The faculty and administration at Lewistown School District extend to you a most cordial welcome. This handbook will serve as a guide to help you become quickly adjusted to the school building facilities, school policies, rules and regulations.

The provisions of this handbook are not to be considered as final contractual commitments between the school and the student. Rather, the provisions reflect the status of the rules, practice, and procedures as currently practiced and are subject to change.

**Lewistown School District Mission Statement:**
Lewistown Community Unit School District #97 is committed to preparing all students to become responsible and productive citizens who can meet the challenges of a changing society by engaging them in a high quality learning environment which maximizes the talents of students, staff, families and the community.

**General School Information**

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website (www.lewistown97.com) or at the Board office located at the south end of the Elementary School.

The School Board governs the school district, and is elected by the community. Current School Board members are:

- Mr. Tom Shafer, President
- Mr. Doug Hampton, Vice-President
- Mr. Dale Shaeffer, Secretary
- Mr. Jeff Miller, Member
- Mr. Mark Smith, Member
- Mrs. Elaine Stone, Member
- Mr. Jayson Herrick, Member

The School Board has hired the following administrative staff to operate the school:

- Mrs. Jeanne Davis, Superintendent
- Mr. Clay Ginglen, Junior/Senior High School Principal
- Mr. Joey McLaughlin, PreK-6 Principal
- Amber France, Special Education Coordinator/School Psychologist
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The schools are located and may be contacted at:

**Lewistown Junior/Senior High School**  
15205 N. US HWY 100  
Lewistown, Illinois 61542  
Phone - 309-547-2288  
Fax - 309-547-9870

**Lewistown Central School**  
15501 E. Ave. L  
Lewistown, Illinois 61542  
Phone - 309-547-2231  
Fax - 309-547-5235

**Lewistown Elementary School**  
15501 E. Ave. L  
Lewistown, Illinois 61542  
Phone 309-547-2240  
Fax - 309-547-5235

**Lewistown School District Office**  
15501 E. Ave. L  
Lewistown, Illinois 61542  
Phone 309-547-5826  
Fax - 309-547-5235

*Lewistown Community Unit School District #97 can be found on the worldwide web at:  
www.lewistown97.com*
Faculty

Ms. Lisa Bateman.................................................................Special Education
Mr. Greg Bennett..........................................................Social Studies/High School Athletic Director
Mrs. Jenifer Bonney.........................................................English/Language Arts
Mr. Mitch Conway.........................................................Junior High Athletic Director/Dean of Students
Mrs. Nicole Cremeens......................................................English/Language Arts
Mrs. Candice Freehill........................................................Science
Mr. Scott Hammond........................................................Science
Mrs. Kerry Hatfill..........................................................Student Services Coordinator
Mr. Justin Haynes..........................................................Band/Chorus
Miss Wendy Johnson......................................................PE/Health
Mr. Maxwell Look........................................................Agriculture
Mrs. Susie Lafary...........................................................English/Speech
Mr. Mike Motsinger.......................................................Industrial Arts
Mr. Greg O’Neill..............................................................Spanish
Mr. Dustin Perrine........................................................Special Education
Mr. Matt Pierce.............................................................Social Studies
Ms. Caressa Postin.........................................................Math
Mr. Shannon Pritchard...................................................PE/Driver’s Education
Ms. Anita Reid..............................................................Math
Mrs. Gina Simpson........................................................Math/Science
Mrs. Erin Sours.............................................................Special Education
Ms. Serenity Wallick.......................................................School Counselor
Mrs. Lisa Welker...........................................................Art
Mrs. Nancy Williams......................................................Family and Consumer Sciences
Mr. Darren Winkler.......................................................English/Writing

*Each staff member can be reached by email by using the first letter of their first name followed by their entire last name @lewistown97.net
example:  John Smith would be jsmith@lewistown97.net
BELL SCHEDULES

High School

Advisory Period - 8:00 – 8:12
1st hour - 8:15 – 9:01
2nd hour - 9:04 – 9:51
3rd hour - 9:54 – 10:40
4th hour - 10:43 – 11:29
Success Center - 11:33 – 12:03
Lunch - 12:06 – 12:36
5th hour - 12:39 – 1:25
6th hour - 1:28 – 2:14
7th hour - 2:17 – 3:03

Jr. High School

Advisory Period - 8:00 – 8:12
1st hour - 8:15 – 9:01
2nd hour - 9:04 – 9:51
3rd hour - 9:54 – 10:40
4th hour - 10:43 – 11:29
Lunch - 11:33 – 12:03
Success Center - 12:06 – 12:36
5th hour - 12:39 – 1:25
6th hour - 1:28 – 2:14
7th hour - 2:17 – 3:03
Section 1 - Introductory Information and General Notices

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building Principal.
Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.
Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Emergency School Closings

In cases of bad weather and other local emergencies, parents and students will be notified of school closings or early dismissals by the Blackboard Connect messaging system. Also, please listen to local radio and/or television stations for school closing information. School closings for any reason will be announced to the media and to parents by 6:30 a.m. If bad weather or other emergency occurs during the day, Blackboard Connect messaging system and local media will be used to distribute information. A Blackboard Connect Contact Information Form is included with this handbook.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.
Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Care of Students with Diabetes

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school office. 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, please contact the Building Principal.
Students with Food Allergies

State law 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 High School building principal, Clay Ginglen at (309)547-2288.

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 supports so that your student can access his or her education as effectively as students without disabilities.

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.

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 school district’s policy, is posted on the school district website. Information can also be obtained from the school office.
Section 2 - Attendance, Promotion and Graduation

Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student Absences

There are two types of absences: excused and unexcused. **Excused absences include:** illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, attending a military honors funeral to sound TAPS or other reason as approved by the principal. **All other absences are considered unexcused.** *Approval for medically excused absences will be given to those students who have injuries or a sickness that prevent the student from being able to attend school - as stated in a physician-signed letter that includes the dates that a student must be absent. Notes from medical facilities which explain that the student was sick, seen by a doctor or is under the doctor’s care are appreciated but will be denied as an excuse to miss school. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student’s absence.*

In the event of any absence, the student’s parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.
The following reasons for absences may be considered **excused absences**:
- Illness*
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Pre-approved visits to college campuses or job interviews
- Situations beyond the student’s control as determined by the Board of Education
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student

The following reasons for absences will be considered **unexcused absences**:
- No phone call or note from parent/guardian to explain reason for absence
- Returning to school after a number of consecutive absence without a valid doctor’s note*
- Absences due to suspension/expulsion
- Missing the bus
- Oversleeping/alarm problems
- Transportation issues
- Any other reason that does not fit the excused category

*Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

*Approval for medically excused absences will be given to those students who have injuries or a sickness that prevent the student from being able to attend school - as stated in a physician-signed letter that includes the dates that a student must be absent. Notes from medical facilities which explain that the student was sick, seen by a doctor or is under the doctor’s care are appreciated but will be denied as an excuse to miss school.
Unexcused absences
The academic penalty for an unexcused absence will be a 10 point grade reduction of the assignment, participation grade or test missed. Any assignments/tests given during the time of the unexcused absence will be available to the student to make up with the understanding that work/tests completed will receive ten points less than the grade earned. Part of every grade is class participation which requires class attendance. In extenuating circumstances, a student may appeal absence-related consequences to the Principal to resolve attendance issues.

Three unexcused absences will result in an in-school suspension. Every three subsequent unexcused absences will result in an in-school suspension.

TARDIES

Per SEMESTER:
- Three tardies will result in a lunch detention.
- Sixth tardy will result in a half-day in-school suspension.
- Ninth tardy will result in a full-day in-school suspension.
- For every subsequent three tardies, another in-school suspension will be assigned.

*All tardies are recorded on the student’s permanent record.*
**Actions to be taken by the school when absences occur (excused and unexcused):**

*On each morning of each absence, the school office will call the parent/guardian unless informed in writing that the student will be absent.*

**3rd absence:**
- A letter from the Principal or school social worker will be sent home to remind parent/guardian that the student has missed three school days.

**6th absence:**
- A letter from the Principal or School social worker will be sent home to remind parent/guardian that the student has missed six school days.
- The school Principal or Social Worker will speak with the student about his/her attendance and the importance of being in school every day.

**9th absence:**
- A letter from the Principal or school social worker will be sent home to remind parent/guardian that the student has missed nine school days, which identifies their student as a Chronic Truant as defined by the Illinois State Board of Education.
- The Principal or school social worker will speak with the student about his/her attendance and the importance of being in school every day.
- The Principal or school social worker will call the parent/guardian to set up a conference to discuss absences and to develop an intervention plan/contract to increase attendance.

**10th absence:**
- The student will be referred to the Regional Office of Education Truancy Department.

**18th absence:**
- (Grades Kindergarten through 8) – The principal or Social Worker will send a letter to the parent/guardian informing them that their student has missed 18 days and the ramifications of such.
- (Grades 9 through 12) - A letter from the principal or school social worker will be sent home to remind parent/guardian that the student has missed 18 school days and that their student is in jeopardy of being dropped for the current semester due to excessive absences.

**20th absence:**
- High School students who exceed 20 absences in a semester are subject to being dropped for the remainder of the semester, forfeiting semester credits if the following apply:
  - Documented interventions have been exhausted
  - The absences are not for approved medical reasons or suspensions
  - There is approval of the Superintendent
Attendance Incentive

Students who have **three or fewer** absences (excused or unexcused) and no more than three tardies per semester will be allowed to opt out of taking final exams in all classes in which a grade of C or higher has been earned. Project-based finals and/or collaborative group finals must be completed but the grade will be optional for the student who qualifies. The student must come to school on the final exam day. If the student is absent on the test day, the option will be revoked.

Students who have **more than three but no more than six** absences (excused or unexcused) and no more than six tardies per semester will be allowed to opt out of one final exam in a class in which a grade of C or higher has been earned. The student may decide to take the final exam or not. Project-based and/or collaborative group finals must be completed but the grade will be optional for the student who qualifies. The student must come to school on the final exam day. If the student is absent on the test day, the option will be revoked. If the student is absent after a final exam is given, and the absence puts the student over the limit for opting out of exam(s), the student will set up a time with the teacher to take the exam(s) or be given a score of zero for the exam.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% (9) or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be provided support services and resources aimed at correcting the truancy issue. **Students with 9 or more absences will be referred to the Regional Office of Education truant officer.**

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

- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate School Discipline

*A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and is subject to prosecution.*
Grading & Promotion

Student grade-level classification is determined on the following credit status:

Sophomore – must have completed 6 credits
Junior – must have completed 12 credits
Senior – must have completed 18 credits

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

**GRADING SCALE**

100 – 92 = A
91 – 83 = B
82 – 74 = C
73 – 65 = D
64 or lower = F

**Highest Graduation Honors**

All seniors receiving 4.0 or above or the highest numerical grade point average in their class over the course of their high school career will be considered for the rank of valedictorian, salutatorian and/or top ten. In the event of a tie for these honors, SAT and MAP testing scores will be used to determine ranking.

**Homework**

Homework is used as a way for students to practice skills or concepts they have learned in the classroom and to inform future instruction. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level.

**Make-up work**

If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school because of a medical condition may be eligible for instruction in the student’s home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction until the end of the pregnancy, when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction.

For information on home or hospital instruction, contact the building Principal.

Exemption from Physical Education Requirement

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer’s Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

*In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

*A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student’s ongoing participation in an
interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

*Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

*State law prohibits the School District from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Credit for Non-District Experiences and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are
responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student’s grade point average, class rank, and eligibility for athletic and extracurricular activities.

Proficiency Credit
Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses
**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student’s parent/guardian requests and approves the substitution in writing on forms provided by the District.

**High School Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Being enrolled full-time, with a full schedule of classes each semester.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in the State assessment required for graduation.

**State Mandated Graduation Requirements**
• Four years of language arts.
• Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
• Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
• Two years of science.
• Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
• One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
• One semester of health education.
• Daily physical education classes.
• A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
• Nine weeks of consumer education.

Students will follow class credit criteria from the High School student handbook that was in effect during their freshman year - with the exception of total credits required for graduation:

Seniors must receive at least 26.5 credits to be eligible for graduation.

Juniors and sophomores must receive 26 credits to eligible for graduation.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or
students who are exempted from participation in certain courses in accordance with State law.

**Early Graduation**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the beginning of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the student services coordinator prior to the first day of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early

**Elective Courses**

In order to ensure a productive learning environment to students in elective courses offered at Lewistown Jr/Sr High School:

> At any time during the semester, if a teacher deems a student unfit to complete an elective class due to lack of participation, poor effort or poor behavior in the classroom, the student will be permanently removed from the elective class, lose credit for that class for the semester and the student will be reassigned to another classroom or to the in-school suspension supervisor for the remainder of the semester.
Section 3 - Student Fees and Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities, including athletics, arts and social functions. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The school office will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the school office will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.
Student Activity Fee Guidelines:

- The Lewistown School District has adopted an activity fee to be paid by all students in fifth grade through twelfth grade.
- The fee is good for the entire school year and counts for all District #97 sports, activities/clubs and classes. (excluding Driver’s Education)
- The fee is paid one time per year even if a student participates in multiple activities.
- This fee will entitle actively enrolled students who present their student ID card to be admitted free to all extracurricular events hosted by any District #97 school.

Student Activity Fee:

5th - 8th grade ......................... $40
High School ............................. $60
* The activity fee will entitle actively enrolled students who present their student ID card to be admitted free to all extracurricular events hosted by any District #97 school group.

Book Rental:

Pre K – K ................................. $50*
1st – 12th grade ...................... $80*
*$10 reduction in book fees if a family has more than one child enrolled in district.

Other:

Drivers Education Fee................. $150.00

Sporting Event Admission Fees:

District #97 Students ............... FREE
Non-District #97 Students .......... $2.00
Adults ................................. $4.00
School Breakfast & Lunch Program

Breakfast is served every school day before classes begin. Lunch is served every school day except when there is an 11:30 a.m. or earlier dismissal.

**Breakfast:**
- Pre K – 12th: $1.50
- Adult: $2.00

**Lunches:**
- Pre K – 6th: $2.00
- 7th – 12th: $2.00
- Adult: $2.50
Section 4 - Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school.
In the interest of the student’s safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver’s instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver’s signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Nick Christy at 547-3881.
Bus Conduct

Students are expected to follow all schools 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.

Bus misconduct

Any offense committed by a student on a district-owned or contracted bus shall be punished in the manner as if the offense had been committed at the student’s assigned school. In addition, bus-riding privileges may be suspended or revoked.

1st Offense = 2-5 day off bus.
2nd Offense = 5-10 days off bus.
3rd Offense = Permanent bus suspension.

*Per RsMO Chapter 569, Section 569.155 – a person commits the crime of trespass (class A Misdemeanor) of a school bus if he/she knowingly and unlawfully enters any part of or unlawfully operates any school bus.*
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.

For questions regarding school transportation issues, please contact:

Nick Christy
Dist. 97 Bus Garage
(309)547-3881

**Student Parking**

Students may park their vehicles in the student parking lot only.

Excessive speeding and reckless driving is prohibited.

The maximum speed of motorized vehicles on school property is 15 mph.

Inappropriate conduct in the parking lot will result in detention, suspension and/or temporary or permanent loss of on-campus parking privileges.

Traffic rule violations on school grounds may be ticketed by police.

Loitering in and around parked vehicles is not allowed.

**Students must exit their vehicle immediately upon arrival.**

Students who drive will be issued parking permits at the beginning of the school year. The permit must be displayed in the windshield of the vehicle in order for it to be parked in the student parking lot during school hours. Parking permits must be returned to the office at the end of the school year or the student will be charged a $5 replacement fee.

All vehicles parked on school property are subject to search.

*Bicycles must be parked in the bicycle rack located near the south side of the auditorium.*
Section 5 – Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. 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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 or 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.

Student Medication

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 a 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

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.

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.

High School Guidance & Counseling

Lewistown School District provides a guidance and counseling program for students. The school’s student services coordinator is available to those students who require additional assistance as is the school social worker.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the student services coordinator to develop class schedules that meet the student’s career objectives. High school juniors and seniors have the opportunity to receive college
and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
Section 6 – Discipline and Conduct

General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

Cell Phones in School

Student cell phones and/or other electronic devices that access the internet and/or are capable of notifying when messages are received are NOT ALLOWED IN CLASSROOMS DURING SCHOOL HOURS.

1. Cell phones must be out of sight during the school day. During school hours, using electronic devices is permitted only during lunch and passing periods.
2. Students are allowed to use cell phones and other devices before school, after school, during lunch and during passing periods in areas other than classrooms.
3. Students may use electronic devices at extracurricular events if used appropriately. Electronic devices cannot be used in the locker room or rest room at any time.

If a student is found to have a cell phone or other unauthorized device in a classroom, rest room or locker room during school hours:

- The device will be confiscated and returned to the student after school. (2nd and subsequent violations – the device will be confiscated and returned to the parent after school)
- All incidents will be recorded on the student’s permanent record as a violation of the school district’s Acceptable Network Use policy. (a level-two misconduct)
- For each incident, the student will serve an in-school suspension. (students are not allowed to participate in after-school activities on the day of an in-school suspension)
SCHOOL EMAIL ACCOUNT

*Each Lewistown Jr/Sr High School student has a Lewistown97.net email account. They are expected to use only this account in school and there is no academic reason for them to use any other account during school.

If a student is found to have used a personal email account on a school computer or device:

- The incident will be recorded on the student’s permanent record as a violation of the school district’s Acceptable Network Use policy (a level-two misconduct)
- The student will serve an in-school suspension. (students are not allowed to participate in after-school activities on the day of an in-school suspension)

*The student email address consists of the last two numbers of his/her graduation year followed by their first initial and last name @lewistown97.net

HALLWAY USE FOR HIGH SCHOOL AND JR. HIGH SCHOOL STUDENTS

The hallway on the west side of the school is for junior high school students only. High school students should avoid using this hallway during school when possible. Junior high students should avoid using the high school hallways during school. All students must stay out of the hallways before 8am unless they are meeting with a teacher or enrolled in an early bird class.

REST ROOM USE FOR HIGH SCHOOL AND JR. HIGH SCHOOL STUDENTS

During school (excluding lunch periods) the lobby restroom is for junior high school students only. High school students may not use this restroom during school hours. The rest rooms at the northeast side of the school are for high school students only. Junior high students may not use these restrooms during school.

BAGS

Purses, Backpacks, Book bags or Duffel bags are not allowed to be carried into class. They must be left in the locker.
Student Behavior

Copies of all School District policies on student behavior are available online through the School District’s website or in the school office.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage 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, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   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’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
   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 that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.

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.

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” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic communication device. Using a cellular telephone, smartphone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. **All cell phones, smartphones, tablets, MP3 players and similar electronic devices are prohibited in classrooms during school hours.** Individual electronics may be used before school, during lunch and after school in the lobby, student lounge, hallways, gymnasium and cafeteria.

6. Using a cellular telephone, smartphone, video recording device, or similar 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 and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. 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.
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. 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 these rules, 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; (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 positive interventions and supports 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.

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.

**Classroom Rules**

Each classroom teacher will establish rules governing student behavior for that class. Although these rules will vary somewhat from class to class, they will not be inconsistent with the rules of conduct as described in this handbook; nor will they be inconsistent with established Board of Education policy. Teachers are also encouraged to arrange contacts and/or conferences with parents as necessary when a student’s behavior or academic progress is not satisfactory. When a student’s behavior is uncooperative to the extent that he/she has exhausted the provisions of a teacher’s classroom rules, that student will be referred to a building administrator or dean’s office for additional and more severe disciplinary action.
When and Where Conduct Rules Apply

The grounds for disciplinary action also 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. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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.

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.

Corporal Punishment

Corporal punishment is illegal and will not be used. 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.

Weapons Prohibition

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
(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 alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

**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.

**STUDENT CONDUCT: Framework for Discipline**

The following framework for the application of disciplinary actions in the school is to provide students and parents with an understanding of the response that can be expected to a certain type of misbehavior. Discretion is left to the professional educators in deciding what disciplinary action should be taken for student misconduct. Several factors help determine the disciplinary consequences for a student’s actions. This may include the student’s past history of behavior, the seriousness of the offense, the effect of the student’s behavior on others, and what might be best for the particular student to learn to develop responsibility for his/her actions. The levels of misconduct are not an absolute rule, but serve as a general guideline for the decisions about discipline, which must be decided on a case-by-case basis by the administration.
**Level One Misconduct**

Level One acts are those minor misbehaviors which interfere with the orderly operation of the school and the learning process. Level One includes, but is not limited to:

- Classroom disturbance
- Consumption of food or drink in unauthorized area
- Dishonesty (non-academic)
- Inappropriate behavior
- Inappropriate language
- Public Display of Affection (beyond hand holding)
- Sleeping in class
- Tardiness (See section on tardiness for progression)
- Unauthorized use of a camera
- Violation of classroom rules set by each teacher
- Violation of Dress Code
- Violation of Electronic Device Policy
- Work refusal

**Level One Consequences**

- Lunch detention
- Verbal warning
- Conference with the student
- Conference with the student’s parents
- Behavior contract
- Confiscate electronic device and release to parent/guardian
- Suspension of privileges (bus, open campus lunch, parking, technology, extra-curricular attendance/social probation)
- Weekday detention
- Other appropriate District or administrative consequences

**Level Two Misconduct**

Level Two acts are those that disturb the learning environment of the school and disrupt others engaged in proper behaviors. Also included are repetitions of Level One misconduct and certain illegal acts which are not of a nature to cause harm to others. Police or other agencies may be contacted.

Level Two includes, but is not limited to:

- Academic dishonesty
- Bus referral
- Cafeteria misconduct
- Disrespect to a student, either oral or written, including, but not limited to, name calling, profanity, obscenity, racial or ethnic slurs, or other derogatory statements or gestures.
- Failing to serve an assigned detention (teacher or office)
- Forgery of notes, passes, permission slips, or other school documents
- Leaving campus without permission
- Leaving class without permission
- Making false accusations
- Paying or bribing someone to carry out an inappropriate task
- Truancy
- Violation of the Acceptable Use Policy or improper use of the internet

**Level Two Consequences**
- Conference with student and/or parents
- Weekday detention
- Suspension of privileges (bus, open campus lunch, parking, technology, extra-curricular attendance/social probation)
- Restitution
- Saturday School detention
- In-school suspension (ISS)
- Out-of-School Suspension (OSS)
- Referral to outside agency or school district support services
- Other appropriate District or administrative consequences

**Level Three Misconduct**
Level Three acts include those directed against persons or property that may or may not seriously endanger the health or safety of others. Also included are more serious acts undermining the learning environment and repetitions of Level Two misconduct.
Level Three includes, but is not limited to:
- Distribution of inappropriate/lewd material
- Extortion
- Fighting, or instigating a fight
- Gang/Mob activity
- Gross disrespect to a staff member, either oral or written, including, but not limited to, name calling, profanity, inappropriate language, racial or ethnic slurs, or other derogatory statements or gestures
- Identity theft (ie. computer log-in)
- Insubordination to a District employee
- Plagiarism
- Possession or sale of stolen property
- Possession of school forms without authority, including but not limited to, tests, test keys, and answer booklets
- Possession/Use of tobacco (or electronic tobacco device) in school, on school property, or at a school event (first offense). Staff has the right to confiscate tobacco products from students at any time on the school grounds, on field trips, and at all other school activities
- Public lewdness
- Tampering with computer hardware, software, or files
- Theft under $25 value (personal or school property)
- Threats of force, physical injury, bullying, verbal harassment or intimidation, sexual harassment, hazing, or endangering the safety and well being of students, staff, teachers, and/or administration
- Vandalism (personal or school property)

**Level Three Consequences**
- Loss of credit for assignments, tests, or projects in the case of plagiarism or possession of school forms
- Restitution
- Suspension of privileges (bus, open campus lunch, parking, technology, extracurricular attendance/social probation)
- Saturday School detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Alternative education setting/program
- Report of criminal activity to law enforcement agencies
- Other appropriate District or administrative consequences

**Level Four Misconduct**
Level Four acts include those that are dangerous to the safety of the students or others, or damage to property as well as certain criminal acts. These acts are very disruptive to the school environment and will most often result in a removal from the school for a period of time. Also included are repetitions of Level Three misconduct.
Level Four includes, but is not limited to:
- Being under the influence of cannabis, controlled substances, prescription drugs not belonging to the student, non-prescription inhalants, alcohol, or other mind-altering substances
- Possession, use, or delivery of cannabis, controlled substances, look-alike drugs, prescription drugs not belonging to the student, non-prescription inhalants, alcohol, or drug paraphernalia
- Criminal damage to school property (on or off campus)
- Criminal damage to or theft of property belonging to school personnel (on or off campus)
- Criminal damage to property of students (on campus or at school activities)
- Theft over $25 value (personal or school property)
- Making a bomb threat (verbal, written, or otherwise)
- Setting a false fire alarm
- Setting a fire, using or possessing fireworks or explosives, or setting of a smoke/stink bomb
- Possession of a weapon, look alike, or use of any object to produce bodily harm to another
- Open and persistent defiance of the authority of school staff, gross insubordination, and/or threats directed at a District employee or volunteer
- Fighting or assaulting another resulting in bodily harm
- Other actions that threaten the immediate health and/or safety of others

**Level Four Consequences**
- Suspension of privileges (bus, open campus lunch, parking, technology, extra-curricular attendance/social probation)
- Restitution
- Out-of-School Suspension (OSS)
- Alternative education setting/program
- Report of criminal activity to law enforcement agency(ies)
- Expulsion (by Board of Education)
- Other appropriate District or administrative consequences

**Tobacco Use or Possession**
Disciplinary action will be taken against any student guilty of the use, possession, distribution, and buying or selling of tobacco materials on school grounds. It is against State Law for any person to have any tobacco product or electronic tobacco device on school grounds at any time. The person’s age has no bearing on this law or the consequences that will result from breaking this rule.

**Alcohol**
The consumption of alcoholic beverages is hazardous to the health of students. The consumption, possession, or distribution of alcoholic beverages is not permitted on school buses, in school buildings, or on any other school property at any time. This policy extends to all school sponsored and related activities, such as athletics or any other extracurricular activities whether held before or after school, in the evenings or on weekends. This policy also extends to school sponsored activities that take place on non-school property.
Students shall not be permitted to attend school when they are under the influence of alcohol. For the purpose of this policy, students who are under the influence of alcohol shall be treated in the same manner as though they had it in their possession.
If a staff member finds a student to be under the influence of, using, possessing, or distributing alcoholic beverages in violation of this policy, that student will be suspended and/or expelled from school according to the school district’s discipline policy.

Drugs
Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs or look-alike drugs (including the misuse of prescription medication) is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities, such as athletics or any other extra-curricular activities whether held before or after school, in the evenings, or on weekends. This policy also extends to school sponsored activities that take place on non-school property. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under this influence shall be treated in the same manner as though they had drugs in their possession.
If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs (or prescription drugs) in violation of this policy, the student shall be suspended and/or expelled from school. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parental cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.
If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services shall be made available to the student and his parents/guardians. If a student acts as if he/she is under the influence of alcohol or drugs during the school day or at school functions, the student’s parent/guardian will be contacted and appropriate measures will be taken to ascertain if consumption and/or use of alcohol or drugs has occurred.

Dangerous Weapons
Possession or use of explosives, firearms, laser pointers, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, or on school grounds at all times. Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Additionally, students bringing a dangerous weapon to school shall be expelled for a period of not less than one year. The Board may modify the expulsion on case-by-case basis. The district shall notify the parents of the action taken and will notify juvenile authorities and appropriate law enforcement officials. In cases of
suspension or expulsion, the district shall follow procedures required by state law and board policy.

Pyrotechnics
Pyrotechnics endanger the health, safety, and well-being of everyone present in the school building. Anyone caught shooting or carrying any pyrotechnic device (firecrackers, smoke bombs, etc.) will automatically be suspended for 10 school days with no make-up privileges, and will be turned over to the States Attorney for prosecution.

Hazing
Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Illinois criminal statute defines hazing as any pastime or amusement taken by a person “for the purpose of holding up any student, scholar, or individual to ridicule for the pastime of others.” Hazing can also mean any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliated with, holding office in. or maintaining membership in any organization, club, or athletic team.

Students engaged in any hazing activity will be subject to one or more of the following disciplinary actions:

1. Conference with parent or guardian
2. Removal from extra-curricular activities
3. Suspension or expulsion from school
4. Referral to appropriate law enforcement agency

Gang Activity
Students are prohibited from engaging in gang activity. A “gang” is a group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to the following:
A. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of a membership or affiliation in any gang.
B. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures or handshakes) that shows membership or affiliation in a gang.
C. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to
1. Soliciting others for membership in any gangs.
2. Requesting any person to pay protection or otherwise intimidating or threatening any person.
3. Committing any other illegal act or other violation of school district policies.
4. Inciting other students to act with physical violence upon any other person.

**Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:**
1. Removal from extracurricular activities.
2. Conference with parent/guardian.
3. Suspension/expulsion from school.
4. Referral to the appropriate law enforcement agency.

**DETENTION**

Teachers may, at their discretion, issue their own detentions to students who are guilty of classroom misconduct. These teacher detentions are supervised by the teacher who issued them and are no more than 30 minutes in length. Students who are issued teacher detentions must be given 3 days’ notice in order that appropriate arrangements for transportation can be made. Students who do not attend teacher-issued detentions will be referred to a building administrator office for formal disciplinary action.

**a. Detentions and other disciplinary actions take precedence over extracurricular activities and work.**

**b. Students will arrive on time for detentions. Missing a detention without valid cause as determined by the principal will result in additional consequences.**

**c. Students are not allowed to use electronic devices during detention.**

**d. Students are not allowed to eat or drink during detention.**

**e. Unsuitable behavior while serving a detention will result in the student being removed from detention, and additional consequences.**

**f. Students are responsible for their own transportation following a detention.**

**LUNCH DETENTION**

- Students who receive a lunch detention will serve it in the auditorium, across from the Jr/Sr High School cafeteria.
- Students will eat their lunch at a desk, facing the stage. Students are not allowed to sit in the auditorium seats during lunch detention.
- 3 lunch detentions = one day in-school suspension.
SUSPENSION

In-School Suspension
May vary from ½ a day to 10 days. Grades for long-term projects due during a suspension will be ruled on by the principal with advisement from the teacher(s) involved. As full credit may be earned, students are encouraged to complete all daily assignments during a suspension. In-school suspensions will be served in areas designated by the school Dean. **Students are not allowed to participate in after-school activities on the day of an in-school suspension.**

Out-of-School Suspension
Out-of-school suspensions may vary from 1-10 days. Grades for long-term projects due during a suspension will be ruled on by the principal with advisement from the teacher(s) involved. As full credit may be earned, students are encouraged to complete all daily assignments during a suspension. **Students are not allowed on campus or to participate in after-school activities on the day of an out-of-school suspension.**

Suspensions may occur only after the following procedures are followed:
1. The student is given an informal hearing by the principal or his designee. The student may give his side of the story, but does not have the right at this point to call witnesses or cross-examine witnesses against him.
2. The student is informed of the charges against him/her.
3. A letter is sent to the parent/guardian within 3 days of the infraction stating the following:
   1. Specific charges against the student.
   2. Length of the suspension.
   3. Date suspension will be served and the date the student may return to school.
   4. Information regarding their right to a formal hearing if they so desire.

Formal Hearing
Unlike expulsion hearings, formal suspension hearings are held by a representative of the Board of Education. The student has a right to present favorable evidence and ask questions of those giving unfavorable evidence. The hearing officer may not change the decision of the principal. The officer must report his/her findings to the School Board. If the School Board feels the suspension was unwarranted, the Board may reverse the decision of the principal at that time.

EXPULSION
Expulsion of a student from school may occur only after the following procedures have been followed:
A. The parent/guardian is notified by certified letter that such action is being considered by the Board of Education. This letter must:
   a. State all charges levied against the student.
   b. State time, date, and place the expulsion hearing will take place.
   c. Inform student/parent/guardian of their right to be represented.

B. A hearing must then be held at which time:
   a. The accused has the right to have an attorney present.
   b. Evidence against the accused will be introduced.
   c. The accused has the right to present evidence supporting his/her innocence.
   d. Witnesses may be called.
   e. The accused has the right to ask questions of all witnesses.

C. The Board of Education will return to consider all evidence. The Board may:
   - Decide not to expel the accused.
   - Decide to expel the accused for a period no longer than one year.
   - Allow the student to petition the School Board for an early re-entry if specified conditions are met.

School Dress Code / Student Appearance
Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shops, laboratories, or during physical education.
- Clothing that is extremely poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
Prevention of and Response to 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 and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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 by phone call or in writing.
Complaint Managers:

Serenity Wallick
District #97 Social Worker  
(309)547-2288  
swallick@lewistown97.net

Clay Ginglen
Jr/Sr High School Principal  
(309)547-2288  
cginglen@lewistown97.net

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. A student will not be punished for reporting bullying or supplying information, even if the school’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.

For purposes of this policy, the term bullying means the repeated process of intimidating or mistreating with a harmful intent somebody weaker or in a more vulnerable situation. Bullying may include any severe or persistent 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.

Lewistown Jr/Sr High School recognizes the three types of bullying: physical, emotional and social. Bullying, intimidation, teen dating violence 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. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, exclusion and school violence.
A student who is being bullied is encouraged to immediately report it orally or in writing to
the building principal, student services coordinator, or any staff member with whom the
student is comfortable speaking. Anyone who has information about actual or threatened
bullying is encouraged to report it to the principal, student services coordinator or any staff
member. The school will not punish anyone because he or she made a complaint or report,
supplied information, or otherwise participated in an investigation or proceeding, provided
the individual did not make a knowingly false accusation or provide knowingly false
information. The school will protect students against retaliation for reporting incidents of
bullying, intimidation, teen dating violence or harassment, and will take disciplinary action
against any student who participates in such conduct.

Lunch & Cafeteria Rules

Upperclassmen (Juniors/Seniors) in good standing, (passing grades/no suspensions) may
leave the school for lunch.

- Upperclassmen that choose to stay in the school for lunch shall immediately proceed
to the cafeteria and shall obey all cafeteria rules during lunch.
- If students are utilizing a vehicle to go to their chosen destination, students must
obey all traffic laws and school rules while off campus. Drivers shall pay particular
attention around the school where there is a high concentration of students leaving
the building, yield to pedestrians, and obey school zone speed limits.
- If students are walking to an off-campus destination, they shall obey signs and
signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location.
Students shall obey rules and laws, and shall clean up after themselves before
returning to school.
- Students shall return to the school building on-time.

Students may use the lobby restroom during lunch. Students are not allowed elsewhere in
the building without permission of the school staff. Students are not permitted to sit in
their automobiles on school grounds during lunch. Students need to be aware that any
inappropriate actions at lunch (including the parking lot), or repeated tardiness returning
from lunch may result in the revocation of their privilege to leave campus during lunch.
Lunch Rules

Only 11\textsuperscript{th} and 12\textsuperscript{th} grade students in good standing (passing all classes, fewer than 3 unexcused absences each semester and no suspensions during the current 9-week grading period) may leave campus during lunch except those with permission granted by administration or authorized staff.

During lunch, students must proceed directly to the cafeteria, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not save places in line or cut in line
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff.
- Students are expected to immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in accordance to the school’s disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.
Section 7 - Internet and Technology Use

Student Use of Electronic Devices

Student cell phones and/or other electronic devices that access the internet and/or are capable of notifying when messages are received are NOT ALLOWED IN CLASSROOMS DURING SCHOOL HOURS.

- Cell phones must be out of sight during the school day. During school hours, using electronic devices is permitted only during lunch and passing periods.
- Students are allowed to use cell phones and other devices before school, after school, during lunch and during passing periods in areas other than classrooms.
- Students may use electronic devices at extracurricular events if used appropriately. Electronic devices cannot be used in the locker room or rest room at any time.

If a student is found to have a cell phone or other unauthorized device in a classroom, rest room or locker room during school hours:

- The device will be confiscated and returned to the student after school. (2nd and subsequent violations – the device will be confiscated and returned to the parent after school)
- All incidents will be recorded on the student’s permanent record as a violation of the school district’s Acceptable Network Use policy. (a level-two misconduct)
- For each incident, the student will serve an in-school suspension. (students are not allowed to participate in after-school activities on the day of an in-school suspension.

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).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook section 8.
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.

School Telephone

Students may use the office phone, with permission, to make phone calls. Students are required to use an office telephone to notify their parent in the event of an emergency or illness.

Students may not use their cell phones to contact their parent during the school day.

Lewistown Internet Access

1. The Lewistown School District Internet Access has been established for a limited educational purpose. The term “educational purpose” includes educational classroom activities, educational research and career development. These activities are to be under the guidance and direction of a teacher/staff supervisor.

2. The Lewistown School District Internet Access System has the right to place reasonable restrictions on the material you access or post through the system.

3. You may not attempt to access any social networking sites through the school network.

4. You may not download torrent files, games, movies, music, screensavers, or any other programs.

5. You may not use the Lewistown School District Internet Access for commercial purposes. This means you may not offer, provide, or purchase products or services through the Lewistown School District Internet Access.

6. You should expect only limited privacy in the contents of your personal files on the Lewistown School District Internet Access system. Even if you sign in with your own password, your files may still be viewed by teachers and system administrators.
Internet Acceptable Use

All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. **The Lewistown CUSD #97 may require a student to provide a password to access the student’s social networking account.**

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user’s account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

e. Use of the School District’s email system constitutes consent to these regulations.
Section 8 – 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. Confiscated illegal contraband will not be returned to the student or to the student’s parents.
Section 9 - Athletics and Extra-Curricular Activities

Attendance at school-sponsored events including dances/sporting events/activities is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal approves a student’s guest in advance.

All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances and Events/Activities. In particular, students shall not:

1. Vandalize or steal;
2. Behave in a manner that is detrimental to the good of the school.
3. Use, posses, distribute, purchase, or sell tobacco materials.
4. Use, possess, distribute, purchase, or sell alcoholic beverages.
5. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
6. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a “look alike” weapon.

Attendance at School Dances

Only students who attend Lewistown Jr/Sr high school may attend school-sponsored dances, unless the principal or designee approves a student’s guest in advance of the event. A guest must be “age appropriate,” defined as “an actively enrolled student of another school who is in good standing and who is less than 21 years old”.

Middle/Junior high school students are not allowed at high school dances. High school students are not allowed at junior high school dances.

All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances.

Students are not allowed to re-enter a dance once they leave without administrator approval.
Shoes must be worn at all times. Proper attire is required at all dances. Formal attire is required at Prom. Hats that are part of a formal suit purchased or rented for the occasion are considered appropriate.
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.

**Extracurricular and Athletic Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

**Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association’s “Pre-Participation Physical Examination Form.”

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA’s most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student’s parent/guardian agreeing to IHSA’s Performance-Enhancing Substance Testing Policy.

5. A signed agreement by the student not to use any drugs on the IHSA’s most current banned drug classes list and an agreement to take part in random testing for these substances.

6. A signed agreement by the student not to use any drugs on the IHSA’s most current banned drug classes list and an agreement to take part in random testing for these substances.
7. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.

**Illinois High School Association/Illinois Elementary Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association/Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA/IESA and this Code, the most stringent rule will be enforced.

**Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 2.0 grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

**Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.
Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student’s conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity’s sponsors or team’s coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

   a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
      • A specified period of time or percentage of events, competitions, or practices;
      • The remainder of the season or for the next season; or
      • The remainder of the student’s school career.

   b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:
      First violation
      • Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
      • Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
      • The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.

- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student’s school career.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent’s designee.

All students remain subject to the School District’s student discipline policy and the school’s student/parent handbook.

**Athletic Drug and Alcohol Testing Program**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the
School District’s “Random Drug and Alcohol Testing Consent” form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

**Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.
Section 10 – Special Education

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

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.
Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

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

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the special education coordinator.
**Section 11 – Student Records and Privacy**

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

**Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

**Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student’s parent/guardian.
- Mental or psychological problems of the student or the student’s family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
- Income other than that required by law to determine program eligibility.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.
Instructional Material

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

Student Records

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

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.
   The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.
   These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. 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 the District to remove certain scores of college entrance exams from their student’s academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student’s high school.
Schools must include each of these scores on the student’s transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. 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.

3. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.
The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.
Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
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. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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 name and address of the Office that administers FERPA is:

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

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students’ names, addresses and telephone numbers. Parents who do not want their child’s name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.
Section 12 – Parental Right Notifications

Parents/guardians may request information about the qualifications of their child’s teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher’s college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students in grades kindergarten through Grade 12 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.
Homeless Child’s Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For information on assistance and support for homeless students, please contact the District Homeless Liaison, Ms. Serenity Wallick at (309)547-2288 or swallick@lewistown97.net.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.
English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Learners programs.

For questions related to this program or to express input in the school’s English Learners program, contact Jeanne Davis at (309)547-5826.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual’s child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child’s special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.
Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at:
http://www.isp.state.il.us/sor/

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at:
http://www.isp.state.il.us/cmvo/
Section 13 – Drug Screening Policy

Lewistown Community Unit School District’s (LCUSD) Board of Education believes the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in extra-curricular activities and use parking facilities as needed, but believes these privileges are not a right. To be eligible to participate in any school-sponsored extra-curricular activity program or receive a parking permit at the High School, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student’s health and physical fitness to participate in extra-curricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive, in that the School District may not punish a student other than by disqualification from participation in extra-curricular activities or the suspension or revocation of a student parking permit. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in extra-curricular activities or hold a student parking permit and for no other disciplinary purpose.

Section 2: Definitions

Banned Substance: Any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended; any drug classified by the Federal Drug Administration (FDA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use; any substance defined by School District policy as being banned from use or possession by students, which shall include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolites, creatinine, LSD, methamphetamine, methadone, methadone metabolites, marijuana (THC), marijuana metabolites (including carboxy THC), MDMA (ecstasy), cocaine and benzoylegonine (cocaïne metabolite), opiates (including heroin, morphine, and codeine), PCP, phencyclidine, propoxyphene, alcohol, and any other illegal substances, except when taken pursuant to a legal prescription issued to the student
by a licensed medical professional or licensed physician; and any tobacco products
containing nicotine, including cigarettes, cigars, pipe tobacco, and chewing tobacco, and
any other substances specifically banned by School or School District policy.

Extra-Curricular Activities: Those activities listed as “Covered Activities” under the LCUSD
Athletic/Activity Code.

LCUSD Athletic/Activity Code: The code of conduct for students participating in the listed
“Covered Activities” while in grades 7 – 12, as amended from time to time.

Section 3: Procedures
3A. Drug Screening Method
For the purposes of implementing this Policy, LCUSD will use various medically and
scientifically valid sampling and testing methods, which may include hair-sample testing,
breath-alcohol testing, urinalysis, or saliva swab testing. Upon being selected for hair-
sampling procedure, the student must provide a small sample of head hair which will be
collected from the students by trained personnel. Upon being selected for breath-alcohol
testing, a student must provide an adequate amount of breath so that the measuring
device can measure any alcohol concentration in the breath. Upon being selected for a
urinalysis test, the student shall provide a sample of "fresh" urine according to the quality
control standards and policy of the laboratory conducting the urinalysis. Upon being
selected for the saliva swab test, the student must swab the inside of his or her mouth for a
sufficient sample in front of trained personnel.

3B. Screening for Drug Use
1. Before a student is eligible to participate in or try-out for an extracurricular activity or
to receive a parking permit from the High School, the student and the student’s
parents or guardians must sign an “Informed Consent” form under this Policy (along
with all other necessary forms otherwise required by the School or School District).
2. Each student will be assigned a number which will be submitted to the drug testing
company. The principal or designee will request a specific number of student
identification numbers to match up with student names to be tested.
3. The screening will be random. As a result, a student may be tested multiple times per
year.
4. The trained personnel conducting the collection and testing procedures under this
Policy shall take steps to ensure the privacy of the student when the student is
submitting a sample under this Policy, while further ensuring that the validity of the
sample is not compromised in any manner. Further, the trained personnel shall take
steps to ensure the chain of custody of any test samples received from a student to ensure student anonymity and privacy during the collection and testing process.

5. If the randomly selected student refuses to take a test or submit a sufficient sample, or if the randomly selected student is present at school, then leaves school before taking the test or submitting a sufficient sample, and the absence is unexcused, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.

6. No student will be given advance notice or early warning of testing dates.

7. If a student is unable to provide the necessary sample for the testing procedure in use at the time of the student’s selection, the student will be required to submit a sample under another School designated testing procedure within a reasonable time period soon thereafter. For example, if a student is unable to provide a hair-sample, the student may be required to submit a urine sample within 72 hours at a school approved institution. If a student does not submit to the alternate test within the directed time period, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.

8. A student will be ineligible to participate in extracurricular activities or to receive a parking permit for one calendar year if he or she tampers or cheats during the sample collection process, as either the student submitting a sample under this Policy or assisting a student submitting a sample under this Policy. This will be reported to the parent or guardian of the student or students involved.

3C. Notification of Test Results
Notification of the test results will be handled as follows:

1. *Notification from the testing company:* Test results will be given to the principal or designee to share with the selected student and the student’s parents or guardians who were tested.

2. *Notification to the students:* The principal or designee will contact the students regarding both positive and negative test results.

3. *Notification to the parents:* The principal or designee will contact the parents or guardians of tested students upon receiving the test results.
   - **Positive Test:** The principal or designee will ask parents of students who test positive to meet and discuss the results of the tests in detail. At this meeting, the principal or designee will also discuss the consequences of a positive test, educational opportunities for students and families, and screening opportunities described in Section 7.
   - **Negative Test:** The principal or designee will contact parents to inform them of the negative test results.
4. **Notification to Activity Coaches and Sponsors:** The principal or designee will contact the coaches and activity sponsors to discuss the suspension of the students involved in the sport or activity. The principal or designee should also remind each coach of the confidentiality involved with the suspension.

5. If a student or parent or guardian believes the test results are erroneous, the parent or guardian has a right to request that a second test be conducted by the school vendor. The cost will be the responsibility of the student or parent (guardian). The student will not be allowed to participate in any Extra-curricular Activity or utilize the student parking lot until the second test results are available. The results of the second test will be considered final.

6. If a student is taking a prescription medication which is not on record at the school and results of a random drug test are positive, the student has until the next school day at 3:00 PM to supply a physician’s script or the pharmacy bottle with the label attached to the principal or designee for verification. If a student asserts the use of a legally prescribed medication or drug directly related to a positive result, the student may continue to participate in extra-curricular activities or utilize the student parking lot until the deadline. If a valid reason and supporting documentation for the positive test are not supplied by the deadline, the appropriate consequences will be immediately imposed.

**Section 4: Consequences**

1. The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of the LCUSD Activity Code.

2. Any student who receives a positive test result will be subject to follow-up screening. Such follow-up screening will take place ninety (90) days after the student received the positive test. A positive test result on the follow-up screening will result in additional consequences as a subsequent and separate offense imposed in accordance with the provisions of the LCUSD Activity Code.

3. Students who test positive will be required to meet with their school counselor and complete a drug education program provided by the School in order to continue participation in any Extra-curricular Activity, with the terms of such continued participation being governed by the LCUSD Activity Code.

**Section 5: Support and Assistance**

School Counselors: Although the LCUSD counselors are not experts in drug and alcohol abuse, they are always willing to discuss your student’s test results with you at no charge. They can also provide details on treatment opportunities for your student. All contact with the school counselor will remain confidential.
Additional Screening: If families would like to seek further screening of their child’s drug use, the family should contact their school counselor. Many of the local drug and alcohol abuse institutions will screen the child and recommend treatment options. This additional screening is optional and will be at the family’s expense. All contact with the school counselor will remain confidential.

Section 6: Financial Responsibility
1. Under this policy, Lewistown Community Unit School District will pay for all initial random drug testing and school-required follow up testing.
2. A request for an additional test after a “positive” test has been received is the financial responsibility of the student or the student’s parent(s) or guardian(s).
3. Counseling, screening, and subsequent treatment by non-school agencies is the financial responsibility of the student’s parent(s) or guardian(s).

Section 7: Confidentiality and Record Keeping
1. Information on a verified “positive” test result will be shared on a need-to-know basis with the student’s coach or sponsor. Under this drug testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than to the student or the student’s parents or guardians about a particular student or disposition of the student involved, except in response to a legal subpoena or as otherwise required by law. Positive results will not be disclosed to law enforcement authorities.
2. Information of a “negative” test will be kept confidential.
3. Result sheets will be kept in a secured location to which only the Building Principal or designee has access.

Section 8: Other District Policies
This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol, or tobacco possession or use.

Lewistown Jr/Sr High School Song

Oh, when those Lewistown (boys/girls) fall into line

We’re out to win this game another time,

And for those Lewistown (boys/girls) we love so well

And for the Indian team we’ll yell and yell and yell,

And then we’ll fight, fight, fight for every score,

We’ll circle in again and win some more,

And we’ll roll those ____________________

on their side, tan their hide,

LEW-IS-TOW-OW-OWN, HEY!

L – L – LHS

We are, we are, we are the best

Who are?

We are!

L – H – S.

Yes!
Dear Parents/Guardians:

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Electronic Network Access once while the student is enrolled in the School District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the Authorization form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the Acceptable Use of Electronic Networks with my child. I hereby request that my child be allowed access to the District’s electronic network, including the Internet.

________________________________________
Parent/Guardian Name (please print)

________________________________________  __________________________
Parent/Guardian Signature                     Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic network, including the Internet.

________________________________________
Student Name (please print)

________________________________________  __________________________
Student Signature                                           Date
Notice to Parents/Guardians of Students Enrolled in
Family Life and Sex Education Classes

Date ______________________
Class and Time __________________________________________________________
Teacher ________________________________________________________________

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction be developmentally and age appropriate, evidence-based, medically accurate and complete. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material
A sample of the District’s instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child’s classroom teacher within 5 days.

☐ I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver Request
According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the following class attendance waiver statement and return it to your child’s classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or courses on:

☐ Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS

☐ Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS

☐ Instruction on diseases

☐ Recognizing and avoiding sexual abuse

☐ Instruction on donor programs for organ/tissue, blood donor, and transplantation

__________________________________________
Student (please print)

__________________________________________
Parent/Guardian (please print)

__________________________________________
Parent/Guardian Signature

__________________________________________
Date
Exhibit - Student Medical Authorization Form

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

Student’s Name: ___________________________ Birth Date: ____________
Address: ____________________________________________
Home Phone: ________________________ Emergency Phone: ________________________
School: ___________________________ Grade: _______ Teacher: ________________________

To be completed by the student’s physician, physician assistant, or advanced practice RN with prescriptive authority
(Note: for asthma inhalers only, use the “Asthma Inhalers” section below):

Prescriber’s Printed Name: ____________________________________________
Office Address: ____________________________________________
Office Phone: ________________ Emergency Phone: ________________
Medication name: ____________________________________________
Purpose: ____________________________________________
Dosage: ________________ Frequency: ________________
Time medication is to be administered or under what circumstances:

Prescription date: _______ Order date: ________________
Diagnosis requiring medication: __________________________
Discontinuation date: _______
Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No
Expected side effects, if any: __________________________
Time interval for re-evaluation: __________________________
Other medications student is receiving: __________________________

Prescriber’s signature __________________________ Date __________________________

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:
For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

___________________  Parent/Guardian initials  

For all Parents/Guardians:
By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and I 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 the administration or the child’s self-administration of medication.

Parent/Guardian printed name
Address (if different from Student’s above):
Phone:  __________________________  Emergency Phone:  __________________________

___________________  Parent/Guardian signature  ___________________  Date

Additional Information:
________________________________________________________________________________
________________________________________________________________________________
Lewistown CUSD #97
BLACKBOARD CONNECT NOTIFICATION SERVICE
CONTACT INFORMATION

To receive important school announcements regarding closings, events and emergencies please list your contact information and return this form to the school office:

PLEASE PRINT LEGIBLY:

Name: __________________________________________________

The phone number(s) which you would like to receive voice messages:

1. ________________________________________________
2. ________________________________________________

The cell phone number(s) that will receive text messages:

1. ________________________________________________
2. ________________________________________________

The email address that you would like to receive email messages:

1. ________________________________________________
2. ________________________________________________
P.E. EXEMPTION REQUEST

Name: _____________________________________  Date: ___________________

Present year in school: 9, 10, 11 or 12 (circle one)

FOR REQUEST:
(check only one – A, B or C)

_____ A. (1) My normal class load does not enable me to enroll in a course necessary to
meet college entrance requirements.
College choice: ___________________________ (Attach verification from the college)

_____ B. I have fewer than normal number of credits.
(Senior – 18.0/Junior – 12.0)

_____ C. I plan to participate on an athletic team.

Which sport(s): _______________________________________

I wish to enroll in _______________________ instead of PE.
subject(s)

_____ D. Marching Band

This request is for ( ) 1st semester only
( ) 2nd semester only
( ) all school year

_________________________________  ________________________________
Student’s Signature                  Parent’s Signature

_________________________________
Principal

( ) Approved  ( ) Disapproved
Lewistown Community Unit School District #97
Athlete Random Drug and Alcohol Testing Consent Form:

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Lewistown Board of Education and the sponsors for the activity(ies) in which I participate.

I authorize Lewistown Community Unit School District #97 to conduct a Drug and Alcohol test on-site if my name is drawn from the random pool. This consent form will remain in effect unless an Activity Drop Form is completed. Pursuant to the Student Random Drug and Alcohol Policy, I authorize the following:

1. Lewistown Community Unit School District #97 to release specimens to the testing laboratory(ies).
2. Test laboratory(ies) to release test results to designated Medical Review Office doctor(s).
3. Medical Review Office doctor(s) to release test results to Lewistown Community Unit School District #97 Administration, and/or Medical Inspector.*
4. Lewistown Community Unit School District #97 to release individual student name, parent name and home phone number to Medical Review Office doctor(s) regarding all positive drug test results.

____________________________ ________________________ __________________
Print Student Name & ID Number - Student Signature - Date

____________________________ ________________________ __________________
Print Parent Name - Parent Signature - Date

____________________________ ________________________ __________________
Parent Home Phone - Parent Work Phone - Parent Cell Phone

___ I plan to participate in the following sport(s):

_____________________________________________

___ I plan to participate in the following student activity(ies):

_______________________________

___ I plan to be issued a student parking permit.

___ I am volunteering to be placed in the drug and alcohol testing pool.

*All results are kept strictly confidential and are released only to those individuals named above.
Student/Parent Handbook Acknowledgement and Pledge

Name of Student(s): ______________________________

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

__________________________________

Student Signature

__________________________

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

__________________________________

Parent/Guardian Signature

__________________________

Date