/guardian. If the student is taken into custody, school officials will notify the parent/guardian. This statement does not include the school police liaison officer who functions on the same level as a school employed official. The police liaison officer may question students concerning school-initiated investigations without the presence of or permission from the student's legal guardian.

The Superintendent, Building Principal, Associate Building Principal or Dean are authorized to impose disciplinary measures and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, following appropriate procedures.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

## **DEFINITIONS OF INTERVENTIONS**

### **DETENTIONS**

#### **Teacher Detention**

Teachers are the first line of school discipline and may assign detentions for inappropriate behavior or excessive tardiness. Teacher detentions are time segments served with the teacher before or after school. When necessary, teachers will allow 24 hours for students to make appropriate arrangements. Students who fail to report for assigned detentions will be referred to a Dean.

#### **Lunch or After School Detention**

Detentions will be scheduled by the administration. A late bus is available for those that stay for after school detention. Lunch detentions will be served during the student's lunch period in the cafeteria. Students who fail to report to an assigned detention may be referred for a 3 hour detention.

#### **Three Hour/Saturday Detention**

Students who display severe behaviors or repeated behaviors could be scheduled to serve a 3 hour detention during the week or a 3 hour Saturday detention. Students who fail to serve these detentions will be suspended from school.

### **SCHOOL SERVICE**

Administration may assign school service to students for certain incidences that would warrant that type of correction, i.e., cafeteria clean-up.

### **IN SCHOOL SUSPENSION**

A student may be assigned an in school suspension by the administration. Homework will be gathered and provided to the student on the day of the ISS. Students will receive credit for making up the missed work.

### **OUT OF SCHOOL SUSPENSION**

A student may be suspended from attendance at Lakes Community High School, following a conference with an administrator, for serious breaches of the policy stated in this Student/Parent Handbook, Board Policy, state or federal law.

In all disciplinary cases, the student shall receive a preliminary hearing with the Dean or other administrators, be informed of the charges, and have an opportunity to respond to the charges. Upon the decision to suspend, the administration will have a letter prepared stating the reason for suspension, send a copy of said letter by mail to the parent(s)/guardian(s) no later than the following day, and attempt to contact the parent(s)/guardian(s) by phone on the day the decision to suspend is made. The letter will inform the parent(s)/guardian(s) of the decision and the reasons for the suspension. Parent(s)/guardian(s) may request a review of the decision by contacting the Dean or administration handling the incident.

Students who are suspended out of school will receive credit for making up missed work. Make-up

work will be requested through their counselor on the day of the suspension. If the Guidance Office secures the work within 24 hours of the request, the parents and student will be expected to arrange for its pick-up.

Students are not permitted on the school campus or at any school activity during the period of the suspension.

## **EXPULSION**

Expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from more than 10 school days to a definite period of time not to exceed two (2) school years. Expulsion procedures are defined in the Illinois School Code, 1051LCS 5/10-22.6.

## **RESTRAINT**

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

## **RECIPROCAL REPORTING AGREEMENT**

The administration of LCHS is a participant in the Reciprocal Reporting Agreement between the school and local law enforcement agencies by informing or receiving information in regard to criminal offenses committed by students.

## **DEFINITIONS OF INFRACTIONS**

### **I. Academic Dishonesty Policy (ACD, ASR)**

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Academic misconduct is subject to the disciplinary action defined by Community High School District 117.

To help students achieve their maximum academic potential, the staff will promote an environment which fosters integrity and honorable conduct. Teachers will review the district policy and procedures regarding academic integrity and will incorporate instruction regarding the need for and value of academic integrity in their lessons. Whenever students have a question about this procedure or any procedure, they should ask their teachers. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

**Definitions of Academic Misconduct/Dishonesty/Altering School Records include but are not limited to:**

- **Cheating:** any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, such as permitting another student to copy the student's homework, paper, project, laboratory report, take-home examination, the use of translation devices or programs, etc. for which credit is given.
- **Plagiarism:** presenting as one's own the ideas or work of another; failing to cite with quotation marks the written words or symbols of another author; failing to footnote the author and sources of materials used in a composition; failing to cite research materials in a bibliography; failing to name a person quoted in an oral report; failing to cite an author whose works are paraphrased or summarized; presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects; and copying or paraphrasing ideas from literary criticism or study aids without documentation. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.
- **Furnishing False Information:** writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same

work in more than one course when doing so is prohibited; or representing oneself as another person.

- **Creating an Improper Disadvantage:** removing, defacing, hiding or deliberately withholding library books or other materials or contaminating a laboratory; using unauthorized notes or devices.
- **Theft/Damage of Intellectual Property:** sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project; improperly accessing or electronically interfering via computer or other means with the property of another person; altering a teacher's records.
- **Selling or Distributing Materials:** selling or distributing course notes, handouts, readers or other information provided by a teacher without the teacher's permission.
- **Collusion:** the act of forming a secret agreement for fraudulent or illegal purposes.

### **First offense**

In general, consequences for a first offense may include, but not be limited to, the following:

- The student receives no credit for the assignment.
- The offense is recorded in School Master.
- Parents are contacted.
- Administrators, like the deans or department chairs are notified.

### **Additional or more serious offenses**

Additional or more serious incidents of academic dishonesty or plagiarism shall be dealt with more severely. Consequences for any offense beyond the first or a more serious initial offense may include:

- meeting with parent(s)
- possible suspension
- withdrawn failing from class

In addition, one or more of the following consequences may be considered:

- no public recognition of the student at academic honors function
- no scholarship money granted to the student by local scholarship organizations
- staff members can consult records of academic integrity violations prior the writing letters of recommendations for students

**All incidents of academic dishonesty are cumulative during the student's attendance at Community High School District 117.** All academic dishonesty interventions are cross curricular, meaning one intervention in science, followed by another intervention in English will position the student at the second occurrence according to the academic dishonesty policy.

Teachers will notify administrators of any case of academic dishonesty. Administrators, including deans and department chairs, will determine how offenses after the first one will be handled.

**Students are required to sign an Academic Integrity Policy form at the beginning of the school year.**

## **II. Bullying/ Harassment/Intimidation (HAR)**

Bullying is defined as using any type of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct. Bullying/harassment/intimidation can include, but is not limited to, verbal, electronic, 3rd party or written.

## **III. Computer – Inappropriate Site/Misuse of Internet (CIS)**

Students who access inappropriate sites or breach any expectation listed on the "Authorization

for Internet Access”, will be subject to disciplinary action and loss of computer privileges for some designated period of time.

#### **IV. Computer Tampering (CTN, CTV)**

Students who misuse computer equipment or attempt to change computer or network settings will be subject to disciplinary action, loss of computer privileges for some designated period of time up to the remainder of their time at Lakes Community High School, and/or removed from computer classes from the remainder of the school year.

#### **V. Criminal Acts (CMA)**

Any action(s) by person(s) which are in violation of the Criminal Statute of the State of Illinois may be subject to disciplinary action by the Administration and/or the Board of Education of District 117. Referral to the police for appropriate legal action may also result from such criminal acts. Disciplinary action may include suspension and/or consideration of expulsion from school.

#### **VI. Deliveries (VIP)**

No deliveries will be accepted at school for students. Students are not permitted to carry balloons, flowers, or bulky items with them during the school day.

#### **VII. Displays of Affection (DOA)**

Hand holding is the only permissible demonstration of affection in the educational setting.

#### **VIII. Dress and Grooming (DAG)**

Students are expected to dress in a manner which will not disrupt the educational process, constitute a health or safety hazard, violate civil law or violate the guidelines as stated under the Speech and Expression section of this Handbook.

Inappropriate clothing or jewelry may be confiscated by staff members and placed in the Dean's office. Parent(s)/guardian(s) or students must pick up these items within five (5) school days, or they may be discarded.

#### **IX. Drugs (Alcohol, Controlled Substances and Look-a-likes)**

Students are prohibited from any attempt or intent to possess, use, obtain, manufacture, or distribute illegal, controlled, over the counter, or intoxicating substances, including alcohol and other drugs, or any substance purported to be, or presented to be, illegal, controlled or intoxicating substance, or drug paraphernalia on school premises, or as part of attendance/participation at any school-sponsored activities. Possession shall include, but not be limited to, a student's personal clothing, supplies, or vehicle, as well as lockers, desks, or other school property.

Should administrative staff become concerned that a student is under the influence of alcohol or other drugs while at school or school-sponsored activities, a breathalyzer and/or oral fluid test may be administered to that student in order to determine if the concern of the administrative staff is founded. Should a student refuse such a test, the administrative staff will rely upon the observable behaviors of the student in question in making a final determination.

“No one shall ingest, breath, inhale or drink any compound, liquid, or chemical . . . for the sole purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior or in any manner changing, distorting, or disturbing the auditory, visual, or mental process. For the purposes of this act, any such condition shall be deemed to be an intoxicated condition.” [720 ILCS 690/1].

Violations of the Alcohol/Drug policy will accumulate over the student's attendance at Lakes Community High School. To facilitate the implementation of this policy, the following terms are defined:

#### **A. Drug/Alcohol Consumption/Under the Influence (DPU)**

Any student who has consumed any amount of alcohol, illegal drug, over the counter or

look-a-like drug, or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, will be considered to be under the influence of that substance.

#### **B. Over the Counter (DPU)**

Any drugs/medication/or other substance purchased legally, any over the counter substances brought to school, must immediately be given to the School Health Aide upon the student's arrival at school. Failure to do so will be viewed as a violation of Board policy.

#### **C. Paraphernalia (DPR)**

The possession, use, distribution, purchase or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia include but are not limited to, rolling papers, pipes, clips, hypodermic needles, distribution items, plastic bags, etc.

#### **D. Possession (DAL, DPR)**

Any student who is in possession or control of any alcoholic beverage, other illegal substance, over the counter or look-a-like drug or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, shall be subject to disciplinary action. The term "possession" is defined to include a student's person, clothing, supplies, or automobile, as well as lockers, desks, or other school property used for the storage of such substances.

#### **E. Delivery or Intent to Deliver (DSD)**

Any student who delivers, receives delivery of, or attempts to deliver or receive any alcoholic beverage or other illegal substance or look a-likes, shall be subject to disciplinary action. Delivery means the transfer of, possession or control to another person, whether or not such illegal substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

Violations of the Alcohol/Drug policy will accumulate over the student's attendance at LCHS.

#### **X. Endangering Others (EDO)**

Endangering others is defined as any act which a student may reasonably be expected to know may jeopardize the health or safety of students, school personnel or other persons.

#### **XI. False Use of Emergency Call Button (FFA)**

Emergency call buttons located in classrooms are for the express use of school personnel for the safety of students and school personnel. Pressing the call button without cause is prohibited; such action is subject to disciplinary consequences.

#### **XII. False Fire Alarm (Tampering w/Safety Equipment)/False 911 Calls (FFA)**

Setting off false fire alarms or tampering with fire extinguishers or the defibrillator is unlawful. Students will receive maximum consequences for such action.

#### **XIII. Fighting/Hitting/Punching/Physical Assault (FGH, FSC, FIN, FOF)**

Any physical contact resulting in a disruption or physical harm will be subject to disciplinary action. Disputes between members of the school community are to be settled through proper channels, such as peer mediation. Any student who incites, encourages, and/or instigates a fight between other parties will be dealt with accordingly. Planning, organizing or participating in a "food fight" (even tossing one piece of food) or other riotous acts will result in an out-of-school suspension and possible recommendation for expulsion.

Violations of the Fighting/Hitting/Punching/Physical Assault policy are cumulative over the student's attendance at Lakes Community High School.

#### **XIV. Forgery (FOR)**

Forgery is the false and fraudulent making or altering of a written or printed document or using such documents or verbally misrepresenting yourself. Forgery is also falsely identifying yourself on the telephone or in person by giving a false name or identity.

#### **XV. Game Playing (GAM)**

No game playing of any kind is permitted unless it is part of a curricular or co-curricular activity. Game playing of any kind on the computer is prohibited.

## **XVI. Gang Activities (GAA, GAP)**

The presence of gangs, gang activity and gang related material causes a substantial disruption of educational activities. A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts. The following rules are designed to prevent disruption and to prohibit gang activities by restricting actions, which foster such activities or which endanger others who do not intend to show gang membership or affiliation.

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

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other things that may be viewed as evidence of membership or affiliation in any gang. This includes the wearing of coats and hats during the school day that represent gang affiliation
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang
3. Shall use any speech or commit any act or omission promoting the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of school district policies;
  - d. Inciting other students to act with physical violence upon any other person

**Violations of the gang policy are cumulative.**

**Each violation will result in a more serious consequence.**

## **XVII. Hallway Passports (VPA)**

Students are expected to have a hallway passport whenever they are in a hallway during a class period. If a student must leave class at any time other than passing period, the passport must be filled out by the student and initialed by the instructor. Students not having a valid passport will be issued an appropriate disciplinary intervention. Call down passes from the office(s) will be time-stamped.

## **XVIII. Harassment (HAR)**

### **A. Sexual (HRS)**

It is the policy of the Board of Education of District #117 to provide students and staff with an environment free of unwelcome sexual advances or sexual harassment. For the purpose of this policy, sexual harassment is defined as follows:

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ability to participate in, or benefit from, an educational program or activity
2. Submission to, or rejection of, such conduct by an individual is used as the basis of educational decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment
4. Verbal or physical conduct of a sexual nature includes, but is not limited to:
  - a. sexually oriented verbal "kidding", remarks, innuendoes, leers, gestures, jokes, graffiti, or questions of a sexual nature
  - b. sexually oriented touching , patting, pinching, pulling of clothing, or intentionally

brushing against, or making intentional unpermitted physical contact with another individual

- c. exhibitionism (indecent exposure) by removing one's own or another's clothing
- d. suggestion or insinuating sexual involvement
- e. subjecting individuals to embarrassment, hostility, humiliation, or intimidation due to gender or sexual orientation

Students who believe that they are the victims of sexual harassment are encouraged to discuss the matter with a teacher, counselor, or a member of the LCHS administrative team. Students who sexually harass other students or staff members are subject to discipline pursuant to the District's Discipline Policy. School Board Policy 500.02 clarifies school policy regarding sexual harassment.

#### **B. Intimidation (HRI)**

Engaging in behavior that prevents or discourages another student from exercising his/her rights to an education based on factors including, but not limited to, physical/mental disabilities, gender, race, sexual orientation, other protected group status, or pertaining to a student's class standing or co-curricular / extra-curricular activity affiliation. Such prohibited behavior includes the use of threats, coercion, or force against students, school personnel, and/or school visitors.

#### **C. Hazing (HAZ)**

Intentional, knowing, or reckless act directed against a student by one person or acting with others, whether on campus or off, that endangers the mental / physical health or safety of a student for the purpose of being initiated into, holding office in, or maintaining membership in any student organization. This behavior can include, but is not limited to, verbal or non-verbal harassment, physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying or any other demeaning activity. Incidents must be reported immediately to an administrator's office.

#### **D. Racial (HRR)**

Engaging in derogatory behavior towards another individual including, but not limited to; race, color, ancestry, national origin, ethnicity, religion, or creed, followed by the other individual. Any acts fostering or promoting organizations related to the performance of hate crimes will also be considered within this category.

#### **E. Threat (HRI)**

Any expression, written verbal, or physical, that may cause a concern to an individual's life, property, or family, etc.

Violations of the Harassment policy are cumulative. Each violation will result in a more serious consequence.

### **XIX. Identification Card**

All students attending Lakes Community High School are required to carry a Lakes Community High School Identification Card during school hours and at school activities. Lost or stolen identification cards are to be replaced immediately in the Attendance Office. I.D. cards are necessary to enter the library, check out books from the library, board a bus, and be admitted to school dances. If your I.D. is lost, there will be a cost to replace your identification card. For the safety of all LCHS students, identification cards must be presented to faculty and staff upon request.

### **XX. Inciting a Riot (IAR)**

Inciting a riot is any action that can cause a disruption to the school environment.

### **XXI. Insubordination/Gross (INS, ING)**

Insubordination is defined as refusal to comply with reasonably established and well defined

classroom and school rules, and regulations or refusal to obey reasonable directions or instruction of school personnel. Students are expected to respect the authority of all adult personnel and to cooperate with their requests. Failure to respond to a Dean's office pass is considered an act of insubordination.

#### **XXI. Laser Pointer/Pen (LAS)**

The uses of laser pointers/pens are prohibited at LCHS. Lasers will be confiscated and returned only to the student's parent/guardian.

#### **XXII. Misconduct, General**

- A. Bus (MBU)** – Any action that violates bus/school expectations while being transported by a school vehicle or contracted service
- B. Classroom (MCL)** – Any action that violates specific/school expectations while in a curricular environment
- C. Gross (MGR)** – Any misconduct that is viewed to be a serious breach of school policy as determined by school personnel
- D. Repeated Referral (MRR)** – An excessive number of referrals as determined by school personnel in a given period of time resulting in elevated consequences for subsequent referrals
- E. On Campus (MOC)** – Any breach of school expectations while in a curricular or non-curricular environment(s)
- F. Disrespect (MDR)** – Any behavior disrespectful to oneself or others while on campus
- G. Non-truth (MLY)** – Any behavior considered deceptive or misleading towards oneself or others while on campus

#### **XXIII. Parking/Driving (VPD)**

LCHS considers driving to school a privilege. Violations of parking regulations may result in disciplinary action and/or revocation of parking privileges. Any driving behaviors deemed unsafe by an employee of LCHS will receive consequences.

#### **XXIV. Physical Assault – Student or Staff Member (PAS)**

Physical assault is defined as any physical action intended to do harm to another individual.

#### **XXV. Profanity (PRG, PRS)**

Profanity is defined as inappropriate language, written, verbal, or nonverbal, as determined by a staff member.

#### **XXVI. Theft (TSP)**

Theft is defined as any unauthorized removal or possession of a student's or staff member's personal property, or of school property. Such action may result in disciplinary action and/or police referral commensurate with the offense.

#### **XXVII. Tobacco (TBP, TBU)**

The possession or use of tobacco products is prohibited. State law prohibits the use of tobacco on school grounds at any time. Village Ordinance 03-05-21 prohibits possession and use of tobacco products by minors.

#### **XXVIII. Trespass (TRE)**

Students are not permitted in any restricted area of the building without administrative approval. While serving an out of school suspension, a student may not be allowed on, or adjacent to, school property. Violations will result in further disciplinary action. Students who are in the building after school hours will be considered trespassing if they are not under the supervision of a staff member.

#### **XXIX. Unauthorized Possession/Distribution of Inappropriate Printed Material (UDM, UPM)**

There is to be no sale of any material not expressly permitted by the Board of Education and/or

the LCHS Administration. Non-school items or publications must be submitted to the Principal for examination and approval prior to distribution. Determination by the Principal or a designee, regarding time and place of distribution, will be made within 24 hours of submission.

### **XXX. Vandalism (VSP, VPP)**

Students who deface, damage or destroy school property, or property of another person, will be charged for the cost of repairing the damage and will face appropriate disciplinary action.

### **XXXI. Violations, General**

- A. Detention (VDE, VSD, VSS)** – Failure to report for an assigned detention will result in additional consequences.
- B. Driving to Vocational School (VDV)** – Students are not permitted to drive to Vocational School without proper authorization.
- C. I.D. (VID)** – All students attending LCHS are required to carry an LCHS identification card during school hours and at school activities. For the safety of all LCHS students, identification cards must be presented to faculty and staff upon request.
- D. Improper Procedure (VIP)** – Improper procedure is defined as the failure to follow procedures outlined in the Student/Parent Handbook. Examples include, but not limited to, failure to sign in to the Attendance Office upon late arrival, failure to sign out of the Attendance Office for a pre-arranged early dismissal, or failure to sign in or out of any office.
- E. Off Campus (VOC)** – LCHS has a closed campus policy. Once on campus, this includes, but is not limited to, school parking lots, school buses, bus stops, athletic fields, etc. Students are not permitted to be off campus without written permission from an administrator or a designee.
- F. Passport (VPA)** – Students are not permitted to use other students' Passports. Students using another student's Passport or students who give their Passport for another student to use, will lose their Passport privilege for a specified length of time to be determined by the Dean.
- G. PE (VPE)** – Students who are in violation of the no dress policy in PE are subject to consequences.
- H. Suspension (VSU)** – Students are not allowed on campus during a suspension. Only with express consent from an administrator, may a student return to campus during a suspension.

### **XXXII. Weapons/Explosives (WEX)**

The possession of explosives (firecrackers, cherry bombs, smoke bombs, homemade bombs, etc.) at school, whether they are intended to be exploded or not, is prohibited by law. The same is true for firearms, ammunition, knives, or any other weapons, whether concealed or not. No student shall be in possession of any object, which could reasonably be considered as a potential hazard to another person or threaten another person's safety.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. sec. 3351 et seq. 20 U.S.C. sec. 6081.105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/24-24, and 5/31-3.720 ILCS 5/12-6.1 23 Ill. Admin. Code sec. 1.210 and 1.280.

CROSS REF.: 5.230 (maintaining student discipline), 6.110 (truant's programs), 7.70 (truancy), 7.130 (student rights and responsibilities), 7.140 (search and seizure), 7.150 (police interrogation), 7.160 (student appearance), 7.170 (vandalism), 7.180 (closed campus), 7.200 (suspension procedures), 7.210 (expulsion procedures), 7.220 (bus conduct), 7.230 (student with disabilities), 7.240 (co-curricular), 8.30 (conduct on school property).

## **DISCIPLINE INTERVENTIONS**

The Schools in Community High School District 117 will follow a progressive discipline plan for all students. The discipline plan is classified into categories; minor behaviors, minor misconducts, major misconducts, gross misconducts, drug/alcohol/tobacco misconducts, and attendance. When a student violates school policy, discipline will progress accordingly. Pending the severity of the incident, the administrator has the authority to start the progression at any level.

**Severe violations will warrant immediate removal from school.**

Improper Procedure, Violation/Pass/ID, No ID, Horse Play, Game Playing, Dress and Grooming, Laser Pointer Pen, Repeated Referrals		
Warning	1 or 3 hour Detention	3 Hour Detention
Confiscate Item	Lunch Detention	Confiscate Item
Parent Contact	Confiscate Item	Parent Contact
1 Hour Detention	For Parent Pick-up	Behavior Contract
Lunch Detention	Parent Contact	In school suspension

Activating Emergency Button, Off Campus Violations, Profanity, Disrespect, Insubordinate, Misconduct/Bus/Classroom/Campus, Not Attending 1 Hr Detention, Falsifying Information, Forgery/Written or Telephone, , Tobacco Use or Possession, Verbal Abuse/Students, Driving to Tech, Gang Presentation, Computer – Inappropriate Site, Computer – Game Playing, Violations/Parking/Pass/Off Campus, Inappropriate Use of Electronic/Communication Devices/Inappropriate Printed Material		
Warning	Lunch Detention	OSS up to 10 days
Confiscate Item	3 hour Detention	Report to SOAR
1 Hour Detention	Refer to SOAR	Parent Contact
Lunch Detention	Parent Contact	Behavior Contract
3 Hour Detention	Behavior Contract	OSS up to 10 days
Loss of Privileges	OSS up to 10 days	Loss of Privileges
SAP Referral	Loss of Privileges	SAP Referral
Police Referral	SAP Referral	Police Referral
In school suspension	Police Referral	In school suspension
	In school suspension	

Gross Harassment/Misconduct/Insubordination, Bullying/Repeated Harassment (verbal, electronic, 3rd party or written), Altering School Records, Fight - Food, Inciting, Physical Contact, Endangering Others, Physical Assault, Profanity or Verbal Abuse Towards Staff, Computer Offensive/Use or Site,		

Trespassing, Criminal Acts, Violation 3 Hr/ILE, Repeated Referrals, Vandalism, Gang Representation, Theft/Possession of Stolen Property, Academic Dishonesty

OSS up to 10 days	OSS up to 10 Days	OSS 10 Days
Parent Contact	Parent Conference	Recommendation for Expulsion
Behavior Contract	Behavior Contract	Police Contact
Police Contact	Police Contact	In school suspension
SAP Referral	SAP Referral	
SOAR Referral	SOAR Referral	
Possible Expulsion Recommendation	Possible Expulsion Recommendation	
In school suspension	In school suspension	

Major Violations that Community High School District 117 would warrant a 10 Days Out of School Suspension with a recommendation for Expulsion!

\* Delivery, sale or purchase of alcohol, controlled substances, illegal drugs, look-alike drugs or paraphernalia related to banned substances on campus or on the buses.

\* Gang Activity including fighting and recruiting members

\* Physical assault of a staff member

\* Planning or assisting in planning of organized violence at school, on the school bus, or at a school function

\* Possession of Weapons or Explosives

Possession/Use of Drug(s)/Alcohol, paraphernalia, look-alike drugs, or over the counter drugs

Suspend 10 days	Suspend 10 days
Police Contact	Police Contact
Parent Contract	Parent Contact
SAP Referral	SAP Referral
Possible Expulsion	Expulsion Recommendation
SOAR TEAM	