

LEMONT HIGH SCHOOL

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

2026-27 Student Handbook

TABLE OF CONTENTS

Introduction 4
Lemont High School District 210 Board of Education 4
Lemont High School District 210 Mission Statement 4
Accreditation 4
Admission to High School 5
- Resident Students 5
- Homeless Students 5

Bell Schedules 5
Attendance 6-10
- Philosophy 6
- Defining Attendance 6
- Excused Absences 7
- Unexcused Absences 7
- Truancy 8
- Reporting an Absence 8
- Leaving During the School Day 9
- Closed Campus 9
- Excessive Absences 9
- Planned Absences 10
- Make-Up Work 10

Behavorial Threat Assessment 10
Bus Transportation 10-11
Campus Security 11
CITGO Innovation Academy 11-13
- Behavior Expectations 12
- Disciplinary Procedures 12
- Policies 13

Dance/Guest Policy 14
Distribution of Literature 14-15
- School-Sponsored Publications 14
- Non-School-Sponsored Publications 15

Dress and Appearance Guidelines 15-16
Emergency Power Outage 17
Equal Educational Opportunities 17
Faith's Law 17
Lockers 17
Loitering 17
Lost and Found 17
Lunchroom Regulations 17
Medical Information 18-23
- Physical Examinations 18
- Administration of Medication 18
- Guidelines for the Administration of Medication in School 19
- Prevention of Anaphylaxis 20
- Psychotropic or Pyschostimulant Medication 20
- Use of Assistive Devices 20
- Ashley's Law (Designated Caregiver Administration of Medical Cannabis) 21
- Communicable and Chronic Infectious Disease 21
- Home and Hospital Instruction 22
- Staying Home Due to Illness 23

Personal Vehicles 23
Physical Accessibility 24
Poster Approval 24
Prevention of Child Sexual Abuse 24-26
- Warning Signs of Child Sexual Abuse 24
- Warning Signs of Grooming Behavior 25
- Warning Signs of Boundary Violations 26

TABLE OF CONTENTS

Racial, Religious and Gender Bias....27
Safety Drill Regulations....27-28
School Closing....28
School Operations During a Pandemic or Other Health Emergency....28-29
Sex Equity....29
Sexual Harassment....30
Student Identification Card....30
Suicide Prevention Resources....30
Surveys of Private Information....31
Technology Use Expectations....32-39
  Annual Notice to Parents/Guardians About Educational Technology....38
Teen Dating Violence....39
Telephones....39
Visitors and Deliveries....40
Student Code of Conduct....41-59
  District's Disciplinary Actions....42-46
  Gross Disobedience and Misconduct....46-51
  Possession....52
  Search and Seizure....52
  Reciprocal Reporting of Criminal Activities....53
  Questioning of Students Suspected of Committing Criminal Activity....53
  When and Where Conduct Rules Apply....53
  Gross Disobedience and Misconduct Consequences....54-59
Academic....60-68
  Academic Integrity Practices....60
  Children with Disabilities and High School Graduation....62
  Classification....63
  Curriculum Choice....63
  Driver Education....64
  Graduation Requirements....64
  Grading and Reporting....64
  Alternative Programs....66
  Physical Education Policy....67
  Special Education Student Discipline....67
  Teacher Qualifications....68
  Wilco Students....68
Student Services....69-84
  Individual College and Career Planning....69
  Requesting an Interpreter....71
  Schedule Changes....71
  School Visitation Rights....72
  Special Education or Section 504 Referral Request....72
  Student's Responsibility....72
  Student's Financial Obligation....73
  Student Records....74-84
  Withdrawal from High School....84
  Work and Work Permits....84
Uniform Grievance Procedure....85-87
Extra-Curricular Activities....88
Athletics....89
Eligibility Policy....90
Spectator Code of Conduct....91
Activity and Athletic Code....92-99
Illinois High School Association Athletic Eligibility Rules....100-102

INTRODUCTION

Students and their parents/guardians should familiarize themselves with the student handbook.

The rules and regulations found in the student handbook are related to policies established by the Lemont High School District 210 Board of Education and based on the Illinois School Code. A complete Board of Education Policy manual is available on the school's website.

When necessary, the Board of Education authorizes school administrators to amend the handbook during the school year in order to implement necessary changes to effectively manage the school district and provide a safe learning environment.

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

Welcome to Lemont High School!

Dr. Matt Maxwell, *Superintendent*
Eric Michaelsen, *Principal*

LEMONT HIGH SCHOOL DISTRICT 210 BOARD OF EDUCATION

Kurt Korte, President
Lynn Antonopoulos, Vice President
Mike Kardas, Secretary
Pam Driscoll
Gary Gray
Beverly Marzec
Sarah Pocic

LEMONT HIGH SCHOOL DISTRICT 210 MISSION STATEMENT

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

ACCREDITATION

Lemont High School is fully accredited by the Illinois State Board of Education and is a member of the College Board.

ADMISSION TO HIGH SCHOOL

Resident Students

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

Homeless Students

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

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

In the event the district denies enrollment to a homeless student as defined by state and federal law, the student may appeal the decision to the district's Homeless Liaison, who is responsible for carrying out all dispute resolution. District 210's Homeless Liaison is Denise Dalton, who may be contacted at ddalton@lhs210.net or (630) 243-3241.

BELL SCHEDULES

Regular Schedule	**Lunch**
Period 1 – 8:00-9:28	A – 11:05-11:32
Period 2 – 9:33-11:00	B – 11:36-12:03
Period 3 – 11:05-1:05*	C – 12:07-12:34
Period 4 – 1:10-2:37	D – 12:38-1:05

Lemont Time Schedule	**Lunch**
Period 1 – 8:40-9:50	A – 11:10-11:37
Period 2 – 9:55-11:05	B – 11:41-12:08
Period 3 – 11:10-1:10*	C – 12:12-12:39
Lemont Time – 1:15-1:45	D – 12:43-1:10
Period 4 – 1:50-3:00	

Early Dismissal Schedule (1 p.m. dismissal)
Period 1 – 8:00-9:10
Period 2 – 9:15-10:25
Period 3 – 10:30-11:40
Period 4 – 11:45-12:55

Delayed Start Schedule (9:30 a.m. start)	**Lunch**
Period 1 – 9:30-10:28	A – 11:35-12:02
Period 2 – 10:33-11:30	B – 12:06-12:33
Period 3 – 11:35-1:35*	C – 12:37-1:04
Period 4 – 1:40-2:37	D – 1:08-1:35

School Improvement Day Schedule (11:15 a.m. dismissal)
Period 1 – 8:00-8:45
Period 2 – 8:50-9:35
Period 3 – 9:40-10:25
Period 4 – 10:30-11:15

* Lunch during 3rd period (27 minutes)

All 8 Day Schedule (all classes meet)
Gold 1 – 8:00-8:34
Gold 2 – 8:39-9:12
Gold 3 – 9:17-9:50
Gold 4 – 9:55-10:28
Blue 1 – 10:33-11:06
Blue 2 – 11:11-11:44
Blue 3 – 11:49-12:22
Blue 4 – 12:27-1:00

ATTENDANCE

Philosophy

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

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

Parents/guardians are urged to stress the importance of regular attendance and punctuality. These traits should be fostered by both the family and school. The district collects and reviews its chronic absence data to determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. Students meeting established attendance thresholds will be referred to the Student Services Team. A member of that team will be assigned to review attendance data, identify barriers, and initiate appropriate interventions, including student check-ins and parent/guardian communication.

Daily attendance and student engagement are expected whether students are participating in class in person or remotely. Students are expected to remain on campus for the full duration of the school day and attend all scheduled classes.

Defining Attendance

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

Illinois law requires that whoever has custody or control of any child between six (by September 1) and 17 years of age shall assure the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child already has graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

ATTENDANCE (cont.)

Excused Absences

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

- Illness (1-3 days) verified by parent/guardian
- Illness (4-10 days total) **verified by doctor**
- Attendance at a verified medical or therapeutic appointment
- Injury
- Family emergency
- Funeral of immediate family member
- Court appearance verified by bailiff's note
- Pre-arranged college visits (forms must be filled out and are available in the Attendance Office)
- Out-of-school suspension
- Religious observance/instruction/obligation/event
- Reasonable concerns for a student's mental, emotional or physical well-being (maximum of 5 days)
- Student's parent/guardian is an active duty member of the uniformed services and has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings (maximum of 5 days)

When possible, parents/guardians should give notice to the district prior to a student's anticipated excused absence.

Unexcused Absences

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

- Oversleeping
- Missing the bus
- Truancy
- Personal business
- Car trouble
- Shopping
- Babysitting
- Tardy of more than 15 minutes
- Attending off-campus driver education or private driving instruction

ATTENDANCE (cont.)

Truancy

The district will determine if a student is truant. Student attendance is critical to the learning process. Truancy, therefore, is a serious issue and will be dealt with in a serious manner.

Students identified as chronically absent or truant will be referred to the Student Services Team to address underlying causes and develop interventions.

Students who miss more than one percent but less than five percent of the prior 180 regular school days without an excused absence are truant. Students who miss five percent or more of the prior 180 regular school days without an excused absence are considered chronic truants.

In an effort to correct the issue, the following support services may be offered to truant or chronically truant students:

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

If chronic truancy persists after support services are made available, the district will take further action, including:

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school, is subject to expulsion. A parent/guardian who knowingly and willfully permits a child to be truant is in violation of state law.

Reporting an Absence

TO REPORT AN ABSENCE, PARENTS/GUARDIANS SHOULD CALL EITHER (630) 243-3202 or (630) 257-5838, Ext. 1

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

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

ATTENDANCE (cont.)

Leaving During the School Day

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

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

Closed Campus

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

If a student leaves school before the completion of the school day, he/she is required to have permission from a parent/guardian, which must be communicated through the Attendance Office. In the Attendance Office, the student must sign out and will be issued a permit to leave. Upon returning, the student should report to the Attendance Office, sign in, and receive a pass to class. Unauthorized early departures will be considered unexcused absences and may result in disciplinary action. A student must also receive permission from the Dean's Office to leave the building to go to the parking lot.

Excessive Absences

Lemont High School students are expected to attend classes on each day that school is in session. Ample time is available after school for students to schedule appointments to see doctors, dentists, lawyers, etc.

After a student accumulates four days of absence **not verified by medical, dental or family emergency**, his/her parent(s)/guardian(s) will be notified. After seven days of absence not verified by medical, dental or family emergency, the parent/guardian is asked to contact the student's school counselor. The student may be removed from class.

ATTENDANCE (cont.)

Planned Absences

All absences should be for valid reasons. Vacations during school time are strongly discouraged. Extended absences may cause a serious loss in the quality of a student's education. This decision should be made with consideration of the student's current status in school and the impact of the absences. Vacation days do count toward the absence limit of seven days. In advance of the absence, students must arrange with their teachers to make up any work that will be missed during their absence. Students may not take summative assessments in advance of their absence but those assessments must be made up upon their return to class. A parent/guardian should call his/her student's school counselor regarding the planned absence, and the student should pick up a Planned Absence Form in the Attendance Office.

Make-up Work

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

BEHAVIORAL THREAT ASSESSMENT

Lemont High School District 210 is committed to developing and maintaining safe and secure environment for all students and staff. A proactive approach to high risk threat-related behavior of students is critical for the provision of safe and secure learning, teaching and working environments. In order to ensure a safe and secure learning environment, it is important for all parties to engage in the School Behavioral Threat Assessment process. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent(s)/guardians(s), the threat assessment process will continue.

BUS TRANSPORTATION

General education bus transportation is provided for all students who live 1.5 miles or more from school. The district provides specialized transportation to and from school for students with Individualized Education Programs (IEPs) as determined by the student's IEP team. Students with IEPs also may be eligible for transportation to and from extracurricular activities if the IEP team determines that participation in the activity is required for the student to receive a free appropriate public education.

State statute (105 ILCS 5/29-3) defines the measurement as the distance from the exit of the property where the pupil resides to the point where pupils are normally unloaded at the school attended; such distance shall be measured by determining the shortest distance on normally traveled roads or streets. Lemont High School uses the intersection of Catherine Street and Porter Street when determining the distance of the walk from campus, as it is the closest intersection to where buses pick up and drop off students.

BUS TRANSPORTATION (cont.)

School and bus rules must be observed at all times for the safety of all occupants. While en route to or from school, students are considered to be in school. Appropriate conduct is expected, and rule infractions are reported to the deans.

Bus drivers are considered to be part of the school staff, and students are expected to be respectful to them. All students must follow the district's School Bus Safety Guidelines, which may be found on the "Transportation" page on the school's website, ***www.lhs210.net***. Gross disobedience or misconduct that provides grounds for suspension from riding the school bus includes:

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

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

CAMPUS SECURITY

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

CITGO INNOVATION ACADEMY

Lemont High School's CITGO Innovation Academy serves as a resource for students, faculty and staff. While the CITGO Innovation Academy is a hub of activity daily, hosting students each class period, it also is available to students and staff on-line. Unless otherwise noted, the facility is open from 7 a.m.-3:30 p.m. Mondays through Thursdays, and from 7 a.m.-3 p.m. on Fridays.

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

- Instruction and programs
- Access to collections of research and personal interest resources
- Access to technology
- Individual and group study space

CITGO INNOVATION ACADEMY (cont.)

Behavior Expectations

Students are expected to abide by the following behavior expectations when utilizing the CITGO Innovation Academy.

1. Sign In

- Students who visit the CITGO Innovation Academy individually (i.e. not part of a class) must sign in.
- Students must present a pass to the library staff if they are leaving a class to attend the CITGO Innovation Academy.

2. Use CITGO Innovation Academy resources responsibly

- Using the CITGO Innovation Academy is a privilege. Students who violate behavior expectations or fail to exhibit responsible technology use will be asked to leave.
- Desktop computers are designated for printing only.

3. Treat CITGO Innovation Academy furniture with care

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

4. Take care with food and drinks

- Food and drinks are permitted in designated areas in the CITGO Innovation Academy, provided that students are responsible and clean. This privilege may be revoked.

5. Personal music devices may be used individually within the CITGO Innovation Academy

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

Disciplinary Procedures

Any student in violation of CITGO Innovation Academy behavior expectations can expect the following consequences:

- Students may be given a verbal warning
- Students may be asked to leave the CITGO Innovation Academy, and may subsequently be required to serve a detention and/or lose usage privileges for the remainder of the class period.
- Students who continue to cause problems will be referred to the Dean's Office.

If an offense warrants, any library staff member or any member of the faculty or staff monitoring the CITGO Innovation Academy may refer a student directly to the Dean's Office.

CITGO INNOVATION ACADEMY (cont.)

Policies

Students are expected to adhere to the following policies.

Circulation

- Students are responsible for all materials circulated under their account. If a student borrows materials from the CITGO Innovation Academy and lends them to another student, he/she will be accountable for any fines or fees that are accrued.
- Students may check out up to eight books at a time. Fiction and nonfiction books circulate for three weeks.

Overdue Materials

- Materials checked out from the CITGO Innovation Academy are subject to overdue fines. The overdue fine for books is 10 cents per school day.
- Continued circulation for students with overdue books or large fines is at the discretion of the library staff.
- Students will receive final notification of materials not returned prior to the last quarter of the school year, at which time those materials will be marked as "lost."
- Materials not returned at the close of each school year will be marked "lost." The lost materials policy of item replacement will be applied.

Lost Materials

- If a student loses or damages a book or media item, the student is responsible for replacing it. Students who believe they have lost any material should communicate with the library staff as soon as possible.
- Students who have not reconciled lost materials by the final quarter of the school year will be billed for the cost of the lost materials.

Access to Electronic Resources

- The CITGO Innovation Academy offers students and staff access to a variety of subscription databases and eBooks linked from the CITGO Innovation Academy section on the school's website. Off campus, these resources are accessible only by utilizing the appropriate usernames and passwords.

ABC-CLIO Products
CQ Researcher/Global Researcher
Rosen Products
Gale Products
Proquest Products

Usernames and passwords are available on the CITGO Innovation Academy's website.

DANCE/GUEST POLICY

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

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

DISTRIBUTION OF LITERATURE

The distribution of literature is governed by Board Policy 7:315 (Restrictions on Publications; High Schools).

School-Sponsored Publications

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

All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, slanderous or obscene; invades the privacy of others; violates federal or state law, including the Constitutional rights of third parties; or incites students to commit an unlawful act, violate any school district policy, or is materially and substantially disruptive to the educational process, will not be tolerated.

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

DISTRIBUTION OF LITERATURE (cont.)

Non-School-Sponsored Publications

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

- Is materially and substantially disruptive to the educational process
- Violates the rights of others, including material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright
- Is socially inappropriate or inappropriate due to the maturity level of the students
- Is reasonably viewed as promoting illegal drug use
- Encourages or incites students to violate any district policy

Distribution "at school" includes distribution on school property or at school-related activities. Students who distribute forbidden material or who write or publish such material for distribution at school engage in gross disobedience and misconduct and may be disciplined. All materials must be approved by the designated administrator before being distributed. Materials from approved outside organizations will be placed in the Main Office for students to obtain.

DRESS AND APPEARANCE GUIDELINES

Lemont High School students are expected to dress and groom themselves in an appropriate manner. The intent of the school's Dress and Appearance Guidelines is to promote a good learning environment without imposing undue restriction upon each individual's freedom.

The primary responsibility for student dress rests with parents/guardians and students, as long as such dress and grooming does not present a health or safety hazard or disrupt the educational process. The school hopes students' decisions regarding dress and appearance will be governed by what students and their parents/guardians personally know to be reasonable and appropriate for the school setting. Modesty always is appropriate.

DRESS AND APPEARANCE GUIDELINES (cont.)
Parents/guardians and students should use the following guidelines:

- Students must be clothed from the shoulders to a reasonable length on the thighs.
- Midriff shirts, half shirts, halters, spaghetti strap/tank top shirts, and shirts that are low cut or revealing are not allowed.
- All clothing with excessive or revealing holes or rips is prohibited.
- Undergarments should not be able to be seen.
- Extreme clothing that is distracting may not be worn.
- Numerals, slogans, clothing and accessories that bear unacceptable symbols or insignia, including, but not limited to, references to gangs, drugs, alcohol, tobacco, profanity, vulgarity or sexual innuendo, and/or drawings on clothing that are offensive, obscene, profane or disruptive to the educational process will not be allowed.
- Hats, caps, head coverings, spiked apparel, chains, pins and other metal accessories and/or sunglasses may not be worn in the building at any time; hats must be stored in lockers or bookbags at all times.
- Trousers, slacks, shorts and skirts should be worn around the waist.
- For safety and health reasons, some form of shoe must be worn.
- Outer garments like coats may be worn or carried to classes if approved by the teacher; they will not be allowed if they create a safety concern or distraction.
- Some areas of the school require special safety and/or health protection.
- Students are prohibited from wearing designer contact lenses, including but not limited to, cat-eye and red contacts, to alter their appearance.
- Students are prohibited from using rubber bands or other restraints to alter their clothing.

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

Student-athletes may modify their athletic or team uniforms for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, or their cultural values or modesty preferences. Student-athletes are responsible for costs associated with uniform modifications. Any modifications may not interfere with the movement of the student, or pose a safety hazard to the student or other athletes.

EMERGENCY POWER OUTAGE

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

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extra-curricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or individual that discriminates against students on the basis of sex or any other protected status, except that the district remains viewpoint neutral when granting access to school facilities under Board Policy 8.20 (Community Use of School Facilities). Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

FAITH'S LAW

The district's Employee Code of Professional Conduct defines appropriate conduct between school employees and students. This information is contained within Board Policy 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest).

LOCKERS

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

LOITERING

Loitering is not permitted at Lemont High School. Individuals on school grounds must be on campus for an approved purpose. If not involved in a supervised activity, students must exit the campus within 30 minutes of dismissal.

LOST AND FOUND

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

LUNCHROOM REGULATIONS

Students may not congregate around the doorways and may not leave the lunchroom without permission. Boisterous behavior will not be tolerated in the lunchroom. Students are to properly dispose of their own garbage, and return eating utensils to the kitchen. All students sitting at a particular lunchroom table will be held accountable for cleaning their table and the area around their table.

MEDICAL INFORMATION

Physical Examinations

The Illinois Department of Public Health requires physical examinations and immunizations prior to entrance into the ninth grade. Students may be excluded from school until these requirements are met. The Illinois Child Health Examination form must be completed by an Illinois physician and should be returned by the deadline established by school administrators. Students also are required to submit the State of Illinois Dental Examination Form, and are recommended to submit the State of Illinois Eye Examination Report.

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

Administration of Medication

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

MEDICAL INFORMATION (cont.)

Guidelines for the Administration of Medication in School

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

- Medication, including both over-the-counter and prescription drugs, will be administered during the school day only after a parent/guardian files a completed "School Medication Authorization Form" with the school. A physician's statement and a parental request are needed.
- A student's parent/guardian must renew written orders for a continuing medication at the beginning of each school year.
- Prescriptive medication must be brought to the school nurse's office in the original pharmaceutical container labeled with: the student's name; prescription number; name of medication; dosage; administration route and/or other direction; date and refill; licensed prescriber's name; pharmacy name, address and phone number; and name or initials of the pharmacist. Non-prescription medications must be brought to the school nurse's office in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.
- When possible, an initial dosage of the medication must be given at home.
- Students are not allowed to keep any kind of medication, including over-the-counter medication, in their possession or in their lockers. A student may self-carry and/or self-administer medication prescribed for asthma or allergies (i.e., an epinephrine auto-injector) for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a "Self-Administration/Self-Carry School Medication Authorization Form," which is available from the school nurse. The district shall incur no liability - and the student's parent(s)/guardian(s) must indemnify and hold harmless the district, its employees and agents against any claims, except those based on willful and wanton conduct - as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.
- A student with diabetes may manage his/her condition provided he/she is authorized to do so according to a current diabetes care plan that has been filed with the school. To the extent authorized by the such a plan, a diabetic student is permitted to check his/her blood glucose; administer insulin; treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of his/her condition; and self-carry supplies and equipment necessary to monitor and/or treat his/her condition.

MEDICAL INFORMATION (cont.)

Guidelines for the Administration of Medication in School (cont.)

- Students must come to the nurse's office for their medicine.
- Any certified employee may administer medication in emergency situations if, under the circumstances, the school nurse, a certified administrator or emergency medical personnel cannot be available in sufficient time, and the student cannot reasonably self-administer the medication.

Prevention of Anaphylaxis

While it is not possible for the district to completely eliminate the risks of an anaphylactic emergency, it maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents/guardians and students may contact the Principal for a copy of the district's policy.

Psychotropic or Psychostimulant Medication

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

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

Use of Assistive Devices

Students may require the use of assistive devices due to an injury or medical condition, and should obtain the proper documentation from a physician, or other appropriate medical personnel, prior to using an assistive device on campus. Please consult the School Nurse page on the school's website for additional information.

MEDICAL INFORMATION (cont.)

Ashley's Law (Designated Caregiver Administration of Medical Cannabis)

The Compassionate Use of Medical Cannabis Pilot Act allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to his/her child. A designated caregiver also may be another individual other than the student's parent/guardian. Designated caregivers must be at least 21 years old.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his/her school or on his/her school bus if all of the following conditions are met:

- Both the student and designated caregiver possess valid registry identification cards by the IDPH;
- Copies of the registry identification cards are provided to the district;
- The student's parent/guardian has completed, signed and submitted the "School Medication Authorization Form – Medical Cannabis"

Medical cannabis infused products include oils, ointments, foods and other products that contain usable cannabis but are not smoked or vaped. **Smoking and/or vaping medical cannabis is prohibited.**

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the district's opinion, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

A student who is administered a medical cannabis infused product by a designated caregiver pursuant to this procedure may not be disciplined. Additionally, the district may not deny a student attendance at school solely because he/she requires administration of the product during school hours.

Communicable and Chronic Infectious Disease

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

MEDICAL INFORMATION (cont.)

Home and Hospital Instruction

Students may be eligible for home or hospital instruction if it is anticipated that, due to a medical condition, the student will be unable to attend school for a period of two or more consecutive weeks or on an ongoing intermittent basis. "Ongoing intermittent basis" means that it is anticipated that the student's medical condition is of such a nature and severity that the student will be absent from school due to the condition for periods of at least two days at a time multiple times during the school year, for a total of at least 10 days. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a licensed physician, physician's assistant, or advanced practice nurse. Instructional or related services for a student receiving special education services will be determined by the student's Individualized Education Program (IEP).

After five days of absences for medical reasons, the district may contact the student's parent(s)/guardian(s) to determine if homebound instruction is warranted. If a parent/guardian anticipates a student's medical condition will result in absences totaling at least 10 school days, he/she should contact the Special Education Department to request a copy of the required Illinois State Board of Education (ISBE) "Medical Certification for Home/Hospital Instruction" form. To qualify for such instruction, the ISBE form must be completed by a physician, a physician's assistant, or advanced practice registered nurse explaining the specific medical condition, its impact on the student's ability to participate in education (the student's physical and mental level of tolerance for receiving educational services), and the anticipated duration or nature of the student's absences. This form must be submitted to the Director of Special Education Services.

Students who are unable to attend school due to pregnancy may be eligible for home or hospital instruction:

- Before the birth of the child if a student's physician, physician's assistant, or advanced practice nurse states in writing that the student is medically unable to attend regular classroom instruction;
- For up to three months following the child's birth or a miscarriage;
- When a student must care for his/her ill child if the child's physician, physician's assistant, or advanced practice nurse states in writing that the child has a serious health condition that requires the student to be absent from school for two or more consecutive weeks; or
- If the student must treat physical or mental health complications or address safety concernings arising from domestic or sexual violence, and a health care provider or other appropriate entity informs the school in writing that care needed by the student will cause the student to be absent from school for two or more consecutive weeks.

Students with disabilities may be entitled to home or hospital instruction as a placement if a student's IEP Team determines that the student is unable to attend a school elsewhere due to a medical condition and that the home or hospital setting is the least restrictive environment in which the student's IEP can be implemented.

MEDICAL INFORMATION (cont.)

Staying Home from School Due to Illness

Parents/guardians should observe students carefully each day prior to sending students to school, and should not send students to school if there are any signs of illness.

Signs of illness may include, but are not limited to: a temperature above 100 degrees, nausea or vomiting, respiratory distress, or a cold or cough accompanied by a sore throat, ear ache, persistent cough, or red or irritated eyes.

Students should be kept home until they are fully recovered, have maintained a normal temperature without fever reducing medication for 24 hours, and can take part in normal school day activities. Absences due to illness should be reported to the Attendance Office by 8 a.m.

PERSONAL VEHICLES

Students who find it necessary to drive to school must adhere to all parking regulations provided with the application and/or posted on the school's website.

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

Failure to comply with these regulations may result in a police referral (ticket), loss of parking privileges, and/or other disciplinary action if the circumstances warrant.

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

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

PHYSICAL ACCESSIBILITY

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

POSTER APPROVAL

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

PREVENTION OF CHILD SEXUAL ABUSE

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parents/guardians, the district's environment, the school community, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends

PREVENTION OF CHILD SEXUAL ABUSE (cont.)
Warning Signs of Child Sexual Abuse (cont.)

- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

PREVENTION OF CHILD SEXUAL ABUSE (cont.)
Warning Signs of Grooming Behavior

District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

PREVENTION OF CHILD SEXUAL ABUSE (cont.)

Warning Signs of Boundary Violations

District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Principal, a school counselor, or another trusted adult employee at Lemont High School.

Resources include the National Sexual Assault Hotline at (800) 656-HOPE, the National Sexual Abuse Chatline (online.rainn.org), and the Illinois Department of Children and Family Services Hotline at (800) 25-ABUSE. The Illinois State Board of Education maintains sexual abuse response and prevention resources at www.isbe.net.

RACIAL, RELIGIOUS AND GENDER BIAS

It is essential Lemont High School promotes in students not only a self image deeply rooted in a sense of personal dignity, but also the development of attitudes grounded in respect for and understanding of other persons, races, religions and cultures.

SAFETY DRILL REGULATIONS

Lemont High School practices safety drills throughout the year to help students, faculty and staff know what to do in an emergency. Many of these drills are performed in coordination with the Lemont Police Department and Lemont Fire Department. Students are required to be silent and comply with the directives of school administrators during emergency drills. Annually, Lemont High School conducts minimums of three evacuation drills, one severe weather drill, one law enforcement lockdown drill to address a school shooting incident, and one bus evacuation drill. Additional drills may occur as well.

The law enforcement lockdown drill will be announced in advance; a student may be excluded from participating in this drill by a parent/guardian. No other drills are preceded by a warning to students.

While there are many crisis situations that can occur on campus, they generally fall within five crisis response categories: Severe Weather, Secure Building and Teach, Stay in Place, Evacuate, and Lockdown: Run, Hide, Fight and Notify.

Severe Weather procedures are used when weather conditions or other natural disasters require relocation within the building.

Secure Building and Teach procedures are used when there is a hazard outside the building that requires all individuals to remain inside the school building. Regular building activities and classroom instruction continue, but no one is allowed to leave the building. This could be used in situations ranging from a spill of chemicals in a classroom to an emergency in the neighborhood.

Stay in Place procedures are used in any crisis that does not place students and staff in imminent danger but does require containing everyone in the building. Classroom instruction continues, but everyone in the building is directed to remain in their current locations until instructed otherwise. This could be used in situations ranging from a student medical emergency to a bomb threat.

Evacuate procedures are initiated when a hazard inside the building requires relocating outside the building.

Lockdown: Run, Hide, Fight and Notify procedures are implemented in an active threat situation.

SAFETY DRILL REGULATIONS (cont,)

If students and staff are in imminent danger, the school's Facebook and Twitter feeds would be updated, and parents/guardians would receive a phone call and an email message. This would happen as soon as it is safe to do so. Our priority in any crisis situation would be the safety and security of our students and staff. Depending on the severity of the situation, there may be some instances when it is not necessary to communicate.

SCHOOL CLOSING

During the winter, it is sometimes necessary to close school because of dangerous weather conditions. When a decision to close school has been made, students will be notified by via phone and email. Students also may visit either the school's website - **www.lhs210.net** - or **www.emergencyclosingcenter.com** for information.

SCHOOL OPERATIONS DURING A PANDEMIC AND OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Schools and school districts play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, parents/guardians will be notified in a timely manner of all changes to the school environment and schedule that impact students. Even if school is not physically in session, the district's goal is to provide students with the best educational opportunities possible. Please note the following:

SCHOOL OPERATIONS DURING A PANDEMIC AND OTHER HEALTH EMERGENCY (cont.)

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or hybrid learning. Hybrid learning may require students to attend school on a modified schedule.
3. Students will be expected to participate in hybrid and remote instruction as required by the school and district. Parents/guardians are responsible for assuring students' participation. Students who do not participate in hybrid or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents/guardians will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the district will ensure educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of students. Parents/guardians and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents/guardians should not send students to school if they exhibit any symptoms consistent with the pandemic or other health emergency.

Parents/guardians should contact school or district officials with any concerns regarding their students' education, health or safety.

SEX EQUITY

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage, or be denied access to educational and extra-curricular programs and activities. Any student may file a sexual harassment complaint under the district's Title IX Grievance Procedure, or a sex equity complaint under the district's Uniform Grievance Procedure.

SEXUAL HARASSMENT

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

Any person engages in Title IX Sexual Harassment when that person engages in conduct on the basis of individual's sex that satisfies one or more of the following:

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

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

The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant's academic status in the district. Moreover, any student may file a sexual harassment grievance by using the Uniform Grievance Procedure. More information on the school's prevention of, and response to, bullying, intimidation and harassment may be found at the following link: **www.lhs210.net/student-services/bullying**

STUDENT IDENTIFICATION CARD

Each student is issued an identification card at the beginning of the school year. Students are expected to have their ID cards on them at all times, and may be asked to present their ID cards to staff members upon request.

A student who loses his/her ID must report the loss to the Dean's Office. **Students must carry their own ID card at all times. It may not be changed, altered or marked in any manner other than prescribed by Lemont High School.**

SUICIDE PREVENTION RESOURCES

A complete list of suicide prevention resources is located on the school's website, **www.lhs210.net**, under the "Student Services" tab. ***All numbers lead to help!***

- **National Crisis Text Line:** Text HOME to 741741
- **National Suicide Prevention Lifeline:** Call 988
- **Safe2Help Illinois Helpline:** Call (844) 472-3345 or Text 72332
- **DuPage County Hotline:** (630) 627-1700
- **See Something, Say Something:** Call (630) 243-3235 or email **help@lhs210.net**

SURVEYS OF PRIVATE INFORMATION

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the district's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey. Student surveys are governed by Board Policy 7:15 (Student and Family Privacy Rights).

Throughout the school year, students may participate in various surveys concerning school or other educational topics. Under the Protection of Pupil Rights Amendment, parents/guardians and students have a right to consent, notification and inspection of materials regarding surveys, use of information and certain physical examinations.

Students who participate in federally funded programs are not required to divulge in a survey, analysis or evaluation of any of the following without the prior written consent of their parents/guardians:

- Political affiliations
- Mental or psychological problems
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of family members
- Legally recognized privileged relationships such as those involving lawyers, physicians or clergy
- Religious practices, affiliations or beliefs
- Income, other than as required by law to determine program eligibility

The district will notify parents/guardians of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the United States Department of Education.
- Any non-emergency, invasive physical examination or screening not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or other exams or screenings permitted or required under state law.

Additionally, parents/guardians have the right to inspect:

- Protected information surveys of students.
- Instruments used to collect personal information.
- Instructional material used as part of the education curriculum.

TECHNOLOGY USE EXPECTATIONS

Section 1 - Acceptable Use

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

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

These expectations do not attempt to define **ALL** required or prohibited behavior by users, but rather an operating framework for the user to follow. They are in effect during both in-person and remote instruction. Each user **MUST** exercise good judgment and appropriate conduct. For purposes of these expectations, the district's "computer network" includes all the district's computers and peripheral equipment (including, but not limited to, telephones and fax machines), the district's local and/or WiFi network, and access to the Internet through district computers or the district's local and/or WiFi network.

Section 2 - Opportunities and Risks of Computer Network Use

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

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

- Staff supervision
- Security software
- User training

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

TECHNOLOGY USE EXPECTATIONS (cont.)

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

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

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

Section 3 - User Conduct and Responsibilities

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

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

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

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

TECHNOLOGY USE EXPECTATIONS (cont.)
Section 3 - User Conduct and Responsibilities (cont.)
Guidelines for acceptable use include, but are not limited to, the items listed below. Users will:

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

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

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

Use of the district's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action. The use of artificial intelligence (i.e., "AI") to disrupt the educational process is prohibited.

TECHNOLOGY USE EXPECTATIONS (cont.)
Section 3 - User Conduct and Responsibilities (cont.)
Expectations and Responsibilities Specific to Chromebook Use

- Fully charged Chromebooks and personal listening devices (i.e., headphones, ear buds) must be brought to school daily.
- Students are required to use their school-issued Chromebooks for their academic work, unless granted permission to use a personal device by the teacher of the class.
- Users must demonstrate responsible care for their Chromebooks and accompanying items, which includes following the manufacturer's instructions for safe handling, storage and cleaning.
- Users may purchase a protective "skin" and personalize it appropriately.
- Users may not disassemble any part of the Chromebook or attempt repairs; Chromebooks in need of repair or maintenance must be taken promptly to the LHS Help Desk and may not be serviced by a third party.
- Chromebooks are on loan to users and are the property of Lemont High School.
- Chromebooks must be returned in good condition to Lemont High School when so directed, along with styluses and power adapters.
- Parents/guardians are responsible for the full cost to replace lost or stolen Chromebooks and/or styluses and power adapters. Lost or stolen items should be promptly reported to the LHS Help Desk.
- Parents/guardians are responsible for the cost to replace cracked or broken screens.
- Parents/guardians are responsible for damage to Chromebooks caused by neglect or abuse.
- Users should save documents to their Google Drive.
- All school-installed software, applications and asset tags must remain on the Chromebook.
- Additional software or applications may not be downloaded onto Chromebooks without prior permission from a school administrator.
- Users must not attempt to alter the configuration of a Chromebook in any way.
- Student use of Chromebooks is restricted to the individual to whom the Chromebook was issued; Chromebooks may not be loaned to other individuals or family members.
- Chromebooks are subject to inspection by Lemont High School at any time without notice.
- Passwords never should be shared.
- Students should not respond to email bombs or chains.
- Students should not use school email accounts to subscribe to non-school related services to limit exposure of their school-issued addresses.

TECHNOLOGY USE EXPECTATIONS (cont.)
Section 3 - User Conduct and Responsibilities (cont.)
Examples of district computer network misuse that will result in disciplinary action include, but are not limited to, the following:

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

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

TECHNOLOGY USE EXPECTATIONS (cont.)

Section 4 - District Responsibilities and Confidentiality

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

Lemont High School utilizes various digital learning tools for in-person and remote instruction; these tools are thoroughly vetted by the Technology Department and must adhere to the Illinois Student Data Privacy Agreement prior to implementation on the district's computer network.

Digital learning tools are dynamic, secure, Web-based applications that allow teachers and students to network online by sharing ideas and information. Students participate in the use of digital learning tools as a part of their educational experience. Digital learning tools allow students to:

- Demonstrate creative thinking.
- Develop innovative products and processes.
- Construct knowledge of classroom curriculum.
- Participate in ongoing communication and collaboration.
- Use critical thinking skills to conduct research, manage projects, solve problems, and make informed decisions.
- Access a wide variety of class resources and learning opportunities both at school and home.
- Practice good digital citizenship in a safe, controlled environment.

Students are expected to:

- Use a respectful tone in online communication. All school/class rules and consequences related to harassment apply.
- Follow the Password Policy to create and maintain strong and secure passwords.
- Save documents to their Google Drive.
- Leave class folders auto-created by Google Classroom in Google Drive.
- Not remove themselves from a current, active Google Classroom roster.
- Not reveal any personal information online. This includes birthdays, telephone numbers, addresses, emails, etc.
- Not post photos or videos showing classmates or themselves without permission. Any such images will be posted by the teacher only.

Students who fail to act in accordance with these expectations may have their access to digital learning tools limited or suspended.

TECHNOLOGY USE EXPECTATIONS (cont.)

Section 5 - Disciplinary Actions

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

Minimum action:

- Staff/user conference or reprimand.

Additional actions as deemed appropriate:

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

Annual Notice to Parents/Guardians About Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes, such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the district may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors only may disclose student data for K-12 school purposes and other limited purposes permitted under the law.

TECHNOLOGY USE EXPECTATIONS (cont.)

Annual Notice to Parents/Guardians About Educational Technology (cont.)

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (i.e., disability information, English language learner, free reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

TEEN DATING VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

TELEPHONES

Telephones owned by Lemont High School are to be used only for school-related business and only with permission of school officials. The office telephone is a business phone and should be used by students for emergencies only. During class time, telephones only may be used with permission of school personnel.

VISITORS AND DELIVERIES

The school has a responsibility to maintain a learning environment that is as free from outside distractions as possible. Student visitors and deliveries for students present the potential for such distractions. Lemont High School does not allow food, drink, floral, or balloon deliveries for students, nor does it allow visitors to accompany students during school hours. All visitors - including parents/guardians, salespersons and the general public - should be prepared to submit a driver's license to the Main Office or its designee as a form of identification upon entering the building. Vendors and contractors must report to the Buildings and Grounds Office.

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

Visitors are expected to abide by all school rules, including check-in procedures, during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

STUDENT CODE OF CONDUCT

Lemont High School has been building a tradition of excellence for more than 125 years, and as a student, you are asked to help contribute to that tradition. By observing the six broad principles below, students will get the most from their educational opportunities.

- Accept responsibility for your education, decisions, words and actions.
- Act in a way that best represents you, your school, your family and your community, in order to promote a safe and healthy learning environment.
- Be active in the school and community.
- Maintain a balance between academics, co-curricular activities and community projects, continually giving your best effort to each.
- Support your fellow students and their activities.
- Respect cultural diversity, individuality, and the choices and rights of others.

By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following these guidelines, students not only will improve their chances for success, but also will do their part in contributing to the continued excellence of Lemont High School.

Students who act in accordance with these principles will be within the rules of the school and the Board of Education policies on student conduct. More importantly, students will increase the likelihood of experiencing personal success at Lemont High School.

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

STUDENT CODE OF CONDUCT (cont.)

District's Disciplinary Actions

1. Student Disciplinary Conferences

A student disciplinary conference is a discussion between a student and a Dean that allows the student an opportunity to provide a response to an incident or discipline violation. Students may respond verbally and/or in writing. The goal of the conference is to change the student's behavior before more serious disciplinary actions are warranted.

2. Temporary Removal from Classroom

The school is committed to providing an environment conducive to learning for all students. If a student's continued presence in a classroom substantially disrupts, impedes or interferes with other students' ability to learn, that student may be removed from the classroom.

3. Parent Conferences

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

4. Loss of Privileges

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

5. Restitution/Return of Property

Consequences for discipline violations including lost, stolen or damaged property may include returning property to its owner or providing the owner with the appropriate monetary value of property that has been lost or damaged. This restitution may include service to the school.

6. Seizure/Confiscation

School authorities are authorized to conduct searches of students and their personal effects, as well as district property. If a search produces evidence a student is or has been in violation of the law or the district's policies and procedures, such evidence may be seized by school authorities and the student may be subject to appropriate disciplinary consequences. Evidence may be transferred to law enforcement authorities. Additional information may be found in the "Search and Seizure" section on page 52.

STUDENT CODE OF CONDUCT (cont.)
District's Disciplinary Actions (cont.)

7. Detentions

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

8. Referral

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

9. After School Discipline (ASD) - Dean Detention

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

10. Saturday Detention

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

STUDENT CODE OF CONDUCT (cont.)

District's Disciplinary Actions (cont.)

11. Discipline Day(s)

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

12. External Suspension (OSS)

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

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

13. Final Warning

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

STUDENT CODE OF CONDUCT (cont.)

District's Disciplinary Actions (cont.)

14. Social Probation

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

15. Expulsion

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

Due Process

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

The steps of the appeal process are as follows:

1. Assistant Principal
2. Principal
3. Superintendent (through appointed hearing officer)

Student Grievance Procedure

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

Reengagement of Returning Students

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

Gross Disobedience and Misconduct

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

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

1. Dress Guidelines

See Dress and Appearance Guidelines on pages 15-16.

2. Fighting

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

STUDENT CODE OF CONDUCT (cont.)

Gross Disobedience and Misconduct (cont.)

3. Bullying, Intimidation or Harassment

Bullying, intimidation and harassment diminish a student's ability to learn, as well as a school's ability to educate. Bullying includes cyberbullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Students are encouraged to report bullying immediately. No student will be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. More information on the school's prevention of, and response to, bullying, intimidation and harassment may be found at the following link: **www.lhs210.net/student-services/bullying**

4. Tobacco

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

STUDENT CODE OF CONDUCT (cont.)

Gross Disobedience and Misconduct (cont.)

5. Illegal Substances

If a student uses, possesses, distributes, purchases, sells or offers for sale, or is under the influence of any illegal or controlled substance or any intoxicating compound, including alcohol, unlawful drugs, steroids, or "look-alike" drugs during school time, on school premises or during school-sponsored activities, he/she is subject to search, suspension and expulsion. This includes cannabis (including marijuana, hashish, and medical cannabis), unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law; as well as any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

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

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

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

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

The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

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

6. Weapon

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

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

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

7. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and physical contact of a sexual nature when such conduct has the purpose or effect of substantially interfering with a student's academic performance, or creating an intimidating, hostile or offensive educational environment. This includes harassment through the use of technology. Sexual harassment should be reported to the designated administrator. See page 30 of this handbook for further definition.

8. Racial/Ethnic Harassment

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

STUDENT CODE OF CONDUCT (cont.)
Gross Disobedience and Misconduct (cont.)
***9.* Cellular Phones/Wireless Communication Devices**
Cellular phones or wireless communication devices (i.e., devices that access, connect, record, or display information) may not interfere with the educational process. Faculty and staff have the right to prohibit or restrict their use by students, and may require students to store their phones or devices in designated storage areas in the classroom. Use of such devices without consent may be considered as insubordination and may be reported to the Dean.

Students may possess cellular phones/wireless communication devices while on school property, subject to the following limitations:

- **Personal phones/wireless communication devices should not be displayed or used during instructional time unless approved for educational purposes by a staff member.**
- Devices may be used during passing periods or in the cafeteria during lunch hours.
- A student may not use any device to take pictures or record during the school day or while engaging in school activities unless approved for educational or co-curricular purposes.
- Using a cellular phone or other wireless communication device in any manner that disrupts the educational environment, including using the device to cheat, signal others or otherwise violate the student conduct rules or other district disciplinary policies and/or procedures, is subject to discipline. Any such use is prohibited and should be reported to the Dean. Students who violate this policy are subject to the Student Code of Conduct.

To ensure student privacy and the integrity of any investigation, the Dean of Students will ask students to turn off their phones and turn their phones in to the Dean's Secretary.

10. Hazing
Hazing as a part of any school sanctioned or non-school sanctioned organization meeting on school grounds or at a school-related event is not permitted. This includes committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose. Initiations and hazing should be reported to the Dean. Offenders will be suspended and may be recommended for expulsion.

'Student organization' means a group, club or organization having students as its primary members or participants, and may include grade levels, classes, teams, activities or particular school events. A 'student organization' does not have to be an official school organization to fall within the terms of this definition.

STUDENT CODE OF CONDUCT (cont.)

Gross Disobedience and Misconduct (cont.)

11. Gang Activity

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

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

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

12. Off-Campus Conduct

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

13. Money/Valuables

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

Gross Disobedience and Misconduct Consequences

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

Gross disobedience or misconduct includes, but is not necessarily limited to, the acts listed from pages 54-59. The consequences serve as guidelines to be used in most cases. However, depending upon the seriousness of the offense, the consequences may be more severe. Students involved in repeated acts of gross disobedience or certain acts of misconduct may be referred by the Principal to the Superintendent with a recommendation for expulsion.

STUDENT CODE OF CONDUCT (cont.)

Possession

'Possession' includes having control, custody or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as the student's clothing, backpack or automobile; (c) in a student's school locker, desk or other school property; or (d) any other location on school property or at a school-sponsored event..

Search and Seizure

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

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

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

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

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

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

STUDENT CODE OF CONDUCT (cont.)

Reciprocal Reporting of Criminal Activities Guidelines

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

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

Questioning of Students Suspected of Committing Criminal Activity

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

When and Where Conduct Rules Apply

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

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

CATEGORY A

OFFENSE	CONSEQUENCE
1. Public display of affection	Detention to Saturday detention
2. Possession of a laser pointer	1st offense - Confiscation Repeat offense - ASD
3. Lack of proper authorization (hall pass, ID or electronic attendance sign-in)	Detention
4. Distributing literature at a time or place not approved by the school administration	Detention to OSS, depending on the seriousness of the situation
5. Wearing clothing that is disruptive to any aspect of the educational proces	1st offense - Confiscation Repeat offense - ASD to loss of privilege, depending on the frequency or seriousness of the offense
6. Performing acts that are disruptive to any aspect of the educational process	Detention to expulsion, depending on the seriousness of the situation
7. Violating traffic or parking regulations	Detention to OSS, depending on the seriousness of the situation
8. Soliciting funds without authorization	Detention to OSS, depending on the seriousness of the situation
9. Being tardy	1st offense - Warning 2nd offense - Teacher detention, parent contact 3rd offense - Referral to/meeting with Student Services Team 4th offense - ASD 5th offense - Loss of privilege 6th offense - Progressive days thereafter, social probation
10. Entering or loitering in an unauthorized area, including acting as a lookout for smokers or inappropriate hallway behavior	ASD

CATEGORY A (cont.)

OFFENSE	CONSEQUENCE
11. Being truant (single period)	1st offense - ASD 2nd offense - Two days of ASD 3rd offense - Referral to/meeting with Student Services Team 4th offense - Progressive days thereafter, loss of privilege, social probation, parent contact, and possible local ordinance citation
12. Being truant (3-4 periods)	1st offense - Saturday detention 2nd offense - Two Saturday detentions 3rd offense - Referral to/meeting with Student Services Team 4th offense - OSS, parent contact, possible withdrawal from class(es)
13. Leaving campus or the school building without permission from school personnel	1st offense - ASD 2nd offense - Saturday detention, loss of parking privileges 3rd offense - Progressive days thereafter, loss of privilege, social probation, parent contact
14. Failing to carry student I.D.	1st offense - Warning 2nd offense - Detention 3rd offense - ASD
15. Failing to serve a detention	1st offense - ASD 2nd offense - Two days of ASD 3rd offense - Saturday detention 4th offense - Progressive days thereafter, loss of privilege, social probation, parent contact
16. Failing to serve an ASD	1st offense - Two days of ASD 2nd offense - Saturday detention 3rd offense - Two Saturday detentions 4th offense - OSS, parent contact
17. Lying to or trying to deceive school personnel	ASD to OSS, depending on the seriousness of the situation
18. Throwing or projecting missiles (i.e., snowballs)	ASD to OSS, depending on the seriousness of the situation
19. Defacing, damaging, participating in or misusing school or another person's property	If student reports incident - Restitution If student fails to report incident - Restitution and discipline ranging from Saturday detention to OSS, depending on the seriousness of the offense

CATEGORY A (cont.)

OFFENSE	CONSEQUENCE
20. Violating Technology Use Expectations or Policies	Ranges from restriction of computer use to expulsion
21. Forging or altering a school document or being in possession of an altered school document	Ranges from ASD to OSS, depending on the seriousness of the offense
22. Using disrespectful, vulgar and/or abusive language/gestures toward, or spitting at, others	Ranges from ASD to OSS, depending on the seriousness of the offense
23. Being insubordinate (showing disrespect or defiance toward staff or their policies)	Ranges from ASD to OSS, depending on the seriousness of the offense
24. Using disrespectful, vulgar and/or abusive language/gestures toward, or spitting at, a staff member	Ranges from ASD to OSS, depending on the seriousness of the offense
25. Failing to serve a Saturday detention	Discipline Day, reassignment of the Saturday detention, parent contact
26. Cheating/Plagiarism	Zero on assignment, parent contact by teacher
27. Failing to report to, or participate in, an assigned intervention	Discipline Day, reassignment of the Saturday detention, parent contact
28. Bus misconduct	ASD to OSS, may include suspension of bus privileges

CATEGORY B

OFFENSE	CONSEQUENCE
1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes (e-cigarettes), vapes, vape pens, or other vaping related products	1st offense - One Saturday detention, parent contact, police citation 2nd offense - Two Saturday detentions, parent contact 3rd offense - 3 days of OSS, parent contact, police citation
2. Misuse of a cell phone or wireless communication device	1st offense - Confiscation, returned at end of day 2nd offense - ASD, confiscation, parent must pick up 3rd offense - Saturday detention, confiscation, may be held until end of year and pick-up by parent

CATEGORY B (cont.)

OFFENSE	CONSEQUENCE
3. Participating in voyeurism or exhibitionism	3-10 days of OSS, parent contact
4. Participating in bullying or harassment	Detention to expulsion, depending on the seriousness of the situation; parent contact
5. Fighting	Detention to expulsion, depending on the seriousness of the situation; parent contact
6. Committing assault/battery against another student (Assault: verbal or non-verbal threat or physical movement to commit battery; Battery: physical contact of an insulting or provoking nature)	3-10 days of OSS, parent contact, arrest, expulsion may be recommended
7. Participating in reckless conduct that endangers the health or safety of another person	3-10 days of OSS, parent contact, arrest, expulsion may be recommended
8. Possessing or using incendiaries (i.e., firecrackers, etc.)	3-10 days of OSS, parent contact, expulsion may be recommended
9. Possessing or using immobilizing chemical (i.e., pepper spray)	3-10 days of OSS, parent contact, expulsion may be recommended
10. Communicating (verbally or non-verbally) membership in, representation of or affiliation with unauthorized clubs or gangs; committing any act that furthers gang activity, including but not limited to: graffiti, clothing, impersonation of gang members, solicitation for membership, extortion, inciting other students to act with physical violence upon any other person	5-10 days of OSS, parent contact, arrest, expulsion may be recommended
11. Breaking, entering, taking, attempting to take or being in possession of another person's or school's property without permission, and/or distributing stolen property	1-10 days of OSS, parent contact, arrest, restitution required, expulsion may be recommended

CATEGORY B (cont.)

OFFENSE	CONSEQUENCE
12. Possessing*, using or being under the influence of any illegal or controlled substance or any intoxicating compound, including alcohol, unlawful drugs, "look-alike" drugs, drug packaging, or drug paraphernalia during school time, on school premises within the designated safe school zone (1,000 feet from school grounds), or during school-sponsored activities (*see page 52 for definition of "possessing"). For a more complete explanation of Illegal Substances, please see page 48.	10 days of OSS, parent contact, arrest, loss of parking privileges, possible social probation; expulsion may be recommended **Note:** Parents/guardians may choose for a student (at personal expense) to participate in a substance abuse evaluation (performed by a certified drug/alcohol counselor) and follow the recommendation of that district-approved facility. If this choice is made and the student follows up on the recommendation made, the suspension will be reduced to three days. Lack of follow through will result in the rest of the suspension (seven days) being assigned. This alternative is offered only on the first offense.
13. Selling or offering to sell, or intending to sell, deliver or distribute any illegal controlled substance or any intoxicating compound, including alcohol, unlawful drugs, "look-alike" drugs or drug paraphernalia during school time, on school premises within the designated safe school zone (1,000 feet from school grounds), or during school-sponsored activities. For a more complete explanation of Illegal Substances, please see page 48.	10 days of OSS, parent contact, arrest, expulsion may be recommended
14. Committing an act of extortion	10 days of OSS, parent contact, arrest, expulsion may be recommended
15. Causing a false fire alarm, bomb threat or other emergency	10 days of OSS, parent contact, arrest, expulsion may be recommended, restitution
16. Committing arson (purposefully setting fire to a building or property)	10 days of OSS, parent contact, arrest, expulsion may be recommended, restitution

CATEGORY B (cont.)

OFFENSE	CONSEQUENCE
17. Possessing* or using a weapon, a "look-alike" weapon or other object that may be used to cause bodily harm during school time, on school premises or during school-sponsored activities (*see below for definition of "possessing")	10 days of OSS, parent contact, arrest, expulsion may be recommended
18. Committing assault/battery against a staff member (Assault: verbal threat or physical movement to commit battery; Battery: physical contact of an insulting or provoking nature)	10 days of OSS, parent contact, arrest, expulsion may be recommended
19. Cheating/Plagiarism	1st offense - Zero on assignment, parent contact to arrange meeting with student, parent/guardian, counselor and department chair 2nd offense - Parent contact, class failure (more serious incident)
20. Being involved with any school sanctioned or non-school sanctioned organization that involves hazing	5-10 days of OSS, parent contact, expulsion may be recommended
21. Participating in harassment based upon gender	Detention to expulsion, depending on the seriousness of the situation; parent contact
22. Participating in harassment based upon race/color/national origin	Detention to expulsion, depending on the seriousness of the situation; parent contact
23. Participating in harassment based upon disability	Detention to expulsion, depending on the seriousness of the situation; parent contact
24. Participating in harassment based upon sexual harassment	Detention to expulsion, depending on the seriousness of the situation; parent contact
25. Participating in harassment based upon religion	Detention to expulsion, depending on the seriousness of the situation; parent contact

ACADEMIC

Academic Integrity Practices

Lemont High School believes in academic success achieved solely by demonstrating integrity, honesty and ethical behaviors in all academic pursuits. This is accomplished through the cooperation of students, parents/guardians and teachers.

Academic dishonesty is using a person's work, concepts, designs, ideas, research or documentation without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for or during an exam/test/quiz, and other acts, such as theft or falsification of records and files.

A teacher's professional judgment guides the implementation of the school's Academic Integrity Practices. The teacher is responsible for setting academic expectations, explaining the consequences of violating these practices, evaluating any evidence of student misconduct in the light of these practices, and determining whether a student has violated these practices. Students are expected to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the Academic Integrity Practices.

In order for the Academic Integrity Practices to be effective, teachers, parents/guardians and students must understand, accept and share responsibilities.

Students are expected to conduct themselves according to classroom expectations and school rules, and to perform in a manner that reflects their knowledge and integrity.

Students will:

- Set aside sufficient time to study.
- Protect their work, which includes not lending others their work and not borrowing others' work.
- Use technology appropriately, as directed by their teacher.
- Understand the potential consequences regarding membership to any honorary societies, including but not limited to the National Honor Society, that may result from violating the Academic Integrity Practices.
- Observe test time limits.
- Learn how to attribute properly by citation, footnote and bibliography.
- Not look at another's test or allow their tests to be viewed by another student.
- Not represent as their own the work of a parent, brother, sister, or anyone else.
- Not talk during a test or about the test until all classes have had a chance to take it.
- Not allow one member of a team to do the whole task.
- Not enter teacher offices and other restricted areas without permission, and/or being accompanied by a staff person.

As partners in the educational process, **parents/guardians** are asked to support the school's Academic Integrity Practices and the enforcement of these practices.

ACADEMIC (cont.)
Academic Integrity Practices (cont.)
Parents/guardians will:
- Read and know the school's Academic Integrity Practices.
- Help students understand they value academic integrity and expect students to comply with the school's practices.
- Support the imposition of consequences for violating these practices.
- Require students to do their own work.
- Ensure that students' work remains their own when helping with assignments.
- Understand the potential consequences regarding membership to any honorary societies, including but not limited to the National Honor Society, that may result from violating the Academic Integrity Practices.

Teachers are expected to carry out their instructional responsibilities in such a manner as to minimize the potential for dishonesty, and to be fair and consistent in the implementation of consequences for cheating.

Teachers will:
- Be precise about expectations by clearly stating the Academic Integrity Practices, orally and in writing.
- Communicate to students the range of consequences for violating these practices, including potential consequences regarding membership to any honorary societies, including but not limited to the National Honor Society, that may result from violating the Academic Integrity Practices.
- Address the use of study aids (i.e., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Report violations of the Academic Integrity Practices regarding their own class assignments to an administrator.
- Report violations of the Academic Integrity Practices regarding another teacher's class assignments to that teacher.
- Tell students when they are allowed to discuss a test after it has been given.
- Create an environment to deter violations of the Academic Integrity Practices.

Definitions
Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own, whether it is accessed orally, in writing, graphically or electronically.

Plagiarizing is the unauthorized use of another person's work, idea or language without due credit. Plagiarism includes word-for-word copying, copying of ideas and/or key words, copying specific words and phrases (here and there), not citing a source of information, or using falsified information.

Forgery/proxy is the use of an alternate or "stand in" during an assessment, or forgery of signatures for the purpose of academic advantage.

Collaboration is a recognized instructional practice. When acceptable to the teacher for a project or assignment, he/she must clearly explain this expectation to students. If not clearly delineated as approved, copying homework, papers, tests, quizzes, reports, etc. will be considered instances of cheating.

ACADEMIC (cont.)

Academic Integrity Practices (cont.)

Consequences for Academic Dishonesty

The Academic Integrity Practices will be enforced cumulatively throughout a student's high school career and will apply to more significant assignments, including, but not limited to, essays, projects and tests. Cheating/dishonesty on more routine assignments such as daily homework or end-of-chapter questions will be handled by the classroom teacher, though the teacher may still refer the student under this policy if the behavior persists. The significance of the assignment is at the teacher's discretion.

Academic Dishonesty Consequences include:

- Zero on assignment, with potential partial credit recovery based on department guidelines
- Note placed on assignment comment in Skyward Gradebook
- Academic integrity report is recorded in Skyward
- Communication with parent/guardian

Consequences for Gross Academic Dishonesty

This behavior is characterized as a combination of an academic violation (cheating, plagiarizing or forgery) and a disciplinary violation as defined by the school's disciplinary code of conduct. Examples of this behavior include, but are not limited to, stealing of tests, answer keys or materials; distribution of tests, answer keys or materials; altering grades; and/or profiting from assisting another student to commit an act of cheating.

Gross Academic Dishonesty Consequences include:

- Zero on assignment
- Note placed on assignment comment in Skyward Gradebook
- Academic integrity report is recorded in Skyward
- Communication with parent/guardian
- Referral to the Dean with disciplinary consequences

Children with Disabilities and High School Graduation

A student's Individualized Education Programs(IEP) team will determine whether the student should be exited from special education following the completion of four years of high school by receiving a regular high school diploma. Under Illinois law, all students with IEPs who have completed four years of high school may participate in the graduation ceremony with their class. If the student's IEP team has determined that the student requires continued special education and related service instruction beyond four years of high school, the students will be awarded a certificate of completion at the graduation ceremony instead of a regular high school diploma.

Students who receive a certificate of completion instead of a diploma are given a graduation folder during the ceremony like all other students.

ACADEMIC (cont.)

Children with Disabilities and High School Graduation (cont.)

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

Classification

As academic achievement is the school's most important goal, students are encouraged to seek academic success early in their careers. For students who fall behind, there are a number of opportunities to recover credits, including independent work; participation in the school's academic interventions; and enrolling in summer school programs.

Curriculum Choice

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

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

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

Various colleges and universities require two years of World Languages. Students are strongly encouraged to investigate admissions standards at each of their schools of interest and to select the most rigorous coursework possible.

Career and Technical Education opportunities are available in Business Education, Family and Consumer Sciences, and Industrial Technology. After meeting prerequisites, juniors and seniors are eligible to attend the Wilco Area Vocational Center, which offers a diverse set of programs. Further information is available in Lemont High School's Program of Studies, which is distributed to students during the course selection process.

Driver Education

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

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

Participation in outside driver education must be scheduled outside of regular school hours. Exceptions only will be considered in extenuating circumstances and must be approved in advance by school administrators.

GRADUATION REQUIREMENTS

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

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

SOCIAL/CULTURAL - 4.5 credits
Required: Human Geography (1.0), U.S. History (1.0), American Government, Civics, & Contemporary Issues (1.0), Consumer Education or equivalent (0.5) and 1.0 credits of electives

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

CREATIVE - 2.0 credits
Required: 2.0 credits of electives

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

OTHER ELECTIVES - 1.0 credits

Grading and Reporting

Class Rank

Lemont High School will not report a student's class rank on his/her transcript. That information only will be made available to colleges, universities or scholarship organizations that specifically request it. Students who earn a career 4.50 weighted grade point average or a career 4.0 non-weighted grade point average are given special recognition at Senior Awards Night.

Failed Subjects

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

Early Graduation

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

Students who are prevented from attending the traditional graduation ceremony because they are representing the school in a school-sponsored activity may participate in an abbreviated ceremony during Senior Awards Night. Students should discuss this scenario with the Principal as soon as they learn that such a conflict may exist.

Students seeking early graduation must also demonstrate satisfactory attendance, remaining within the school's established attendance limits (as defined by the state) and not exceeding the maximum number of absences permitted by semester. Students with excessive absences, patterns of tardiness, or attendance concerns may be denied early graduation at the discretion of school administrators.

Grade Point System

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

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

Several universities make scholarship determinations based on weighted grades. All Honors level and Advanced Placement courses are weighted more than regular education classes; weighted GPA is used only for college reporting. Weighted grades at Lemont High School are based on a 5-point system.

Honors Courses/Advanced Placement Courses

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

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

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

A conditional grade of "XC" indicates the student has not successfully completed work for the first semester of a full-year class, but that the teacher believes there is a good possibility of improvement during the second semester. If the student receives a passing grade in the course in the second semester, he/she will be given a grade of "D" for the first semester. If the student fails the second semester, he/she will receive a grade of "F" for the first semester as well.

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

Make-Up Summative Exams
A student absent from a semester one examination who receives an excused absence is given an opportunity to make up the exam upon returning to school after Winter Break. A student absent from a semester two examination who receives an excused absence will be given an opportunity to make up the exam at a time agreed upon with his/her school counselor. Failure to make up an exam results in a failing grade on the exam and possibly a failing grade for the semester in that course. Students may not take summative assessments in advance of their absence.

Report Cards
One report card is issued each semester, with progress reports available via the school's Skyward Family Access System at all times during the school year.

Alternative Programs
Lemont High School accepts up to six credits from an accredited alternative educational institution, including Imagine Learning/Edgenuity. A student must receive permission from his/her school counselor prior to enrolling in such a program, and any such courses are taken at the student's expense.

ACADEMIC (cont.)
Alternative Programs (cont.)
Correspondence/Online Courses
Lemont High School graduation requirements only may be fulfilled by correspondence or online courses if it is to recapture credits lost due to a student failing or withdrawing from a class taken at Lemont High School. The failing or withdrawal grade will appear on the transcript, as will a separate grade of "Pass" indicating the student recovered the credit. Students may earn a letter grade for transferable elective credits. Lemont High School must receive an official transcript from the correspondence school at least one week prior to the student's graduation for a course to be added to the student's Lemont High School transcript.

Summer School
Lemont High School accepts summer school credit offered by an accredited high school if there is a similar or parallel class offered at Lemont High School. A student should have any summer school class approved by his/her school counselor to ensure it meets the school's standards.

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

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

A student cannot participate in physical education class unless he/she is in an appropriate gym uniform or attire. No person can participate in street clothes. The only time students should be excused from dressing for class is when they have a medical excuse. New tattoos or piercings are not valid medical reasons for not participating in class. Only school-approved combination locks are to be used on physical education lockers. All clothes and personal items **MUST** be locked in the student's locker while a student is participating in physical education.

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

ACADEMIC (cont.)

Teacher Qualifications

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

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

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

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

Wilco Students

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

STUDENT SERVICES

At Lemont High School, each student has available to him/her a set of primary support services. Much interaction takes place among these school professionals for the purpose of providing the supports necessary for students to succeed. Not all students need all of these services, or are even aware of how they function. Other students may require many of these services. However, it is the district's philosophy that a student goes through his/her high school career with this continuum of services available. Student Services team members provide additional services to students, assisting them outside of the classroom. Student Services team members include: the Dean's Office, the Attendance Office, school counselors, the School Resource Officer, school psychologists, social workers, the school nurse, and when needed, members of the Special Education department.

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

1. Health services supervised by a qualified school nurse.
2. Educational and psychological testing services, and the services of a psychologist as needed. Psychological services are provided with written informed consent from the student's parent/guardian. Please see page 78 for more information on psychological testing.
3. The services of a social worker, provided informed consent from the student's parent(s)/guardian(s) is secured in advance.
4. Counseling services, which include college and career planning, social-emotional support and other practices that are consistent with the American School Counseling Association model.

Individual College and Career Planning

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

Postsecondary Counseling

College and career counseling services are available for all students. Students are encouraged to begin postsecondary planning as early as possible to ensure they are able to enter the college or vocational problems of their choice. Students who intend to enter college should be certain that they have met the entry requirements of their school of choice, as well as those determined by the Illinois State Board of Education.

College Representatives and College Visitation

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

STUDENT SERVICES (cont.)
Individual College and Career Planning (cont.)
College Representatives and College Visitation (cont.)
Students also are encouraged to visit the campus of their college of choice before making a final decision concerning enrollment. Students often can make a campus visit when school is not in session in order to not miss class. If it is necessary to visit during a school day, arrangements should be made in advance through the Attendance Office. It is recommended that a parent/guardian accompanies a student released from school for a college visit.

College Financial Aid, Scholarships and Grants
Students are encouraged to discuss college plans with their school counselors. Most financial aid is based upon financial need as determined by financial statements submitted to appropriate agencies. Students and parents/guardians seeking financial aid may want to consider working with a college financial advisor, who can provide insight as to whether there may be a determinable need. However, the school does not make this determination.

The most common types of financial aid are scholarships and grants, loan programs and work-study programs. If providing assistance, most colleges give students a "package" that includes a combination of the various sources of financial aid. Most scholarships and grants are awarded with consideration given to the student's financial need. Scholarships and grants often are based upon a student's talents – academic, athletic, musical, etc.; some are based upon this talent with no regard given to financial need. Students and their parents/guardians should look for any type of aid available. Often grants and scholarships are listed on-line through financial aid websites; additionally, many companies, labor unions and fraternal organizations offer scholarships.

Illinois requires all public high school students to complete the Free Application for Federal Student Aid (FAFSA) or, if applicable, the Alternative Application for Illinois Financial Aid as a graduation requirement. The Alternative Application for Illinois Financial Aid allows qualifying undocumented students and some transgender students who are not eligible for federal financial aid to apply for state financial aid. Alternatively, parents/guardians must file a waiver if they choose to opt a student out of this graduation requirement by completing the nonparticipation form; students who are at least 18 years of age or legally emancipated may complete the form themselves.

This requirement ensures students have a chance to discover what resources are available to fund their next steps after high school. Completing the FAFSA or Alternative Application counts as an automatic application for a variety of financial aid resources, including Illinois's Monetary Award Program (MAP), as well as private scholarships offered at many institutions. Financial aid obtained through the FAFSA also can pay for technical or vocational school.

Upon request, the school will provide a student and his/her parent/guardian any support or assistance necessary to comply with this requirement. Students should contact their counselors for assistance.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the district, if the student has met all other graduation requirements, and the principal attests the district has made a good faith effort to assist the student or, if applicable, his/her parent/guardian, in filing an application or a waiver.

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

Requesting an Interpreter
Parents/guardians of students with disabilities may request a qualified interpreter in their native/preferred language or a sign language in order to fully participate in a meeting or school-sponsored event at district expense. These services may be provided by a vendor and include the use of telephonic interpreters. Parents/guardians should contact the Director of Special Education Services to request interpreting services.

A parent/guardian who requires a sign language interpreter in order to participate in a meeting or school-sponsored event should contact the Director of Special Education Services to make this request. These services may also be provided by a vendor and at district expense in order to be in compliance with the Americans with Disabilities Act.

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

Between the time a student returns the course request form and the end of the school year, he/she may request a schedule change. Requests for changes to course selections may be made through the summer, but there are no guarantees that requests can be accommodated. **Once the semester begins, no student initiated schedule changes are made**. The only schedule changes made during the school year will be for a failed class that must be repeated, a change in academic level, or a change based on teacher request.

STUDENT SERVICES (cont.)

School Visitation Rights

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

Special Education or Section 504 Referral Request

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

Student's Responsibility

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

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

Valuable information is given often during morning announcements, and may be found on Information Stations throughout the building. Students should listen to all announcements and check the Information Stations frequently. The daily announcements also are available on the school's website.

STUDENT SERVICES (cont.)

Student's Financial Obligation

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

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

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

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

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

STUDENT SERVICES (cont.)
Student's Financial Obligation (cont.)
A student may be eligible for any fee waiver when:

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

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

It is important for all Lemont High School students to resolve their obligations. Graduating seniors who have an obligation to the school are not issued their caps and gowns, which are required to participate in the commencement ceremony in May.

Student Records
A school student record is any writing or other recorded information concerning a student, and by which a student may be identified individually, that is maintained by the school, at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security or safety reasons or purposes; and electronic recordings made on school buses.

The school's records custodian is Colleen Amberg, who may be reached at camberg@lhs210.net or (630) 243-3218.

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

- Identifying information – student's name and grade level.
- Photographs, videos or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Academic awards, degrees and honors.
- Information relating to school-sponsored activities and organizations (including athletics), including weight and height of members of the athletic teams.
- Major field of study.
- Period of attendance.

Additional identifying information – including student's address, parent(s)/guardian(s) names, addresses, email addresses and telephone numbers – will be released if requested by a vendor that has been identified by Lemont High School to provide goods or services for school-related purposes (such as school photographs, yearbooks, class rings or graduation-related materials), or if requested by a non-profit organization recognized by the school as a support organization (such as LHSEF, Band Parents Association, etc.).

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

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

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

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

Permanent Records
The permanent record includes:

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

Additionally, the permanent record may include:

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

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

STUDENT SERVICES (cont.)
Student Records (cont.)
Temporary Records
The temporary record includes:

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

STUDENT SERVICES (cont.)
Student Records (cont.)
Temporary Records (cont.)
Additionally, the temporary record may include:

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

Medical Records
Medical records are kept in a confidential location. Maintenance of these records is adhered to under federal and state regulations.

Special Education Records
A student's special education records (from the temporary student record) may be of value to the student or his/her parent(s)/guardian(s) in later years. Eligibility for social security and other federal and state programs may be determined by psychological profiles, special education files or other information. Parents/guardians of a student with a disability have the right to request to review or receive a copy of the student's permanent and/or temporary record three school days prior to the annual review. Requests should be made in writing to the Director of Special Education Services.

STUDENT SERVICES (cont.)
Student Records (cont.)
Special Education Records (cont.)
Parents/guardians of a special education student may wish to obtain a copy of the student's temporary records upon graduation from Lemont High School District 210, but must be given written consent to do so by the student if he/she is over the age of 18, unless they have legal guardianship of their child. These records are destroyed within five years of the student's graduation or permanent withdrawal from the school. After five years, temporary records that may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the district may be transferred to the student or his/her parent(s)/guardian(s). Unless the student or his/her parent(s)/guardian(s) obtains a copy or the transfer of the records, the information will not be available after that time. Special education students will receive a written letter to their last known address 30 days prior to the destruction of the records, indicating that the records will be destroyed if they are not picked up by the student or legal parent/guardian. Students under the age of 18 or parents/guardians may request copies or the transfer of the temporary records from the school's records custodian.

Once a student has reached 18 years of age, all rights transfer to the student, unless guardianship is legally obtained in court. At that time, parents/guardians who wish to records must have a Release of Information form sign by the student to receive records.

Students with disabilities may receive related services as part of their Individual Education Programs (IEPs). Lemont High School maintains related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs are available for parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities also may request copies of their child's related service logs at any time by contacting the Director of Special Education Services.

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

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the district receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A student or his/her parent(s)/guardian(s) should submit to the Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The district charges 25 cents per page for copying, but no one will be denied the right to copies of their records due to an inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

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

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or the Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or education technology vendor); or any parent/ guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his/her record(s) would be in furtherance of the interest.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which the student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to these individuals, a student's parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities who request information, when necessary for the discharge of their official duties, before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.** Through the school year, the district may release directory information regarding students. Any parent/guardian or eligible student may prohibit the release of any or all of the cited directory information (see page 75) by notifying the district (within 30 days of receipt of this publication) that he/she does not wish to have the student's information used. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

   For information concerning the release of student information, including photographs, for publicity purposes, see page 75.

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

7. **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefit, or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record, which such individual may obtain through the exercise of any right secured under state law.

8. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-8520

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

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

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

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

UNIFORM GRIEVANCE PROCEDURE

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

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

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

Filing a Complaint

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

UNIFORM GRIEVANCE PROCEDURE (cont.)

Investigation

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

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

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

Decision and Appeal

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

UNIFORM GRIEVANCE PROCEDURE (cont.)
Appointing Nondiscrimination Coordinator and Complaint Managers (cont.)

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

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

Complaint Managers
Eric Michaelsen
Principal, Lemont High School
800 Porter Street
Lemont, IL 60439
(630) 257-5838

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

Title IX Coordinators
Brent Gagnon
Assistant Principal, Lemont High School
800 Porter Street
Lemont, IL 60439
(630) 257-5838

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

EXTRA-CURRICULAR ACTIVITIES

Lemont High School recognizes the important role extra-curricular activities play in the development of student values. All students are encouraged to participate in the school's extra-curricular program.

COMPETITIVE AND PERFORMANCE ACTIVITIES	
Academic Challenge	Mathletes
Badminton	Musical
Baseball	Robotics Club/
Boys' Basketball	Technology Student Association
Girls' Basketball	Scholastic Bowl
Boys' Bowling	Boys' Soccer
Girls' Bowling	Girls' Soccer
Cheerleading	Softball
Chess Club	SkillsUSA
Boys' Cross Country	Special Olympics
Girls' Cross Country	Speech Team
Dance	Boys' Swimming and Diving
Drama Club	Girls' Swimming and Diving
Film Club	Boys' Tennis
Flag Football	Girls' Tennis
Football	Boys' Track and Field
Future Business Leaders of America	Girls' Track and Field
Boys' Golf	Boys' Volleyball
Girls' Golf	Girls' Volleyball
Golden Cheer & Dance	Winter Guard
Group Interpretation	Winter Spirit Band
Girls' Gymnastics	Boys' Wrestling
Boys' Lacrosse	Girls' Wrestling

NON-COMPETITIVE AND SERVICE ACTIVITIES	
Art Club	National English Honor Society
Baking Club	National Honor Society
Class Activities (Fr., So., Jr., Sr.)	National Social Studies Honor Society
Health Occupations Student Association	National Technical Honor Society
International Thespian Society	Psychology Club
Investment Club	Science Club
Junior Achievement	Science National Honor Society
Junior Illinois Association for the Deaf	Student Council
Leo Club	Tabletop Game Club
Link Crew	Tri-M Music Honor Society
Mu Alpha Theta	World Languages Club
National Art Honor Society	Yearbook *(The Keepatawn)*

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

ATHLETICS

At Lemont High School, athletics play an important role in developing our student-athletes into life-long, independent learners and productive citizens in a rapidly changing world. Our athletic programs provide an environment that promotes moral, social, emotional and psychological growth, in which student-athletes demonstrate sportsmanship, teamwork, and dedication to their teammates, coaches and sport. Participation in sports teaches student-athletes life-long lessons, promotes self awareness, and accentuates the positive impact hard work and dedication play in developing the skills they need to be successful inside and outside of the classroom.

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

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

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

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

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

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

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

LEMONT HIGH SCHOOL ELIGIBILITY POLICY

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

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

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

Extra-curricular activities at Lemont High School are placed into five classifications: Competitive, Performance, Non-Competitive, Service and Co-Curricular. The classifications assist in the management of eligibility guidelines.

For competitive, performance, non-competitive and service extra-curricular activities, eligibility is granted to each student, provided that he/she is passing a minimum of five classes and failing no more than two classes. On a weekly basis, teachers who either a.) report students who are failing, or b.) report students who are in danger of failing, verify those students' grades to the Director of Activities & Athletics. Communicating the status of students who are in danger of failing provides the coach/sponsor with the opportunity to address the concern to the student before he/she fails the course. Students in competitive and performance activities who are found to be ineligible are permitted to attend practices and rehearsals during their suspensions, but are not permitted to compete or perform until they are deemed to be academically eligible. If a student receives a semester report card in which he/she either passes fewer than five classes or fails more than two classes, he/she is not eligible to participate the following semester.

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

LEMONT HIGH SCHOOL SPECTATOR CODE OF CONDUCT

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

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

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

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

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE

Foreword

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

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

Academic Eligibility

1. Section 5/10-20.30 of the *Illinois School Code* requires that each Board of Education establish a grade point average requirement for all students involved in athletics and/or activities. The District 210 Board of Education has established a requirement that a student who either passes fewer than five classes or fails more than two classes is not eligible to participate in extra-curricular activities at Lemont High School the following semester.
2. A student must be passing a minimum of five classes and failing no more than two classes per semester to be eligible to participate at Lemont High School.
3. Eligibility will be checked weekly.

Conduct

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

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Conduct (cont.)

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

Discipline

1. Objectionable behavior of students, coaches/sponsors or spectators should be reported to the Director of Activities & Athletics, who may refer it to the Board of Control, Principal, Superintendent and/or Board of Education for review and action. The Board of Control consists of the Director of Activities & Athletics and selected coaches/sponsors. Students guilty of inappropriate conduct may be suspended from the team or activity.
2. Students who violate the Activity and Athletic Code are subject to the discipline detailed in the code, as well as the district's Student Code of Conduct and associated disciplinary policies and procedures.
3. Voluntarily admitting or self-reporting a violation may result in the student's penalty being reduced by half. Students may report a violation to a school administrator, sponsor or coach before a school official is notified of the violation, or acknowledge the violation immediately upon an initial inquiry by a sponsor, coach or other school official.
4. It is the obligation of the student to give notice to the school administration **within seven calendar days** if civil authorities are involved with an extra-curricular participation code violation.
5. A participant may be suspended by the coach or sponsor for a violation of rules or a display of poor "sportsmanship." A participant may be suspended from a team or activity by the Director of Activities & Athletics for violating the Activity and Athletic Code. During a school suspension, a student is not eligible to participate in any extra-curricular activities on the day(s) of suspension. During any competitive or performance activity suspension, the student is expected to attend and participate in all practices/rehearsals. The student also is expected to attend all competitions/performances, but will not be permitted to participate. A student in non-competitive or service activities is not permitted to participate in any associated activities for the duration of the suspension. However, students involved in service activities may participate in service hours offered by their organizations if they have completed all necessary steps to reduce their suspensions.
6. ***Students who violate the Activity and Athletic Code and are involved in a combination of competitive, performance, non-competitive and service activities will receive appropriate consequences in all pertinent categories.***

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Discipline (cont.)

7. Suspensions for non-competitive and service activities will be served while school is in session.
8. Discipline for students who participate in "Recognized Student Organizations" will be based on the consequences for non-competitive and service activities.

OFFENSE CATEGORY 1

- Sale or distribution of intoxicating compounds, steroids, drugs, "look-alike" drugs, or drug paraphernalia

Consequences

- First Offense — Suspension from all competitive, performance, non-competitive and/or service activities for one year
- Second Offense — Suspension from all competitive, performance, non-competitive and/or service activities for the remainder of the student's career at Lemont High School

Offense Category 1 and its consequences are applicable to students involved in competitive, performance, non-competitive and service activities.

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Discipline (cont.)

OFFENSE CATEGORY 2

- Possession, consumption, purchase, sale or distribution of alcohol
- Possession, consumption or purchase of intoxicating compounds, steroids, drugs, "look-alike" drugs or drug paraphernalia
- Vandalism, theft or possession of stolen property
- Acts of violence
- Reckless acts that endanger the health, safety or welfare of others
- Bullying, intimidation or harassment (as defined by the Student Code of Conduct)
- Hazing or related acts that endanger the health, safety or welfare of others, including but not limited to distributing, forwarding or posting inappropriate media, pictures or communications in any format, including social media.

Consequences – Competitive and Performance Activities

- First Offense — Suspension from all competitive and performance activities for one season

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

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

AND

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

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

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Discipline (cont.)

OFFENSE CATEGORY 2 (cont.)

Consequences – Non-Competitive and Service Activities

- First Offense — Suspension from all non-competitive and service activities for eight weeks

A student may reduce the suspension for the first offense from eight weeks to four weeks if he/she chooses to:

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

AND

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

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

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Discipline (cont.)

OFFENSE CATEGORY 3

- Possession, consumption, purchase, sale or distribution of tobacco or nicotine materials, including electronic cigarettes, vapes, vape pens, or other vaping related products
- Gross Insubordination
- Fighting
- Repeated misbehavior

Consequences – Competitive and Performance Activities

- First Offense — Suspension from all competitive and performance activities for a quarter season
- Second Offense — Suspension from all competitive and performance activities for a half season
- Third Offense — Suspension from all competitive and performance activities for one season

Consequences – Non-Competitive and Service Activities

- First Offense — Suspension from all non-competitive and service activities for four weeks
- Second Offense — Suspension from all non-competitive and service activities for eight weeks
- Third Offense — Suspension from all non-competitive and service activities for 16 weeks

NOTES AND CLARIFICATIONS

Please note the following definitions:

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

If a competitive or performance activities participant cannot complete his/her suspension in one season - including any postseason contests in which his/her team competes within the season in which his/her offense was committed - the student's suspension will carry over and be completed in the next season in which the individual participates. As long as they have completed all necessary steps to reduce their suspensions, students involved in service activities may participate in service hours offered by their organizations, but are not permitted to participate in any other activities for the organization for the duration of their suspensions.

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

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Notes and Clarifications (cont.)

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

Students are also subject to discipline in accordance with the Student Code of Conduct and the district's disciplinary policies and procedures. Students may appeal disciplinary action to the Principal by providing written notice within three days of receiving official written notification of the offense from the Director of Activities & Athletics. The Principal is the final level of the appeal process.

By agreeing to the terms of the Activity and Athletic Code, students and their parents/guardians grant the school permission to use the student's name and/or photo to publicize academic or activity-related accomplishments. Reasons for, and examples of, this type of publicity are detailed on page 75 of the Student Handbook under "Use of Student Information for Publicity Purposes."

LEMONT HIGH SCHOOL ACTIVITY AND ATHLETIC CODE (cont.)

Attendance

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

(For 2026-2027 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

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

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

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

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

1. Attendance

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

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

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

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

2. Scholastic Standing

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

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

3. Residence

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

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

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or

D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
F. You attend the private/parochial high school which one or both of your parents attended; or
G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer through the on-line Transfer Management System (TMS). You cannot be eligible when you transfer until an official eligibility ruling is determined.

B. If you transfer after classes begin for the current school term, you will be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

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

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

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

H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your junior year and are not otherwise in compliance with the transfer eligibility by-laws.

5. Age

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

6. Physical Examination

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

7. Amateur Status and Name, Image, and Likeness (NIL)

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes not to exceed $300.

B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed $150 in fair market value. There is no limitation on the value of your school letter.

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

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

E. IHSA By-laws and Board Policies provide guidance and restrictions to when and how you might capitalize on your name, image, and likeness (NIL). Work closely with your principal/official representative on opportunities that come your way.

8. Recruiting of Athletes

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

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

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

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

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

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege, or opportunity which is not also provided or made available to all prospective students at that school.
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

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

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

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

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may receive permission to play on a non-school team or compete in non-school competition as an individual in that same sport in two competitions and a third competition directly sanctioned by the National Governing Body or its junior or official Illinois affiliate. No student may participate in more than three (3) non-school competitions during a sports season.

B. Your principal/official representative must request approval of your participation through the Schools Center prior to any participation in a non-school competition.

C. If you participate in non-school competition during a sport season without approval and subsequently wish to join the school team in the same sport, you will not be eligible.

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

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

11. All-Star Participation

A. After you have completed your high school eligibility in any IHSA sport, you may participate in three (3) all-star contests.

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

12. Misbehavior During Contests

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

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