

# LISLE JUNIOR HIGH SCHOOL HANDBOOK ADDENDUM 2018-2019

5207 Center Ave.  
Lisle, IL 60503  
630.493.8200  
[www.lisle202.org](http://www.lisle202.org)



Mr. David Kearney  
Principal

Mr. Tor Erickson  
Assistant Principal

**LISLE JUNIOR HIGH SCHOOL**

5207 Center Avenue  
Lisle, Illinois 60532-2306  
Phone: (630) 493-8200  
Fax: (630) 493-8209

Dear Students & Parents/Guardian(s),

On behalf of the entire staff, welcome to the 2018-2019 school year! Lisle Junior High School is proud of all it has to offer, and we are excited for you to become part of our school community.

Please take the time to carefully read over the information contained in this handbook. It contains important information that you are responsible for knowing, including procedures and rules that apply at our school. School Board policy numbers that support this information are included in parentheses adjacent to each section.

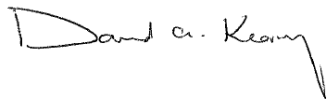
The handbook also highlights the many activities for students to join, including athletics, clubs, co-curricular and extra-curricular academic offerings. This is the time for you to explore your interests and try new things. Get involved!

After you have reviewed all of the information, please sign and return the signature page that can be found at the back of this booklet. This must be done prior to students participating in school activities.

Specific questions and concerns throughout the year should be addressed by calling or e-mailing the appropriate teacher.

Our school will be what we make it. Let's be proud of it. Take good care of it. Support and encourage each other. Become part of it!

Sincerely,



Dave Kearney  
Principal

# TIME SCHEDULES

## 1. Daily Schedule

Class Period	Times	
Homeroom*	8:00-8:19 am	
Period 1	8:23-9:05 am	
Period 2	9:09-9:51 am	
Period 3	9:55-10:37 am	
Period 4	10:41-11:23 am	
Period 5	11:27-11:57 am Lunch	11:27 am-12:08 pm Class
Period 6	12:01-12:42 pm Class	12:12-12:42 pm Lunch
Period 7	12:46 - 1:28 pm	
Period 8	1:32 - 2:14 pm	
Period 9	2:18 - 3:00 pm	

\*Monday-Wednesday-Friday      *ROAR*  
 Tuesday/Thursday                      *SEL*

## 2. Early Dismissal Schedule

AM Classes	PM Classes	Times
Homeroom	Homeroom	8:00 - 8:19 am
Period 1	Period 5/6	8:23 - 9:07 am
Period 2	Period 7	9:11 - 9:55 am
Period 3	Period 8	9:59 - 10:43 am
Period 4	Period 9	10:47 - 11:30 am

## 3. Late Start Time Schedule

Class Period	Times
Period 1	10:00 - 10:34 am
Period 2	10:38 - 11:07 am
Period 3	11:11 - 11:40 am
Period 5	11:44 am - 12:14 pm
Period 6	12:18 - 12:48 pm
Period 4	12:52 - 1:21 pm
Period 7	1:25 - 1:54 pm
Period 8	1:58 - 2:27 pm
Period 9	2:31 - 3:00 pm

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## **Academic Integrity Policy**

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CROSS REF.: [2:240](#) (Board Policy Development), [5:230](#) (Maintaining Student Discipline), [6:110](#) (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), [7:70](#) (Attendance and Truancy), [7:130](#) (Student Rights and Responsibilities), [7:140](#) (Search and Seizure), [7:150](#) (Agency and Police Interviews), [7:160](#) (Student Appearance), [7:170](#) (Vandalism), [7:180](#) (Preventing Bullying, Intimidation, and Harassment), [7:200](#) (Suspension Procedures), [7:210](#) (Expulsion Procedures), [7:220](#) (Bus Conduct), [7:230](#) (Misconduct by Students with Disabilities), [7:240](#) (Conduct Code for Participants in Extracurricular Activities), [7:270](#) (Administering Medicines to Students), [7:310](#) (Restrictions on Publications and Written or Electronic Material), [8:30](#) (Visitors to and Conduct on School Property).

### **Belief Statement (7:190)**

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Lisle Junior High School believes that learning best occurs in an atmosphere of honesty in which students have developed a high sense of responsibility and exhibit a strong sense of integrity. This is accomplished through the cooperative efforts of parents, students, and teachers. Although society places pressure on students to excel, Lisle Junior High will not tolerate nor condone academic dishonesty.

Students are expected to conduct themselves according to school rules prohibiting cheating and will perform in a manner which reflects their knowledge of and commitment to these rules.

Parents are partners in the educational process and must support the values of honesty and integrity as administered by the school to create and maintain an ethical environment.

Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and model ethical behavior. They will be consistent in the implementation of consequences for cheating.

### **Definition of Cheating/Dishonesty (7:190)**

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Cheating occurs when a student obtains, or assists others in obtaining credit for work that is not his/her own. Examples of cheating include, but are not limited to the following:

1. Copying from another student's test or helping another student during a test.
2. Providing other students with information regarding a test.
3. Submitting another's work as one's own.
4. Stealing copies of tests or answer keys.
5. Copying another student's homework test, quiz, project, book report, assignment, or take home test.
6. Allowing another student to copy the work in #5 above.
7. Plagiarizing or presenting material taken from another source without appropriate documentation.
8. Changing answers on a test, assignment, project, etc. after grading.
9. Altering any educational records of the school electronically.
10. Using electronic devices to access information in a manner not specified by the teacher.

"Cooperative Learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher will clearly explain this to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be treated as cheating.

### **Activity Bus**

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The after-school activity bus is only for those students who participate in athletics, or attend a school-sponsored activity, BEARS, STAR group, or those students serving an after-school detention. Students riding the activity bus must receive a hand stamp from their coach/supervisor if they wish to ride the activity bus. This bus departs at 5:00 PM.

### **Assemblies**

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Assemblies are held during the course of a school year, sometimes as a staff-led function; other times with guest speakers or presenters. In any case, proper behavior is expected toward junior high staff and also toward guests to our junior high school. Students are asked to enter assemblies quietly and in an orderly manner and to sit in the area they are assigned. Students should be seated properly, with feet on the floor, not over the arm rest or on the seat in front of them. Students should not speak to the presenter unless asked to participate. At no time should there be any booing,

whistling, stomping of feet, screaming, or shouting out. Please respond with proper applause and appreciation. Guest presenters leave with their impression of our junior high school based on the behavior and manners of our students.

### **Attendance (7.70)**

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Parents or guardians are expected to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the **Illinois School Code**. When sickness or higher obligations to the family necessitate a student's absence, the parent or guardian is requested to phone 1-630-493-8299 by 8:00 AM and to give the **specific** reason for the student's absence. This procedure should be followed each day the student is absent from school. If an absence is not reported to the school, the student will be considered unexcused. Students who accumulate excessive unexcused absences will be reported to the county truant officer. If a student's daily absences become excessive due to illness, the school may request the parent to provide a physician's documentation indicating that the student's illness necessitated his/her absence from school.

(Perfect attendance awards are earned by those students who are in school **all day, every day** of the school year. Students who are tardy or are "pulled out" of school during the instructional day for any reason are ineligible to receive the perfect attendance award.)

### **B.E.A.R.S. Program**

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**B.E.A.R.S.** is an after-school program conducted on Tuesday and Thursday which help to direct students to realize that completing homework and class assignments is an academic responsibility at Lisle Junior High School. Its purpose is not only to help students to **B**ecome **E**ducationally and **A**cademically **R**esponsible **S**tudents (**B.E.A.R.S.**) but also to manifest the District's objective to develop and maintain high academic standards for all students. **B.E.A.R.S.** is designed to meet this objective by fostering and promoting an attitude and behavior among all students that satisfactorily completing required work is essential to earning grades of acceptable quality and being promoted to the next grade.

Students are referred to B.E.A.R.S. when they do not complete an assigned task by the established due date. Work turned in after the due date will receive a grade-letter (or 10%) reduction. Students are given the opportunity to turn late work in prior to the Monday morning deadline in order to avoid the loss of privileges. If students have not completed the work by Monday morning, they must attend B.E.A.R.S. **and** complete the work in order to regain eligibility for all extra-curricular activities. Late work that is not completed before the end of the quarter grading period will receive no credit.

Students who do not complete the homework by the late date will be assigned to **B.E.A.R.S.** for the following week. During this time that the students are on the weekly **B.E.A.R.S.** list, they will be ineligible for participation and/or practice in any co-curricular activity, after-school event, or classroom enrichment activity. Students will regain their weekly eligibility once they complete their **B.E.A.R.S.** obligations. Students who do not complete such assignments will remain ineligible for the aforementioned participation until all work has been satisfactorily completed or until the end of the grading period.

Students who are assigned to **B.E.A.R.S.** must report by 3:10 PM and remain until 4:55 PM. They must have all necessary homework/study materials with them upon their arrival to the classroom and must conduct themselves in a manner which will enable them to complete their assignments satisfactorily. The supervising teacher will determine if the quality of the completed assignment is satisfactory.

On the Monday which students are assigned to B.E.A.R.S., parents/guardians will receive email notification regarding their son/daughter's assignment for the current week. Additionally, if a student has been assigned an after-school detention on the same day that he/she is to attend B.E.A.R.S., the obligation to the after-school detention will take precedence.

Students are required to have a passing year-average grade (D- or 2.00) in each of the basic core subjects (language arts, literature, mathematics, science, social studies, and physical education) to earn promotion to the next grade. Students who do not meet these requirements may be required to satisfactorily complete summer school classes or summer tutorial programs to remediate such deficiencies in order to be promoted to the next grade. Prior to the start of the new school year, the student and his/her parent(s) will meet with the counselor and administrator to review the

assessment/evaluation report of the summer school program to determine the student's grade placement next school year.

## **Bicycles**

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A bicycle rack is located on the east side of the school grounds behind the Wellness Center. For the safety of our students, bicycles are to be walked once the student is on school grounds.

## **Bullying, Intimidation, and Harassment Consequences**

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**1st Offense** will result in the student serving a minimum of a two-hour after-school detention. During the time served, the student will be required to complete an Intervention/Remediation Program specific to the identified behavior. In addition, the student will be excluded from all school activities until the Intervention/Remediation Program is attended and successfully completed.

**2nd Offense** will result in the student serving a minimum of a one-day in-school suspension. During the suspension, the students will be required to complete an Intervention/Remediation Program. Additionally, the student will be excluded from all school activities for nine weeks.

**3rd Offense** will result in a subsequent in-school suspension and a possible recommendation for expulsion and/or alternate school placement. During the suspension, and if the student is not expelled, the student will be required to complete further Intervention/Remediation training. The student will be excluded from all school activities for the remainder of the school year.

## **Cafeteria**

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The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

### *Student Cafeteria Guidelines*

1. Students should report to the lunchroom and be seated before the bell rings.
2. Students will remain quiet while the lunchroom supervisor gives directions.
3. There should be a maximum of eight students at each table.
4. Students are to remain seated until their row of tables has been called to the hot lunch line or snack bar.
5. Conversation should be kept at a reasonable volume and tone.
6. Students are to remain seated while they eat.
7. Students are to remember that the soft drink & juice machines are closed during the lunch period.
8. Students are to deposit empty cartons and other waste in provided containers. Recyclable material should be placed in appropriate containers.
9. Tables and chairs should be left neat and clean, and should be put back in their proper places.
10. Students are to remain seated until they are released by the lunchroom supervisor.
11. Students are expected to follow common courtesies that are found in the home.
12. No food and/or drinks may be taken from the lunchroom. All food and drink items must be properly disposed before students leave the lunchroom.

If a student does not choose to display appropriate behavior, follow common courtesies, or comply with reasonable requests during the lunch period, he/she will be given a minimum of one lunch detention. If a student fails to report to his/her lunch detention on time, he/she will receive another lunch detention.

Students who receive more than two (2) lunch detentions for inappropriate lunchroom behavior or violations of any of the cafeteria guidelines set forth above in a quarter will be subject to additional disciplinary action, including, but not limited to after-school detentions.

## **Cafeteria Seating**

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Our school lunchroom is designed to be an enjoyable, sociable, responsible lunch hour that is arranged in the best interests of all of our students. Lunchroom seating procedures have students choose a seat after a few days into a new school year. (Our lunch tables accommodate a maximum of eight students, no more.) Choosing a seat eliminates the need for students to run to the lunchroom to claim a seat, students cannot be forced out of their seat by others, it ends arguments about whose seat is whose, makes it easy for staff to locate students, reduces the amount of garbage left behind on tables and the floor, and students take responsibility for the cleanliness of the eating area.

Students who are having problems at a particular table or want to make a permanent switch should notify a supervisor and we will address the situation. Students are not allowed to “wander” from table to table during the lunch period.

This system addresses the issue of students who want to change seats for the day or move permanently, and it provides students with the security of a permanent seat. It allows for freedom of movement around the lunchroom for students to socialize, yet they don’t have to worry about their seat being taken from them at any time. Students have the security of knowing their seat will be there from one day to the next. Anyone with questions is encouraged to contact us and visit our lunchroom.

## **Dress Code & Student Appearance (6:20)**

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Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Please refer to the District Handbook section for specific guidelines.

## **Early Dismissal (7:90)**

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Students should be in school the entire day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a student needs to be dismissed early, he/she should bring a note to the office stating time and reason. Parents must sign the student out in the school office. Students who are “pulled out” of school are not eligible to receive Perfect Attendance recognition.

## **Early Morning Passes**

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Any student who needs to meet with a teacher prior to 7:50 AM must secure an early morning pass from that particular teacher. It is the student’s responsibility to ask for the pass.

## **Electronic Devices (7:190)**

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The use of cellular phones, including texting, during the school day from 7:55 AM to 3:00 PM is not allowed. The use of cellular phones or other electronic devices with photo or video capabilities in locker rooms, restrooms, or in other areas that infringe on the privacy of others is strictly prohibited. Electronic devices include, but are not limited to pagers, IPODS, cellular phones, and camera devices. These items must be turned off and kept out of sight upon entrance into the school building. Use of these devices during the school day is not allowed unless such use is preauthorized by school personnel. Unauthorized use of an electronic device during the school day will result in a minimum of an after-school detention.

If a student chooses to bring any such devices to school, they should be kept in a secure place. Any violation of a staff member’s reasonable request pertaining to an electronic device will result in the student being subject to disciplinary action.

Students who fail to abide by the policy and regulations regarding use and possession of cell phones shall be subject to disciplinary action. Consequences, including but not limited to confiscation of the cell phone, detention, suspension, or expulsion, may be imposed in response to any violation of these procedures when deemed necessary by the administration based on the circumstances surrounding the offense.

Students using cell phones or other electronic devices for unethical or unlawful purposes will be disciplined according to the District’s standard discipline policy and may be referred to law enforcement authorities.

Students shall be personally responsible for the security of their electronic devices. The District assumes no



responsibility for theft, loss, or damage of these devices.

## Chromebook Program, Policies, and Procedures

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"><li>• I will not attempt to repair the Chromebook laptop.</li><li>• I will report to the school any problems with the Chromebook laptop.</li><li>• I will ensure that my son/daughter recharges the Chromebook laptop battery nightly.</li><li>• I will ensure that my son/daughter brings the Chromebook laptop to school every day and follows guidelines established by our District Acceptable Use Policy.</li><li>• I agree to ensure that the Chromebook laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Lisle CUSD 202.</li></ul>	<p>Your Chromebook laptop is an important learning tool and is for educational purposes only. In order to take your Chromebook laptop home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"><li>• When using the Chromebook laptop at home, at school, and anywhere else I may take it, I will follow the District's Acceptable Use Policy and abide by all local, state, and federal laws.</li><li>• I will treat the Chromebook laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li><li>• My Chromebook laptop is my responsibility and will stay in my possession or be kept in a secure location at all times.</li><li>• I will not modify any software on the Chromebook laptop.</li><li>• I will not release personal information to strangers when using the Chromebook laptop.</li><li>• I will bring the Chromebook laptop to school every day.</li><li>• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li><li>• I will recharge the Chromebook laptop battery each night.</li><li>• I will return the Chromebook laptop when requested and upon my withdrawal from Lisle CUSD 202.</li><li>• I will place the Chromebook laptop in its protective case when not in use and when it is being moved.</li></ul>

## **School and Classroom Policies or Procedures Regarding Chromebooks:**

### **Hallways and Common Areas**

- After dismissal from the gym in the morning, all Chromebooks and personal electronic devices should be properly stored or "put away".
- Students at **no time** during the school day should have their Chromebooks out, open, or in use without direct permission from a staff member.
- If a student is found to be using his/her Chromebook at an inappropriate time, Mr. Erickson will be notified and the student will receive an after-school detention for inappropriate use of technology.
- Chromebooks left in the hallways will result in the students receiving a lunch detention. Unattended Chromebooks will be taken to the main office. The student will be called down to retrieve the Chromebook and will be issued a lunch detention.

### **In the Classroom**

- Chromebooks are to remain closed until the teacher directs the students to open and start using them.
- Teachers will email building administration when a student uses the device without permission or uses it inappropriately. The student will be issued an after-school detention or more if the infraction deems it.
- Chromebooks are to be charged and ready to use during class. If a student comes to class with an uncharged or undercharged Chromebook, the teacher will make them aware of the charging options and the student will be responsible for addressing the matter.
- If a student does not bring the device to school and/or class three times, the student will receive an after-school detention. Teachers will track these infractions as we they would tardies. Building administration will be notified when a student reaches the third infraction and the detention will be issued.
- When a student does not bring his/her Chromebook to school, they will check out a laptop in the LRC. The laptop will remain with the student all day. It must be returned by 3PM. The LRC will check-out and track laptop usage for each student and building administration will be notified on the third infraction, resulting in an after-school detention.

### **Extra-Curricular & Co-Curricular Activities (6:190)**

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The extra-curricular and co-curricular activity programs at Lisle Junior High School are designed to provide students with non-academic experiences to enrich their physical, social, and emotional well-being. Participation in extra-curricular and co-curricular activities is a privilege, not a right. When a student puts on his/her uniform, he/she is then identified as part of a highly respected group. In uniform or street clothes, his/her conduct in public reflects the team, the school, the sponsor, and the town of Lisle. Failure to comply with academic or behavior expectations may result in suspension or revocation of this privilege for a time to be determined by the Administration or the Board of Education.

At times, extra-curricular seasons may overlap. When this occurs, students may try out for the next activity. However, in the event they "make the team" the student must first finish out the season with their current "team" before they will be allowed to participate in the next scheduled activity.

Participation in extra-curricular and co-curricular activities is dependent upon successful progress in academic classes. **In order to be eligible to participate in any extra-curricular and/or co-curricular activity, students must maintain a passing grade in at least six of the seven required courses\* for each calendar week of the school year.** Any student failing to meet this requirement at the end of each calendar week will be ineligible to participate in any club meetings, practices, and/or competitions for the following calendar week (Sunday through Saturday). Students who are not in attendance for a minimum of three clock hours are not allowed to participate in any after-school activity on that day. Students excused from physical education class with a note from a parent or physician due to a medical ailment are also ineligible to participate in any school athletic practices/competitions for that particular date or dates.

\*Required courses include Mathematics, Science, Social Studies, Language Arts, Literature, Physical Education, and all Exploratory courses.

Additionally, students must maintain appropriate discipline and compliance with school policies in order to be eligible for extra-curricular and co-curricular activities. Students will become ineligible for such activities upon receiving his/her **tenth** demerit in any given quarter **or** by exceeding the year-long total of demerits for each quarter. Please refer to the **DEMERIT SYSTEM** section of this handbook for specifics governing eligibility for extra-curricular and co-curricular activities.

### **SCIENCE OLYMPIAD**

Science Olympiad is a science competition that involves teams of students who study, practice, and/or create devices for competition. Activities are focused on biology, earth science, chemistry, physics, and technology. We welcome any student who has an interest in learning more about science to join Science Olympiad.

### **CHEERLEADERS**

The purpose of the cheerleading squad is to generate excitement and enthusiasm for the various teams. They must also lead and represent the “spirit” of the school wherever they go. The squads practice together and perform at all athletic events. Try-outs are held in the fall. A cheerleading squad member must meet the necessary eligibility requirements.

### **JUNIOR LIONETTES DANCE TEAM**

The dance team is an athletic squad consisting of girls from sixth, seventh, and eighth grade chosen by a panel of judges for their personality, school spirit, and ability to perform dance routines. The dance team’s purpose is to provide half-time entertainment for athletic activities, to promote school spirit, and to provide an opportunity for creative expression, leadership, and good sportsmanship.

A dance team member must meet the necessary eligibility requirements.

### **ART WORKSHOP**

The after-school art workshop is designed to afford students at all grade levels the opportunity to explore various art media, techniques, and craft projects. Through the guided instruction of the art teacher, students may create personal or group projects during the weekly art workshops; there is, however, plenty of freedom for students to come up with their own projects and explore new ideas. Students will also design and create backdrops for all school dances.

### **ATHLETICS**

Lisle Junior High School offers many interscholastic athletic programs for students. These programs are designed to allow students to develop and demonstrate their athletic ability as well as to promote good sportsmanship and team effort. Our interscholastic programs include volleyball for sixth, seventh and eighth grade girls; basketball for sixth, seventh and eighth grade boys and girls; cheerleading for sixth, seventh, & eighth grade girls; dance team for sixth, seventh, & eighth grade girls; wrestling for sixth, seventh, & eighth grade boys; track for sixth, seventh, & eighth grade boys and girls; soccer for sixth, seventh, & eighth grade boys and girls; softball for sixth, seventh and eighth grade girls; and baseball for sixth, seventh and eighth grade boys. We also have an intramural bowling program for sixth, seventh, & eighth grade boys and girls. Efforts will be made to get as many students into games as possible. However, playing time in competitive sports is at the discretion of the coach. Parents with questions in regard to playing time are asked NOT to approach the coach immediately after the athletic contest, but to contact the coach directly the next day or later.

No student shall be permitted to compete in a try-out, practice, or game unless such student has filed with the school a certificate of physical fitness issued by a licensed physician, physician’s assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such try-out, practice or contest in any athletic activity. Simply put, this means that Lisle Junior High School students cannot try out or participate in baseball, softball, volleyball, basketball, wrestling, soccer, track, dance team, or cheerleading without a current physical examination.

Unfortunately, from time to time, students with unknown and/or undetected medical conditions suffer life-threatening consequences. If your son or daughter is planning on trying out for and participating in any of these activities this year, please plan accordingly. No student will be allowed to try-out without a current physical and proof of insurance.

## **DRAMA**

The drama program at Lisle Junior High School is designed for both the student with a casual interest in theater and the student with an abiding commitment. Students may participate as cast members or members of the technical crew responsible for scene construction, costuming, and lighting.

## **Fire Drills**

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Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; acquaint yourself with these instructions. After the alarm, walk quickly out of the building without materials or belongings. No talking or visiting is allowed. Students must remain together in class groups so the teacher can account for all students and to repeat announcements made.

## **Grading System**

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A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

- |              |   |
|--------------|---|
| A (90-100)   | The student is more than meeting the demands of the course. Work is on time and the work is of superior quality. It shows mastery of the subject matter. The student has the ability to carry the job through and exerts a positive influence on the class. |
| B (80-89)    | The work is of a superior nature and the required work is well done. The student meets the demands of the course and exerts a positive influence on the class.  |
| C (70-79)    | The student satisfactorily completes the required work. The work is on time and is of average quality. The student is showing achievement.  |
| D (60-69)    | The student is not doing all of the assigned work, is dependent on others, inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.  |
| F (Below 60) | Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention.   |

To determine Grade Point Averages, the following numerical values are assigned to each letter grade:

A = 5; B = 4; C = 3; D = 2; F = 1

## **Grading Understandings**

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The grading philosophy of Lisle Junior High School is based on the following Grading Understandings. We hope this aligns our approach to assessing students and their acquisition of learning standards.

1. Grades communicate student achievement of learning standards; students' grades should not be reduced or inflated due to student behaviors outside of the standards.
2. Standards are clearly communicated to students with clear indicators of proficiency and exemplars.
3. Grading policies are consistent among teachers of a course and common assessments are utilized to measure student achievement.
4. Students learn at different rates and should have multiple opportunities to demonstrate their knowledge of standards; students are expected to take steps to correct errors of knowledge, understanding or skills.
5. Formative assessments are used to provide timely and descriptive feedback in order to allow students to self-assess progress towards a standard.

Other Information related to grading practices:

1. If a student does not complete any work on a given task or assignment, the teacher may assign a zero.
2. The only value on the grading scale below a 50% is 0 for Summative Assessments. Formative assessments will have a grading scale of 0-100.

## **Gum**

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Gum is not allowed in school at any time. This includes before school (in the gymnasium), during extra-curricular activities, and at lunchtime.

## **Gym Lockers**

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Each student is assigned a locker for storage of the gym uniform. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. All students are required to use the combination locks provided by the school. Students are to be responsible for keeping their combinations confidential unto themselves. If a lock is missing from a student's locker, he/she will be charged \$5.00 for a replacement.

## **Hall Lockers**

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Each student is assigned a locker for storage of books and materials. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Each student must be responsible for keeping his/her locker combination unto himself/herself. Lockers and locks are the property of the School District. Students are advised that lockers and their contents may be searched by school staff during the school year on a random basis, or based upon reasonable suspicion that the locker contains evidence of student misconduct.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students are to refrain from posting unethical or morally offensive material on their lockers. Students are also prohibited from posting any material that is inconsistent with the school's educational mission (for example, material promoting use of tobacco, alcohol, or illegal drugs).

Students should get study materials for their morning classes when they arrive in the morning, and materials needed for the afternoon classes after the lunch period. No student may leave class to go to his/her locker except with a hall pass.

## **Homework**

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Homework is a necessary part of the District's instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience.

The junior high school staff assigns homework with the belief that it be used to reinforce and apply previously covered concepts, principles, and skills; it is not assigned for disciplinary purposes; it serves as a communication link between the school and parents/guardians; it encourages independent thought, self-direction, and self-discipline; and that it is of appropriate frequency and length, and does not become excessive, according to the teachers' best professional judgment. Homework reflects the District's commitment to quality education. More specifically, homework enables parents to observe what the student is doing in school; reinforces students' newly acquired information; creates and further stimulates student interest in a particular area of study; helps students complete missed class work; and provides an opportunity outside of the classroom for students to practice self-discipline and cultivate good study habits.

Students are responsible for careful listening, following teacher directions, and recording homework. They should use time efficiently, plan ahead, and complete assignments when due. When difficulties arise with assignments, students should discuss such problems with the teacher. Students in District 202 are encouraged to study at a specific time each day and strive to be neat, organized, and responsible for school materials and assignments. Students who neglect their responsibility to complete homework assignments will be referred to the after-school B.E.A.R.S. (Becoming Educationally and Academically Responsible Students) program.

Parents are responsible for providing the physical and emotional climate necessary for the development of productive study habits. This includes a well-lighted, distraction-free work area where the students can read and write comfortably. Supervision (understanding directions and working carefully) and positive encouragement are essential to successful completion of homework assignments. Parents should discuss any problems and concerns about homework with their student's teacher.

Recommended averages for the amount of time students should be expected to spend on homework in Grades Six, Seven, and Eight is 60-80 minutes daily. However, these amounts will vary from student to student depending on such

factors as the type of class a student is enrolled in (AT or regular for example), ability levels, individual study habits, using study hall time productively, and, in the case of “projects,” whether the student spends some time each evening working or procrastinates until the due date is near.

To assist in planning and properly allotting time each night for work on projects, the Homework Hotline not only lists “today’s assignments,” it also shows “projects/tests” and due dates.

### **Homework Hotline/Requests (7:90)**

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The primary source for obtaining homework when a student is absent is the Lisle Junior High School Homework Hotline. The homework hotline can be accessed through the junior high webpage and is updated each day by 3:30 PM. It also includes the previous days’ homework.

Additional homework information or materials, if any, may be obtained by calling the attendance office at 630-493-8203 before 9:00 AM on the day of the absence. The work should then be picked up in the main office between 3:00 and 3:30 PM on the day of the request. Please be sure that if information/material is requested, that it is picked up on the same day of the request. The teacher will also keep the work in the classroom. Upon returning to school, it is the student’s responsibility to speak with the teacher about missed work.

### **Honor Roll**

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All students are eligible for the Honor Roll at the end of each grading period if they meet the following requirements:

1. The student’s overall average for that grading period is a minimum of 4.00.
2. The student has not earned any D’s or F’s.

Students who earn a grade-point average of at least 4.50 and meet the same requirements necessary for the Honor Roll will be eligible for the High Honor Roll.

### **Lost and Found**

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Students who find lost articles are asked to take them to the Lost and Found Department in the Main Office. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries.

### **LRC**

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Students are encouraged to use the LRC (Library Resource Center) to do homework, research information, or read for recreation. Since the LRC is an extension of the classroom, students will be expected to use the facility appropriately and behave accordingly. Students who do not comply will be sent back to class.

Books may be checked out for a three-week period with the exception of reference materials that are loaned for overnight use. Students may also check out back issues of magazines for a one-week period of time. A list of students having overdue materials is distributed to each homeroom on a weekly basis. It is each student’s responsibility to know when his/her materials are due. Students are expected to pay for all lost materials.

### **Make-Up Work (7:90)**

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Students who are absent for any reason will be required to make up daily work missed in each class. If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. This work should take approximately the same time as the time missed in class. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the principal.

***It is the student’s responsibility to obtain all daily make-up work from his/her teachers immediately upon return to school. It is recommended that students and parents access the Homework Hotline each day the student is absent to obtain assignments and complete them. Failure to obtain make-up work is no excuse for not doing work missed.***

A student who anticipates absence from school for reasons other than illness or family emergencies should notify his/her teachers several days in advance so that the teachers can prepare any necessary assignments for the student prior to his/her leaving. In such cases, all pre-assigned work will be due on the day the student returns to school.

For long-term assignments and projects, the teacher may choose to require submission of the work on the day the assignment is due. (To assist in the timely completion of long-term assignments and projects, please know that the Homework Hotline not only lists “Today’s Assignments,” it also lists long-term assignments/projects and due dates.) If extenuating circumstances exist, then the student and parent may ask the teacher for an extension of time. A final appeal may be made to the principal.

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### **Money Owed**

Students who have outstanding financial obligations to Lisle Junior High School and/or District #202 for such items as school fees, a lost P.E. lock, damaged or lost textbooks, unreturned athletic equipment, overdue or missing LRC materials, band/choir uniforms that are lost or damaged, etc., will not be allowed to participate in the 8<sup>th</sup> Grade Class trip, 8<sup>th</sup> Grade Activity Night, or the 8<sup>th</sup> Grade promotional (graduation) ceremony if money remains owed prior to these activities taking place. This includes any money that may be owed by a student while they were in sixth or seventh grade. We strongly advise that you make any payments immediately after receiving notification. Any questions may be directed to the school office.

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### **Parent Conferences**

Please refer to the school calendar on the district website regarding the dates and times for our Fall Parent-Teacher Conferences. In addition, parents may also make appointments for conferences with teachers, counselors, or administration by calling the school office.

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### **Passing Periods**

Students have four minutes to pass from one class period to the next, including arriving for their lunch period. During this time, they are expected to: stay to the right in hallways and stairways; walk in an orderly fashion; talk quietly, no shouting; stop at their locker before entering the classroom; use this time for a quick bathroom break if necessary; arrive on time for their next class.

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### **Pesticides Application Procedures**

Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parent/guardian(s) of students as required by the Structural Pest Control Act, [225 IL CS 235/](#), and the Lawn Care Products Application and Notice Act [415 ILCS 65](#).

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### **Pro-Social Behavior/Character**

In an effort to promote, support, and encourage positive pro-social behavior and strong character, Lisle Junior High School has in place the following activities and programs:

- Presentations/information shared with faculty on bullying
- Bi-weekly Social-Emotional Learning Lessons utilizing the Second Step Curriculum
- Student bullying prevention committee
- Student created anti-bullying videos and posters
- Because Club (Being Culturally Aware Understanding and Sensitive)
- Individual counseling
- Conflict resolution intervention
- Support groups for anger management and peer relationships
- Recognition of exhibiting positive behaviors through assemblies and programs such as PAWS and Acts of Kindness

## **PAWS**

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Lisle Junior High School faculty and staff are committed to the success of all students. Students demonstrating appropriate behaviors/actions in an exceptional manner will be recognized by being selected to be a member of the junior high school PAWS (Positive...Admirable...Worthy...Students) Club.

The PAWS Program recognizes students who:

- Exhibit exemplary behavior and fine character
- Exhibit acts of kindness, caring and courtesy
- Are role models on a daily basis for other students
- Are consistently respectful, responsible, and give their best effort
- Work hard at academic improvement

Students will be selected on a weekly basis and will have their names announced during the Monday morning announcements. Their pictures will be taken and posted on a certificate which will be posted on our PAWS bulletin board. The students will also receive a copy of the certificate.

## **Professional Learning Communities**

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Lisle District 202 staff members are engaged in Professional Learning Communities (PLCs) and will continue these efforts during the school year.

Professional Learning Communities are composed of collaborative teams of teachers whose members work together to achieve common goals linked to the purpose of learning for all. The purpose of the PLC is to provide a systemic structure to implement the actions identified necessary to support the learning of ALL students to their fullest.

Each week, common planning time during the school day is used for teachers to meet by grade level and subject area for the purposes of school improvement planning, to examine assessment data, establish learning goals, review curriculum, and make decisions in the best interests of students.

## **Student Progress Reporting**

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It is recommended that parents regularly review student progress on the school website for current grades. Teachers will update information in as timely a manner as possible after tests, assignments, projects, etc. are graded. Posting time will vary depending on the nature of the assessment/assignments. Parents are encouraged to contact the teacher if there are specific questions about a grade (email addresses are the teacher's first initial, last name, followed by @lisle202.org). The most frequent time for teachers to notify parents about student progress is at the midpoint of the grading period.

## **Student Services**

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### **STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members and demonstrates positive academic and social conduct to the rest of the student body. Student Council members are expected to maintain at least a C average throughout the school year. A Student Council member will be suspended from his/her position if he/she does not meet this academic requirement at the mid-quarter or end of any nine-week grading period. A suspended Student Council member will be reinstated if he/she earns at least a C average at the mid-quarter or end of the next nine-week grading period.

Additionally, a Student Council member will be suspended from the organization if he/she becomes ineligible for school activities as outlined in the Discipline Code of the Parent/Student Handbook. The Student Council member will be reinstated when his/her demerit total is again under the limit for participation in school activities. A Student Council member will be reinstated only once during the school year. A second suspension from the Student Council will result in permanent removal from the organization.



## **STUDENT LIBRARY AIDES**

Student Library Aides help keep our LRC functioning smoothly by processing returned books, checking out materials at the main desk, and assisting other students to locate materials. Aides also help prepare special collections and displays, straighten and clean shelves, return books in proper order, and process magazines. Students usually volunteer to work during their study hall time or volunteer to work before school hours for this service club.

## **Tardy**

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All students are expected to be in homeroom and seated when the final bell rings at 8:00 AM. If a student arrives at school after 8:00 AM, he/she is considered tardy and must sign in at the main office before reporting to class. Please remember that oversleeping or missing the bus does **not** excuse a student's tardiness to school. Parents who choose to transport their student to school when bus service is available to them assume the responsibility of getting their child to school on time. A student who accumulates three (3) unexcused tardies per homeroom or class in any one quarter will receive an after-school detention. Every unexcused tardy per class thereafter will result in a disciplinary action up to and including a Level III in-school suspension. A student is considered tardy for class unless he/she is seated in his/her proper seat before the bell rings.

## **Use of School Telephones**

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Students may only use school telephones with the permission of a staff member. Students who become habitual users of school phones will be denied this privilege.

## **Visitors (8:30)**

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A visitor is defined as any person other than an enrolled student or District employee. All visitors to the school buildings during regular school hours are required to report to the Main Office and receive permission to remain on school property. All visitors must sign a visitors log, show identification, and wear a visitor's badge. When leaving the school building, visitors must exit the building according to school policy. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

## **Visual Recordings/Cameras**

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Visual recordings will be used in school, on school grounds, and on grounds used by the school in the course of the school day to help insure, promote and maintain a safe environment for students and employees. Cameras are mounted inside and outside the building. Signs announcing the presence of video recording devices will be posted at entrances to the building.

Students are prohibited from tampering with district/school electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

## **Code of Student Conduct (7:190)**

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### **Lisle Public Schools**

The Board of Education for the Lisle Public Schools is aware of its responsibility to provide quality education for the students of the district. The Board also realizes its responsibility to maintain order and discipline to produce an educational climate conducive to learning. The Board is also aware that communication of a conduct policy is essential. This Code of Student Conduct, approved by the Board of Education, applies to student behavior at school, on school busses, and at all school activities. Any violation or problem that occurs on school busses or at school activities will be handled as if it occurred in the school building as outlined by policies and procedures of the district. Furthermore, conduct that occurs away from school may subject a student to discipline, if there is an appropriate nexus between the conduct and the school program.

## **Discipline (7:190)**

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The quality of education students receive in school is directly related to the discipline they maintain. Students are expected to conduct themselves in a courteous manner at all times. Inappropriate student conduct and/or behavior may result in a teacher referring a student to the Pupil Personnel Services team and or discipline.

### ***Items Inappropriate to the School Setting:***

Items inappropriate to the school setting and educational environment are not permitted at school. Such items include, but are not limited to skateboards, hover boards, rollerblades, hacky sacks, athletic equipment for other than school purposes, tools, etc. Such items will be confiscated until the student leaves the premises. If the behavior is repeated, the student will be subject to disciplinary action. The school assumes no responsibility for the security of such items in the school.

### ***Non-Classroom Disruptive Acts:***

The following non-classroom behaviors are unacceptable at Lisle Junior High School:

- Inappropriate physical conduct
- Inappropriate language (profanity or excessive volume, for example)
- Anything but walking at a normal pace
- Eating any food or drinking any beverages (including water in containers) except in the commons area under the direct supervision of a staff member
- Gum chewing (not permitted in school at any time)
- Eating and/or distributing food/gum/or candy in the gymnasium
- Inappropriate use of any/all cosmetic products
- Use and/or possession of laser pointers
- Public display of affection including but not limited to handholding, kissing, hugging, and arm locking
- Behavior that prevents other students from fully participating in the District's educational program.

If a student is found to be acting in an inappropriate manner by a faculty/staff member in any non-classroom area of Lisle Junior High School, the student will serve one (1) day in lunch detention for EACH infraction. If a student receives three lunch detentions in a quarter, that student will be issued an after-school detention. The fourth lunch detention and beyond will result in subsequent detentions and may result in additional discipline as determined by the Administration. **NOTE: Within their classrooms teachers also reserve the right to issue lunch detentions for the following behaviors: gum chewing, inappropriate language, and inappropriate physical conduct.**

### ***Classroom Disruptive Acts and the Discipline Referral Policy:***

Classroom disruptions and disturbances will be handled according to the Discipline Referral Policy (DRP). The DRP consists of five steps which coincide with five individual classroom infractions. The District reserves the right to deviate from the step process set forth below depending upon the severity of the misconduct.

The *first* step is a result of the student's first classroom infraction. This step requires the teacher to have an individual conference with the student so that the teacher and the student can discuss appropriate classroom behavior. This conference also allows the student to address any concern he/she may have.

If a *second* infraction should occur in the same classroom, the student is placed on the second step of the DRP. This step requires the teacher to call the student's parents/guardians to notify them of the problems that their child is having in class.

If a *third* infraction should occur, the student is placed on the third step and assigned an After-School Detention. Additionally, the student must attend a conference with his/her teachers and several members of the discipline committee. This conference gives the teachers another chance to explain their expectations for appropriate classroom behavior to the student. The teachers will also provide additional strategies to the student for improving behavior. At this time, a teacher may recommend a behavioral contract for the student in order to monitor his/her behavior in the identified areas. This contract will consist of daily checks and will remain in place for a minimum of one week. Students will be limited to two third-step conferences. After the second third-step conference, a student who continues to be disruptive in any other class, after being given a second step warning, will immediately be placed on the fourth step.

If a *fourth* infraction should occur, the student is placed on the fourth step and assigned a Tuesday and Thursday After-School Detention. Additionally, the student must attend another conference with his/her teachers, several members of the discipline committee, and the student's parents. During the conference with the parent, the teachers will discuss their particular concerns and review the strategies they have offered the student in order to help correct his/her inappropriate behavior. **Parents are reminded that they must confirm a conference date within five days of their being notified. A student may be placed in in-school suspension until the conference date has been scheduled.**

If a *fifth* infraction should occur, the student is placed on the fifth step and assigned an In-School Suspension. A second fifth step from another teacher or additional infractions beyond the fifth will result in a possible recommendation for an alternate placement or expulsion.

### ***Time-Out Room/Alternative Learning Environment***

If the student's conduct or behavior in class becomes too disruptive or inappropriate for a teacher to immediately deal with, the student will be temporarily removed from the class, sent to the Time-Out Room, and placed on at least the second step of the DRP. Class work will be sent to the Time-Out room for the student to complete. Privileges such as drinks, washroom breaks, and talking will not be allowed. Each time a student is sent to the Time-Out Room, his/her parents will be notified of the offense by the appropriate teacher.

### ***Level of Consequences***

***Infractions may result in any level of discipline set forth below. However, if a minimum discipline level is specified, the disciplinary response will be AT LEAST the minimum level specified.***

#### **Level I: After-School Detention (7:190)**

After-school detention is held on Thursdays from 3:10 PM until 4:55 PM. Failure to serve an assigned after-school detention will result in the student being assigned a Saturday detention. Time spent in detention is to be used productively for such things as completing homework, working on assignments, and reading. Students are expected to bring all necessary materials with them to the detention room.

#### **Level II: Loss of Privileges (7:190)**

Depending upon the location of the misconduct, a student may forfeit bus riding privileges, use of the cafeteria, and/or participation in or attendance at extra-curricular activities for non-compliance with certain school rules.

#### **Level III: In-School Suspension (7:190)**

This action will require that a student be removed from class(es) and assigned to the Time-Out Room for part of or all of a school day. Subsequent offenses will be assessed at Level IV or Level V offenses.

#### **Level IV: Out-of-School Suspension (7:200)**

Students may be removed from school by the administration for a period not to exceed ten (10) school days. During this time, students are under the supervision of their parents and are not permitted at any school function or activity.

#### **Level V: Expulsion (7:210)**

Students may be removed from school by the Lisle School District #202 Board of Education for up to two (2) calendar years.

Students may be removed from school by the administration for a period not to exceed then (10) school days. During this time, students are under the supervision of their parents and are not permitted at any school function or activity.

### **Demerit System**

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Throughout the year, Lisle Junior High School will provide social and classroom activities for the students. Among these activities are school dances and class field trips.

Student participation in these social and enrichment activities is a **privilege** extended to those who demonstrate appropriate school behavior and acceptable academic performance. Only students who choose to meet these standards will be invited to participate.

Student behavior and academic performance will be monitored by means of a demerit system. Demerits will accumulate for the entire year. School demerits will be assigned as follows:

Lunch Detentions	1 Demerit per Day
After-School Detentions	2 Demerits per Day
Time-Out Rooms	2 Demerits per Offense
Bus Suspensions	2 Demerits per Day
In-School Suspensions	5 Demerits per Day
Out-of-School Suspensions	10 Demerits per Day
*Failing Report Card Grades	2 Demerits per Class per Quarter
*Exception to this is fourth quarter	Students will receive 1 Demerit per Failing Grade on the fourth-quarter progress reports

Students will become ineligible for the previously mentioned activities and remain ineligible for the remainder of the quarter upon receiving his/her **tenth** demerit in any given quarter **or** reaching the following year-long total number of demerits:

1 <sup>st</sup> Quarter	10 Demerits
2 <sup>nd</sup> Quarter	15 Demerits
3 <sup>rd</sup> Quarter	20 Demerits
4 <sup>th</sup> Quarter	25 Demerits

Any ineligible student who is seen attending an after-school activity will be immediately asked to leave the activity and will be assigned an after-school detention for the first offense; Tuesday and Thursday After-School Detentions for the second offense; and an In-School Suspension for the third offense and every offense thereafter.

All eighth-grade students are reminded that their demerit accumulation will determine their participation in the end-of-the-year eighth-grade activities. These activities include, but are not limited to, the class trip, class activity night, promotional ceremony, and the promotional dance.

Students who accumulate ten or more demerits in any quarter or who exceed the per-quarter maximum become ineligible for participation in all co-curricular activities, after-school social events, athletics, dances, and class enrichment activities for the remainder of the given quarter. However, their eligibility during that particular quarter may be restored by completing community service to reduce disciplinary demerits. Students may only regain their eligibility once per quarter. If they lose their eligibility a second time in a quarter, they will not be allowed to complete community service for the remainder of that quarter.

### **Community Service**

Students have the opportunity to erase demerits by giving back to the community. For every hour of community service, the student will erase two demerits. The Administration must approve the location and organization you will be working with **prior** to you beginning your community service. Community service cannot be done “in advance” of accumulating demerits.

## **Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation Summary**

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### **Policy Statement**

The Board of Education’s detailed policy regarding sex equity, sex discrimination, sexual harassment, and sexual intimidation is maintained in the Board Policy Manual. A copy of the policy in full is available at the Administrative Office, at all schools, and on the District 202 website. We encourage all students and parents to familiarize themselves with this policy.

### **STATEMENT OF POLICY (7.180)**

Lisle Community Unit School District 202 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation, or bias by any District employee, by other students, or by the effect of any school policy or practice.

**Gender Bias** means the attribution of behaviors, abilities, interests, values, and/or roles to a person or group of persons on the basis of gender.

**Sexual Harassment** means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors, and or (4) other verbal or physical conduct of a sexual nature.

**Sexual Intimidation** means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

#### **Grievance (Complaint) Procedure (2.260)**

The Board of Education's detailed grievance procedure is contained in the Board Policy Manual. A copy of the detailed grievance procedure is available at the Administrative Office and all schools.

Students filing a sexual harassment complaint must do so in writing to the School District's Title IX Coordinator, the assistant principal at Lisle Senior High School. Students may seek assistance in writing the complaint from a teacher, counselor, or building administrator. All written statements should be submitted to the Title IX Coordinator within thirty (30) days following the incident.

#### **Disciplinary Action (7:190)**

Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

#### **Confidentiality (5:130; 7:340)**

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with the School District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

#### **Search and Seizure (7:140)**

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The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession:

1. There should be reasonable suspicion for school authorities to believe that the search of a specific student or his/her belongings will produce evidence of contraband.
2. General suspicionless searches of school property may be conducted at any time.
3. Illegal items (firearms, weapons, drugs, tobacco, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities.
4. Items which are used to disrupt or interfere with the educational process will be removed from student's possession.

#### **Student Fees**

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All textbook fees are to be paid in the main office at the time of registration. Athletic fees are to be paid through the [8to18.com](http://8to18.com) parent/guardian account once the student has been selected for the team or squad. Students who wish to apply for free or reduced textbook fees or free or reduced lunches may do so in the main office.

#### **Special Education Services (6:120) (7:230)**

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Our services work in conjunction with the School Association for Special Education in Du Page County (SASED) for students who are visually and/or hearing impaired, physically disabled, or multi-needs. Any student up to 21 years of age can be referred by parent/guardian, teacher/student, or other professional personnel for a comprehensive case study if she/he exhibits problems which appear to interfere with her/his educational performances. Please contact our principal, assistant principal, or the Director of Student Services (630-493-8005) for additional details. Further information regarding Special Education Services can also be found in the district calendar. Special education students will adhere to the regular student discipline policy unless the behavior is a result of the special need as stated on the Individual Education Plan. A hearing may be held to determine if the misconduct is attributable to the special need.