

**LEBANON JUNIOR HIGH AND HIGH SCHOOL  
2024-2025  
STUDENT AND PARENT HANDBOOK**



**“Excellence in Education Everyday”**

**The Lebanon Greyhounds**

The greyhound is an ancient breed that originated in Egypt and later became a symbol of worldwide aristocracy. Because of its unique ability to run at speeds of up to 42 M.P.H., the greyhound has often been exploited on the racetrack. Thanks to the dedicated work of rescue organizations, retired racing greyhounds are now being saved and adopted by caring families.

The information provided in this handbook is a product of annual implementation and revisions that were developed to make it easier to function at Lebanon High School/Lebanon Jr.High School. It is a reflection of board policy, community values, and professional judgment. The school board, along with a parent/teacher committee, annually reviews the policies, implementation and any other factors related to the safety of this district, the pupils and staff.

This handbook is not a contract, but is meant to provide a resource when a question arises about current practices at Lebanon High School/Lebanon Jr High School. Please contact the Superintendent or Principal with any questions or concerns.

**Adopted by the Board of Education  
July, 15, 2024**

**HOME OF THE GREYHOUNDS**

**LES – 618-537-4553**

**LHS/LJHS – 618-537-4423**

**DISTRICT – 618-537-4611**

**[www.lcusd9.org](http://www.lcusd9.org)**

2024-2025

## LEBANON DISTRICT 9 CALENDAR

### AUGUST

- 12 LES Open House- 5:00 p.m. -6:30 p.m
- 13 Teacher Institute – ALL DAY
- 13 LHS/LJHS Open House 5:00 p.m.-6:30 p.m.
- 13 LHS/LJHS Picture Day 4:00 p.m.-6:30 p.m.
- 14 **FIRST FULL DAY FOR GRADES 1-12**
- 19 **FIRST FULL DAY FOR PREK & K**

### SEPTEMBER

- 2 **NO SCHOOL** – Labor Day
- 13 1<sup>ST</sup> Quarter Midterm
- 18 Midterms available online to view

### OCTOBER

- 11 **NO SCHOOL** – County Wide  
Teacher Institute
- 14 **NO SCHOOL** – Columbus Day
- 18 End of 1<sup>st</sup> Quarter
- 23 Report Cards available online to view
- 22 P/T Conferences in Evening  
4:30 pm to 7:30 pm
- 24 P/T Conferences in Evening  
4:30 pm to 7:30 pm
- 25 **NO SCHOOL**

### NOVEMBER

- 5 **NO SCHOOL** – Election Day
- 11 **NO SCHOOL** – Veterans Day
- 15 2<sup>nd</sup> Quarter Midterm
- 20 Midterms available online to view
- 27-29 **NO SCHOOL** – Thanksgiving Break

### DECEMBER

- 20 End of 2<sup>nd</sup> Quarter
- 23 Christmas Break Begins Dec 23 – Jan 3
- 25 **NO SCHOOL** -Christmas

### JANUARY

- 1-3 **NO SCHOOL** – New Year's Day Holiday/Break
- 6 **NO SCHOOL** - Teacher Institute
- 7 **STUDENTS BACK TO SCHOOL**
- 8 Report Cards available online to view
- 20 **NO SCHOOL** – Martin Luther King's Birthday

### FEBRUARY

- 14 3rd Quarter Midterm
- 19 Midterms available online to view
- 17 **NO SCHOOL** – President's Day

### MARCH

- 14 End of 3<sup>rd</sup> Quarter
- 19 Report Cards available online to view
- 14 **NO SCHOOL** – Teacher Institute

### APRIL

- 16 4<sup>th</sup> Quarter Midterm
- 23 Midterms available online to view
- 17-21 **NO SCHOOL** – EASTER BREAK

### MAY

- 26 **NO SCHOOL** – Memorial Day
- 28 Report Cards available online to view

### JUNE

- 2 Last Day of Attendance for Students (If no  
Emergency Days used –last day for students will  
be May 22.)

(5 EMERGENCY DAYS BUILT INTO CALENDAR –  
May 23-27-28-29-30)

- Qtr 1 August 14 – October 18
- Qtr 2 October 21 – December 20
- Qtr 3 January 7 – March 14
- Qtr 4 March 17 – May 22

## HOME OF THE GREYHOUNDS

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LHS/LJHS – 618-537-4423

DISTRICT – 618-537-4611

**\*\* PLC Days will be happening every  
Wednesday with an early dismissal at 1:45  
p.m.**

***STUDENTS - PARENTS - TEACHERS***  
***WORK TOGETHER***  
***TO FOSTER STUDENT SUCCESS AT LEBANON HIGH SCHOOL***

■  
**STUDENT RESPONSIBILITIES**

**Students should:**

- ☐ Be responsible for their own education.
- ☐ Be punctual and attend school regularly.
- ☐ Respect the rights of fellow students and school personnel.
- ☐ Participate in the educational process.
- ☐ Attain the best possible level of academic
- ☐ Attain the best possible level of academic achievement.
- ☐ Strive for educational independence with the help of teachers.
- ☐ Inform teachers of any special needs or situations that might affect their education.
- ☐ Fully complete all class assignments.
- ☐ Keep their parents informed of their progress in each class.

**Students have the right to:**

- ☐ Expect a quality educational experience.
- ☐ Be provided with an appropriate and challenging curriculum.
- ☐ Receive assistance in making decisions on educational goals.
- ☐ Be treated with dignity and respect.

**PARENT RESPONSIBILITIES**

**Parents should:**

- ☐ Assume responsibility for their son/daughter's prompt and regular school attendance.
- ☐ Share with their son/daughter and his/her teachers an active and positive interest in report cards and school progress.
- ☐ Attend individual and group conferences with teacher.s

- ☐ Plan the time and place for homework assignments and provide necessary supervision.
- ☐ Cooperate with the school in fulfilling recommendations made for their son/daughter, instill a positive attitude in their son/daughter towards his/her school and education.
- ☐ Inform the school of any special needs or situations that might affect their son/daughter's education.

**Parents have the right to:**

- ☐ Be treated with respect.
- ☐ Be granted reasonable access to all school records pertaining to their son/daughter.
- ☐ Receive periodic official reports of their son/daughter's academic process and social adjustment.
- ☐ Fully discuss their son/daughter's status with teachers and other school personnel.

**TEACHER RESPONSIBILITIES**

**Teachers should:**

- ☐ Be guided by professional ethics in relationships with students and parents.
- ☐ Inform parents about academic progress and conduct of students.
- ☐ Show concern and respect for each student.
- ☐ Plan and conduct an effective and motivating instructional program.
- ☐ Establish classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility.
- ☐ Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
- ☐ Refer for an evaluation to any student who might be in need of special services.

- ☐ Take advantage of opportunities for promoting academic growth of the students at all levels.

**Teachers have the right to:**

- ☐ Require a reasonable standard of orderly behavior in the classroom.

- ☐ Be treated with respect.

- ☐ Expect students to put forth their best effort.

- ☐ Expect all class assignments to be completed on time.

*The Mission of Lebanon Community High School is to maximize the learning potential of each student, including the skills, knowledge and attitude necessary to be a life-long learner and responsible citizen.*

### OBJECTIVES OF LEBANON HIGH SCHOOL

1. To provide physical and health education to meet the needs of the individual student through formal programs. (Physical education, biology, general science, health, and participation on athletic teams).
2. To provide vocational education to meet the needs of the individual student through formal programs and work experience.
3. To meet the psychological and social needs of all students so that they can be well-adjusted individuals. This objective should be the concern of all teachers as realistic opportunities are afforded. Special situations can be dealt with on a formal basis. (School Counseling department, psychology classes, and through school administration).
4. To develop the moral and ethical sense of each individual student should be the objective of all personnel. This should be accomplished by example, by individual attention, and by formal instruction.
5. To train the students adequately in reading, spelling, arithmetic, and written and oral communication.
6. To prepare each student to adequately understand the social, economic, political, spiritual and physical world in which the student lives so that the student can assume his/her responsibilities in society.
7. To develop in each student an aesthetic appreciation of the world in which the student lives.
8. To provide modification and revision in the educational curricula to meet the individual differences of all students so that each may find his/her most productive role in life.

9. To provide adult education programs, to be educational consultants, and to meet the educational needs of the entire community.
10. To encourage and develop well rounded individuals through the proper use of leisure time.
11. To accept the composite need-structure of each student as being unique, and to direct the school's program in such a way as to allow maximum individual growth and development.

### LEBANON JUNIOR AND SENIOR HIGH SCHOOL DAY HOURS

The school day for Lebanon Junior and Senior High School will start at 7:35 AM and end at 2:50 PM. Students will have 8 class periods per day.

### GRADUATION REQUIREMENTS

**Graduation requirements:** Students must earn 21 credits in order to graduate from Lebanon Community High School. (Starting with the Class of 2027, 24 credits will be required.) The table shows specific subject requirements:

Subject	Credits Required
English	4
Math	3*
Science	2**
Social Studies	2***
Health	0.5
Driver's Education	0.5

Consumer Education	0.5
Vocational, Art, Music, or Foreign Language	1
Computers	1
Physical Education credits	4

\* 1 year must be Algebra 1 and 1 year Geometry.

\*\* Animal/Vet Science, Intro to Basic Ag Science, Basic Horticulture Science, Landscape Design & Maintenance will count toward graduation credit (not 4-year university admissions)

\*\*\*1 credit of US History and .5 credit of Civics are required. .5 Civics (10th grade), 1 US History (11th grade)

8th graders opting to take Algebra I will not be given high school credit for taking the course while still in Junior High.

In order to be placed in geometry Freshman year, a student's Algebra I grade must be 85% or greater.

To be eligible for graduation, a student must pass the US Constitution test and the IL Constitution test.

Each student must, in addition to other course requirements, successfully complete the Illinois graduation requirements set forth in sections 27-22, 27-22.05, and 27-22.10 of the school code. ISBE's guidance document found here: [www.isbe.net/documents/grad\\_require.pdf](http://www.isbe.net/documents/grad_require.pdf)

Complete State Required Testing for Graduation.

For a student placed in special education, the Individual Education Plan (IEP) will be used to determine graduation requirements per board policy.

All students are required to participate in PE all four years of high school unless they have been granted a waiver (see below for waiver clarification). Students earn 1/2 credit per semester for participation in PE.

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement

from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students who have a medical waiver for the entire year do not earn PE credit. Students who miss less than a ¼ of PE with a medical waiver provided by a physician, may be granted PE credit if they participate continuously for the remainder of the school term.

Students who take Health Education as a sixth class are exempt for PE for the semester. Students in this category do not earn PE credit.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent may waive this requirement if he or she believes a waiver is to be in the student's best interest.

### **Mid-Year Graduation for Seniors**

Seniors who have met graduation requirements by December of their senior year may graduate early. Students must complete the "Request to Graduation Early" form and return it to the Principal by October 1 of their senior year. Students who graduate early will be allowed to participate in their senior trip and prom.

### **Commencement**

Seniors must meet the following criteria prior to participation in commencement exercises:

- Have all fees paid
- Meet all graduation requirements
- Be in good standing
- Attend graduation practice

In all Industrial Arts classes and in all Science classes, students must wear safety glasses when they are in the laboratory. STATE LAW REQUIRES SAFETY GLASSES TO BE WORN IN THE LABORATORIES AND SHOPS.

## **GRADE ADVANCEMENT PROCEDURE**

### **Classification of Freshmen, Sophomores, Juniors & Seniors:**

- Students who have fewer than 5 credits are classified as freshmen regardless of the
- Student's age or number of years attending school; To be classified as a sophomore, a student must have completed at least two semesters of high school and must earn, prior to the start of the sophomore year, at least 5 credits.
- To be classified as a junior, a student must have completed at least four semesters of high school and must earn, prior to the start of the junior year, at least 10 credits.
- To be classified as a senior, a student must have completed at least six semesters of high school, meet all state testing requirements, and must earn, prior to the start of the senior year, at least 15 credits.

The classification of transfer students will be determined by the LHS Principal upon a review of transcripts.

The classification of students who have participated in home schooling or other alternative educational placements will be determined by the administration on an individual basis. Accredited transcripts may be requested and utilized in placement of a student.

RETENTION: Two failing classes is grounds for retention.

### **COLLEGE PREPARATORY RECOMMENDATIONS**

The following subject patterns will prepare students for the academic demands of typical four-year colleges. Specific admission requirements for highly selective programs (University Of Illinois, Military Academies) should be researched through the School Counselor Office.

4 Units (years) of English

3-4 Units of Mathematics (Algebra I; Geometry; Algebra II or higher)

3 Units of Laboratory Science

3 Units of Social Studies

2 Units of either the same Foreign Language/Music/Fine Arts or Vocational Education

15 Total Academic Units Required

\*1 Unit Keyboarding/Computer Concepts (Additional Local Recommendation)

In addition to high school course requirements, public universities will continue to consider other measures in making admission decisions, such as high school grade point average, high school rank, or entrance examination scores (ACT, SAT).

Public universities and community colleges will continue to admit students to baccalaureate programs that do not meet the specific high school course requirements for admission. (Exceptions: University of Illinois).

Students admitted with subject deficiencies may be required to take "make-up" course work during their first year in college.

For more specific information, contact the School Counselor Office or the university/junior college admissions office.

### **CAREER & COLLEGE EXPLORATION**

All students will have access to a career and college exploration program. Lebanon High School utilizes XELLO. Students will conduct interest surveys, complete lessons, create a 4-year high school plan and pre-register for courses in XELLO.

### **COLLEGE/MILITARY VISITS**

The School Counselor Office encourages legitimate college and military visits. These visits are a great way to find out more about the college or branch of the military. Students are required to use the following procedures:

1. Complete and turn into your counselor the "Request to Visit" form at least two days in advance of the visit.
2. We expect the visit will make the best of your time (in most cases, community college visits should be limited to half a day).
3. Have a college representative sign the voucher. The student should then return the voucher to the main office upon returning to school.

"Request to Visit" and "voucher" forms are available on the school web site [www.lcusd9.org](http://www.lcusd9.org) or in the counseling office.

## **VOCATIONAL EDUCATION PROGRAM**

Junior and senior students who are on track for graduation, have their own transportation and are a student in good standing may choose to attend Collinsville Area Vocational Center (CAVC) for vocational training programs. Students will need to adhere to their Lebanon High School schedule (both class schedule and school calendar schedule) and the bell schedule at Lebanon High School as well as CAVC. There is a little flexibility with dismissal and arrival time with prior approval.

### **CAVC (Credits per Semester)**

#### **11th GRADE**

Auto Body I - 1.5 Credits  
Automotive Mechanical Technology I - 1.5 Credits  
Building Trades I - 1.5 Credits  
Clinical Health Occupations(Semester Course) - 1.5 Credits  
Cosmetology I - 2 Credits  
Criminal Justice I - 1.5 Credits  
Cyber Security - 1.5 Credits  
Dental Assistant(Semester Course) - 1.5 Credits  
Electronics I - 1.5 Credits  
Food Service I - 1.5 Credits  
Early Childhood Education - 1.5 Credits  
Precision Machining Technology I - 1.5 Credits  
Teaching as a Profession - 1.5 Credits  
Welding Technology - 1.5 Credits

#### **12th GRADE(Prior Class(es) Required)**

Auto Body II - 1.5 Credits  
Automotive Mechanical Technology II - 1.5 Credits  
Building Trades II - 1.5 Credits  
Cosmetology II - 2 Credits  
Criminal Justice II - 1.5 Credits  
Cyber Security II - 1.5 Credits  
Education Practicum - 1.5 Credits  
Electronics II - 1.5 Credits  
Food Service II - 1.5 Credits  
Precision Machining Technology II - 1.5 Credits  
Welding Technology II - 1.5 Credits

## **ARMED SERVICES**

Annually, the School Counselor Office receives requests from the Armed Services for a list of

names of juniors and seniors. Incoming LHS freshmen and new students (transfers) will receive a form at the time of registration that gives them the option of being omitted from these lists. A student may change his/her status by reporting to the School Counselor Office. A new form may be required. This form removes students from college information lists as well.

## **UNITS OF CREDIT**

All LHS classes will receive semester credits. Students can recover credit using EDUCERE. The cost of the program will be the parents responsibility. If a class is not offered through Lebanon High School, the parents/guardians and student may request approval for an advancement course through Educere. This cost will also be paid for by the parents/guardians.

## **STUDENT TRANSFERS**

Any student seeking admission to Lebanon High School shall meet residency, age, health examination, immunization and such other eligibility standards as may be established by law or the school district. This will include providing two documents (as outlined on the LHS residency form) proving in district residence, as well as a certified copy of the student's birth certificate. Any student transferring into the school district must present evidence the student was in good standing in his or her previous school. In addition, such students shall provide or shall cause to be provided to local school officials all relevant school records relating to such student's attendance, academic achievement and credits earned at other schools the student attended previous to enrollment at Lebanon High School. In the event the student is unable to provide or cannot cause to be provided official records from an educational institution, the student shall provide a listing, course descriptions, and explanation of the content of the courses taken for which the student seeks credit. Lebanon High School District shall review the foregoing, may at the sole and exclusive discretion of Lebanon High School credits shall be recognized or disapproved.

Any student transferring into the school district shall be placed in the Lebanon High School course schedule or grade level determined to be appropriate by school district officials. In making placement determinations, the school district shall consider:

1. the chronological age of the child when appropriate;
2. the amount of credits earned at the date of enrollment, 5 credits to be a sophomore, 10 to be a junior, and 15 to be a senior. (this is subject to change)
3. transcripts, grade cards or other assessment documents;
4. ability or achievement test scores;
5. recommendations of teachers, parents, physicians, and/or other specialists when appropriate; and
6. such other factors, as school district officials shall deem it appropriate

When school officials deem it appropriate an achievement test shall be administered to the child to assist the school district in making a placement decision. School officials may make temporary placement decisions pending their acquisition of complete information about the student. As soon as possible after complete information is obtained about the student, final placement shall be made. The student shall request the school from which they are transferring to forward a record of the student's grades and a certified copy of the student's records. If the student is unable to present the records at enrollment, the student may be admitted, and school officials shall request records from the transferring school.

## **PART TIME ATTENDANCE**

The school district shall accept part-time attendance in the regular education program from students who are enrolled in non-public schools or home schools if there is sufficient space in the class or classes in which the student desires to enroll. Any student accepted for part time attendance must be a resident of the Lebanon High School. A request for attendance in the following school year must be submitted by the nonpublic school principal or, in the case of a homeschooled student, the parent or other person responsible for educating the student, no later than May 1. A student seeking to attend school on a part time basis must comply with the provisions of Policy N. 5.29, "Student Transfer." Students in part-time attendance, except those who are unable to afford them, must pay all applicable fees, which the district charges for services and activities.

Parents or guardians of students enrolled in nonpublic schools or home schools wishing to have their child participate in Lebanon High School

classes or activities on a part time basis shall submit a written request on a form to be developed by school officials.

## **DUAL CREDITS/DUAL ENROLLMENT**

Students attending Lebanon High School who have a 3.25 cumulative GPA, have taken Algebra I and Geometry, and placed into college Algebra and English 101 on the Accuplacer test can enroll at SWIC for the Running Start Program. Sophomores who are eligible will receive an invitation with required documents in January of their sophomore year. More information can be found at <https://www.swic.edu/students/high-school-students/running-start/>.

Students with a 3.0 GPA or higher and receive teacher permission can register for dual credit courses taught at Lebanon High School. These courses are part of the Southwestern Illinois College. The Running Start tuition cost is the responsibility of the student and parents/guardians. More information can be found at [www.swic.edu](http://www.swic.edu).

Dual Credit Courses: English 101-102, Chemistry II (AP Test), Animal/Vet Science, Ag. Business Management, Info Processing, Keyboarding, Basic Horticulture Science

Dual Enrollment: RUNNING START

### **Dual Credit Agreement Between Lebanon High School and SWIC**

Lebanon High School and SWIC have dual credit with certain classes. The classes will count as high school credit and college credits if requirements are met and will count in the students GPA.

Students enrolled in dual credit classes are under the auspices, rules, and grading procedures of the college. The college grading scale supersedes the grading scale of Lebanon High School. Both grades (college and LHS) will be the same. A student needs to request a transcript from SWIC to transfer the English or Biology credit to another college.

### **Dual Enrollment Running Start Program**

High School Sophomores with a 3.25/4.0 cumulative GPA will be eligible for the Running Start Program at Southwestern Illinois College (SWIC). Students must be on track to graduate, have taken Algebra I and geometry, take the SWIC



Accuplacer placement test, be in good standing with Lebanon High School (LHS), and complete all documentation. LCUSD#9 will pay half of the tuition, and the student will be responsible for the other half. Transportation is the responsibility of the student and/or guardian(s). Students will attend SWIC full-time; however, they will be allowed back on the LHS campus for band (provided it fits in their SWIC schedule) and for athletic events.

Information is available in the counselor's office. Students are allowed in the building from 8:00-8:25 a.m., from 3:09-3:20 p.m. or by appointment. Students must abide by handbook rules while in the building.

Lebanon High School offers Advanced Placement Chemistry to juniors and seniors. This course meets the curriculum requirements of the College Board. At the conclusion of the class, students will be provided with an opportunity to take the standardized Advanced Placement Chemistry exam, at student/parent expense, for the possibility of up to 8 college credit hours in Chemistry. Colleges and universities make the decision about credit hours based upon student test scores on the AP test.

For more information, contact the LHS School Counselor Office or visit the school website, [www.lcusd9.org](http://www.lcusd9.org).

## **SUMMER SCHOOL**

### **A. Credit recovery only**

Correspondence courses are used for seniors who are working to earn college credit, online, while in high school. The college courses will be offered through SWIC and KC at the expense of the student and their family. Students must meet the following requirements.

1. Have a 3.25 Cumulative GPA or higher
2. Be on track to graduate.
3. Take courses that are not offered at Lebanon High School.

### **B. Summer School to Gain Extra-Curricular Eligibility**

Students may take summer school classes to gain extra-curricular and athletic eligibility under the following conditions:

1. Students must obtain approval from the Principal's Office prior to enrollment.
2. Summer school classes are online courses via Educere.
3. The class must be completed by the time fall semester begins.

4. This class must meet the requirements stipulated under Section A (High School Credit). All fees are the responsibility of the student and parents/guardians.

## **COLLEGE CREDIT**

### **College Enrichment Courses**

Lebanon High School students, who have completed their freshman year in good standing may with administrative approval, take enrichment or supplementary courses at approved colleges. Credits for these subjects will not count toward high school graduation and will not advance a student within a subject area's course sequence. Student requests for enrollment should be made through the School Counselor Office.

## **DEPARTMENT OF SCHOOL COUNSELING**

The School Counselor Office makes every effort to encourage educational, social, personal, and career development for all students. This takes place through large group presentations, classroom visits, small group conferences, parent meetings, individual visits with the counselors, and use of the School Counselor resource room.

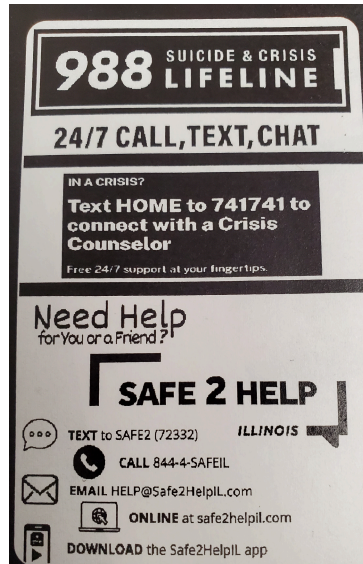
Students may use the School Counselor Office before and after school or during study hall. If a student has no study hall, special arrangements can be made. All students are encouraged to obtain a pass from a member of the School Counseling staff prior to their study hall hour. Parents/Guardians are encouraged to call or email to request an appointment with the School Counseling Office any time.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the

school district website. Information can also be obtained from the school School Counselor office.



## FINANCIAL AID: GRANTS AND SCHOLARSHIPS

Seniors in the State of Illinois are required by the State of Illinois to complete the FAFSA to receive their diploma. Students attending college or trade school need to be aware of financial assistance that may be available to them. Grants and scholarships are “free” money awarded based on academic or athletic merit and/or financial need. Students and parents must complete the Free Application for Federal Student Aid (FAFSA) form to determine the financial need of the student. This form can be completed beginning October 1st of the student’s senior year. More information about the FAFSA, federal aid and the application can be found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). By completing the FAFSA the student may also qualify for the Illinois MAP grant. The Illinois MAP grant is for Illinois residents who are attending an Illinois University/College/Trade School. For information on Illinois state grants, scholarships, and aid go to <http://www.isac.org>. Colleges and universities offer many scholarships based on academic merit. Information and applications for specific college scholarships can usually be found on the school website, typically on the financial aid page. The counseling office offers a listing of national and local scholarships available to students. Most of the scholarships are for seniors, but occasionally some are available to underclassmen. Parents and students may view the list of scholarships on the school live feed. Scholarship applications not

available on the web will be located in the scholarship file in the counseling office.

### Additional Aid Information:

Federal Student Aid Information Center  
Phone 1-800-433-3243  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
Illinois Student Assistance Commission (ISAC)  
Phone 1-800-899-4722  
<http://www.isac.org>  
Email: [isac.studentservices@isac.illinois.gov](mailto:isac.studentservices@isac.illinois.gov)

## ACADEMIC AWARDS

### Illinois State Scholar Program

The Illinois State Scholar Program recognizes Illinois high school students for outstanding academic achievement. State Scholar designation is an honorary recognition with no monetary award. Approximately the top ten percent of Illinois high school graduates are announced as State Scholars each year. Among the eligibility requirements: Take the ACT or SAT examination between September 1 and June 30 during the junior year of high school; rank in the top one-half of his or her high school class at the end of the sixth semester; and graduate from high school during the academic year in which the student is selected as a State Scholar.

### Presidential Award for Educational Excellence

These students must meet a nation-wide criterion that qualifies them to receive a certificate from the White House. These students must meet all of the following criteria: have a grade point average of 3.5 after seven semesters; earn a minimum of 12 units in the academic core subjects of language arts, foreign language, mathematics, science, and social studies; and score in the 85 percentile in math or reading on the ACT.

### Gold Cords

Graduating seniors are recognized as graduating with honors. **To graduate with honors a student must graduate with a cumulative grade point average of 3.75 or higher.**

### Honor Roll

**High Honor Roll for Junior High-** Students must have A's in all subjects with the exception of one B.  
**Honor Roll for Junior High-** Students must have all A's and B's with the exception of one C, as long as there is an A to average it.

**High Honor Roll for High School-** Students must have all A's or 4.0 GPA.

**Honor Roll for High School-** Students must have all A's and B's with the exception of one C, as long as there is an A to average it.

## TESTING RECOMMENDATIONS FOR COLLEGE-BOUND STUDENTS

1. Take the ACT or SAT during the second semester of junior year. Either of these tests will be accepted by colleges and universities in Illinois.
2. Take the SAT/ACT subject tests if required by the college of your choice in the spring of your junior year.
3. Students can practice for the SAT using Khan Academy ([www.khanacademy.org](http://www.khanacademy.org)) for free.

### ACT Test Dates

September 14, 2024  
October 26, 2024  
December 14, 2024  
February 8, 2025  
April 5, 2025  
June 14, 2025  
July 12, 2025

Students register for the ACT at [www.ACT.org](http://www.ACT.org).  
The school code for LHS is 142-570

### SAT Test Dates

August 24, 2024  
October 5, 2024  
November 2, 2024  
December 7, 2024  
March 8, 2025  
May 3, 2025  
June 7, 2025

Students register for the SAT at [www.collegereadiness.collegeboard.org/sat](http://www.collegereadiness.collegeboard.org/sat) The school code for LHS is 142-570.

School Testing Dates will be announced in the fall semester.

**PSAT/NMSQT** (optional for Jrs) – Oct. 24, 2024

ACT registration should be completed six (6) weeks prior to the test date. Register online at [www.actstudent.org](http://www.actstudent.org).

## REPORT CARDS PROGRESS REPORTS

Report cards may be viewed on PowerSchool. PowerSchool allows parents to check attendance, grades and discipline reports. Login information is available from the front office.

## PARENT TEACHER CONFERENCES

This year's conferences will be held during the evening of Oct. 22nd and 24th. Let it be emphasized that every parent is encouraged to attend, regardless of student achievement.

## GRADING SYSTEM

Grading Scale	
<u>Percentages</u>	
90-100	A
80 – 89	B
70 – 79	C
60 - 69	D
0 – 59	F

### **Class Rank**

At the end of each semester, all students' cumulative grade point averages (GPA) are calculated and ranked in descending order.

The total number of grade points (A-4, etc.) is divided by the number of semester grades. Those students having the same GPA will have identical class rank. Physical Education grades are not included in GPA calculations.

### **Weighted Grades**

Grades and attendance may be viewed online through PowerSchool. It is the joint responsibility of the student and parent to make certain that all reports are seen and evaluated. Only semester

grades become a part of the permanent record. The following letter grades and GPA calculations will be used for all courses. Honors courses will be on a weighted GPA scale.

Letter	%	Unweighted GPA	Weighted GPA
A	93-100	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	1.33
D	63-66	1.00	1.00
D-	60-62	0.67	0.67
F	59-0	0.00	0.00

Incomplete grades are the student's responsibility.

Up to two weeks after the grading period (quarter or semester) are normally allowed for completion.

- Class rank is tallied after the first semester of the junior year. It is then re-tallied after the end of each successive semester until graduation.

- Class rank will be determined using the weighted GPA.

Students will receive an unweighted GPA and a weighted GPA indicator on their report cards and transcript.

- For the un-weighted GPA, all course grades will be counted towards the GPA. For the weighted GPA, all course grades except for early bird, summer school, or other classes earned outside the traditional 8 period school day will be included.

- Students who earn a weighted GPA above a 4.0 and take a study hall will have a weight modifier added to the total number of classes taken on their weighted GPA. This is intended to guarantee that with all other factors being equal, the student who

takes a study hall will not have an advantage in class rank over one who does not take the study hall.

- Honor Roll Students with an average of 4.0 or better on the weighted GPA will be placed on High Honor Roll. Students with an average of 3.5-3.99 on the weighted GPA will be placed on the Honor Roll. ALL GRADES WILL BE USED IN COMPILING THE HONOR ROLL, including P.E., Band and Chorus. Students with an incomplete grade will not be on the Honor Roll. Honor Roll for the first and second semester is based on the semester grade.

### Incompletes

Credit will not be awarded if a student fails to meet all course requirements. Reports, projects, tests, or class assignments not completed at the end of the semester will be recorded as incomplete (F) and a failing grade assigned for the class. A student's request for a time extension due to illness, death in the family, etc., may be granted with administrative approval.

## RESTRICTIONS ON RE-ENROLLING DROP-OUTS

Re-enrollment shall be denied to individuals above the age of 17 years who have dropped out of school and who cannot earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. A person denied re-enrollment would be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Act or accommodation plans under the American with Disabilities Act.

### Rights and Responsibilities

Education is a vast enterprise, involving all citizens: students, parents, teachers, and administrators. The success of this enterprise can be measured, in part, by the degree to which all persons involved in the educational process fulfill their unique responsibilities and exercise their rights in a reasonable manner.

Frequently, misunderstanding and confrontation in a school community result from either a failure on the

part of these citizens to recognize the limits of their own rights and duties or to respect the existence of the rights and duties of others.

The rights which people may assert in the school community are in some cases clearly outlined by law. Some rights, while having no basis in statute or case law, stem from tradition. Still other rights are now in the process of being identified and established in response to changing social conditions. No protected right should be construed as a license to engage in disorder, to disrupt the educational process, to interfere with disciplinary process, or to invade the rights of others. One has responsibility in exercising rights. Only by maintaining a balance between rights and responsibilities will the rights of everyone be preserved.

Given the law's uncertainty, the task of everyone concerned is to forge a set of workable relationships among themselves, one that is founded on reason, common sense, and a respect for the worth and dignity of all people.

## **NON-DISCRIMINATION POLICY**

No person shall, on the basis of sex, race, creed, color, national origin, or disability, be excluded from, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the school. This school is authorized under federal law to enroll nonimmigrant alien students. LCUSD 9 follows all guidelines and required elements set forth in Public Act 103-0472

## **STUDENT GRIEVANCE PROCEDURE**

### **Explanation**

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve a grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and

place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office for Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanations, due process and directions are available for inspection in the offices of: Superintendent and Building Principal. Time limits refer to days when school is in session.

### **STEP 1**

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

### **STEP 2**

If the problem is not resolved, Kelli Hilmes, School Nurse. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

### **STEP 3**

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and the building principal within ten (10) days and a written response made within five (5) days.

### **STEP 4**

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Superintendent within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

### **STEP 5**

If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board

shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

## **SEXUAL HARASSMENT**

### **I. The Policy**

It is the policy of Lebanon High School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of Lebanon High School to harass another student or employee through conduct or communications of a sexual nature as defined in Section II. (Ref. Board Policy 7:20)

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

### **II. Sexual harassment, as set forth in Section I, may include but is not limited to the following:**

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implications or unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **III. Procedures**

- A. Any person who alleges sexual harassment by any staff member or student in the school may complain directly to the Superintendent, Principal or the School Counselor. Filing of a grievance or

otherwise reporting sexual harassment will not reflect upon the individual's status, future employment, grades, or work assignments.

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

### **IV. Sanctions**

- A. A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

## **STUDENT WELFARE - CHILD ABUSE**

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the Superintendent that a report has been made. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois law but may generally be understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education or remedial care required by law by one who is responsible for the child's welfare.

## **SEX OFFENDER REGISTRATION ACT**

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the Sex

Offender Registration Act and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the Illinois Sex Offender Registry is: <http://www.isp.state.il.us/sor/>. Click on "I Agree" at the bottom of the page to access the search page.

## **TEEN DATING VIOLENCE POLICY**

Lebanon High School provides counseling and referral services for victims of teen dating violence. This request for services may result from incidents that have taken place on school property or off school grounds. Upon the occasion that Lebanon High School is unable to provide adequate services needed to assist the student, the school will refer the student to the appropriate help agencies. This may include but not limited to, People Against Violent Environment (PAVE) and Sexual Assault and Family Emergencies (SAFE). Lebanon High School is committed to educating its students on this important issue and providing any help necessary.

## **STUDENT RECORDS**

All student records at Lebanon High School are kept in accordance with the Illinois School Student Record Act of 1975. In compliance with state and federal law, the following information is included in permanent records:

1. Basic identifying information, including students and parent/guardians names, addresses, birth dates, and gender.
2. Academic transcript which includes all semester grades, credits earned, cumulative grade point average, class rank and test scores. Test scores will include PARCC, Explore, Plan, Aspire, PSAT 8/9, PSAT/NMSQT, ACT and SAT unless notified in writing by a legal guardian.
3. Attendance record.
4. Accident reports and health records.
5. Record of release of permanent record information.
6. Membership in National Honor Society, Tri M and receipt of Illinois State Scholar.

The following information is kept in the Student Temporary Record:

All the information contained in the permanent record plus:

- A. Intelligence test scores, group and individual.
- B. Aptitude test scores.
- C. Elementary and secondary achievement level test results.
- D. Teacher anecdotal records.
- E. Disciplinary information.
- F. Any verified reports or information from non-educational persons, agencies or organizations.

Temporary files will be destroyed five years following graduation, transfer or withdrawal. Any requests must be presented before that time.

### **The Right to Control Access and Release of School Student Records**

Students and/or parents may inspect and request copies of records. Twenty-five cents per page will be charged to cover copying costs.

The district will not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.

Student records may not be released without parental consent except in cases of emergency. Factors considered in determining emergency release of records are:

1. The seriousness of the threat to the health or safety of the student or other persons.
2. The need for such records to meet the emergency.
3. Whether the persons to whom such records are released are in a position to deal with the emergency.

### **Parents have the right to:**

1. Inspect and copy student records.
2. Challenge the contents of such records.
3. Limit any such consent to designated records or designated portions of information within the records.

The school shall grant access to, or lease information from, school student records without parental consent or notification:

1. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the

- student and the records are in furtherance of such interest.
2. To any person for the purpose of research, statistical reporting or planning, provided that:
    - A. Such a person has the permission of the State Superintendent of Education.
    - B. No student or parent can be identified from the information released.

Pursuant to a court order provided that the procedures outlined in Ill. Rev. Stats. 1975, Ch. 122, Article 50-60 (a), (5) are observed. Within ten (10) days following graduation, transfer, or permanent withdrawal of a student from school, the parents and the student should consult the custodian of the school records for requests to copy.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 review the student's education records within 15 days of the day the District receives a request for access.

Parents or eligible students should submit to the school 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 parents or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believes is inaccurate or misleading.

The parents or eligible students may ask LCUSD9 to amend records that they believe are inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, a supervisor, an instructor, a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, a medical consultant or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her task.

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 a student intends to enroll [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records in request].

4. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask Lebanon High School District 99 to remove certain scores of college entrance exams from their student's academic transcript. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information.
7. The right to request that military recruiters or institutions of higher learning not be granted



access to your student's information without your prior written consent.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
[www.ed.gov/](http://www.ed.gov/)

## DIRECTORY INFORMATION

Directory information may be released to the general public unless a parent requests that any or all such information not be released on their child. Directory information is defined as follows:

- A. Student Name
- B. Address
- C. Telephone
- D. Parent/Guardian name
- E. Grade Level
- F. Gender

### Student Social Security Numbers

Disclosure of your Social Security Number is voluntary. No legal right, benefit or privilege will be denied as a result of any failure to disclose your Social Security Number.

Student Social Security Numbers collected will be used for educational research purposes only and will primarily be used for employment tracking of vocational education program completers in accordance with the Carl D. Perkins Vocational Educational Law, 20 U.S.C. Sec. 2301 et seq., and State Law, Ill. Rev. Stat. 1987, ch.122, par.697.

## TEXTBOOKS

The basic textbooks are furnished on a rental basis. In some cases, an additional charge may be made for materials used. Remember the books are the property of the school and should be taken care of properly. Any damage beyond the expected wear will be billed to the student. Fees can be found on our website [www.lcusd9.org](http://www.lcusd9.org)

## SOCIAL ORGANIZATIONS

Clubs, classes or other organizations within the school may sponsor social affairs. Social activities at school help prepare pupils for the social responsibility in which they engage outside of school.

In order that there may be unity of the purpose in both the formal and informal life of school, the following policies have been established for the government of all student organizations:

1. Each organization shall be under the control of a member of the faculty, who shall act as class or club advisor.
2. All money collected by school organizations is deposited in the high school activity fund. Each organization treasurer keeps a separate record of his accounts, and money is paid out only by the office secretary upon receipt of a treasurer's payment order, signed by the organization treasurer and faculty sponsor.
3. No organization may have an excessive number of social activities per year and none during the last week of a semester. In cooperation with the Athletic Department, we do not favor the scheduling of activities on the night before an athletic contest. The same applies to contests, speech, music, etc.
4. Activities can be scheduled at least one week in advance, with the date of approval in the office and recorded on the master calendar. All activities shall be held in the school building unless otherwise permitted by the office.
5. Parties can be carried out most successfully if they are planned under the direction of a social committee with the assistance of the faculty sponsor. Each activity should be carefully planned as to all its details, including the responsibility of cleaning up after the party and returning the equipment used.
6. All activities must be chaperoned by members of the faculty.
7. All parties shall close by at least 10:30 P.M. unless otherwise permitted by the office.

8. Students working after school to prepare for a party must be under the supervision of a teacher.
9. The cost of school parties should be as small as possible, the amount depending upon the nature of the entertainment.
10. Every student should make a special effort to participate in all activities of the class and clubs to which the student belongs.

## ATTENDANCE

Regular attendance in class is an important factor to a student's success in school. An integral part of the learning experience is the interaction between students and teachers. One indicator of dependability and general success is good school attendance. Students are more likely to have greater academic success if they have good school attendance.

Section 26-1(5) of the School Code requires a school district to adopt a policy regarding religious holidays and support service available for truant. The District's complete attendance policy No. 7:70 is online.

An unexcused absence will be given when a student is absent without a valid cause or whose parent has not communicated with the school concerning the cause of the absence. A truant is a child subject to compulsory school attendance and who is absent without a valid cause. Lebanon CUSD #9 will follow the procedures for dealing with truant students as per the guidelines established by the Regional Office of Education and the District Attorney's office. After a student has had three unexcused absences, the parents/legal guardians will receive a letter from the school principal stressing the importance of student attendance, the days the child has unexcused absences recorded and offering assistance to improve student attendance. After the sixth day of unexcused absences, the parent/legal guardians will receive a letter from the District Superintendent that will serve as notice to appear before the local truancy board to address the situation. Following the ninth day of unexcused absences, a letter will be sent from the Regional Superintendent outlining further steps to be taken. After the twelfth day of unexcused absences, the parent/legal guardians will receive notice to appear before the Regional Office of Education Truancy Board. Results of this meeting, along with the documentation at other

steps of the process, will be forwarded to the District Attorney's Office for further action.

1. Ten days of absence (occurring at any point) during the school year will be excused with only a call or note from a parent giving a valid excuse for the student's absence. No formal verification is required for these days. Absences accompanied by verification are not considered part of these 10 days.
2. When a student has more than 10 days of excused absence as the result of only a parent call or note, verification (doctor's note, dentist note, funeral director's statement, college official's statement, etc.) will be required for an excused absence. Without such verification the absence will be considered "unexcused."
3. Mental health days- Students will receive 10 days prior to providing a doctor's note. Five days can be used for mental health days each school year. After using two mental health days, students will be referred to speak to the social worker.

**Students whose absences remain unexcused during the day, may not attend that evening's extracurricular activities.**

Students who have perfect attendance for the entire school year will receive a perfect attendance pass allowing them free admission to any extracurricular activity held at Lebanon High School during the following year, with the exception of tournaments.

## STUDENT COUNCIL

The Council is composed of twenty-four students, six (6) representatives from each class. Prospective members get on the ballot by petition and a questionnaire reviewed by a Student Council Selection Panel. After completing the questionnaire process, the Student Council Selection Panel shall be charged with the responsibility of ranking all candidates. An election will be conducted to determine the three (3) elected members to the Student Council. The Selection Panel will then eliminate from their ranked list the names of the three candidates by their classmates. From the list of ranked candidates, the three (3) remaining candidates with the highest ranking shall then become the other three members of the class representation to the Student Council. LHS students,

in general, are welcome to attend any of the meetings, to participate in discussion or to observe.

## NATIONAL HONOR SOCIETY

Membership in the National Honor Society is restricted to members of the junior and senior classes. New members are elected from the sophomore and junior classes and are inducted in a special awards assembly towards the end of the school year. These inductees are probationary members and do not become active members until school begins in the fall.

Membership in the Lebanon Chapter of the National Honor Society is earned by the effective demonstration of the four qualities of scholarship, character, leadership, and service.

National Honor Society and Jr. National Honor society is not solely based on scholarship, but is also based on character, leadership and service. In order for a student to be eligible for National Honor Society, a student must have a cumulative grade point average (GPA) of 3.25 or higher at the end of the first semester of their sophomore or junior year. Those students that meet the scholarship criteria are asked to complete a Student Information Form that will be used by the Faculty Advisory Committee (consisting of five teachers) to help determine which students will obtain membership. Completing the Student Information Form does not guarantee membership: it simply means that a student is interested in seeking membership into the National Honor Society. If a student does not wish to become a member of the National Honor Society, they simply do not return the Student Information Form. The names of those students that submit a Student Information Form will then be presented to the entire faculty for a rating on the remaining characteristics of character, leadership and service. Any faculty member who has or had the student in class or extra-curricular activity during the current school year will rate the candidate in the three remaining areas. Only head coaches or sponsors rate candidates in extra-curricular areas. Each student's ratings are then totaled and averaged. The ratings from the faculty, along with information from the Student Information Form, will then be used by the Faculty Advisory Committee to determine which students will obtain membership in the National Honor Society. The Faculty Advisory Committee is not bound by the overall faculty rating. The committee reserves the right to vote in a student whose score is below the cut off and can choose not to elect

someone who has an average score above the cut off when extenuating circumstances occur.

Once a student is granted membership, they must keep up their membership by maintaining their cumulative GPA and abiding by the rules of the National Honor Society constitution. While the academic standard of scholarship is important, membership is never based on grades alone. Each member is required to complete 10 hours of school or community service per year. Eligible service projects will be determined by the National Honor Society sponsor and school principal. Students and parents need to understand the importance of the student being involved with various activities at the school in order to demonstrate everyday leadership and service. While it is necessary for a student to be active in extracurricular activities, it is important to understand that qualities displayed in the classroom are the major factors that determine the candidate's possible election to National Honor Society.

## MYSCHOOLBUCKS

### How To Pay For Any District Fee and/or Student's Meal Online

MySchoolBucks provides:

- Convenience - Available 24/7 on the web or through our mobile app for your smartphone
- Efficiency - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- Control - Set low balance alerts, view account activity, recurring/automatic payments & more!
- Flexibility - Make payments using credit/debit cards and electronic checks.
- Security - MySchoolBucks adheres to the highest security standards.

Enrollment:

1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or download the mobile app and register for a free account.
2. Add your students using their school name and student ID or date of birth.
3. Make a payment to your students' accounts with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly:

- [support@myschoolbucks.com](mailto:support@myschoolbucks.com)
- (855) 832-5226

- Visit [myschoolbucks.com](http://myschoolbucks.com) and click on Help

## MASTER CALENDAR

The official school calendar is maintained in the office. This is where the official record of all meetings, practices, athletic and musical events, social functions, and other activities not included in the regular school program are kept. All such events and activities must be approved by the principal and scheduled as much in advance as possible.

## SCHOOL LUNCH PROGRAM

**WHAT IS CEP?** The Community Eligibility Provision (CEP) is a National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal service option that allows schools and local educational agencies (LEAs) in high poverty areas to offer meals at no cost to all enrolled students without collecting household applications. All students enrolled in CEP schools are able to receive breakfast and lunch at no cost.

At CEP certified schools, free and reduced meal applications are no longer necessary; however, to maintain other benefits for both our students and the schools, all families will be encouraged to complete an Alternative Income Eligibility form, which will be available this fall.

**FOOD SERVICE MEAL CHARGES** It is the District's intent to ensure all students have access to healthy and nutritious food regardless of income levels. The District acknowledges that at times there may be financial barriers that prevent families from being able to pay for meals in a timely manner. As a result, the District has established the following framework to outline its procedures for the management of food service meal charges.

### OBTAINING FINANCIAL ASSISTANCE

Families in financial need will be provided an application to determine eligibility free and reduced book/fee waiver. Applications are available by contacting the student's school building or the district office.

**LUNCH CHARGES** Although our district qualifies for CEP for the 24-25 SY, students will still have to pay for ala carte items or second servings of an entree. The District does not permit students to charge any amounts for a la carte items or for seconds of an entree. Parents/Guardians are responsible for paying all meal charges on the student's account. Parents wishing to not allow extra purchases for their student, can request so by contacting the District's Food Services Director, or cafeteria lead at the respective school building.

Employees/Contracted Staff are not permitted under any circumstances to charge meals or other items on account.

**COMMUNICATION** The District will provide written notification to all parents at the beginning of each school year of these procedures through the annual notification to all parents. In addition, the District will send monthly notifications through Mosaic to all families via email when their balances become negative, or for outstanding fines and fees owed.

Alternatively, families receive low-balance alert notifications through their family access account on My School Bucks. You may opt-out of this option by logging into your My School Bucks account. This low balance alert sends an email to the main family contact when the student balance falls below \$0.00. Families also have the ability to pay their foodservice charges online through the same family access portal.

**COLLECTIONS PROCESS** Returned payments will be removed from the available food service balances for affected students. Families with more than \$25.00 in total outstanding fines and fees will be subject to the District's collections process. The district will send written notices at 30 days, 60 days, and 90 days past due. The final notice will include a communication that the charges will be sent to the District's collections agency if payment arrangements are not made prior to 120 days past due.

Families can contact the individual school buildings or the District Office to make payment arrangements for outstanding student fees or Food Services Department for outstanding food service charges. When setting up payment plans, the District will consider the family's available resources, and the amount of the outstanding debt to determine the payment levels and time period for which payments are to be due.

#### **REMAINING FOOD SERVICE BALANCE**

Upon withdrawal from the district, (Seniors that are graduating or students that are transferring out) amounts remaining on account for students over \$5.00 will be automatically refunded to the family by the District Office. Prior to refunding any credit balances owed, the District Office will check to ensure no other household family member has any negative balances within foodservice. The District Office will also check to ensure no outstanding student fees are still owed by the student. If fees are still owed, the foodservice refund will be applied to outstanding fines and fees, and any remaining balance will be refunded to the primary guardian on record.

**MEDICAL AUTHORITY MODIFIED MEAL REQUEST** Students that will need a modification to their menus for breakfast and/or lunch due to medical reasons, may fill out the [Medical Authority Modified Meal Request](#) and return to their school office/cafeteria.

### **FOOD AND BEVERAGES**

The cafeteria is the only area of the building in which students are allowed to eat and drink. Any food or drink outside of the cafeteria will be confiscated with appropriate consequences. Any food not prepared at the school MUST be in a lunch bag/box. NO water bottles of any kind are allowed to be brought into the building except in a lunch box for lunch.

### **SCHOOL CANCELLATION**

When the winter season approaches, it is important that we prepare for school closings or delays as a

result of snow, ice, sub-zero temperatures or any combination thereof.

We want to ensure that all necessary individuals are contacted; this is why our district uses multiple methods to disseminate information. Please check our website or local news service if you do not receive a call or email but feel the current weather conditions may impact our school day.

If possible, we try to make the determination to close school or delay its start before 9:30 p.m. the evening before so that families can make necessary arrangements. However, weather conditions in the metro area often change rapidly and can be very unpredictable. It is common that the determination to close school cannot be made until the morning.

If the determination is not made until morning, we try very hard to have a decision made by 5:30 a.m.-6:00 a.m. at the latest.

When making the difficult decision whether to delay, cancel, or have school, safety is the primary concern. It is our belief that having school as planned is always more productive than making up days at the end of the school year. School cancellation means that school will be made up in the emergency days included at the end of the school calendar.

Lastly, as a parent, if you feel it is unsafe to send your child to school, we respect that decision and will excuse the absence.

#### **School Closure Procedures**

These are the actions Lebanon CUSD #9 will take when school is to be closed for the day or when classes will be dismissed early:

- Parents will be notified via telephone/cellphone/webpage service. Please contact us if your phone or email address needs to be updated.
- Parents Radio/Television broadcasts of school closings and early dismissals will be made over the following radio/TV stations:
  - KTVI (Fox 2)
  - KMOV (Channel 4)
  - KSDK (Channel 5)
  - ABC (Channel 30)
  - KMOX (Talk Radio 1120)

Times are modified as conditions impact the decision-making process. The decision for closing will be made daily unless general conditions dictate otherwise. Unless announcements are made on these stations, school will be in session. School closings will also be posted on the District's website.

**E-LEARNING** LCUSD9 reserves the right to hold a virtual school day in the event of inclement weather or other unforeseen circumstances when physical attendance is not possible.

### **General Guidelines**

School will be closed only in case of extreme circumstances. Buses will operate where they can safely do so. During extreme weather, parents/guardians are reminded to take precautions to protect children who are left at home, walk to school, or walk to the point where they normally board the school bus. Also, plans should be in place to provide for child safety when it becomes necessary for the school district to dismiss early.

## **PARENT NOTIFICATION SYSTEM**

Lebanon High School utilizes a phone messaging system that has the capabilities to contact parents or guardians within a few minutes. This system is utilized to notify parents of school cancellations and emergency situations if they should arise. It is also used as a reminder for selected dates and timelines. The system has the ability to call more than one number per family if so desired. It is important for parents to have updated contact numbers in our database. Changes or additions should be reported to the main office as soon as possible.

## **TELEPHONE**

Students will not be permitted to use school telephones unless it is on an emergency basis, or under extreme circumstances. Students will not be excused from class or study time to initiate a telephone call unless there are compelling reasons.

The office staff will accept telephone messages from students' parents and make every effort to relay them to the student. Except in emergencies, students will not be called to the office to speak on the telephone.

## **PHYSICAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

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

1. Entering the Ninth grade; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **SCHOOL WELLNESS**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy.

## **VISITORS TO SCHOOL**

Visitation of the school by parents and patrons of this district shall be and is hereby encouraged. All visitors must report to the main office upon entering the building to sign in and obtain a visitors pass. Students are asked to not bring visitors to school. Visitors not possessing a pass will be asked to leave the premises. Students who have been suspended, expelled, or have withdrawn from LHS will not be permitted to visit without administrative approval.

## **HOMELESS CHILDREN**

A homeless child, as defined by State law, may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school's attendance area may attend that school. Transportation shall be arranged between the two school districts according to state law. If a dispute arises regarding a homeless child's rights, the superintendent shall inform his or 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. Homeless liaison is Kimberly Emrick, 618-537-4423 ext 201.

## **ATTENDANCE – STUDENTS OF LEGAL AGE**

The Board recognizes that under Illinois compulsory attendance law, a child must attend school from their 7th birthday until their 17th birthday. Every person of compulsory school age shall attend a school until one of the following occurs:

1. The person is attending a private or parochial school;
2. The person has a physical or mental disability;
3. The person is lawfully and necessarily employed;
4. The person is attending confirmation classes;
5. The person is absent because his or her religion forbids secular activity on a particular day;
6. The person requests to withdraw from school and shows through school records that the student is in fact seventeen years of age.

## **ATTENDANCE POLICY AND PROCEDURES**

To obtain the most from the educational opportunities provided and because a student's attendance record is part of his/her permanent record, it is important that students keep absences to a minimum. When a student must be absent without prior approval, the parent should telephone the school office by 9:00 a.m. AND send a written note with the student on the first day back in school.

#### **A. Excused Absences**

Students shall be permitted NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused five times in one or more of his/her classes during a semester, additional absences will only be excused through verification from:

1. A written medical statement by a physician.
2. A parent that is an active member of the uniformed services and has been called to active duty, is on leave, or has immediately returned from deployment.
3. A program with dates from military or family graduation.
4. A funeral card with date of funeral

If a student's absence is verified before the student has reached the limit of ten days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses, military obligations/notes, or funeral cards must be submitted to the main office within 48 hours of the student's absence. Failure to call or write an excuse within 48 hours will result in the absence being unexcused.

##### **1. Illness**

Personal illness and/or physical disability is excused. In the event of three or more consecutive days of absences due to illness, a doctor's statement will be required. A student too ill to attend school is also considered too ill to work, to go shopping, to attend school activities or games, or take part in any other similar activity that same day. To do so shall result in the absence from school being unexcused. Students arriving at school later than the start of the 5th class period, due to illness, will not participate/attend after school activities/games that same day. Exceptions will require prior administrative approval.

##### **2. Medical/Dental Appointment, Court Appearance, Etc.**

Keeping in mind that classroom attendance is a top priority at LHS; every attempt should be made to schedule medical and dental appointments after school hours or on Saturdays. When this is not possible, the appointment time should be scheduled so that the student misses the minimum amount of school. Appointment cards are

routinely issued by health care offices and officers of the court and should be presented when the student returns to school for re-admittance.

##### **3. Religious Observance**

A student shall be released from school as an excused absence, for observing a religious holiday. The parent(s)/guardian(s) should give written notice in advance of the student's anticipated absence.

#### **B. Authorized Absences**

Examples of such absences are school-sponsored field trips, athletic games, academic competition, and music contests. In addition, visiting a college or university for orientation or admittance will be classified as an authorized absence provided the student has cleared the impending visit with the School Counselor counselor. *College days that have not been cleared ahead of time will be classified as unexcused.*

#### **C. Avoidable Absences**

Planned absences that the parent is aware of and approves, but which are difficult for the administration to approve, are classified as avoidable. Class work missed from an avoidable absence can be made up provided:

1. It was cleared ahead of time by the administration. Leaving a message on the school's voice mail does not meet this requirement.
2. That the student completes missed work to the satisfaction of each teacher.
3. That, while the student is absent, they are in the company of their parent or guardian.
4. The student must have a B average, a good attendance record and classroom history.

**Avoidable absences that have not been cleared in advance will be classified as unexcused.**

Students with an avoidable absence will not receive any attendance incentives, including final exam exemption.

#### **D. Unexcused Absences**

Any absence, which does not meet the criteria for excused, authorized, or avoidable, will be classified as an unexcused absence. In the event an absence is classified as unexcused:

1. The student must make up all mandatory work before the awarding of credit can be considered. Work not made up will result in zero credit for that assignment or test.



2. The student will be allowed to make up all tests and assignments at 59% of the original face value of the test or assignment.

Students who are unexcused for 5% of the previous 180 school attendance days will be referred to the Truancy Officer at the Regional Office of Education.

#### **E. Make-Up Work**

If a student's absence is excused or if a student is suspended from school, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

### **ATTENDANCE INCENTIVES**

Keeping in mind that classroom attendance is a top priority at LHS; every attempt should be made to attend daily. Students must meet the guidelines each quarter in order to maintain this incentive. All students will start earning this incentive during their 1<sup>st</sup> quarter of attendance. Students will have the opportunity to earn this incentive by meeting the following expectations.

All students will have the opportunity to exempt two exams by meeting the following expectations both semesters. Seniors if they meet the following criteria can exempt all of their exams for the Spring semester.

- Student must be earning at least an 80% in the class the student wants to exempt. The student must not have an F in any class.
- Student must have a 2.0 GPA overall for that semester.
- Only 2 exemptions per semester may be used, unless a senior in spring semester.
- Student may not have any unexcused absences or tardies for the semester.
- Student cannot miss more than 10 total class periods for the exam they wish to exempt.
- Student may not have any suspensions for the semester.
- Student has 2 or fewer excused tardies to the class the student wants to exempt.

\*Students must have absences excused 5 days after the absence or tardy occurs.

\* A parent or school administrator can revoke this privilege at any time.

**Dual credit courses with SWIC require a final exam; therefore, the exemption cannot be used in dual credit courses.**

### **PERFECT ATTENDANCE**

To be eligible for the Perfect Attendance Award, a student must be present in every class, every day. Students who are absent for any reason other than school-related activities will NOT be eligible for the Perfect Attendance Award.

### **EXTENDED ABSENTEEISM**

On a timely basis parents will be notified when a student is not in attendance. Parents will also be notified when a student has been absent too frequently. State law requires that parents be responsible for their child's school attendance. The only exceptions are school-sponsored field trips, approved college days, absence due to an athletic contest, and any days a student spends in a licensed health care facility.

### **REQUEST FOR HOMEWORK**

Should a student be absent for two or more days, they may request homework assignments by telephoning the Main Office (ext. 200) by 8:30 a.m. Homework requested by 8:30 a.m. will be ready for pickup between 2:00 and 3:00 p.m. that day in the Main Office. If a request for homework has been made and the student continues to be absent for another two or more days, the student's completed homework from the prior request needs to be returned before another request for homework can be made. If a student is absent for only one day, the student should check with his or her teachers when he or she returns.

### **LEAVING THE GROUNDS**

When it becomes necessary to leave the grounds during the school day, students must have an "off grounds" permit. Students are not allowed to leave campus once they have arrived at school each morning. This includes all students riding buses. This type of absence must be cleared in the office prior to the beginning of school. Students who become ill at school and need to go home must report to the school nurse for an off grounds

permit. Students that leave the school grounds without permission will be receiving an unexcused absence and will be subject to disciplinary measures.

## **DRUG/ALCOHOL REPORTING**

Lebanon High School works in close cooperation with the office of the St. Clair County State's Attorney in coordinating and sharing information regarding student infractions that involve the unlawful use of any alcohol or other drug forms. Students who are subject to civil authorities for unlawful use of drugs or alcohol may be referred to Lebanon High School for counseling services.

Drug dog searches may be conducted throughout the school year per district policy 7:140.

## **DRUG/ALCOHOL COUNSELING SERVICES**

Occasionally Lebanon High School provides drug and alcohol counseling to referred students. Parents should be aware that this counseling service is provided under the guidelines set forth in Section 3-501 of the Mental Health and Developmental Disabilities Code which allows "any minor 12 years of age or older may request and receive counseling services or psychotherapy on an outpatient basis". The consent of his/her parent, guardian or person "in loco parentis" shall not be necessary to authorize counseling. Please note that this provision does have a limit of five sessions, not to exceed 45 minutes per session.

## **CELL PHONE OR OTHER ELECTRONIC DEVICE USE**

Using electronic signaling or cellular radio-telecommunication devices, unless authorized and approved by the Administration, is prohibited. Students bringing cell phones **or other electronic devices** to school must keep them turned off and in their locker. They may also turn them in to the main office at the beginning of the day to be kept for the student during classes. Students must have devices turned off and out of sight when they enter the building in the morning until the end of the school day. Cell phone or other electronic device violations will result in disciplinary consequences as well as the device

being confiscated and held in the office until a parent/guardian is able to pick it up in the main office, after 3:00 pm on the day of offense, at their convenience during normal school hours.

- The 1<sup>st</sup> time it will be confiscated and returned to the student after school/discipline will be issued.
- The 2<sup>nd</sup> time and after, it will be confiscated and parents will be contacted/discipline will be issued.
- Teachers at times may allow students to use cellphones in their own classrooms at their discretion with principal permission.

**Sexting** is strictly prohibited and may be subject to legal action in addition to disciplinary consequences at school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

### **Borrowing District Technology During the School Day**

Students will only be allowed to report to the library to borrow a device during first hour. The Chromebook must be returned by the end of 8th hour. No Chromebook will be checked out of the library after 1st hour unless for emergency issues.

**STUDENTS WILL ONLY BE ALLOWED TO BORROW A CHROMEBOOK AND/OR CHARGER THREE TIMES PER SEMESTER.**

## **STUDENT DISCIPLINE POLICY**

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or tobacco “look-alike” materials (including but not limited to e-cigarette products).
  2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
  3. Using, possessing, distributing, purchasing, or selling:
    - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
    - b. Any anabolic steroid unless being administered in accordance with a prescription by a physician or licensed practitioners.
    - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a prescription by physician or licensed practitioners.
    - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner’s instructions.
    - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
    - f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a 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 or impliedly represented to be an illegal drug or controlled substance.
    - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession
    - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants

- permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  8. Inappropriate Public Display of Affection (PDA) is prohibited at Lebanon High School. Students are to refrain from embracing, kissing, and other displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting i.e. holding hands, grabbing, sitting on laps and arms around waists or shoulders. Students are subject to disciplinary action for inappropriate PDA at school, on field trips, and at other school related events.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
  18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including

situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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; or
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.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider

forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
4. Return of property or restitution for lost, stolen or damaged property.
5. In-school suspension.
6. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
7. Community service.
8. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds before, during or after school or attending school sponsored events.
9. Suspension of bus riding privileges, provided that appropriate procedures are followed.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds before, during or after school or attending school sponsored events.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
12. Notifying parents/guardians.
13. Temporary removal from the classroom.
14. In-school suspension for a period not to exceed 5 school days. The Building

Principal or designee shall ensure that the student is properly supervised.

15. Implementation of the LHS Order to Cease and Desist Harassment.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff or other persons or for the purpose of self-defense or defense of property.

### **Junior High Classroom Management**

Teachers at the Junior High will communicate with parents at the beginning of the school year regarding their personal classroom structures. The continued violation of classroom rules or other violations of District's behavioral rules, as more fully described in the District's Board Policy addressing student discipline, can result in the following (discipline will be issued on a case by case basis):

- Personal counseling
- Withholding of privileges
- Seizure of contraband
- Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-a-likes, alcohol or weapons.
- Notification of parents/guardians
- Removal from classroom
- Lunch Detention
- Detention
- In school supervision
- Suspension from school and all school sponsored events for up to 10 days
- Expulsion from school and all school sponsored events

Proper action shall be taken if a student's behavior is based on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Failure to serve an assigned detention of any type will result in an additional detention being assigned. If the extra detention is not served, the student will be assigned an all-day detention. Both detentions, the one missed and the additional detention will be counted in the total number for the student.

Students who are five minutes or more tardy to serve an assigned detention will be considered absent with an additional detention being assigned.

Teachers may at times feel the need for students to be dismissed from the classroom. Such dismissals from class for disciplinary reasons are considered to be very serious matters. Students dismissed are to report immediately to the principal's office with an appropriate explanation by the teacher. Teachers may need to remove a student by using a safe restraint or physical guidance when a student is no longer in control of the student's behavior or is considered to be a danger to oneself, others, or school property.

If a detention time must be changed, a parent must contact the school office to make other arrangements prior to the originally scheduled detention time. This includes arrangements for students who ride the bus.

Each dismissal from class will be independently judged by the principal, or person in charge, after having investigated the situation to the extent felt necessary. Actions commonly taken by the administrator include: discussing the alleged inappropriate behavior with the student(s); contacting parents regarding the situation; involving the school counselor or social worker; arranging for peer mediation; assigning disciplinary action; and removing the student(s) from class or school for part or the remainder of the day. However, other actions may be appropriate under certain circumstances. Such actions will be consistent with the respectful treatment of students and board policy.

### **Junior High Conduct in Non-Classroom Settings**

The rules for certain non-classroom settings or situations are provided in other sections of this

handbook. However, since all possible situations cannot be addressed within this handbook, it is important that general guidelines relating to them be established and communicated. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

Students are expected to conduct themselves in a manner which will reflect positively on our school. They should do nothing that will place other students in danger, keep them from learning, or damage property. The principal, teachers, and other staff have the authority to assign appropriate consequences for misbehaviors occurring in non-classroom situations that are consistent with the nature and seriousness of the infraction.

### **Discipline Policies**

No handbook can specifically address every type of disciplinary offense. With that in mind, the Lebanon administration reserves the right to address not only the infractions described in this handbook but also those infractions not specifically covered in the handbook in the best interests of the school and of the students. Board Policy No. 7.1 and 7.2 addressing student discipline are available in the District office.

### **Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a

case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building

Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent and Building Principals are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

#### **LEGAL REF:**

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.  
23 Ill.Admin.Code §1.280.

#### **CROSS REF.:**

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

## **SUSPENSION BY THE SUPERINTENDENT AND REVIEW BY THE BOARD OF EDUCATION**

- A. The Superintendent or the Principal may suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. Any such suspension shall be reported in writing immediately to parent(s) or legal guardian(s) of the student along with a statement of the reason for such suspension and notice of their right to a review of the suspension by the Board of Education, and a hearing officer appointed by the Board of Education. A copy of said notice shall be given to the School Board.
- B. Upon request of the student's parent(s) or legal guardian(s) for a review, the Board or hearing officer appointed by the Board shall conduct a hearing to review the suspension.
- C. In cases where there are no requests for a review of the suspension by the Board, no hearing shall be conducted. The Superintendent shall maintain the notification of suspension for examination by the Board.
- D. At a review of a suspension, the parent(s) or legal guardian(s) may appear with counsel if they desire, and discuss the suspension with the Board or its hearing officer with the right to produce relevant evidence against the student. If the Board appoints a hearing officer, said hearing officer shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt to the written report of its hearing officer, the Board may take such actions, as it



- finds appropriate.
- E. The Superintendent or the Principal may suspend bus riding privileges of students guilty of gross disobedience and misconduct on the school bus. In suspensions from riding the school bus, the procedures for notification of parent(s) or guardian(s), and the rights and process of review shall be as detailed in sub-section A through D of this section

#### **Pre-Suspension Disciplinary Procedures**

In all cases involving the suspension of any student, no student shall be removed from the school premises while school is in session until the following informal hearing procedures have been followed:

1. Prior to removal from school, the Superintendent, or the Principal shall provide the student with oral or written notice of the charges against him/her.
2. The student shall next be given an explanation of the evidence which school authorities have to substantiate the charges.
3. Following a review of the charges, the student shall be given the opportunity to explain her/his version of the facts in the case.
4. The student shall not have the right to cross-examine the witnesses against him/her or to retain counsel to represent him/her at such a pre-suspension hearing except as may be allowed in the discretion of the disciplinary official conducting the hearing.
5. Following the pre-suspension hearing, the disciplinary official may take such disciplinary action as is appropriate and in accordance with Board Policies.
6. The pre-suspension hearing may be conducted immediately following the occurrence of the alleged misconduct. However, no student shall be removed from the school premises until such a hearing has been conducted, provided that students whose presence pose a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from school without a hearing. In cases of immediate removal from school without a hearing, the pre-suspension hearing procedures shall be followed as soon thereafter as reasonable and practical.

### **EXPULSION BY THE BOARD OF EDUCATION**

- A. Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss the child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board or hearing officer appointed by it, at such a meeting shall state the reasons for expulsion and the date on which the expulsion is to become effective. The student and parent(s) and/or guardian(s) will have an opportunity to produce such relevant evidence as they wish and to examine any witnesses or evidence produced against the student. Counsel may represent the student. If the Board appoints a hearing officer, said officer shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon, as it finds appropriate.
- B. The Superintendent shall communicate to the parent(s) or legal guardian(s) by registered or certified mail the action of the Board.
- C. No student shall be removed from school by reason of any provision in this section until the Board has taken formal action to expel.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

A student with disabilities who violates student disciplinary rules and regulations shall be disciplined in accordance with the District's regular student disciplinary policies and procedures unless the behavior is a manifestation of the student's disability. The District shall proceed as follows:

1. The student is given all procedural protection required by the I.D.E.A. Section 504, Rehabilitation Act.
2. The student's Individualized Educational Program states behavioral conditions under which short-term suspension may not be invoked.

3. A hearing shall be held to determine whether the student's behavior is a manifestation of the student's disability.
4. If the hearing result is that the behavior is not the result of a manifestation of the student's disability, regular student disciplinary policies shall be followed.
5. All procedural safeguards required by P.L. 94-142 shall be observed.
6. Educational services shall continue through regular or alternative programs.

**Behavioral Interventions:** Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

**Discipline of Special Education Students:** The district shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous

substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

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

## DRESS AND APPEARANCE GUIDELINES

We take pride in the appearance of our school. Your dress reflects the quality of the school, your conduct and your school work. Students have a right to dress and groom themselves according to their (and their parents') personal tastes, as long as such dress and grooming does not present health or safety hazards or substantially disrupt the learning environment, this right will be respected. Individual differences in dress and grooming preferences will be respected as a personal freedom. Student's dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school day. Students are to wear clothing which is clean and safe.

- Slippers (house shoes) are not allowed during school hours.

- Clothing that is revealing or suggestive may not be worn, i.e., low cut tops, bare backs, midriff shirts, spaghetti string tops, single strap, off the shoulder tops and strapless tops, **or inappropriately short skirts or shorts.**
- Skirts and shorts must be of appropriate length.
- Apparel worn on the head (including hoods on sweatshirts and jackets) will not be permitted.
- The district does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.
- The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the Lebanon C.U.S.D #9 Board of Education for such modification.
- Sunglasses and dark glasses, without prescription, are prohibited.
- Chains used with wallets, keys, etc, or as a belt or decoration are prohibited.
- Clothing with vulgar, profane or indecent, obscene or insulting messages or pictures or words of illegal substances, the confederate flag, tobacco and alcoholic beverages are also inappropriate.
- Pants must be worn up at the waist - neither underwear nor skin shall be exposed.
- Clothing that has revealing holes may not be worn to school.
- Backpacks and heavy coats should be kept in student lockers.

The 1<sup>st</sup> and 2<sup>nd</sup> time students violate the dress code, students will be asked to change clothing, if possible, get a t-shirt or pants from the office or put on a coat/jacket. Beginning with the 3<sup>rd</sup> offense, students will change into appropriate clothing and receive disciplinary action based on the progressive discipline program followed by LJHS/LHS.

#### **Students Without Sufficient Financial Resources**

If a student and his or her family are unable to comply with the Board

Policy on Student Dress and Grooming due to financial hardship, the Board of Education will

accommodate their needs or otherwise provide appropriate resources to assist such students and families, pursuant to the following procedures:

- A. If the District Administration is made aware, through disciplinary referral, family contact, teacher contact, or other means, that a student, and his or her family may be unable to meet the Board Policy on Student Dress and Grooming due to financial hardship, the principal shall obtain all relevant information concerning the family's financial position from the student and his or her family.
- B. After obtaining all relevant information concerning the family's financial position from the student and his or her family the principal shall present the information to the Board at its next meeting.
- C. The student and the family are not required to attend the Board meeting at which such information is presented.
- D. The Board of Education shall consider the information presented by the principal and determine what, if any, accommodation shall be made for the student including, when appropriate, the provision of appropriate resources to assist the student in complying with the Student Dress Code.
- E. At all times during the investigation and board proceedings described in paragraphs A through D above, the names of the student and his or her family shall be kept confidential.

#### **Objections on Religious Grounds**

A student whose parents or legal guardians object on religious grounds to the student's compliance with an applicable school uniform or dress code policy shall not be required to comply with that policy if the student's parents or legal guardians present to the school board a signed statement of objection detailing the grounds for objection.

### **SCHOOL TRANSPORTATION TO EXTRA CURRICULAR ACTIVITIES**

Students participating in extracurricular activities are expected to ride school-furnished transportation to and from all contests.

Exceptions to this rule would allow a parent or guardian to secure approval from the coach or

supervisor in charge along with completing a travel release form supplied by the school. In extreme cases, and only with prior approval from the administration, should a child be allowed to ride home with someone other than their parent or guardian.

## **CLASSROOM DISHONESTY**

Academic cheating of any kind is offensive to the entire student body and short-changes the learning process for the one who commits it. Plagiarism and/or cheating on any assessment, either by copying another student's work or by using illegal notes, or the use of or the opportunity to use any materials or electronic device that is prohibited during any assessment will result in a failing grade on that particular assessment. Any student proven to be involved in the theft of a test, answer sheet, or another student's work will be subject to suspension and a failing grade on that particular assignment.

## **LOITERING**

Students are not allowed to loiter on school grounds or any property that is contiguous to school grounds before school, lunchtime or after school. Those who drive to school are required to exit their automobile immediately upon arrival and proceed directly to non-restricted areas within the school building. Failure to comply with this policy can result in suspension of off grounds privileges and/or campus driving privileges.

## **PREVENTING BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. According to Board Policy 7:180, bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, immigration status, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics,

or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

*Cyber-Bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or

facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school School Counselor counselor, school social workers, school counselors, school psychologist, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy
2. Fully implements and enforces each of the following Board policies
  - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - c. 7:310, Restrictions on Publications. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c)

protecting students against retaliation for reporting such conduct.

3. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
4. Includes character education in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
5. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

### **Complaint Managers**

Dr. Matt Noyes, Superintendent  
200 West Schuetz Street, . Lebanon, IL 62254  
mnoyes@lcusd9.org  
618-618-537-4611

7. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

8. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation and the actions taken to address the reported incident of bullying.
9. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
10. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
11. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
12. The District's bullying prevention and response plan must be based on the

- engagement of a range of school stakeholders, including students and parents/guardians.
13. The policy communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
  14. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
  15. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    - a. The frequency of victimization;
    - b. Student, staff, and family observations of safety at a school;
    - c. Identification of areas of a school where bullying occurs;
    - d. The types of bullying utilized; and
    - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

16. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Bullying is contrary to State law and the policy of this District. This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views

protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.  
(Board Policy 7:180)

#### **Access to Student Social Networking Passwords & Websites**

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

## **Title IX Sexual Harassment**

### **2:265 Title IX Sexual Harassment Grievance Procedure**

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined

in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

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

#### **Definitions from 34 C.F.R. §106.30**

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

#### **Title IX Sexual Harassment Prevention and Response**

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes

incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program* and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons. LCUSD 9 follows all guidelines and required elements set forth in Public Act 103-0472

#### **Making a Report**

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

#### **Title IX Coordinator:**

Dr. Matt Noyes  
LCUSD #9 Superintendent  
618-537-4611

#### **Processing and Reviewing a Report or Complaint**

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the



*Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### **Formal Title IX Sexual Harassment Complaint Grievance Process**

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that

credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.

3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:

Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.

Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

1. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
2. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
3. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
4. Include reasonably prompt timeframes for conclusion of the grievance process.
5. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
6. Base all decisions upon the *preponderance of evidence* standard.
7. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
8. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
9. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Enforcement**

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### **Retaliation Prohibited**

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

#### **LEGAL REF.:**

20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

**CROSS REF.:** 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics;

Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

### **Sexual Abuse**

Adopted: November 17, 2020

(105 ILCS 5/10-23.13)

Sec. 10-23.13. Policies addressing sexual abuse.

(a) In this Section:

"Evidence-informed" refers to modalities that were created utilizing components of evidence-based treatments or curriculums.

"Grooming" means conduct prohibited under Section 11-25 of the Criminal Code of 2012.

(b) To adopt and implement, by no later than July 1, 2022, a policy addressing sexual abuse of children that shall include an age-appropriate and evidence-informed curriculum for students in pre-K through 12th grade; evidence-informed training for school personnel on child sexual abuse; evidence-informed educational information to parents or guardians provided in the school handbook on the warning signs of a child being abused, along with any needed assistance, referral, or resource information; available counseling and resources for students affected by sexual abuse; and emotional and educational support for a child to continue to be successful in school. A school district shall include in its policy and all training materials and instruction a definition of prohibited grooming behaviors and boundary violations for school personnel and how to report these behaviors. Any policy adopted under this Section shall address without limitation:

- (1) methods for increasing school personnel, student, and parent awareness of issues regarding sexual abuse of children, including awareness and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse, awareness and knowledge of grooming behaviors and how to report those behaviors, awareness of appropriate relationships between school personnel and students based on State law, and how to prevent child abuse from happening, including, but not limited to, methods outlined in State law regarding personal health and safety education for students;
  - (1.5) evidence-informed training for school personnel on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior, including when the grooming or abuse is committed by a member of the school community, with a discussion of the criminal statutes addressing sexual conduct between school personnel and students, professional conduct, and reporting requirements, including, but not limited to, training as outlined in Section 10-22.39 and Section 3-11;
  - (2) options that a student who is a victim of sexual abuse has to obtain assistance and intervention;
  - (3) available counseling options for students affected by sexual abuse;
  - (4) methods for educating school personnel, students, and staff on how to report child abuse to law enforcement authorities and to the Department of Children and Family Services and how to report grooming behaviors, including when the grooming or abuse is committed by a member of the school community; and
  - (5) education and information about children's advocacy centers and sexual assault crisis centers and information about how to access a children's advocacy center or sexual assault crisis center serving the district.
- (c) A school district must provide training for school personnel on child sexual abuse as described in paragraph (1.5) of subsection (b) no later than January 31 of each year.
  - (d) This Section may be referred to as Erin's Law. (Source: P.A. 102-610, eff. 8-27-21.)

## FAITH'S LAW

Faith's Law is named after prevention advocate and child sexual abuse survivor, Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith was sexually abused by a teacher at her high school. Years later, during the course of legal proceedings related to the abuse, Faith learned that several adults within her high school suspected that the teacher's relationship with her was inappropriate but did not take appropriate action to report their concerns. As a result of her experiences, Faith pushed for change to state laws related to educator sexual misconduct in K-12 schools. Faith's Law was passed in 2021 and expanded in 2023 and now serves as a comprehensive set of protections for students and their families.

If you have information about sexual abuse or misconduct against any student, please use the resources below to report it as soon as possible:

[Safe2Help Illinois](#)  
[ISBE Faith's Law](#)

## TIME OUT AND RESTRAINT

### 1. Required Component:

Provide details of a plan to support a vision for cultural change that reinforces the following:

- A.)** Explain how the entity plans to adopt and utilize positive behavioral interventions and support rather than physical restraint, time out and isolated time out;
- B.)** Identify effective ways/best practices to de-escalate situations to avoid physical restraints, time out and isolated time out;
- C.)** Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out and isolated time out;
- D.)** Describe the entity's plan to utilize debriefing meetings to reassess what occurred and why it occurred and to think through ways to prevent use of intervention the next time.

### 1. Action Item:

**A.)** All students will be made aware of the district policy regarding how to behave in the school environment. These rules will be set forth on the

basis of the district handbook and each classroom teacher. Routines will be established and consistency will be maintained. All expectations will be posted throughout the building and within each classroom. Rules regarding the entire school and each individual classroom will be read and signed by each parent in the school. Teachers will use effective praise, positive behavior supports, proximity to the students and the specifically designed sensory room as supports. Other individual strategies may be used to promote positive behavior.

**B.)** Non-violent Crisis Interventions provide students with a safe, non-harmful behavior management system designed to give the best possible care, welfare, safety and security for individuals who are experiencing a crisis event. It is important to focus on nonverbal interventions, verbal interventions and reestablishment of a relationship using closure and debriefing practices.

**C.)** Stakeholders will utilize the professional development provided to them to identify and recognize levels of crisis behaviors and how to respond to those triggers. Faculty members will also learn to manage their own behaviors in crisis situations, learn nonverbal communication skills, develop limit-setting strategies and other verbal interventions and de-escalation skills. It will be important to keep all stakeholders safe and minimize traumatic events and to understand the professional and legal considerations of interventions. The upmost importance of de-escalation is maintaining the relationships that were established before the crisis situation.

**D.)** After each incident of restraint, time out, or isolated time out, a parent will be offered the opportunity for a meeting to discuss the incident and review how to handle events in the future.

### **1. Steps to Complete the Action:**

Develop a series of trainings that meets the needs of our staff and students, including the following:

**A.)** BASSC professional development

**B.)** School-wide training

**C.)** Yearly CPI trainings will be conducted.

### **1. Timeline:**

School Years 2022-2023; 2023-2024; 2024-2025

### **1. Responsible Party:**

Administrators

Professional Development Coordinator

Student Assistance Team

### **2. Required Component:**

Include action steps that describe procedures to

ensure that appropriate school personnel are fully informed of the student's history, including any history of physical or sexual abuse, and other relevant medical mental health information. Such disclosures of student information must be consistent with federal and state confidentiality and privacy rights.

### **2. Action Item:**

**Lebanon High School**, as part of the evaluation, implementation, problem-solving, and debriefing processes, data will be collected and include relevant information relating to the students' individual situation, history, background, experiences, and other relevant events and factors to the team of professionals within the guidelines and limitations of state and federal confidentiality and privacy laws.

### **2. Steps to Complete the Action:**

Ensure that the team members involved with a student are provided the necessary student information as allowable under the law by including them in the planning meetings, as appropriate.

### **2. Timeline:**

School Years 2023-2024; 2024-2025; 2025-2026  
Annually and/or at each student's team meeting

### **2. Responsible Party**

Student Assistance Team

Individuals that work with the specific student

### **3. Required Component:**

Identify steps to develop individualized plans as required by PA102-0339. Plans should be separate and apart from a student IEP or 504 Plan.

### **3. Action Item:**

For general education students, we will utilize the same techniques we utilize when we develop a child's functional behavioral assessment and intervention plan. We will evaluate to see what function the behavior serves for the individual student and then develop some interventions to use with the child to help them learn an alternate, more appropriate behavior. For IEP and 504 students, to the extent permitted by the IDEA or Section 504, we will use the same process, however that process may involve the IEP or 504 team to remain compliant with federal law.

### **3. Steps to Complete the Action:**

A plan will be developed on an individual basis for each student in need

### 3. Timeline

School Years 2022-2023; 2023-2024; 2024-2025

### 3. Responsible Party:

Oversight team for each individual student

### 4. Required Component:

Describe how the information will be made available to parents for review

### 4. Action Item:

Our plan will be posted on our district's website as well as information regarding the use of physical restraint, time out and isolated time out will be in the student handbook.

### 4. Steps to Complete the Action:

Post plan on website and add to current year handbook

### 4. Timeline

School Years 2022-2023; 2023-2024; 2024-2025

### 4. Responsible Party:

Administrators  
Website Coordinator  
Handbook Committee

### 5. Required Component:

Describe a modification process (as necessary) to satisfy aforementioned goals

### 5. Action Item:

Training/professional development will be delivered to stakeholders as the needs arise. The oversight team will review the plan on an annual basis and determine any changes needed.

### 5. Step to Complete the Action:

Professional Development Needs Determined and annual review of plan

### 5. Timeline

School Years 2022-2023; 2023-2024; 2024-2025

### 5. Responsible Party:

The oversight team will determine what professional development is needed to ensure staff have the necessary tools to reach the district's goal.

their planner to all classes. If a student needs to leave the classroom for any reason, the student must have the teacher sign and date the hall pass section of their planner. Students needing a hall pass without their planner will be issued a tardy. Students who lose their planner may purchase one from the office for \$5 while supplies last.

## TARDINESS

Tardiness is an unauthorized and/or unexcused late arrival to school or class. Students are required to be at school on time, and they are required to be in class at their assigned places and prepared to participate in class activities when the bell rings. Classes include subject area classes as well as assigned study halls and teacher assistant class periods. Tardies in excess of fifteen (15) minutes will be considered as absences from class.

1-3 Tardies

Warning

4-8 Tardies

Detention

At the end of each semester tardies will be erased and students will start with zero tardies for the next semester.

### Disciplinary Action For Tardiness in Junior High School

In order for students to gain the most from their attendance at school and for teachers to make the best possible use of instructional time, it is important that students be on time to school and class. Students are allowed 3 tardies per quarter in each class before discipline will be issued. Excused tardies will be issued to students who have legitimate reasons for being late (such as illness, religious observance, family emergency or being detained at the request of a staff member) as provided by a parent/guardian and validated by school office staff. Tardies will be issued to students who have no legitimate reason for being late to school or to class. If a teacher detains a student, the student should be sure to get a pass from that teacher, excusing his or her tardiness to the next class. The office will not issue these passes.

## STUDENT PLANNERS

Students will be required to provide their own agenda planner. LHS students are required to take

## STUDENTS USE OF AUTOMOBILES

Driving a vehicle to school is a privilege and should be treated as such. LHS is committed to maintaining a safe and orderly environment for all students and reserves the right to revoke this privilege. Student vehicles driven to school are subject to all school rules, including search and seizure. Parking is limited to the reserved lot. Any student who chooses to drive to school must park in this area. Students are not allowed to park anywhere "off grounds". Reckless driving will not be tolerated.

## **STUDENT PARKING**

OPTIONAL: Reserved parking is available to LHS seniors for a \$20.00 annual fee (\$10.00 for 2<sup>nd</sup> semester), proof of a current valid driver's license, current insurance and license plate number. It is recommended that students purchase a reserved parking spot to guarantee a parking place. Reserved parking spaces are marked and spots are numbers. Students will be issued parking placards to be displayed on the rearview mirror of the vehicle facing outward. The placards identify the student's respective reserved lot as well as their parking spot.

## **BUS RULES AND PROCEDURES**

Bus drivers are responsible for the lives and safety of all passengers on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the privilege of riding the bus will be withdrawn and it becomes the responsibility of the parent to transport the student. School bus riders, while in transit, are under the jurisdiction of the school bus driver, unless the local school board of education designates another adult to supervise the riders. Student expectations for riding the school bus are (but not limited to):

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Students should follow directions of the school bus driver the first time they are given.

5. Students are not allowed to eat or drink while riding the bus for safety reasons.
6. Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
7. Be courteous to fellow students and the bus driver.
8. Help to look after the safety and comfort of smaller students.
9. Students should be discouraged from using cell phones and electronic devices while riding the school bus.
10. Be absolutely quiet when approaching a railroad crossing.
11. Remain in the bus in the event of a road emergency until instructions are given by the driver.
12. Keep your hands and arms inside the bus at all times. Never throw things out the windows. Students are not allowed to lower windows with the bus driver's permission.
13. Keep books, packages, coats and all other objects out of the aisles. Do not throw trash on the floor. Assist in keeping the bus clean.
14. Never tamper with the bus or any of the bus's equipment.
15. Avoid loud talking, laughing, or unnecessary confusion, which can divert the driver's attention and result in a serious accident.
16. Profanity will not be tolerated.
17. No smoking or vaping is permitted on the bus by the student or by the driver.
18. No additional bus stops are permitted. Do not ask the bus driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school office.
19. Students may request to ride an alternate bus. This request must be made in advance to the school office. Written or phone verification from a parent/guardian is required.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

## **VIDEO SAFETY CAMERAS**

The Board of Education authorizes the use of school law enforcement units to monitor the activities of individuals in school district facilities and on school district property, with the exception of locker rooms, washrooms, and dressing areas.

All school facilities with school law enforcement units will display a warning sign at the main entrance that indicates that video surveillance can occur in that facility to provide for security of school facilities and school district property, to promote student safety, and to encourage proper student behavior.

The supervision and control of all law enforcement units will be the responsibility of the building Principal and Superintendent.

Information recorded is considered to be for official use only. Members of the Board of Education, the Superintendent, Principal, and other appropriate personnel designated by the Superintendent are authorized to view all recordings made in school facilities and on school district property for the purposes set for above. The Superintendent or designee may authorize the administrators named above to show relevant portions of the recordings to students or groups of students, their parents or guardians and groups of parents or guardians. The recordings may not be used for general showings to other individuals or groups and may not be given to the media. However, with permission of the Superintendent, the recordings may be made available to law enforcement officials for use in accordance with

this policy.

## **EMERGENCY PROCEDURES**

### **Evacuation**

It is necessary to have a plan of evacuation in emergencies. If you hear the fire bell or an office directive, stay in the group you are with and proceed to the nearest exit. Each instructor will take the group to a safe distance away from the building and check roll. Stay out of areas emergency equipment might use. Students that might be in the halls or restrooms when a signal sounds should leave the building at the nearest, safe exit and report to the nearest teacher or staff member so a complete roll check can be made. Never re-enter the building until you are told to do so.

### **Lockdown**

In the event that it is deemed necessary to "lock down" the building, all students and staff are to report to the nearest classroom, lock all doors, and congregate away from doors and windows. Staff members are to take attendance and wait for additional directives from the office. Anyone who is not in the building, but is aware that we are in a lockdown status, should report to a pre-designated location. severe weather

### **Severe Weather**

In general, during a severe weather warning students should be seated on the floor with their backs to the corridor walls or glass areas. Coats and jackets could be used to cover heads, arms and legs so as to reduce the number of injuries from flying missiles of glass and other debris. Students should stay in their assigned areas and listen for instructions from the office and their supervising teacher. Under no circumstances should a student leave the building until directed by authorized personnel.

### **Automated External Defibrillators (AED)**

Automated External Defibrillators (AED) are located in the gym, in the Commons and during outdoor Fall and Spring sports seasons, there is one located in the concession stand. An Emergency Response Plan regarding AED use is in place.

## ASBESTOS MANAGEMENT PLAN AVAILABILITY

Asbestos-containing building materials (ACBM) are present at Lebanon High School. In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), an accredited asbestos inspector and management planner have completed a review of the locations, quantities and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the asbestos management plan for Lebanon High School, which includes the inspection report, are located in the main office at school. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan", will be provided upon request.

## PESTICIDE NOTIFICATION

Lebanon High School practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides.

LHS is establishing a voluntary registry of people who wish to be notified prior to airborne pesticide applications. By adding your name to this list, you are asking to be notified two days before an airborne pesticide application is used inside the building and notified four days before lawn care products are used. In the event of an emergency where airborne pesticides must be used immediately, we will notify you as soon as possible. Please contact the principal if you desire to be placed on this registry.

## SEX EDUCATION

No student is required to take or participate in this class or in any class or course on AIDS, family life instruction, or sex abuse if his or her parent(s) or guardian(s) submit a written objection. There is no penalty for refusing to take or participate in such a course or program.

The instructional material and course outline for these classes or courses are available from the

classroom teacher for your inspection. Please contact the building Principal if you want to examine the instructional materials.

## SCHOOL DANCES

It is incumbent on Lebanon High School to provide a safe and orderly environment for its students at extracurricular functions. School dances are included in this category.

In order for a student to be eligible to attend, all school fees must be paid.

Once students enter the school they must remain inside. If the student or guest leaves the building without expressed permission from a sponsor or administrator, they will not be readmitted.

Each eligible LHS student is allowed to bring one date, with students that attend grade school being an exception. Students who wish to bring a guest that does not attend LHS must complete a Guest Permission Form and turn it in by the deadline established by the administration prior to the dance. Guest Permission Forms are available in the main office. Those who do not attend Lebanon High School are subject to the scrutiny of the high school administration. Anyone deemed to not be in good standing in his or her respective schools or communities will not be admitted.

Guests of LHS students will be expected to abide by our school rules while they attend LHS functions.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## LOCKERS

Each student is assigned a locker and they are to use only the locker that is assigned to them. It is the responsibility of the student to secure their personal property. Do not keep valuables in an unlocked locker. **All students are expected to keep their lockers clean and will be required to clean their lockers thoroughly at the end of each school year. Students are not allowed to use adhesives, such as tape or glue, on their lockers.** Please be advised that school lockers are subject to periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband. Lockers are the property of the school and all school rules shall apply.



## **REGULAR BELL SCHEDULE**

### **2:45 P.M. Dismissal**

Period 1 7:45-8:29  
Period 2 8:32-9:16  
Period 3 9:19-10:03  
Period 4 10:06-10:50  
Jr High Lunch: 10:50-11:10  
High School Lunch 11:10-11:30  
Period 5 11:33-12:17  
Period 6 12:20-1:04  
Period 7 1:07-1:51  
Period 8 1:54-2:38

## **WEDNESDAY DAY BELL SCHEDULE**

Period 1 7:45-8:18  
Period 2 8:21-8:55  
Period 3 8:58-9:31  
Period 4 9:34-10:07  
Period 5 10:10-10:43  
Period 6 10:46-11:19  
Jr High Lunch 11:19-11:39  
High School Lunch 11:30-11:59  
Period 7 12:02-12:35  
Period 8 12:38-1:15

## **EXAM DAY BELL SCHEDULE**

**1<sup>st</sup> Semester Day 1**  
**1st Hour- 7:45-9:15**  
**2nd Hour- 9:25-10:55**  
**Lunch-10:55-11:30**  
**3rd Hour-11:35-1:05**

**1<sup>st</sup> Semester Day 2**  
**4th Hour- 7:45-9:15**  
**5th Hour- 9:25-10:55**  
**Lunch-10:55-11:30**  
**6th Hour- 11:35-1:05**

**1<sup>st</sup> Semester Day 3**  
**7th Hour-7:45-9:15**  
**8th Hour 9:25-10:55**  
**Sack Lunch**

**2<sup>nd</sup> Semester Day 1**  
**1st Hour- 7:45-9:15**  
**2nd Hour- 9:25-10:55**  
**Lunch- 10:55-11:30**  
**3rd Hour- 11:35-1:05**

**2<sup>nd</sup> Semester Day 2**  
**4th Hour- 7:45-9:15**  
**5th Hour- 9:25-10:55**  
**Lunch-10:55-11:30**  
**6th Hour- 11:35-1:05**

**2<sup>nd</sup> Semester Day 3**  
**7th Hour-7:45-9:15**  
**8th Hour 9:25-10:55**  
**Sack Lunch**

## **SCHOOL NURSE**

The school nurse is the chief health officer of the school district. In addition to working in concert with the School Counselor office on student counseling, the nurse will be the custodian of all health records and the designated administrator of all medications. Absolutely no prescription or non-prescription medicines of any kind should be brought to school without the knowledge of the school nurse. Students are not allowed to store medications in their locker, purse, wallet, or pockets during school hours. See Student Discipline Policy, Prohibited Student conduct (3).

## **HEARING AND VISION SCREENINGS**

The School Nurse or other certified technician performs hearing and vision screenings per recommended guidelines by ISBE. Screenings are for all 9<sup>th</sup> graders, students with individual educational plans, transfer students, and teacher/parent referral. Parents are informed of failed screenings and recommended follow-up instructions.

## **ADMINISTRATION OF MEDICATION**

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational opportunities. The medications shall be those required during school hours that are necessary to provide that student access to the educational program.

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

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

#### Self-Administration of Medication <sup>1</sup>

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

### **GUIDELINES FOR MEDICATION TAKEN AT SCHOOL**

1. A medication authorization form needs to be completed by your child's physician and signed by the parent.
2. The medication must be brought to school in the original container labeled by the pharmacy or physician.
3. Enough medication for the week and/or month should be brought to school.

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<sup>1</sup> Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

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Students may carry and self-administer asthma medication and/or Epi-pen if a Parent Agreement form and a Physician form are completed.

All medication, unless specified above, is to be kept in the nurse's office. If the nurse is not available, a designated individual from Lebanon High School will dispense the medication.

School Code 105 ILCS 5/22-30 authorizes schools to stock and administer undesignated emergency medications. In the event a person is thought to be having respiratory distress, stock asthma medication may be administered. In the event a person is thought to experience a severe allergic reaction, epinephrine may be administered. In the event an individual is suspected of having an overdose of opioids, an opioid-antagonist may be administered.

#### **Students with Food Allergy**

State law 1.120 requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can be in a fully inclusive environment with equal opportunities for academic success. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions (1.130), a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

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

For further information, contact the building principal.

## **ILLNESS**

To promote a healthy atmosphere and prevent the spread of infection at our school, any student with acute illness involving vomiting or fever of greater than 100° should be kept home for a minimum of 24 hours after the last episode of that illness without the use of medication to prevent those symptoms. Students who become ill with fever above 100.0° or who have vomited due to illness while at school will be sent home immediately.

Students who are ill, do not have fever, and are on antibiotics for a minimum of 24 hours may come to school. However, the symptoms of the illness

(spastic cough, severe headache, nausea, etc.) may make it difficult for the student to participate in classroom learning and may disrupt the learning atmosphere for other students. Please take this into consideration before allowing your student to return to school.

## **HEAD LICE**

The school will observe the following procedures regarding head lice.

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

## **GIFTED/TALENTED PROGRAM**

Students who are identified as gifted/talented may participate in independent studies and/or special problem solving activities in their regular classes, including Honors English classes. Students are identified as gifted/talented based upon standardized test scores, grade point averages, and teacher recommendations. Even though the identification process begins in the spring of each school year, it is an ongoing process. A list of gifted/talented students, along with the descriptions of the identification and appeal processes, is kept on file at the high school.

## **TITLE I - ACADEMIC SUPPORT SERVICES**

LHS offers Title I academic support services to eligible students in accordance with Federal guidelines. In general, this program is offered to those students having some or all of the following

characteristics.

1. Low standardized test scores in Basic Skills areas (Math, Language Arts, Reading, Social Studies).
2. Difficulty passing regular academic subjects.
3. Referral by classroom teachers for Title I services.
4. Recommendation for placement by School Counselor Department.

### **Services Offered**

Academic Enrichment - 9th through 12th grades. The primary objectives of this program are to improve Title I students' basic skills and self-confidence, so that they can become more independent and successful in regular academic subjects. Involvement and support of parents is strongly encouraged and vital to the success of Title I students at LHS.

### **Parents Right to Know**

Lebanon High School would like to advise the parents of students receiving Title I services that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria for the subject areas in which the teacher provides instruction and /or tutoring services.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher/tutor and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information will be provided to parents upon request in a timely manner. This information is to be collected and disseminated in a manner that protects the privacy of the individuals.

## **ANNUAL SCHOOL REPORT CARD**

Lebanon High School shall prepare a report card that describes the performance of its students and the district's use of financial resources. This report

shall be presented at a regular school board meeting, posted on the school district's Internet web site at [www.lcusd9.org](http://www.lcusd9.org). The School Report card is also available to the Lebanon News, and, upon request, sent home to parents. Parents may request such a copy by calling Lebanon High School at 618-537-4423.

## **2024-2025 FEE STRUCTURE**

Textbook Rental.....	\$95.00
Technology Fee.....	\$50.00
HS Course Fee(per semester - Agriculture, Art or Science).....	\$15.00
HS Band Fee.....	\$50.00
Driver's Education.....	\$130.00

Junior High Sports Participation Fee.....	\$40.00
(per sport)(No maximum)	
High Sports Participation Fee.....	\$60.00
(per sport)(No maximum)	

### **Junior High Athletic Ticket Prices**

Adult.....	\$3.00
Senior Citizen.....	\$2.00
Student.....	\$2.00

### **High School Athletic Ticket Prices**

Adult.....	\$4.00
Student.....	\$3.00
Family Game Pass.....	\$8.00
Season Pass.....	\$40.00
(per sport/per family of 4)	

**P.E. Uniforms(choice) \$20.00 (shirt and short)**

**Advanced Mathematics** - Graphing Calculators will be rented to students for \$10.00 per semester. Students will be required to provide batteries.

## **WAIVER OF STUDENT FEES**

Students whose parents are unable to afford student fees may receive a waiver of fees, including laboratory fees and textbook rental fees. However, these students are not exempt from charges for lost books and damaged books, materials, supplies, and equipment.

Applications shall be eligible for a waiver of a fee or fine including but not limited to:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Temporary Assistance for Needy Families).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712.1 et seq.
3. Homeless children and youth

The Superintendent will also give consideration to additional factors such as:

1. Illness in the family.
2. Unusual expenses such as fire, flood, storm, damage, etc.
3. Seasonal unemployment.
4. Emergency situation.

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

The Superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his/her designees within fourteen (14) days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Superintendent or Principal.

## **STUDENT ENROLLMENT-ACCELERATE D CLASSES**

Enrollment in accelerated English courses offered at LHS shall be open to students who meet the qualifying criteria as determined by the Superintendent in counsel with the departmental teaching staff. Eligibility criteria shall be based upon nationally normed achievement test scores and previous English grades.

A student who is invited by virtue of meeting the eligibility criteria to enroll may elect not to be enrolled if that decision is supported in writing by the parents or legal guardian of that student. If a student is not eligible by virtue of the expressed

departmental criteria, the student shall not be allowed to enroll in an accelerated class

## **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

Each student participating in interscholastic athletics and/or school sponsored activities shall meet the following eligibility:

Interscholastic athletics and/or school sponsored activities shall be defined as any IHSA sanctioned interscholastic sport or any other activities sponsored or sanctioned by Lebanon High School except co-curricular activities. Eligibility standards do apply to students enrolled in co-curricular activities. A co-curricular activity is defined as a school activity which requires enrollment in and successful progress in an academic course.

In addition to the requirements set forth above, to maintain eligibility, each student shall meet all relevant IHSA eligibility requirements. A student who is ineligible for a sport or activity may practice, but may not compete until declared eligible. A student who is ineligible for a non-athletic school sponsored activity may attend meetings, but may not participate in other functions of the activity (parties, dinners, trips, meets, contests, community activities), nor may the student receive any awards until the student is eligible.

Students with disabilities shall be subject to all eligibility requirements unless the student's Individualized Education Plan provides otherwise.

Please see the LCUSD 9 Athletic Handbook for more information.

## **YOUTH SERVICES**

ALTERNATIVE EDUCATION PROGRAM - 532-8465

Serving young adults ages 14 to 21 that have difficulties with their environment, also GED program and tutoring services

BCMw - Lebanon site 327-8476 Centralia site 532-7388 or 327-8476 emergency assistance

CATHOLIC SOCIAL SERVICES - 244-0344

marriage & family counseling, foster care, adoption, crisis pregnancy services

CHILDREN'S HOME & AID SOCIETY OF

## ILLINOIS

1-800-467-9200 crisis intervention, youth services, family counseling, day care, adoption, foster care

DEPARTMENT OF CHILDREN & FAMILY SERVICES - 594-4541 child welfare, child protective services, working with families of children under 18. To report child abuse or neglect (Hotline) 1-800-252-2873.

FIRST STEP- COMMUNITY LINK 526-8800 Offers early intervention to children ages birth through two who are or may be at risk for experiencing delays.

HEAD START (BCMw)909 E Rexford St, Centralia, IL 62801 [\(618\) 532-4890](tel:6185324890) Home or center-based programming to eligible children ages 3 to 5.

HOYLETON YOUTH & FAMILY SERVICES 493-9019 Long term residential treatment program for youth with emotional & behavioral difficulties.

BASSC 2411 Pathways Crossing, Belleville, IL 62221 [\(618\) 355-4700](tel:6183554700)

Child find duties, psychological evaluations including screenings and specialized evaluations in areas such as assistive technology, autism, audiology and central auditory processing, music therapy, occupational therapy, orientation and mobility, physical therapy, sensory integration, speech and language therapy, and visual impairments.

Provision of specialized educational programs for children with low incidence and/or complex disabilities such as those with autism spectrum disorders, social/emotional and behavioral disorders, hearing impairments, and/or cognitive disorders.

private practitioner.

REGIONAL SUPERINTENDENT OF SCHOOLS  
Lori Costello 618-825-3900

### **Vocational**

CLIENT ASSISTANCE PROGRAM 800-641-3929

Services to persons with disabilities

COMMUNITY LINK 526-2252 Vocational services for the developmentally disabled

KASKASKIA WORKSHOP 533-4423 Vocational services for developmentally disabled 18 year olds and older

WORK FORCE INVESTMENT ACT (WIA)

327-4191 Employment assistance and training

### **Community Services**

COMMUNITY SERVICES –

Contact your local hospital, law enforcement, or