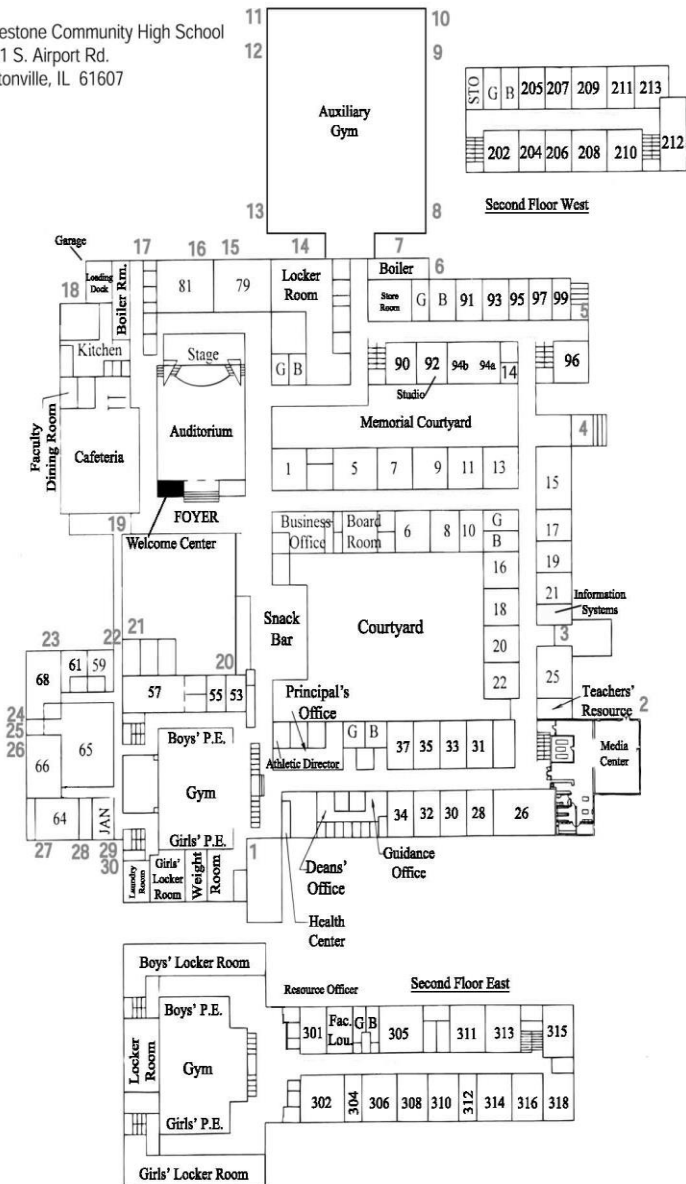


Limestone Community High School  
 4201 S. Airport Rd.  
 Bartonville, IL 61607



## TABLE OF CONTENTS 2016-2017

Absence Reporting.....	32	Homeless Education .....	49
Academic Assessments .....	18	Honor Roll .....	15
Academic Teams .....	28	Honor Societies .....	29
Achievement Tests.....	17	I.D./Lunch Cards .....	56
Activities.....	28	IHSA Eligibility Rules .....	23
Acts of Misconduct .....	35	Incomplete Grades .....	16
Administration .....	3	In-School Detention.....	44
Alcohol and Substance Abuse Policy .....	39	Insurance.....	55
Alternative Probation.....	40	Internet Use Agreement .....	50
Athletics.....	20	Library/Media Center .....	54
Athletic Eligibility .....	22	Lockers/Locker Locations.....	56
Attendance Policy .....	31	Locker Search Procedure .....	47
Automobile Search Procedure.....	47	Lost and Found .....	54
AWOL.....	33	MAP Testing .....	17
Bell Schedules .....	59	Map of School Building.....	1
Board of Education.....	3	Media Methods .....	30
Business Office.....	54	Medication Policy.....	45
Bullying Policy .....	40	Mission Statement .....	6
Bus Transportation.....	48	MLA Guidelines .....	60
Cafetorium.....	54	Moms Who Care (MWC).....	55
Calendar .....	4	NCAA Requirements .....	23
Cheating and Plagiarism.....	41	Non-Discrimination Policy .....	7
Child Abuse .....	7	Obligation List .....	56
Class Changes.....	15	Out of School Suspension Policy .....	45
Class Officers.....	31	Padlocks .....	57
Clubs.....	29	Parking Permits .....	57
Co-Curricular Activities .....	20	Parking Lot Regulations .....	58
Co-Curricular Code .....	21	Part-Time Academic Student Status.....	14
Cooperative Education .....	19	People You Should Know .....	7
Course Placement .....	16	Perfect Attendance .....	33
Crime Stoppers Program .....	56	Performing Arts .....	26
Dean's Office.....	54	Permits and Emergency Permits to Leave .....	34
Definitions - Disciplinary.....	53	Personal Search Procedure .....	47
Demonstrations and Strikes .....	42	Philosophy.....	6
Detention .....	42	Physical Examinations (Sports) .....	22
Discipline Policies and Procedures.....	34	Physical Contact .....	46
Discipline Drop.....	35	Physical Development Exclusion Policy .....	19
Dress Code.....	42	Physical Development Requirements .....	18
Driver Education .....	19	Principal's Office .....	55
Dual Credit Classes.....	16	Publications (see Media Methods) .....	30
Due Process .....	35	Reciprocal Reporting Agreement.....	46
Early Dismissal Program .....	33	Required Courses .....	14
Early Graduation Policy .....	14	Saturday Detention .....	46
Educational Support Personnel .....	9	School Report Card .....	9
Electronic Devices .....	43	Search & Seizure Policies .....	46
Electronic Acceptable Use Policy .....	50	Sexual Harassment .....	48
Enriched Courses .....	16	Snack Bar .....	55
Entrance into Building .....	43	Special Education Services.....	18
Equal Educational Opportunities .....	43	Street Gangs and Secret Societies.....	48
Expelled Student Credit .....	16	Student Council .....	30
Faculty .....	8	Student Planner.....	57
Fees and Fee Waiver .....	55	Student Records .....	9
Fighting/Battery.....	43	Study Halls .....	20
Food and Drinks .....	43	Suspension Policy .....	48
Grade Level Promotion Credits .....	15	Tardies and Truancies.....	32
Grading Scale .....	15	Testing .....	17
Graduation Ceremony Eligibility.....	14	Tornado Warnings/Severe Weather .....	57
Graduation Requirements.....	13	Transfer Credit .....	13
Grievance Procedure.....	7	Visitor's Pass .....	57
Guidance and Counseling .....	9	Weapon Policy.....	48
Guidance Office .....	54	Welcome Center.....	55
Guns in the School .....	43	Withdrawal from Elective Classes.....	15
Hallway Conduct .....	43		
Health Center.....	54		

**LIMESTONE COMMUNITY HIGH SCHOOL**  
4201 South Airport Road  
Bartonville, Illinois 61607-2199  
Telephone: 309 697-6271

**BOARD OF EDUCATION**

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**MR. LARRY WINKLER, Vice President**  
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**MR. WILLIAM BESSLER**  
**MR. MIKE BREDEPNITZ**  
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**MRS. DENISE RYDER, Assistant Superintendent**  
**MRS. JERI LOOK, Principal**  
**MR. CHARLIE ZIMMERMAN, Assistant Principal**  
**MR. JON D. HILL, Director of Guidance**  
**MR. GREG ROBINSON, Dean of Students**  
**MRS. TERESA VONROHR, Dean of Students**  
**MR. JIM CORPUS, Athletic Director**

## Administrative Message

The Administration would like to welcome the classes of 2017, 2018, 2019 and 2020. As a student at Limestone Community High School, you will be given many opportunities. We encourage you to take advantage of the numerous activities that Limestone Community High School has to offer in fine arts, career and technical education, athletics, and academics. Your time at LCHS will come and go quickly, and the choices you make now can have a positive impact on your high school career and make your experiences here complete.

This student planner should be used as a reference to find school-related information, learn basic academic study skills, and keep track of assignments. Additionally, this handbook is used as your daily pass book. Take time to review the discipline, attendance, parking, and Term Academic Assessment policies and procedures to avoid any confusion.

Keep in mind that the faculty and staff at Limestone Community High School are here to help you meet your potential as a student. Please feel free to contact the faculty, staff, or administration if you have any questions.

Limestone Community High School is a great place for teaching and learning, and we look forward to the upcoming year.

Have a great year,  
The Administration

## LIMESTONE COMMUNITY HIGH SCHOOL 2016-2017

### 2016

MONDAY	AUGUST 15	TEACHERS' INSTITUTE
TUESDAY	AUGUST 16	TEACHERS' INSTITUTE
WEDNESDAY	AUGUST 17 - 26	SCHOOL BEGINS - Early Dismissal with Lunch – 1:45 PM Through August 26, 2014
MONDAY	AUGUST 29	Start of Regular Dismissal Time at 2:45 PM
FRIDAY	SEPTEMBER 2	NO SCHOOL FOR STUDENTS (Teachers' Institute)
MONDAY	SEPTEMBER 5	NO SCHOOL – LABOR DAY
FRIDAY	SEPTEMBER 16	Early Dismissal with Lunch – 1:45 PM (Homecoming)
THURSDAY	SEPTEMBER 22	Early Dismissal with Lunch - 1:45 PM Parent/Teacher Conferences - 4:00 PM - 8:00 PM Progress Report Distribution
FRIDAY	SEPTEMBER 23	NO SCHOOL FOR STUDENTS Parent/Teacher Conferences - 9:00 AM -12:00 PM Progress Report Distribution
MONDAY	OCTOBER 10	NO SCHOOL – COLUMBUS DAY
THURSDAY	OCTOBER 13	TERM 1 ACADEMIC ASSESSMENT DAY Student Dismissal at 1:30 PM
FRIDAY	OCTOBER 14	TERM 1 ACADEMIC ASSESSMENT DAY End of the First Nine Weeks Grading Period School Improvement Day Student Dismissal without lunch – 11:30 AM
MONDAY	OCTOBER 31	School Improvement Day Student Dismissal without Lunch - 11:30 AM
FRIDAY	NOVEMBER 11	NO SCHOOL– VETERANS' DAY
WEDNESDAY	NOVEMBER 23	NO SCHOOL – THANKSGIVING VACATION
THURSDAY	NOVEMBER 24	NO SCHOOL – THANKSGIVING DAY
FRIDAY	NOVEMBER 25	NO SCHOOL – THANKSGIVING VACATION
THURSDAY	DECEMBER 8	Early Dismissal with Lunch - 1:45 PM
FRIDAY	DECEMBER 9	School Improvement Day Student Dismissal without lunch - 11:30 AM
TUESDAY	DECEMBER 20	TERM 2 ACADEMIC ASSESSMENT DAY Student Dismissal with Lunch – 1:30 PM
WEDNESDAY	DECEMBER 21	TERM 2 ACADEMIC ASSESSMENT DAY End of Second Nine Weeks Grading Period School Improvement Day Student Dismissal without lunch – 11:30 AM Last Day of School Before Winter Break

**2017**

THURSDAY	JANUARY 5	<b>SCHOOL RESUMES</b> – First Day of Second Semester
FRIDAY	JANUARY 13	<b>School Improvement Day – Student Dismissal without Lunch - 11:30 AM</b>
MONDAY	JANUARY 16	<b>NO SCHOOL – MARTIN L. KING, JR. DAY</b>
THURSDAY	FEBRUARY 16	<b>Early Dismissal with Lunch – 1:45 PM</b> <b>Parent/Teacher Conferences – 4:00 - 8:00 PM</b> Progress Report Distribution
FRIDAY	FEBRUARY 17	<b>NO SCHOOL FOR STUDENTS</b> <b>Parent/Teacher Conferences – 9:00 AM - 12:00 PM</b> Progress Report Distribution
MONDAY	FEBRUARY 20	<b>NO SCHOOL – PRESIDENTS’ DAY</b>
MONDAY	MARCH 6	<b>SCHOOL IN SESSION - CASIMIR PULASKI DAY</b>
THURSDAY	MARCH 9	<b>TERM 3 ACADEMIC ASSESSMENT DAY</b> <b>Student Dismissal with Lunch – 1:30 PM</b>
FRIDAY	MARCH 10	<b>TERM 3 ACADEMIC ASSESSMENT DAY</b> End of Third Nine Weeks Grading Period <b>Student Dismissal without lunch – 11:30 AM</b> <b>School Improvement Day</b>
FRIDAY	MARCH 17	<b>NO SCHOOL FOR STUDENTS – TEACHERS’ INSTITUTE</b>
MONDAY	APRIL 10	<b>NO SCHOOL - SPRING BREAK BEGINS</b>
TUESDAY	APRIL 18	<b>SCHOOL RESUMES AFTER SPRING BREAK</b>
FRIDAY	MAY 5	<b>School Improvement Day – Student Dismissal without Lunch - 11:30 AM</b>
WEDNESDAY	MAY 17	<b>SENIOR ACADEMIC ASSESSMENT DAY {tentative}</b>
THURSDAY	MAY 18	<b>SENIOR ACADEMIC ASSESSMENT DAY {tentative}</b>
FRIDAY	MAY 19	<b>GRADUATION PRACTICE {tentative}</b>
SATURDAY	MAY 20	<b>GRADUATION {tentative}</b>
WEDNESDAY	MAY 24	<b>TERM 4 ACADEMIC ASSESSMENT DAY</b> <b>Student Dismissal with Lunch – 1:30 PM</b>
THURSDAY	MAY 25	<b>TERM 4 ACADEMIC ASSESSMENT DAY</b> End of Fourth Nine Weeks Grading Period <b>School Improvement Day</b> <b>Early Student Dismissal without lunch – 11:30 AM</b> Last day for students if no emergency days are used
FRIDAY	MAY 26	<b>Emergency Day</b>
MONDAY	MAY 29	<b>NO SCHOOL - MEMORIAL DAY</b>
TUESDAY	MAY 30	<b>Emergency Day</b>
WEDNESDAY	MAY 31	<b>Emergency Day</b>
THURSDAY	JUNE 1	<b>Emergency Day</b>
FRIDAY	JUNE 2	<b>Emergency Day</b>

## MISSION

Limestone Community High School has the responsibility to provide a contemporary education for its student body so that students may become independent and productive life-long learners capable of functioning in a global society.



## SCHOOL PHILOSOPHY

Limestone Community High School shall make available learning experiences that will enhance the student's educational development. Such experiences shall be commensurate with individual talents and abilities so that each student may realize the personal satisfaction of discovery and achievement. In addition, the school shall furnish opportunities for relationships among students, staff, and the community in order to enhance self-concept, personal character, and citizenship. These opportunities should raise awareness of the student's personal value in future occupational, social, and civic endeavors. Therefore, Limestone Community High School shall strive to develop the following:

- An ability to think clearly, logically, and independently.
- An understanding of and appreciation for civilization's values and cultural aspects.
- A growth of sound ethical values as they are seen through example and instruction.
- A mastery of the fundamental tools of learning and communication along with stimulation for continuing intellectual curiosity.
- An understanding of the individual's social, familial, and civic responsibilities.
- The opportunity to develop and maintain mental and physical health.
- An appreciation for the values and the democratic ideals of the American way of life.
- An awareness of and adaptation to scientific and technological advancements.
- The opportunity to pursue career and technical interests according to individual needs and aptitudes.
- An understanding of and appreciation for the physical environment.

LCHS

Adopted 5/13/98

## **NON-DISCRIMINATION POLICY STATEMENT**

It is the policy of Limestone Community High School District 310, not to discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law, in any of its educational programs and activities. Concerns regarding this policy should be referred to Mr. Allan Gresham, Title IX Coordinator or Mr. Jon Hill, 504 Coordinator at Limestone Community High School, Bartonville, Illinois, telephone 697-6271, or to the Director of the Office for Civil Rights, Washington, D.C.

## **TITLE IX SECTION 86.8 - GRIEVANCE PROCEDURE**

### **LEVEL I**

1. A student or an employee shall present the complaint in writing to the Title IX Coordinator.
2. The Title IX Coordinator shall investigate and attempt to resolve the complaint within five working days.
3. If resolution does not occur at this level, a hearing shall be held before a hearing officer within five working days.
4. The hearing officer shall render an opinion to the Title IX Coordinator and the student or employee within five working days from the time of the hearing.

### **LEVEL II**

5. Failing a resolution at Level I, the student or employee may present a statement of the grievance to the Assistant Superintendent to determine the matter or a statement to the Board of Education who shall consider the matter.

### **LEVEL III**

6. Failing a resolution at this level, the grievant may file a complaint with the Circuit Court. There shall be no reprisal against any student or employee for utilizing the grievance procedure. For the purpose of maintaining confidentiality, grievances will not be placed in a student's file or an employee's personnel file. The grievant has the same access to this file as his/her own personnel file.
7. Employees covered by an agreement containing a grievance procedure should elect to use that procedure, if applicable.

## **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

Any school employee who suspects that a student has been abused or neglected is required by state law to file a report with the school administration and/or the administration's designee. After that report has been filed, the administration and/or the administration's designee will make immediate contact with the appropriate governmental agencies.

## **PEOPLE YOU SHOULD KNOW**

**SUPERINTENDENT** . . . Mr. Allan Gresham is the chief executive officer of the school and is responsible to the Board of Education for the development of Board of Education policies. He supervises the Principal, Assistant Principal, Director of Guidance, Athletic Director, and Deans.

**ASSISTANT SUPERINTENDENT** . . . Mrs. Denise Ryder is responsible for the financial administration of the school. Her duties include preparation and administration of the budget, purchasing, and supervising custodial, cafeteria, and office personnel. She is also responsible for school plant management and transportation for special education students.

**PRINCIPAL** . . . Mrs. Jeri Look serves as an administrator responsible for curriculum and oversees the teaching staff. She is responsible for the coordination and articulation of all departments. She is responsible for the evaluation of the English, fine arts, foreign language, science and social science departments.

**ASSISTANT PRINCIPAL** . . . Mr. Charlie Zimmerman serves as an administrator responsible for the student activities calendar and fund raising. He is responsible for the evaluation of the math and career and technical education departments.

**DIRECTOR OF GUIDANCE** . . . Mr. Jon Hill is responsible for the guidance and counseling program. He supervises the counselors in the Guidance Office. He is responsible for the evaluation of the physical development and special education departments.

**DEAN OF STUDENTS** . . . Mr. Greg Robinson serves as Dean of Students for students whose last names begin with the letters A through L. He is responsible for the discipline and attendance of those students, as well as various student activities. Deans are responsible for transportation for regular education students.

**DEAN OF STUDENTS** . . . Mrs. Teresa VonRohr serves as Dean of Students for students whose last names begin with the letters M through Z. She is responsible for the discipline and attendance of those students, as well as various student activities. Deans are responsible for transportation for regular education students.

**ATHLETIC DIRECTOR** . . . Mr. Jim Corpus is responsible for the administration of the boys' and girls' athletic programs.

**GUIDANCE COUNSELOR** . . . Mr. Kevin Knaggs serves as Guidance Counselor for students whose last names begin with the letters A through G.

**GUIDANCE COUNSELOR** . . . Mrs. Jayshree Panchal-McKechnie serves as Guidance Counselor for students whose last names begin with the letters H through M.

**GUIDANCE COUNSELOR** . . . Ms. Katie Greene serves as Guidance Counselor for students whose last names begin with the letters N through S and for students with 504 Plans.

**GUIDANCE COUNSELOR** . . . Mrs. Stephanie Decker serves as Guidance Counselor for students whose last names begin with the letters T through Z and for all Special Education students.

**NETWORK SPECIALIST** . . . Mr. Matt Wendling serves as the district's Network Specialist. His major responsibilities include maintenance of district networking equipment, technology integration, and professional development.

**SCHOOL RESOURCE OFFICER** . . . Officer Don Taylor serves as School Resource Officer. Students and parents may feel free to consult Officer Taylor about law enforcement, school truancies, or any other matter.

**SCHOOL NURSE** . . . Mrs. Michelle Genovese is the school nurse. Questions regarding all health records should be referred to the school nurse. She is also available for questions regarding health-related problems.

**SCHOOL PSYCHOLOGIST** . . . Ms. Valerie Kessler serves as the SEAPCO school psychologist. She is in charge of the evaluation of special education students. She also helps students resolve personal, emotional, and social problems.

**SOCIAL WORKER** . . . Ms. Linda Tucker serves as the SEAPCO social worker. She will help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the educational program.

#### **Faculty**

**BUSINESS/COMPUTER SCIENCE:** Mr. Eakle, Mr. Ebbert, Mrs. Powers, Ms. Sergent

**ENGLISH:** Mrs. Bloyd, Mr. Fitch, Ms. Geier, Mr. Glaza, Ms. Hasselbacher, Mrs. Kocher, Mrs. Largent, Mr. Mathews, Ms. Tinnon, Mrs. Wyman

**FAMILY & CONSUMER SCIENCE:** Mrs. Belsly, Mrs. Johnson, Mrs. Morris, Mrs. Webster

**FINE ARTS:** Mrs. Bentley, Mr. Empey, Mrs. McShane, Ms. Pritchard, Ms. Rzeszutko, Mrs. Sheckler

**FOREIGN LANGUAGE:** Ms. Basso, Mrs. Bryan, Mrs. Coovert, Mr. Hurst

**INDUSTRIAL TECHNOLOGY:** Mr. Chandler, Mr. Campbell, Mr. Seals, Mr. Walser

**JUNIOR AIR FORCE ROTC:** Maj. Russick, M.Sgt. Waltz

**LIBRARY MEDIA CENTER:** Mrs. Empey

**MATH:** Mr. Adams, Mrs. Bachman, Mr. Bloyd, Ms. Cornwell, Ms. Mullane, Mrs. Pineda, Mr. Ryder, Mrs. Stromberger

**PHYSICAL DEVELOPMENT/DRIVER EDUCATION/HEALTH:** Mr. Driscoll, Mr. Metzger, Mr. Peacock, Mr. Renz, Mr. Schmider, Mrs. Seals, Ms. Stoner, Mrs. Tyra

**SCIENCE:** Mr. Clausen, Mr. Durham, Mr. Ginzel, Mr. Grant, Mr. Hebron, Mrs. Stout, Ms. Wakeman



**SOCIAL SCIENCE:** Mr. Bell, Mr. Caruso, Mr. Ricca, Mr. Rohman, Mr. Smith, Mr. Wood

**SPECIAL EDUCATION:** Ms. Bill, Mrs. Breaux, Mrs. Buhs, Mrs. Crebo, Mrs. Dahmm, Mrs. Darby, Ms. Evans, Ms. Henderson, Mrs. Munter, Mrs. Pratt, Mrs. Taylor, Ms. Dunphy (part-time social worker)  
Ms. Tejero (part-time speech/language pathologist)

### **Educational Support Personnel**

**CLERICAL:** Mrs. Barnett, Mrs. Cranford, Mrs. Hollingsworth, Ms. Joesting, Mrs. Jones, Mrs. Kinsman, Mrs. Nehls, Miss Oliver, Mrs. Rebmann, Mrs. Reiley, Ms. Schultz, Mrs. Scott, Mrs. Tessem, Ms. Welch

**CUSTODIAL/GROUNDSKEEPER:** Mr. Russell, Superintendent of Building and Grounds  
Mr. Behrends, Mrs. Croxton, Mr. Gill, Mr. Jones, Mr. Kellenberger, Mr. Lightbody, Mr. Look, Mr. Miars, Mr. Myers, Mr. Rindfleisch, Mr. Weast, Mr. Young

**FOOD SERVICE:** Mrs. Fast, Manager  
Mrs. Antle, Mrs. Baer, Ms. Bowden, Mrs. Hand, Mrs. Medina,  
Ms. Mullens, Mrs. O'Day-Martin, Mrs. Reynolds, Mrs. Schmit,

**PARAPROFESSIONALS:** LCHS: Mrs. Kovach, Ms. Mack, Mrs. Wood, Mr. Burns  
SEAPCO: Mrs. Arbogast, Mrs. Best, Mrs. Davis, Mrs. Edwards, Mrs. Hocker, Mr. Itschner,  
Mrs. Jones, Mrs. Suits, Ms. Whitby, Ms. Wilkins

**SNACK BAR MANAGER:** Ms. Slama

**WELCOME CENTER:** Mr. Hagenbruch, Officer Taylor

## **ACADEMICS**

### **GUIDANCE AND COUNSELING**

**STUDENTS:** We are here when you need us!

**PARENTS:** We are as close as your telephone! If we can help your student, call us at 697-6271 from 7:45 AM TO 2:45 PM. You may make an appointment to talk with us at a time convenient to you.

Counselors will assist students as follows:

Mr. Jon Hill	Director of Guidance
Mr. Kevin Knaggs	Last names beginning with A through G
Mrs. Jayshree Panchal-McKechnie	Last names beginning with H through M
Ms. Katie Greene	Last names beginning with N through S and 504 Plans
Mrs. Stephanie Decker	Last names beginning with T through Z and Special Education

### **THE SCHOOL REPORT CARD**

The School Report Card is now required by state law and is designed to provide you with information to help you better understand your school and/or district. It is available on the school homepage and a hard copy can be obtained upon request. If you have questions regarding the School Report Card or would like to know more about Limestone Community High School, please call the Principal's Office.

### **STUDENT RECORDS**

In compliance with federal legislation pertaining to the "Family Rights and Privacy Act of 1974," and the *Illinois School Student Records Act*, (pursuant to *105 ILCS 10/1-10/10, 1993*) the following policy has been adopted by the Board of Education, Limestone Community High School:

#### **Definitions**

1. "Student" means any person enrolled or previously enrolled in Limestone Community High School.
2. "School Student Record" means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction by an employee of a school, regardless of how or where the information is stored.
3. "Student Permanent Record" shall consist of:

- A. Basic identifying information, including students' names and addresses, birth date and place, and gender;
  - B. Academic transcript, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and Prairie State Achievement Exam;
  - C. Attendance record;
  - D. Accident reports and health record;
  - E. Record of release of permanent record information;
4. "The Student Permanent Record" may also consist of:
- A. Honors and awards received; and,
  - B. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations;
- No other information shall be placed in the student permanent record.
5. "Student Temporary Record" consists of all information not required to be in the student permanent record and may include:
- A. Family background information;
  - B. Intelligence test scores;
  - C. Aptitude test scores;
  - D. Psychological and personality test results;
  - E. Elementary and secondary achievement level test results;
  - F. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
  - G. Honors and awards received;
  - H. Teacher anecdotal records;
  - I. Disciplinary information;
  - J. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings related to special education placement;
  - K. Hearings and appeals, any verified reports or information from non-educational persons, agencies, or organizations;
  - L. Other verified information of clear relevance to the education of the student; and,
  - M. Record of release of temporary record information.
6. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.

#### **Notification**

Parents are hereby notified that:

1. The types of information contained in the permanent and temporary records are as specified in Article I, Section 1.03 and 1.04;
2. Parents have the right to inspect and copy their child's permanent and temporary records and to know the cost of copy of such records. Both parents, when divorced, have access to records unless prohibited in the divorce decree;
3. Parents have the right to control access and release of their child's school student records and the right to request a copy of information released;
4. Parents have the right to be informed of the procedures for challenging the contents of their child's student record;
5. Parents have the right to know the persons, agencies, or organizations having access to their child's student records without parental consent;
6. Parents have the right to copy their child's student record or information contained therein proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;
7. Parents have the right to know the categories of information the school has designated as "directory information" and the right of the parents to prohibit the release of such information;
8. Parents have the right to know that 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 an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations;

9. Parents have the right to inspect and challenge the information contained in their child's school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that district.

#### **Records Custodian**

1. The Director of Guidance shall be the official student record custodian. He/she shall be responsible for the maintenance, care, and security of all school student records.
2. The Director of Guidance shall take all reasonable measures to prevent unauthorized access to or dissemination of school student records.
3. Information contained in or added to the school student record shall be limited to information that is of clear relevance to the education of the student.
4. Information added to the student temporary record after the effective date of this Act shall include the name, signature, and position of the person who has added such information and the date of its entry into the record.
5. The school shall maintain student permanent records for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.
6. The school shall not maintain any student temporary record or the information contained therein beyond its period of usefulness to the student and the school, and in no case longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Notwithstanding the foregoing, the school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting, or planning purposes, provided that no student or parent can be individually identified from the information maintained.
7. The Director of Guidance shall annually review each student temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary, or irrelevant information.
8. Before the school student record is destroyed or information deleted wherefrom, the parent shall be given reasonable prior notice and an opportunity to copy the record and information proposed to be destroyed or deleted.
9. Upon graduation or permanent withdrawal of a handicapped student (as defined in the *Illinois School Code, 105 ILCS 5/14* and the *Rules and Regulations to Govern the Administration and Operation of Special Education*), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

#### **Costs for Copies of Records**

1. The school may charge the actual cost for providing a copy of school student records for any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed \$.35 per page.
2. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

#### **Emergency Release of Information/"Protected Health Information"**

As an educational facility, Limestone Community High School District No. 310 may have in its possession, or obtain in the future, protected health information of students. Only agents of the School have access to this information. Should an emergency arise, the School will release this information to emergency personnel or other agents of the School, if necessary. If you have any questions, please contact: Denise Ryder, Assistant Superintendent, Limestone Community High School District No. 310, 4201 S. Airport Rd., Bartonville, IL 61607.

#### **Release of Information**

1. The records of a student shall be transferred by the Director of Guidance to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent received prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parent. Such service shall be deemed conclusive, and ten

school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

2. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access, provided that:
  - A. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and,
  - B. The parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper or general circulation or other publication directed generally to parents.
3. The school shall grant access to, or release information from, school students' records without parental consent or notification:
  - A. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
  - B. To any person for the purpose of research, statistical report planning, provided that:
    1. Such person has the permission of the State Superintendent of Education; and,
    2. No student or parent can be identified from the information released;
  - C. Pursuant to a court order, provided that the procedures outlined in the *Illinois School Code* are observed.
4. Public high schools are required to provide military personnel with names and addresses of requested students. Parents may prevent the release of their student's information by submitting that request in writing to the Guidance Office.
5. Any release of information other than specified in 1 through 3 of this Article requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school shall inform the parents of the following rights:
  - A. To inspect and copy such records;
  - B. To challenge the contents of such records; and
  - C. To limit any such consent to designated records or designated portions of information within the records.

#### **Directory Information**

The District may release personally identifiable information regarding students. Parent(s)/ Guardian(s) may prohibit such a release regarding their child/ward. Directory information shall be limited to:

name and address, phone number, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees, and honors information in relation to school-sponsored activities, organizations and athletics, major field of study, period of attendance in school

Before releasing directory information, the Assistant Superintendent shall provide written notification to the student's parent(s)/guardian(s) of the following: notification date, parent(s)/ guardian(s)' names, student's name, directory information to be released, scheduled date(s) of release, and the process and deadline for prohibiting the information's release.

LEGAL REF.: *105 ILCS 10/6e*, as implemented by *23 Illinois Admin. Code #375. 20 U.S.C. #1232 (g)*, as implemented by *C.F.R. #99.37*.

#### **Challenges**

1. Parents shall have the right to challenge any entry exclusive of grades in their child's school student records on the basis of: accuracy, relevance, or propriety of any entry in the school student records, exclusive of academic grades of their child.
2. The State Board shall prescribe by regulation procedures to govern challenges to school student records under this Act. Such challenge procedures shall provide for a hearing at which each party shall have:
  - A. The right to present evidence and to call witnesses;
  - B. The right to cross-examine witnesses;
  - C. The right to counsel;
  - D. The right to a written statement of any decision and the reasons therefore;
  - E. The right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
3. A final decision under the procedures established pursuant to this Section may be appealed to the Circuit Court of the County in which the school is located.

4. Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

#### GRADUATION REQUIREMENTS

The following subjects are required of each student, beginning with the Class of 2009, as prerequisites to graduate from Limestone Community High School. Students must earn:

<b>4</b>	<b>Four units of English</b>	<ul style="list-style-type: none"> <li>English I (1 unit)</li> <li>English II (1 unit)</li> <li>English III (1 unit)</li> <li>English IV (1 unit)</li> </ul>						
<b>4</b>	<b>Four units of Physical Education or AFJROTC</b>	to include $\frac{1}{4}$ unit of Classroom Driver Education and $\frac{1}{2}$ unit of Health Education						
<b>2</b>	<b>Two units of Social Sciences</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Junior</td> <td>U.S. History 1492-1870 (1 unit) or U.S. History 1870-Present (1 unit)</td> </tr> <tr> <td>Senior</td> <td>American Political Systems (<math>\frac{1}{2}</math> unit)</td> </tr> <tr> <td>Freshman/Sophomore</td> <td>Introduction to Social Science (<math>\frac{1}{2}</math> unit) or World History (<math>\frac{1}{2}</math> unit)</td> </tr> </table>	Junior	U.S. History 1492-1870 (1 unit) or U.S. History 1870-Present (1 unit)	Senior	American Political Systems ( $\frac{1}{2}$ unit)	Freshman/Sophomore	Introduction to Social Science ( $\frac{1}{2}$ unit) or World History ( $\frac{1}{2}$ unit)
Junior	U.S. History 1492-1870 (1 unit) or U.S. History 1870-Present (1 unit)							
Senior	American Political Systems ( $\frac{1}{2}$ unit)							
Freshman/Sophomore	Introduction to Social Science ( $\frac{1}{2}$ unit) or World History ( $\frac{1}{2}$ unit)							
$\frac{1}{2}$	<b>One-half unit of Consumer Economics*</b>							
<b>3</b>	<b>Three units of Mathematics</b>	(one unit required to be an equivalent of Geometry)						
<b>2</b>	<b>Two units of Science</b>	(one unit required to be Biology; one unit required to be Modern Physical Science or Chemistry)						
<b>2</b>	<b>Two units of Fine or Applied Arts</b>	to be chosen from among the courses in Business, Industrial Technology, Family & Consumer Science, Foreign Language, Art, Music, Drama, Speech, or some combination of the above.						
$\frac{1}{2}$	<b>One-half unit of Orientation to Technology</b>							
<u><b>5 <math>\frac{1}{2}</math></b></u>	<b>Five and <math>\frac{1}{2}</math> units of Electives</b>							
<b>23 <math>\frac{1}{2}</math></b>	<b>Total Requirements</b>	(Students may graduate with 23 $\frac{1}{4}$ credits if Classroom Driver Education is not completed).						

The maximum units of credit students may take each year is seven without special permission of a counselor.

Fewer units of credit may be taken in any of the four years, as long as the total number of credits earned for graduation is 23  $\frac{1}{2}$  (twenty-three and one-half). (Students should take at least six (6) units of credit each year.)

\* Students who pass Family and Consumer Science Orientation 1, 2 or Orientation to Business 1, 2 satisfy the requirements for Consumer Economics. Students may also use either Principles of Economics Enriched or Consumer Education both as a Social Science elective and to fulfill the state Consumer Economics requirement.

Part-time students will not be included in academic rank.

In addition to existing course specific and credit requirements, students are required to satisfactorily complete the District's term academic assessments and the Measurement of Academic Progress (MAP) testing program, as a condition of graduation from Limestone Community High School.

In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting and the Pledge of Allegiance. The Superintendent or his/her designee is responsible for notifying students and their parent(s)/guardian(s) of the District's graduation requirements.

#### AWARDING OF TRANSFER CREDIT FOR RANK

If a student transfers to LCHS from another accredited school whose credits per semester is different than the current LCHS policy, the Superintendent, or designee, will establish entrance credits (points) to be given

to the transfer student. This credit will not exceed the maximum credit which could have been earned at LCHS.

Prior to the assignment of credit, the Director of Guidance, or designee, will contact the accredited transferring school to verify the institution's actual available credits per semester.

#### **EARLY GRADUATION POLICY**

The Board of Education does not encourage students to graduate in less than eight (8) semesters. Only those students who have a cumulative "B" average will be eligible to apply. A written letter of application by the parents requesting early graduation must be submitted to the Director of Guidance prior to the conclusion of the first semester of the candidate's junior year. The Director of Guidance will review the application and will forward it to the superintendent for final approval.

Any student who graduates ahead of his/her original class will be ranked in the class in which he/she graduates, will be allowed to participate in graduation ceremonies, will be accorded all academic placements; however, he/she will not be eligible for the Sterling Merit Award or other honors and awards bestowed upon his/her graduating class, regardless of academic placements.

Only those credits earned at an accredited high school will be accepted toward early graduation. Students must complete all credits and satisfy all requirements for their graduating class prior to graduation.

#### **GRADUATION CEREMONY ELIGIBILITY**

Students who have completed the required coursework and obtained the required credits will be graduated from Limestone Community High School. If the necessary requirements for graduation can be completed by earning no more than one credit by attending summer school, a junior college or four-year college or university, or an accredited correspondence school, the student will be allowed to participate in his/her class's graduation ceremony. A diploma will be awarded after all graduation requirements have been met. If the student cannot mathematically earn the number of credits as described above, then he/she will not be permitted to participate in graduation ceremonies with his/her original class. Under the "Brittany's Law" legislation, children with disabilities who have completed four years of high school, but who will continue to receive special education, related services, career and technical training, or transition services in accordance with their IEPs, will be permitted to participate in the commencement ceremonies with their classmates. These students will only be permitted to participate in one commencement ceremony during their tenure at Limestone Community High School.

#### **PART-TIME ACADEMIC STUDENT STATUS**

It is the policy of Limestone Community High School to have students attend Limestone for the full four years. Administrative approval is necessary for students to be switched to part-time status.

Any student who changes to part-time status *at any time during the school year (including second semester of senior year)* will not be included in academic rank or any honor associated with academic rank or grade point average; this includes the Sterling Merit Award. **Part-time students will not be able to participate in any IHSA athletic or academic team or group activity.**

Students and parents must sign an agreement form prior to being permitted to change to part-time status. These forms may be obtained up from the student's Guidance Counselor.

#### **REQUIRED COURSES**

Freshmen	English I Biology Algebra I Physical Development 1 (S), Health (S) Introduction to Social Science (S), World History I (S), World History II (S) or World History III (S) (required as a freshman or sophomore) Orientation to Technology
Sophomores	English II Algebra I or Geometry Modern Physical Science or Chemistry Physical Development (S) Physical Development/Driver Education (S)

Juniors	English III Geometry or Algebra II U.S. History 1492 – 1870 or U.S. History 1870 – Present Physical Development (Y)
Seniors	English IV American Political Systems (S) Physical Development (Y) Consumer Education (S)

#### PROCEDURE FOR REQUESTING CLASS CHANGES

The following reasons are valid for changing class schedules: computer errors, co-op changes, and counselor error in registration, or to add or drop a class at the counselor's discretion. The counselor may make changes due to misplacement (to place a student into the appropriate class level) or in the best interest of class size (teacher request with approval of Director of Guidance, Principal or Superintendent). No change will be honored from students who wish to be changed from period to period, from teacher to teacher, or "just because they want to change."

#### STUDENT WITHDRAWAL FROM ELECTIVE CLASSES

Students will be allowed to withdraw from elective classes, with parental approval, prior to the last six weeks of the semester with a grade of WP or WF being applied. (If the withdrawal occurs within the first three weeks of a semester, there will be no grade issued and no record of the class will appear on the student's grade transcript.) Parental approval is also required for students dropping elective classes during the last six weeks of the semester. An F will be given for classes dropped during the last six weeks of a semester, and this grade will be used to determine GPA (grade point average) for class rank and honor roll. No credit will be given for any class in which a student withdraws with a grade of WP, WF, or F. Students should maintain a schedule of five classes plus physical development each semester to remain on track for graduation.

#### GRADING

The school year is divided into two semesters each consisting of two nine-week periods. The nine weeks average plus the nine-week term's academic assessment will determine the grade for the nine weeks. Report cards are issued at the end of each grading period. The two nine-week grades plus the semester exam grade are averaged to determine the semester grade. The semester grade is used to determine class rank and is reported on all transcripts. The rank is computed on total points earned and grade point average.

#### GRADING SCALE

A	4.0	Excellent	(94-100)
B	3.0	Good	(86-93)
C	2.0	Fair	(77-85)
D	1.0	Poor	(70-76)
F	0.0	Failing	(Below 70)
I		Incomplete	
M		Medical Excuse	
WP		Withdrawal Passing	
WF		Withdrawal Failing	

#### GRADE LEVEL PROMOTION CREDITS

Freshman	4.5 Credits for promotion to Sophomore Year
Sophomore	10.0 Credits for promotion to Junior Year
Junior	16.5 Credits for promotion to Senior Year
Senior	23.5 Credits to Graduate

#### HONOR ROLL

Honor Roll is a program designed to recognize academic achievement. Honor Roll, unlike class rank, is based upon grade point average. Honor Roll is available to all students regardless of their classification, i.e., regular, enriched, or special education. First Honor Roll membership is determined by a grade point average of 3.800 to 4.000. Second Honor Roll membership is determined by a grade point average of 3.600 to 3.799.

Honorable Mention Honor Roll membership is determined by a grade point average of 3.200 to 3.599. All course grades are used in determining grade point average. Any student receiving a failing grade in any class will be excluded from the honor roll.

#### **INCOMPLETE GRADE**

A grade of "F" is given on report cards when a student for some reason has been unable to complete all the required work. An "F" may usually be made up by seeing the teacher and arranging to complete the missed work, within one week's time. Once course work is completed the grade will be changed accordingly.

#### **EXPELLED STUDENT CREDIT**

Any student who is expelled through Board of Education action will be provided counseling for placement into alternative educational programs. Credits earned at an accredited alternative educational program may be used for completion of the required credits for graduation as stated within this policy. However, only credits earned at Limestone Community High School will qualify an expelled student for a Limestone Community High School Diploma. If any credits are used from an accredited alternative educational program in the fulfillment of the graduation requirements, the expelled student will be issued a Limestone Community High School Alternative Placement Diploma.

#### **ENRICHED PROGRAM**

The enriched program provides students the opportunity to enroll in challenging courses to better prepare them for the academic rigors of college. The following enriched courses are available:

##### **Enriched Courses**

Advanced Placement (AP) Calculus	Enriched English I
Advanced Chemistry	Enriched English II
Advanced Placement (AP) English Literature and Composition	Enriched English III
Enriched Algebra I	Enriched English IV
Enriched American Political Systems	Enriched Geometry
Enriched Biology	Enriched Pre-Calculus
Enriched Economics	Enriched Algebra II
	Enriched World History I, II

##### **Enriched Course Expectations**

The expectation of enriched courses is greater than standard level courses taken at a particular grade level. Enriched courses will regularly provide experiences in problem solving and critical thinking, independent study of research topics, required textbook and supplemental readings done outside of class time, graded homework assignments done outside of class time on an average of three times per week, daily participation in class discussion and lesson activities, and at least once a week assessment of student performance (quizzes, tests, themes, research papers, projects, laboratory experiments, etc.).

#### **IDENTIFICATION AND ASSESSMENT OF STUDENTS FOR COURSE PLACEMENT**

All students are screened for entry into Limestone Community High School. Criteria used for entry into a basic, standard, or enriched class will be based on the student's Measures of Academic Progress (MAP) test results. Parental requests are considered upon completion of a petition form obtained from your child's guidance counselor.

Students who are currently enrolled at Limestone Community High School will be placed into basic, standard, and enriched classes at all grade levels and in all subject matter based on Measures of Academic Progress test data.

#### **DUAL CREDIT COURSES**

Dual Credit classes are those taken by high school students that concurrently count as credit towards high school graduation and towards college credit. This is an option for high school students who express an interest in obtaining college-level credit for coursework completed at the high school level. Students who select dual credit are required to complete additional course work in addition to high school requirements. Some Dual Credit classes require students to pass a placement test administered by Illinois Central College prior to being accepted into the program. Questions may be addressed to the Guidance Office.

Dual Credit Classes offered for this year include the following:

- English IV DC (ENGL 110 and 111)
- US History DC (HIST 201 and HIST 202)
- Pre-Calculus DC (MATH 115 and 120)



Earth Science DC (EASC 111)  
Welding classes (WLDTR 118, 121, 122, 123, and 225)  
Western Civilization I and II (HIST 117 and 118)

## **TESTING**

During a student's four years at Limestone, he/she will take many tests. MAP Testing is used for Basic, Standard, or Enriched placement in core courses by RIT scores. Some are required and some are optional (marked with an \*).

### FRESHMAN:

Measures of Academic Progress (MAP) testing  
Term Academic Assessments  
Standardized Achievement Tests

### SOPHOMORE:

COMPASS testing  
Measures of Academic Progress (MAP) testing  
Term Academic Assessments  
Standardized Achievement Tests

### JUNIOR:

COMPASS testing  
Practice American College Test (ACT)  
American College Test (ACT) \*  
Preliminary Scholastic Aptitude Test (PSAT/NMSQT)\*  
Scholastic Aptitude Test (SAT) \*  
Measures of Academic Progress (MAP) testing  
Term Academic Assessments  
Standardized Achievement Tests

### SENIOR:

COMPASS testing  
American College Test (ACT)\*  
Scholastic Aptitude Test (SAT)\*  
Armed Services Vocational Aptitude Battery (ASVAB)\*  
Measures of Academic Progress (MAP) testing  
Term Academic Assessments  
Standardized Achievement Tests

## **MAP TESTING**

All students will be required to complete a Measures of Academic Progress (MAP) test once during the fall and once during the winter. Students who do not take the test on their scheduled date will be allowed to make up the test on a scheduled make-up date during school hours.

Students should be aware that maximum effort on their scheduled test dates is necessary for proper placement in academic courses. In the case of test retakes, retakes will only be taken under consideration by members of the administration given unavoidable and/or extenuating circumstances beyond the student's control. Such situations will not include poor performance or lack of progress.

Special education students will be required to complete a MAP test once during the fall and winter as well unless exempted by their Individualized Educational Plan (IEP). Any and all IEP accommodations will be implemented during the testing and time allotment will be a non-factor as the MAP test is not time based.

## **ACHIEVEMENT TESTS**

During the school year, the district administers standardized achievement tests to all students. The results of these tests are very important to the district and to the student. They provide critical information concerning the effectiveness of our academic programs and assist school personnel to determine the educational placement that is appropriate for each student.

The district requires, as a matter of policy, that each student completes the standardized tests for his/her grade level as a condition of graduation. The student's performance on the standardized achievement test must be commensurate with his/her ability as evidenced by his/her prior academic performance and required testing results. Students who do not take the test on the scheduled test day(s) or who perform at a level deemed unsatisfactory will be required to make up the test on alternative scheduled date(s), which

may be after school hours or on a Saturday. Transfer students who enroll in the district after make-up test date(s) will be excluded from this policy for the year of their initial enrollment. Special education students will be required to take standardized achievement tests only if it is a part of their Individualized Education Plan (IEP). Extenuating circumstances that prohibit a student from taking the tests will be considered on an individual basis by the administration. Therefore, in addition to the existing course specific and credit requirements, all students will be required to satisfactorily complete the district's standardized achievement testing program as a condition of graduation from Limestone Community High School. Diplomas will be withheld until the terms and conditions of this policy are met.

#### **ACADEMIC ASSESSMENTS**

Students will be required to complete an academic assessment in each course for which the student is enrolled at the conclusion of each nine-week term. Students who do not take the assessment on the scheduled test dates will be subject to the provisions of the Board Policy on Student Attendance. Students whose absences on assessment days are deemed excused by school administrators will be permitted to make up the assessment(s) as prescribed by the attendance policy. Students whose absences are deemed unexcused by school administrators will be permitted to make up the assessment(s) within one week and will incur a 10% reduction in the assessment score. Those students who refuse to complete either or both of the term assessment(s) during the semester will receive a failing grade for the nine-week term(s) and the semester. All term assessments must be completed no later than one week after the originally scheduled examination date. Students not meeting this requirement will receive a failing grade for the nine-week term(s) and the semester. Special Education students are required to take academic assessments unless exempted by their Individualized Education Plan. Extenuating circumstances that prohibit a student from taking academic assessments will be considered on an individual basis by the administration.

#### **SPECIAL EDUCATION SERVICES**

The district has Special Education services available for eligible students between the ages of 15 and 21. In order to provide these services, our District is a member of the Special Education Association of Peoria County Joint Agreement.

#### **PHYSICAL DEVELOPMENT REQUIREMENTS**

**All incoming freshmen and transfer students must have a physical on file with the school nurse in order to participate in physical development (PD) classes.**

##### **Required Clothing**

It is the policy of the Limestone Community High School Board of Education that students must dress in the required physical development clothing each day (unless instructed otherwise by the PD teacher) to promote good health and hygiene practices. Students must have the required physical development clothing on the first day that class activities begin for the semester. The required PD clothing consists of the following:

- tee shirt (purchased through the PD department)
- change of gym shorts (must meet the school dress code)
- athletic shoes
- athletic socks

LCBS physical development teachers will mark the tee shirts with the student's name during the first week of school. No other markings shall appear on the tee shirt. Any additional writings/markings will not be allowed. Students whose shirts have additional markings will be required to purchase a new shirt from the PD Department.

Sweat clothes are acceptable on cold days, but not required. They are to be worn in addition to the regular PD clothing.

Rental clothes are available should a student forget his/her Physical Development clothing. Rental cost is \$.25 per item.

If a student is recovering from a minor injury, they are to dress and participate to the best of their ability. They will not be expected to do anything that would further aggravate their condition. All students assigned to physical development will be expected to participate in all class activities as fully as physical capabilities and medical limitations allow.

### **Cost of Tee Shirt and Padlock Rental**

Students will be charged \$5.00 for the school issued tee shirt, payable at registration. The \$5.00 charge will include the rental fee for a school-issued padlock to be returned to LCHS at the conclusion of the physical development class. Only school issued padlocks will be permitted. If the padlock is lost or stolen, a replacement charge will be assessed to the student who was assigned the padlock.

### **PHYSICAL DEVELOPMENT EXCLUSION POLICY**

It shall be the policy of Limestone Community High School District #310 that students may request exclusion from physical development for the following reasons;

1. Juniors or seniors provide written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
2. Juniors or seniors are deficient in course credit required by the state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible to apply for this exclusion, per administrator approval.
3. Students participating in the marching band, winter guard, color guard, or AFJROTC class will be given physical development exclusion for the tenure of their enrollment in that class.
4. Juniors or seniors taking a full class load with no study hall, early dismissal, late arrival, or co-op.

Each request for exclusion from physical development class will be verified and eligibility determined by school district staff. Every student excused from physical development will be provided with a schedule that meets minimum school day requirements.

Approval of exclusions will be for one season or semester only, but may be renewed for additional seasons or semesters if circumstances warrant. Any junior or senior student who wishes to be excluded from physical development for the purpose of enrolling in a class and who meets one of the four criteria described in the above policy should contact his/her counselor.

### **DRIVER EDUCATION (Student Eligibility Requirements in Order to Take Driver Education)**

You must be enrolled at Limestone Community High School and received a passing grade in at least eight courses during the previous two semesters prior to enrolling in the Driver Education classroom portion of the course. If a student is a freshman, Limestone High School may count passing grades from the last semester of the student's eighth-grade school year.

### **COOPERATIVE EDUCATION**

There is one Cooperative Education program offered to Limestone students; Inter-related Cooperative Education. This program is offered to juniors and seniors interested in specific career and technical careers. This program consists of on-the-job training (OJT) related to classroom instruction and a cooperative class. Students without jobs by the fourth week of the semester will be removed from the course. The OJT and co-op classes each earn 1/2 credit per semester, and the student earns a paycheck while working. The co-op student will be expected to join a related career and technical organization that will meet during this co-op class. The cooperative education program at Limestone Community High School recognizes the importance of student attendance both at school and at the training stations.

### **Violations**

Students who do not maintain at least a 95 percent school and work-related attendance record are subject to removal from co-op for the remainder of the semester with no credit for class or work experience.

### **Procedure**

1. Students who are absent from school are not permitted to work at their training station on that date. Medical appointments, school-related absences, or any other exceptions must be approved by the coordinator in advance.
2. Students who are absent for three consecutive days or more due to illness must present a doctor's excuse to the coordinator upon returning to school and work. Students who are absent for less than three days due to illness or medical appointments may be excused if a doctor's excuse is presented to the coordinator upon returning to school.

- Students who fail to maintain at least a 95 percent school and work-related attendance record may be removed from the program and assigned a letter grade of (WF) for withdrawal failing. No credit will be granted for the semester in either the co-op class or work experience job. Students who are removed from the co-op program will be assigned to study hall for the remainder of the semester for both the classroom and work experience class periods.
- Extenuating circumstances that prohibit a student from attending school or his/her co-op job will be considered on an individual basis by the Administration.

### **STUDY HALLS**

Each student is allowed to request a study hall in his or her schedule. Students are allowed to obtain passes from study hall to the library for additional materials. It is the belief of the faculty and administration that study halls should promote an atmosphere conducive to studying. As such, the following rules apply to all scheduled study halls:

- An atmosphere of study shall be maintained throughout the entire period.
- The study hall teacher will assign all students a seat.
- The study hall teacher reserves the right to move any student he/she feels is disrupting the learning environment.
- All students are required to bring study or reading materials with them to study hall every day.
- No electronic devices are allowed in study hall (cell phones, MP3 players, iPods, laptops, hand held games or other devices, etc.)
- Students shall not write or make marks of any kind on the desks in study hall.
- There shall be no talking in study hall.
- Students are not permitted to leave their desks during study hall without the permission of the study hall teacher.

Any violation of the above stated rules will result in disciplinary consequences assigned by the classroom teacher or the Deans' Office. Further disciplinary action will be in accordance with the rules and regulations established by the Board of Education.

### **CO-CURRICULAR ACTIVITIES**

The heart of any school's spirit is the enthusiasm generated by a successful co-curricular program. Limestone Community High School offers students many opportunities to become involved in athletics, drama, music, speech, student government, student publications, and other activities. These activities can be socially and educationally rewarding for you. Make every effort to become acquainted with the opportunities available at Limestone. GET INVOLVED!!!

### **ATHLETICS**

Athletics and competition are very important in the high schools of America. With this thought in mind, it is recommended that every student find some sport or activity for his or her pleasure and interest.

Competitive athletics are offered at all levels at Limestone Community High School for both boys and girls. Limestone is a member of the Illinois High School Association (IHSA) and the Mid-Illini Conference. There are three seasons for athletic competition: fall, winter, and spring.

#### **FALL SPORTS**

Boys' Soccer  
 Cross Country  
 Football  
 Football Cheerleading  
 Girls' Tennis  
 Boys' Golf  
 Girls' Golf  
 Volleyball

#### **WINTER SPORTS**

Basketball Cheerleading  
 Boys' Basketball  
 Dance Team  
 Girls' Basketball  
 Wrestling

#### **SPRING SPORTS**

Baseball  
 Boys' Tennis  
 Boys' Track  
 Girls' Soccer  
 Girls' Track  
 Softball  
 Bass Fishing

Freshmen are encouraged to participate in a sport each season. This underclass participation will provide you with the experience to be successful at the varsity level. Athletics can be a rewarding and memorable experience throughout your high school career.

## CO-CURRICULAR CODE

### Philosophy

Limestone Community High School considers it a privilege for students to participate in co-curricular activities. Therefore, these students must assume responsibility for their conduct on a year-round basis. The Co-curricular Code will apply to all students involved in scholastic and interscholastic competitions and performances.

### Violations

The following acts will be interpreted as violations of the Co-curricular Code. (Conviction is not a prerequisite to disciplinary action.)

1. Possession and/or use of tobacco in any form.
2. Possession and/or use of drugs and/or paraphernalia or look-alike drugs.
3. Possession and/or use of alcohol.
4. Any student hosting a party where drugs and/or alcohol are illegally dispensed as reported by school personnel or law enforcement agencies.
5. Incorrect use of over-the-counter drugs.
6. Theft or vandalism on the school premises, on the premises of an opposing school, or on private or public property.
7. Presence at any student party where drugs and/or alcohol are illegally dispensed as reported by school personnel or law enforcement agencies.
8. Any behavior that is detrimental to the image or standards of the Co-curricular Code of Limestone Community High School.

### Penalties

Each offense is classified as a Level I, Level II, or Level III offense based on the seriousness of the particular offense. All students receiving a Level III violation will be required to attend a meeting with their parent/guardian and the school social worker before returning to competition.

Level I – minor offenses

Level II – moderate offenses

Level III – serious offenses

All offenses involving the possession and/or use of tobacco, drugs, or alcohol and/or hosting a party where alcohol and/or drugs are dispensed (violations 1, 2, 3, and 4 listed above) are automatically Level III offenses. The level of all other offenses (violations 5 – 8 listed above) will be determined by the Superintendent or his/her designee.

The duration of the penalties is as follows:

Level I – Coach's Discretion

Level II – 1/8 of regular season

Level III – 1/4 of regular season

1. If fewer than the necessary regular scheduled events remain in a season to complete a suspension, the student will be suspended from all remaining games including the post season. The suspension will be carried over to the next sport season if necessary.
2. The student must be a member of the organization/squad before the first scheduled contest. If the student quits after completing the suspension but before the season/activity is over, then he/she has not satisfied the suspension and the suspension will be carried over to the next activity.
3. Any Level III violation within a calendar year from the first Level III offense will cause the student to be suspended from all activities for a period of one year from the date of the second violation. A third or succeeding Level III violation, regardless of the date of occurrence, during a student's high school career will cause the student to be suspended from all activities for the remainder of that student's high school career.
4. If a student is a member of more than one group at the time the penalty is to be served, the student will be suspended from each of the activities for the designated period of time unless a Level I or Level

- II offense occurred while the student was participating in, practicing for, or representing a particular activity, at which time only that activity will be affected.
5. If a student is suspended from school for infractions other than those outlined above, only the school's disciplinary code will be enforced.
  6. A student arrested, charged, and proven guilty of committing a felony will be dropped from all co-curricular participation for one calendar year from the date of conviction.
  7. A student who violates the Co-curricular Code may receive his/her award if he/she has met the requirements for the award.
  8. The student will practice during the suspension (with the coach's permission) but cannot participate in any Blue/White games/Band Preview Night. The student will be introduced with the squad but will not be able to wear any of his/her school-issued apparel. The Blue/White games/Band Preview Night will not count towards the suspension.
  9. Coaches or sponsors may have rules in addition to the Co-curricular Code (provided these rules are deemed appropriate by the Superintendent and/or his/her designee). Violations of the rules established by coaches or sponsors may not exceed the penalty for a Level II offense. The coaches' or sponsors' rules will be enforced only during the season that the student participates in that activity.
  10. The Mid-Illini Conference has adopted these guidelines for which all conference schools follow:  
 "Mid-Illini Conference members shall give full faith and credit to the decision made by another Conference member that a student of the other Conference member has violated the other Conference member's Athletic Code. Accordingly, each Conference School shall not allow a student who has transferred from another Conference member to participate in any athletic activity which the student, by reason of the student having violated the Athletic Code of the other Conference member, would have been precluded from participating in had the student not transferred."
  11. While under suspension, the student will be on the sideline (with coach's permission) with his/her team but will not wear any of his/her school-issued apparel. At Senior Night, the student will be honored but is not allowed to wear any of his/her school-issued apparel.

#### **Voluntary Admission**

Voluntary admission by the student and/or parent/guardian to the coach/sponsor or administrator and/or Athletic Director of a first offense infraction will result in a reduction of the penalty by 50 percent. This reduction would not apply if the coach/sponsor, school administrator or Athletic Director has already been made aware of the offense and the individual(s) involved.

#### **Appeal Process**

Any student who is suspended for violation of the Co-curricular Code, along with his/her parents, will be notified in writing by the Superintendent and/or his/her designee. Parents wishing to meet with the Co-curricular Review Committee to discuss the situation must notify the Athletic Director in writing within five days after receiving notice of the violation. The Co-curricular Review Committee will consist of the Superintendent or his/her designee, five head coaches and/or head sponsors. The Superintendent or his/her designee will be the chairperson. Each coach/sponsor will have one vote.

#### **Procedure**

The student and his/her parents or guardians must sign the Co-curricular Code form verifying that they have read the Co-curricular Code. Limestone students and his/her parents will sign the Co-curricular Code upon registration at Limestone Community High School. This agreement is in effect throughout the child's tenure at Limestone Community High School. This signed Co-curricular Code form is kept on file in the District Office. A student may not participate until the signed form is on file.

#### **PHYSICAL EXAMINATIONS**

In order to participate in interscholastic athletics, every athlete **MUST** have an annual sports physical examination. Forms for sports physicals can be obtained from any doctor's office. **A sports physical will be valid for 395 days per new IHSA rule.** It is recommended that physicals be scheduled prior to the beginning of the school year to ensure eligibility in each season. **The athlete MUST have his/her physical examination on file before he/she will be permitted to participate with the team (THIS INCLUDES TRYOUTS).**

#### **ELIGIBILITY**

All eligibility standards for Limestone Community High School are adopted from the IHSA Eligibility Rules. All IHSA athletes' and competitors' grades are checked on a weekly and semester basis regarding academic

eligibility. The Athletic Director will monitor each week's eligibility. An athlete or competitor must pass twenty-five (25) credit hours which is the equivalent of five (5) .5 credit courses (2.5 full credits) of high school work per week. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. Only one physical development class will be considered for weekly and semester eligibility. Semester eligibilities will be handled by the Athletic Director.

#### NCAA DIVISION I AND II REQUIREMENTS

A freshman student-athlete must graduate from high school and successfully complete 16 high school core academic courses to qualify for competition in intercollegiate athletics. Although the academic standards for Division I and II are essentially the same, differences do exist in their distribution of the 14 core requirements. As of January 2015, the core courses must include:

	<i>Division I</i>	<i>Division II</i>
English Units	4	3
Math Units (to include Algebra & Geometry)	3	2
Natural/Physical Science units	2	2
Additional unit(s) of English, math, or science	1	3
Social Science units	2	2
Three additional units in academic courses (May be any of the already mentioned categories or in a foreign language or non-doctrinal religion/philosophy.)	4	4
<b>TOTAL CORE COURSES REQUIREMENTS</b>	16	16
<b>REQUIRED GPA IN CORE CLASSES</b>	2.3	2.0

During your sophomore year at Limestone, you should register with the NCAA. Go to [Eligibilitycenter.org](http://Eligibilitycenter.org) for this process.

Students must meet the CORE GPA/test score sliding scale index requirements.

Questions can be answered by NCAA Legislative Services, 6201 College Blvd., Overland Park, Kansas 66211, or one may contact the compliance office at an NCAA institution, or see your Guidance Counselor with any questions.

## IHSA

### Illinois High School Association (For 2016-17 School Term)

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

#### Key Provisions Regarding IHSA Rules

##### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major bylaw provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for

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

**1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

**2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

**4. Transfer**

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;



2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
  - D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  - E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
  - F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  - G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
5. **Age**  
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.
6. **Physical Examination**  
You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.
7. **Amateur Status**
- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
  - B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
  - C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
  - D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
8. **Recruiting of Athletes**
- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
  - B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
  - C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which is not uniformly made available to all students who attend your school.
  - D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
  - E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
  - F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an

administrator at the school, not a member of the coaching staff.

**9. School Team Sports Seasons**

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

**10. Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

**11. All-Star Participation**

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

**12. Misbehavior During Contests**

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)**

## PERFORMING ARTS

### BAND

**Jazz Band** meets daily as a regular academic class. Students in this course must be enrolled in band for a full year unless prior approval is given from the director. Students may be required to audition to reach the specific instrumentation needed. This course focuses on learning various styles of music including swing, rock, and Latin, as well as learning improvisation techniques. Additional rehearsals are required every Tuesday and Thursday after school beginning in November. Performances include three Jazz Festivals during the second semester, two concerts, and various performances in the community.

**Marching Band** meets daily during the first semester as a regular academic class and is open to any student who plays an instrument. This group performs at various competitions throughout the state, all home varsity football games, and the Holiday Concert in December. Extra rehearsals are held in the summer every Tuesday and Thursday beginning in July and continue until school begins in August. Pre-Camp and Band

Camp are held at the beginning of August and are a requirement to be in the ensemble. During the school year, the Marching Band rehearses every Tuesday evening beginning in August continuing through October.

**Marching Band: Color Guard** meets daily during the first semester as a regular academic class. In Color Guard students will learn the techniques involved in expressive dance, flag, rifle, and saber to enhance the Marching Band field show. This group performs at various competitions throughout the state, all home varsity football games, and the Holiday Concert in December. Extra rehearsals are held in the summer every Tuesday and Thursday beginning in July and will continue until school begins in August. Pre-Camp and Band Camp are held at the beginning of the school year, and the Marching Band rehearses every Tuesday evening beginning in August, continuing through October. Additional rehearsals may be added as needed. Students are selected for this activity through an audition process.

**Marching Band: Winter Guard** meets daily during the second semester as a regular academic class. In Winter Guard students will use skills and techniques in expressive dance, flag, rifle, and saber in a specially designed competitive show. The Winter Guard is a competitive group and will perform at various competitions throughout the Midwest while competing in the *Midwest Color Guard Circuit*. The Winter Guard is currently in the *Scholastic A Division*, and therefore will be comprised of students that meet the requirements to participate in this division. Students are selected for the *Winter Guard* through an audition/interview process. This group has extensive outside rehearsals and participation fees.

**Music Appreciation** is a course available to all grades of music and non-music students which meets daily as a regular academic class. This course introduces basic concepts of music, music history, listening, multicultural music, and the role of music in society.

**Music Theory and Advanced Music Theory** are courses that meet daily as a regular academic class. These courses focus on basic aspects of melody, harmony, rhythm, musical analysis, composition, dictation, and other listening skills. Advanced Music Theory focuses more in depth into the fundamentals of music and composition. Music Theory is the pre-requisite to Advanced Music Theory.

**Symphonic Band Semester 1** is an instrumental course designed for students that are unable to participate in the Marching Band and is open to any student who plays an instrument. During this semester, students will work on building fundamentals, prepare solos, and practice music to perform with the Marching Band at the Holiday Concert in December.

**Symphonic Band Semester 2** is the second of two full instrumental concert ensembles and meets daily as an academic class. This ensemble is intended to help build the skills of the younger band students who are not yet ready for the more advanced music performed by the Wind Ensemble. Students who enroll in Symphonic Band during the second semester will work on building their fundamental skills and will perform a varied repertoire of concert band literature. Symphonic Band performs at two concerts and may also participate in one festival each year.

**Wind Ensemble** is the top performing concert ensemble that begins in second semester and meets daily as an academic class. This ensemble performs more advanced literature and is geared towards the more advanced musician. The Wind Ensemble prepares for two concerts and two festivals per year. Acceptance in this ensemble is by audition only. Additionally, students must be enrolled in band during first semester to be considered unless prior approval is given by the Director.

#### CHORAL MUSIC

**Concert Choir** and **Treble Choir** membership is achieved by audition only. The style and interpretation of music from various periods of music history are studied in detail. Knowing the basic fundamentals of music and being able to sight read allow these members to dwell on the aesthetics and meanings of the great choral works.

**Madrigal Singers** and **Chamber Singers** are select groups of students performing Renaissance style literature in preparation for the annual Madrigal Dinner. **Vocal Jazz** and **Advanced Vocal Jazz** are also select ensembles who perform contemporary and jazz music the second semester of the school year. These groups are high profile performing ensembles and admittance is acquired by audition.

**Tenor/Bass** and **Soprano/Alto Chorus** are the beginning chorus groups. Basic fundamentals of good tone production and an accurate sense of pitch are learned through the study of choral music. The foundation of music theory, including note and rest values, time signatures, rhythmic counting, dynamic and tempo markings, and terminology are taught to the students.

#### **PLAYS/MUSICAL**

There are two all-school theatrical productions each year--a fall play and a spring musical. Announcements are made as to the time and place of tryouts for school productions.

Students interested in make-up, costumes, scenery, lights, or any other backstage work should contact the director(s). No experience is necessary; the drama department welcomes all students with creativity, dedication, and a desire to make a debut in theatre!

#### **SCHOLASTIC BOWL**

Students who enjoy trivia, have quick recall, and want to expand their knowledge in all areas are invited to participate in Scholastic Bowl competition. Limestone plays in at least eight tournaments a year throughout central Illinois. Students will also participate in weekly league play during the scholastic bowl season.

Students will have fun and learn at the same time. This combination not only augments classroom learning but also exposes the student to many other intellectual areas.

#### **SPEECH TEAM**

The competitive speech team offers students the opportunity to compete in 15 individual, duet or group events in drama, comedy, and public speaking. The season runs from October to February. Competition is held with schools throughout central Illinois and includes a Mid-Illini Conference tournament. The team also participates in the IHSA regional, sectional, and state tournaments.

#### **CHESS TEAM**

Limestone's competitive Chess Team competes against teams throughout Central Illinois in dual matches and at tournaments. The team competes intermittently in the fall and winter months, ending its season in February with the IHSA state competition.

### **ACTIVITIES**

#### **ASSEMBLIES**

Assemblies, whether entertaining or educational, are a privilege and should be treated as such. The conduct of the audience at an assembly plays a large part in establishing the reputation of a school. Students will be required to sit in assigned sections, and not engage in impolite behavior such as whistling, foot stomping, chanting, heckling, lying back in the chairs or bleachers, and publicly displaying affection. Excessive talking is out of order. If students do not wish to participate in the assembly program, they are to report promptly to the cafeteria with study materials. Disciplinary action will be taken for students disrupting assemblies.

#### **DANCES**

Our school believes that dances are important parts of school life. Such events must be regulated in order that they may continue to be a valuable and interesting part of student activities. All dance or school party activities must be cleared with the Deans' Office. No party or dance may be arranged without the approval of the advisors. Chaperones must be arranged with instructions from the Deans of Students. A policeman will be present at all dances. No party shall be given on a night immediately preceding a school day, and all events shall end no later than 11:00 PM. As at all school functions, any evidence of drinking or smoking will result in immediate suspension from school (unless stronger action is required) as well as immediate suspension from the party or dance. Anyone who leaves a school-sponsored activity will not be allowed to reenter.

Only Limestone Community High School students and their approved guests may attend dances or parties. The sponsor of the activity or the Dean reserves the right to determine guests who may attend. LCHS students must request from the Dean of Students permission to bring a guest and complete a dance request form. This permission must be requested by 3:30 PM two days preceding the event. All students are required to present an I.D. card for admittance to dances.

#### **HOMECOMING**

Homecoming Week is one of the most active and fun-filled weeks in the school year. Homecoming activities include auditioning for the variety show filler acts and rehearsing for the variety show. Class members prepare a short skit to perform at the variety show.

Each class competes with the other classes in skit competition. The variety show is held on Wednesday night. The announcement of the Homecoming Court and the crowning of the Queen and King highlight the show, with a pep rally and bonfire at the conclusion of the show. The Homecoming parade is planned for Friday. The Homecoming football game is played on Friday night. The final activity of Homecoming Week is the dance held at the school on Saturday night. All students are urged to get involved and participate in the Homecoming activities.

#### **SCHOLARS RECOGNITION CEREMONY**

During the fall of each year, the school hosts a tea and award ceremony to recognize academic excellence for students in grades 10-12. Students who earn a cumulative grade point average of 3.6 (A-) are eligible for recognition. Seniors are awarded gold medals, juniors receive silver medals, and sophomores receive bronze medals.

#### **SPRING HONORS DAY**

In the spring of each year prior to graduation, the school recognizes students for their high school achievements in academics, leadership, and school and community service. Awards are presented to the top students in various departments, and scholarships from local service, educational, and business groups are awarded to deserving students.

#### **CLUBS**

Limestone Community High School encourages students to become involved in school-sponsored clubs. Clubs provide students with a variety of educational, socialization, and service benefits.

#### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

FCA is open to all athletes, freshman through senior; non-athletes are welcome too. FCA meets twice per month, sharing games, fellowship and snacks. They also listen to encouraging videos and speakers. Summer camp participation is also available.

#### **GAY-STRAIGHT ALLIANCE**

The goal of the GSA Rockets is to promote the emotional health and security of all LCHS students, regardless of sexuality or gender identity. We involve allies, educate the student body, and provide a safe, supportive community for GSA members. GSA Rockets will support local organizations that specifically support gay, lesbian, transgender, allies, and people with alternate gender-identities.

#### **INTER-RELATED OCCUPATIONS COOPERATIVE EDUCATION CLUB**

This club is comprised of those students who are enrolled in the Personal & Public Services Co-op program. The main purpose of the club is to develop leadership, career and technical competence, and community service.

#### **KEY CLUB**

Key Club is a service and leadership development organization for high school students which operates under school regulations and draws its membership from the student body. Key Club is sponsored by the local Kiwanis Club. Key Club's aim is the development of initiative, leadership ability, and good citizenship practices.

#### **STUDENT PREVENTION TEAM**

SPT is a group of students who are interested in developing teamwork and leadership skills to educate their peers and community about the dangers of alcohol, tobacco, and other drugs. They plan and implement Leadership Seminars, Snowflake and Snowflurry events throughout the year. SPT is open to all LCHS students who are willing to make a commitment to remaining alcohol free, tobacco free, and free of any other drugs.

#### **HONOR SOCIETIES**

#### **FRENCH HONOR SOCIETY**

To be eligible for the National French Honor Society, students must maintain an "A" in French, and are selected after five semesters of French. Selected students are presented with a certificate at a banquet in the spring semester.

## **NATIONAL HONOR SOCIETY**

Induction into the National Honor Society will be based on grade point average, leadership, service, and character. Class rank will not play a role in the induction of the National Society's students. Selection is based on a point system which grants points for grade point average, student's leadership, service, and character. Points can also be deducted for detrimental classroom behaviors, athletic code violations, suspensions, and expulsions. Students selected for the National Honor Society are not chosen on the basis of grades alone.

## **SPANISH HONOR SOCIETY**

The Spanish Honor Society at Limestone Community High School is an honor society for those students with high academic achievement in Spanish, that is, an A minus average in five semesters of Spanish. Students are selected and presented with a certificate during the spring semester.

## **MEDIA METHODS**

Student media methods include the student newspaper, the *Limelight*; the yearbook, the *Amulet*; and the broadcasting class, *Rocket One*.

The *Limelight* is produced as a class project in Media Methods class. The opinions expressed in the newspaper are not necessarily those of the Board of Education, the administration, faculty, or newspaper advisor. It is distributed to students, administration, faculty, the community, and nationally through a scholastic press exchange program. The *Limelight* follows journalistic principles and guidelines promoted by Quill & Scroll, Journalism Education Association, National Scholastic Press Association, and the Illinois High School Scholastic Press Association. Students must apply for acceptance to Media Methods and be approved by the advisor through teacher evaluations, completed application, and interviews.

The *Amulet* is issued annually as a pictorial record of the school year. A student editorial staff, supervised by a faculty advisor, is responsible for the publication. A limited number of students are allowed on the staff. Students must complete an application and be interviewed to determine their eligibility.

*Rocket One* is Limestone's very own student produced television program. Students in *Rocket One* broadcast a live television show daily to inform the students and staff of important events and activities. Students in this course learn the fundamentals of broadcast production by rotating through the different job positions found in a television studio. Sophomore through senior students are interviewed to determine their eligibility for this course.

## **STUDENT GOVERNMENT**

### **STUDENT COUNCIL**

The Limestone Student Council serves as the main government body of the school. Six students from each class make up this body. The purpose of Student Council is to develop attitudes and practices in good citizenship, to improve student-teacher relationships, to assist in the management of school activities, and to promote the general welfare of the school. As a member of Student Council, students will be subject to the Co-curricular Code and all of its rules and regulations.

Student Council sponsors Homecoming, dances, fundraising activities, assemblies, elections, community service projects, etc.

### **Qualifications for Student Council Representatives and Officers:**

1. Must be a member of the class from which elected or appointed.
2. Must have at least an overall "C" average at each grading period.
3. If, after taking the Student Council oath, a representative receives below an overall "C" average during any grade period, he/she will be dismissed from the council for a nine-week probationary period. If grades are not returned to the required level after this probationary period, the student will be removed from Student Council.
4. An "F" in an academic subject for any grade period will call for immediate dismissal from Student Council.

### **Additional Qualification for Student Body President and Vice President:**

Must have served at least one year as a Student Council representative.

## **CLASS OFFICERS**

Each class has four officers: a president, a vice president, a secretary, and a treasurer who serve for one year. The candidates must be members of the class they wish to represent. It is a privilege to be elected as a class officer. As such, each class officer will be subject to the Co-curricular Code and all of its rules and regulations.

Class officers are responsible for organizing their class activities, their Junior-Senior Prom, and skits for Homecoming.

### **Qualifications for Class Officers:**

1. Must be a member of the class from which elected or appointed.
2. Must have at least an overall "C" average in all subjects for the completed grade period. (If a student fails to maintain this average, he/she shall be removed from office, and *ROBERT'S RULES OF ORDER, REVISED* will be used to replace same).

### **GUIDELINES FOR STUDENT COUNCIL AND CLASS OFFICER ELECTIONS**

1. Any student running for an office at this school shall have and maintain an overall "C" average at each grading period.
2. A petition shall be signed by 75 students in the class represented.
3. Students should not be permitted to sign more than three petitions for each office.
4. Any sign used in elections shall not involve smoking, alcohol, sex, or gambling. Any such use will result in the student being disqualified from running.
5. Classes with their advisors will organize their own elections. Student Council will conduct the elections.
6. Any irregularity in election procedure will empower the class officer to restrict class activities with the approval of the Superintendent.
7. Elections for the freshmen class will be held at the end of the second semester.

# **STUDENT CONDUCT**

## **PHILOSOPHY OF ATTENDANCE**

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

## **ATTENDANCE POLICY**

The following attendance policy has been adopted by the Board of Education in an effort to keep students in school and in classes. Every opportunity will be given the student to avoid serious penalty. The parent/guardian may either call the school on the day of the student's absence or send a written note explaining the reason for the absence. If documentation for your student's absence is available from a doctor, dentist, or judge, please send a copy of it to school with your student. Communication between parents and the school helps to avoid potential problems and unnecessary contact and calls from the school.

## **TRUANCY COUNSELING**

Limestone guidance counselors are available to students and their families to address attendance concerns, such as truancy and tardies. Referrals can be given should a parent want to contact outside resources to address their student's needs. Guidance Counselors can be contacted at 697-6271, EXT. 423.

## **POLICY**

- A. Excused school or class absences shall include personal or family illness, religious holidays, personal injury, doctor and dental appointments, death in the family, family vacations (maximum of 5 days), school-related activities, court or judicial proceedings (at the discretion of the Dean), college visits, post high school educational training visits, job interviews, and military examinations. All other reasons will be determined excused or unexcused by the Deans. (An attempt should be made to schedule doctor or dental appointments at times that do not conflict with school hours.)
1. The following excused absences should be prearranged (parental request): family vacations, religious holidays, court, or judicial proceedings (at the discretion of the Dean), college visits, post high school educational training visits, job interviews, and military examinations.

2. If the reasons for absence as listed above are not prearranged, they may become unexcused absences. The prearranged absence sheet that each student uses to obtain the teachers' signatures must be turned into the attendance office prior to the prearranged day or days.
  3. Extended prearranged absences (five or more school days) should be obtained from a Dean and signed by teachers at least five (5) school days prior to the time of the absence(s).
  4. Students absent three (3) or more consecutive days may be considered unexcused unless documentation is presented. When a student receives five (5) absences, excused or unexcused, a letter will be mailed home from the Dean of Students notifying parent and student of the absences and asking for documentation to be provided, if available. Furthermore, once a student accumulates ten (10) absences in a school year, he or she will be placed on the Documentation List. At this time, a second letter will be mailed from the Dean of Students explaining that any additional absences will only be excused if documented.
  5. Students who have 15 unexcused absences for the school year will be placed on the Limestone Community High School Alternative Agreement and may be taken before the Board of Education for an expulsion hearing if the Alternative Agreement is violated.
  6. Two college visits for juniors and seniors per year to be exempt *upon presenting documentation on college letterhead from university personnel, i.e. Administrator, Academic Advisor, and/or coach.*
- B. Absences from school/class due to truancy are unexcused. Students shall be allowed to make up daily class work, tests and term assessments. The grade for any work turned in late due to any unexcused absence will be lowered by 10%.
- C. Credit for make-up work for excused and unexcused absences will be granted. The time given for make-up work is as follows:
1. One day will be given for each day of absence. All make-up work must be completed within one week after the end of the grading period. Special arrangements will be made for those students with extended illness. Students who receive an out-of-school suspension will receive one day for each day suspended to complete any work missed during the suspension period. Students suspended two or more days will be granted a maximum of two days upon their return to school to complete all work missed.
  2. Students returning to school after an absence for any reason are responsible for assignments previously announced (i.e., tests, term papers, notebooks, etc.)
  3. Students absent from school, for reason of illness, in excess of ten (10) school days should make arrangements for tutoring. Teachers will cooperate with the student and parent in cases of extended illness.

### **Absence Reporting**

- A. A parent/guardian of an absent student is to call the attendance clerk on the day of absence prior to 10:00 AM stating the reason for the absence. Failure to do so may result in an unexcused absence or truancy.
- B. If documentation for your student's absence is available from a doctor, dentist, or judge, please send a copy of it to school with your student.

## **DISCIPLINARY ACTIONS FOR TARDIES PER SEMESTER**

### **ALL TARDIES ARE UNEXCUSED.**

Accumulation of five (5) tardies	- One (1) hour detention and Time Management meeting with Counselor
Accumulation of six (6) tardies	- Loss of early dismissal/late arrival privileges for the next semester
Accumulation of ten (10) tardies	- Saturday Detention (2 hours); Loss of hallway pass privileges
Accumulation of 15 tardies	- Two (2) days In-School Detention (ISD)
Accumulation of 20 tardies	- Three (3) days In-School Detention (ISD)
For each additional five (5) tardies	- Four (4) days In-School Detention (ISD)



#### Arrival to FIRST HOUR

Arrival to First hour after 7:45 a.m. without parent contact will be addressed as follows:  
7:46 to 8:00 a.m. - Tardy  
After 8:00 a.m. - Class Truancy

### **DISCIPLINARY ACTIONS FOR TRUANCIES PER YEAR**

**ALL TRUANCIES ARE UNEXCUSED AND REQUIRE A DEAN ADMIT TO RETURN TO CLASS.**

#### First Truancy

1 Period Truant - One (1) Detention  
2-3 Periods Truant - One (1) Saturday Detention (two hours)  
4-8 Periods Truant - Two (2) Saturday Detentions (four hours)

Second and Each Additional Truancy of 4-8 Periods - Two (2) days ISD

Class Truancy - One (1) Detention

(Absent for more than 5 minutes of the class but not the entire class period)

#### Arrival to FIRST HOUR

Arrival to First hour after 7:45 a.m. without **excused** parent contact will be addressed as follows:  
7:46 to 8:00 a.m. - Tardy  
After 8:00 a.m. - Class Truancy

\*\*\*Please note #6 below under EARLY DISMISSAL PROGRAM

#### **DISCIPLINARY ACTIONS FOR AWOL (not being where you are supposed to be)**

First AWOL - Detention issued by classroom teacher  
Second and succeeding AWOL - One unit of Saturday detention

#### **EARLY DISMISSAL/LATE ARRIVAL PROGRAM**

The Early Dismissal Program is a privilege given to junior and senior students who meet specific criteria for entrance into the program. The early dismissal privilege will be evaluated at the end of each semester for placement into the program the next semester. If the qualifications have not been met, students will be given the option to take a study hall or enroll in an additional class if enrollments will allow entry into the requested class. Each student will be given an early dismissal application that must be completed and signed by both the student and the student's parents/guardians. This application for early dismissal privileges may be reviewed by the Superintendent or his/her assigned designee.

Criteria for the Early Dismissal Program are as follows:

1. Only junior and senior students will be allowed in the program.
2. The minimum credits necessary are:  
1st semester juniors - 12 credits  
2nd semester juniors - 15 credits  
1st semester seniors - 18 credits
3. Early dismissal students must have five or less days of absence and accumulated five or less tardies during the previous semester to be eligible.
4. Early dismissal students must leave the building by 2:05 PM. (Exception: students involved in after-school activities may go to an area where they are supervised by their sponsor, coach, etc.)
5. Any student suspended for disciplinary reasons during the past semester will not be eligible during the following semester for early dismissal privileges.
6. Any student having a truancy during the past semester will not be eligible for the following semester early dismissal privileges.
7. Second semester senior eligibility will be based on credits and administrative approval.

#### **PERFECT ATTENDANCE**

In order for a student to qualify for perfect attendance, he or she must not have missed any school as defined by the Illinois State Board of Education. A school business absence will not count against a student's perfect attendance

## **PERMITS TO LEAVE**

If a student needs to leave school during the normal school hours, he/she must bring a note signed by a parent or guardian to the Deans' or Guidance Office before the beginning of the school day. The note must include the student's name, the reason for the excuse, and the time he/she is to be dismissed. Any student who leaves school without a permit to leave may be considered truant and disciplined accordingly.

## **EMERGENCY PERMITS TO LEAVE**

If a student needs to leave school during normal school hours in an emergency, he/she must contact the school nurse (medical emergency) or the Deans (non-medical emergency). A parent or guardian must be contacted and permission given before the student will be allowed to leave the building. Any student who leaves school without a permit to leave may be considered truant and disciplined accordingly.

## **DISCIPLINE POLICIES AND PROCEDURES**

Discipline is defined as acceptable behavior through self-control. It is the school's sincere wish that each student develops all the necessary characteristics needed to enable him/her to determine what is or is not appropriate behavior. This maturation process differs in time and degree with each individual student. Because of this phenomenon, society (including schools) is faced with dealing with many different attitudes and concerns. We feel that it is only through cooperation among all parties involved that problems can be solved.

SCHOOLS REFLECT THE SOCIETY IN WHICH THEY EXIST. The great emphasis on the rights of individuals rather than on the rights and resulting responsibilities has produced many unique and complex problems. Couple this with the increasing number of societal problems and school personnel become faced with an awesome responsibility to develop self-control in young people.

It is the responsibility of Limestone Community High School to assure that every student has the right to receive an education free of physical and/or psychological threats. Limestone Community High School will administer its disciplinary policies to ensure the physical and psychological safety of each student.

## **RIGHTS AND RESPONSIBILITIES**

Education is a privilege extended to those who use it properly. Students attend school for the primary purpose of gaining usable knowledge and skills. They are expected to strive for achievement equal to their abilities. With the right to attend school come certain responsibilities that are met only through an understanding of the school's philosophy of behavioral expectations. IT IS THE RESPONSIBILITY OF EACH STUDENT IN ATTENDANCE AT LIMESTONE COMMUNITY HIGH SCHOOL TO BE AWARE OF AND TO FOLLOW THE BOARD OF EDUCATION ADOPTED DISCIPLINE POLICIES AND PROCEDURES.

## **SCHOOL'S AUTHORITY**

*Illinois School Code, 105 Illinois Compiled Statutes 5/24-24. Maintenance of Discipline* states: Teachers and other certificated educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Reasonable force may be needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Nothing in this Section affects the powers of the Board to establish rules with respect to discipline. The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and co-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days' notice of the violation is given such person and a hearing had thereon by the Board pursuant to its rules and regulations. The administration of any school may file legal charges as agents of the school against persons committing any offense at school events.

## POLICIES AND PROCEDURES

### I. Introduction

- A. The following rules set forth the standards and procedures of the Board of Education of Limestone Community High School District #310 regarding the discipline, suspension, and expulsion of students.
- B. The secretary of the Board of Education shall maintain a conveniently accessible copy of these rules in the office of the Board of Education and shall allow access to them by the public in accordance with *The Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1-11*.
- C. The Superintendent shall make these rules known to students and their parents by appropriate means.
- D. References to "parent(s)" shall refer, where appropriate, to a student's legal guardian(s).

### II. Application

The following rules of conduct, unless specifically indicated otherwise, apply to any student of the district who is: (1) on school property at any time, (2) in transit on a school bus, or (3) engaged in or attending an activity publicly identified with Limestone Community High School by name, even if not on school property (i.e., "away" sports activities).

### III. Due Process

All students are afforded due process rights prior to any disciplinary action taken. These rights are afforded at each step of any disciplinary action such as: removal from class by a classroom teacher (one day only); informal hearings with the Dean or other school administrator; and formal hearings with the Board of Education.

### IV. Student Misconduct, Possible Discipline, Discipline Drop for a Class

- A. The following list of student offenses and possible disciplinary action is intended to place students, parents, teachers, and administrators on notice of what the Board of Education considers to be unacceptable student behavior and appropriate discipline. Although the Board has attempted to set forth with specificity a list of offenses and the range of discipline, the list is not intended to be all-inclusive. Therefore, to the extent that the student engages in conduct harmful to the district or fellow students that is not addressed on the following list, the administration (at its discretion) may impose appropriate discipline, including detentions and recommendations of class suspension, school suspension, and/or expulsion in accordance with the procedures contained herein.
- B. A student may be withdrawn from a class due to continued classroom misconduct. A Discipline Drop will result by following the procedure outlined below.

Offense	Consequence
1	Detention or Office Referral
2	Detention or Office Referral and the teacher will make a parental contact
3	Detention or Office referral and the Deans' Office will make a parental contact
4	Detention or Office Referral and the student, parent, teacher, and appropriate dean will sign a contract stating that the student will be removed on the 5 <sup>th</sup> offense
5	Detention or Office Referral, student will be withdrawn from the class with a WP or WF, no credit will be earned, the student will be assigned to a study hall

- C. The administration (where appropriate) and the Board have the discretion to dispense any of the disciplines set forth in conjunction with the specified student offense, and are not required to engage in "progressive" discipline unless these rules specifically require that progressive discipline be followed.

## ACTS OF MISCONDUCT

### LEVEL I

Level I offenses involve minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. These include but are not limited to such misbehaviors as:

#### BEHAVIOR

1. first time misconduct of a minor nature at school or on bus
2. public displays of affection
3. inappropriate physical contact
4. failure to bring proper work and/or study materials to class

5. use of electronic devices without teacher permission in the classroom, including, but not limited to, cellular devices, MP3 players, CD players, electronic gaming devices, digital cameras, digital video recorders, etc.
6. dress code violations
7. AWOL/Class Truancy
8. food or drinks in academic lockers, hallways and classrooms
9. bringing outside food and drink (McDonalds, Subway, and Polar Pops) to school

#### **DISCIPLINARY RESPONSE**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. A proper and accurate record of the offense and disciplinary action is maintained by the staff member. Some behaviors can be referred to the Dean for appropriate action.

##### **Level I Range of Consequence(s)**

- Verbal reprimand
- Student/staff conference
- Withdrawal of privileges
- Counselor referral
- Parent contact
- Behavior contract
- Special assignment
- Room detention
- Detention

#### **LEVEL II**

Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions that result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose education consequences are serious enough to require corrective action on the part of administrative personnel. These include but are not limited to such misbehaviors as:

##### **BEHAVIOR**

1. continuation of Level I acts of misconduct
2. failure to obey a reasonable request or direction of school personnel
3. leaving school grounds during school day without permission of school authorities
4. being in or around vehicles in parking lot without permission of school authorities
5. being in hall, rest room, or any off-limits area without authorization
6. cheating/plagiarism
7. use of profanity, obscene, or vulgar language/gestures
8. failure to report for student-teacher conference
9. first truancy
10. failure to report to detention hall
11. failure to report for room detention
12. failure to register automobile
13. five accumulated tardies
14. possession and/or use of a lighter or matches
15. defacing school property/property of others
16. computer misuse or abuse

#### **DISCIPLINARY RESPONSE**

The student is referred to the Dean for appropriate disciplinary action. The Dean meets with the student and/or teacher and affects the most appropriate response. The teacher and parent/guardian are informed of the Dean's action. The Dean maintains a proper and accurate record of the offense and disciplinary action.

##### **Level II Range of Consequence(s)**

- Student/staff conference
- Referral to counselor
- Withdrawal of privileges

- Parent contact
- Withdrawal of bus privileges
- Financial Restitution
- Detention
- Saturday detention
- Revocation of school parking permit for the remainder of the school year
- 

### **LEVEL III**

Level III involves a continuation of Level II or failure of Level II disciplinary measures to correct the behavior and acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. Although some Level III acts of misconduct might be considered criminal, they can usually be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. These include but are not limited to such misbehaviors as:

#### **BEHAVIOR**

1. continuation of Level II acts of misconduct
2. insubordination directed to school personnel
3. use of ethnic or sexual orientation slur
4. use of profanity or vulgar language toward fellow students
5. active participation in a verbal, pushing, or shoving incident
6. damaging school property/property of others
7. possession and/or use of any type of tobacco product in school or on school grounds
8. theft (under \$300.00)
9. forgery (non-criminal violations)
10. gambling
11. 5<sup>th</sup> and succeeding detentions
12. failure to attend Saturday detention
13. harassment or sexual harassment
14. medication not with nurse
15. suspension violation
16. bullying/intimidation
17. refusal to identify self correctly or present identification (ID) card
18. instigating
19. accumulation of 10 tardies
20. possession and/or use of e-cigarettes, vaping devices, or related paraphernalia used with these devices on school grounds

#### **DISCIPLINARY RESPONSE**

The Dean initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences. The Dean meets with the student and confers with the parents about the student's misconduct and the resulting disciplinary action. A proper and accurate record of the offenses and disciplinary actions is maintained by the Dean.

#### **Level III Range of Consequence(s)**

- Student/staff conference
- Temporary removal from class
- Parental conference in person
- Financial restitution
- Permanent removal from class
- Withdrawal of privileges
- Saturday detention
- In-school detention
- Out-of-school suspension
- Juvenile referral
- Police referral

#### **LEVEL IV**

Level IV acts involve actions which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts of gross misconduct are so serious that they always require administrative actions, which result in the immediate removal of the student from the school, the probable intervention of law enforcement authorities, and possible action by the Board of Education. These include but are not limited to such misbehaviors as:

##### **BEHAVIOR**

1. continuation of some Level III acts of misconduct
2. acts of physical violence including battery/fighting (active participation)
3. profanity directed toward a staff member or in response to a staff member
4. possession of object, which could be used to cause bodily harm.
5. setting off fire alarm
6. major theft (over \$300.00)
7. malicious mischief/criminal damage to property
8. extortion
9. unlawful assembly
10. possession and/or sale of stolen property
11. burglary/breaking and entering locked rooms, lockers, desks, cabinets, etc.
12. street gang/secret society activity, paraphernalia, insignia, etc.
13. any other acts which are violations of the *Illinois Revised Statutes*
14. threatening or harassment of an employee
15. threats of violence
16. use of ethnic or sexual orientation slur or any other insignias that attempt to insight fellow students
17. use of ethnic or sexual orientation slur or any other insignias that attempt to insight school personnel
18. endangerment to school environment
19. gross insubordination/disobedience
20. accumulation of ten (10) or more days of out-of-school suspension per year
21. use of profanity or vulgar language toward school personnel
22. contract/alternative probation violation
23. accumulation of 15 tardies/and each additional 5 tardies thereafter
24. 11<sup>th</sup> and succeeding unit of Saturday Detention
25. Gross misconduct

##### **DISCIPLINARY RESPONSE**

The Dean verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials may contact law enforcement officials to assist in prosecuting the offender. A complete and accurate report is submitted to the Superintendent for his consideration and possible recommendation to the Board of Education.

##### **Level IV Range of Consequences**

- Student/staff conference
- Parental conference in person
- Appropriate placement
- In-school detention
- Out-of-school suspension
- Juvenile referral
- Police referral
- Recommendation for expulsion
- Probationary agreement
- Removal from class
- Financial restitution
- Counselor/Social Worker referral

#### **LEVEL V**

Level V acts involve those acts that are a direct threat to the health and well being of others or to the individual student. These acts always require administrative actions, which result in immediate removal

from school and an administrative recommendation of expulsion to the Board of Education. In addition, appropriate criminal charges may be filed. These include but are not limited to such misbehaviors as:

#### **BEHAVIOR**

1. possession of a weapon
2. possession of an incendiary device or substance
3. gross misconduct involving violence
4. bomb threat
5. arson/setting fires
6. use, evidence of use, or being under the influence of intoxicating substances
7. possession of intoxicating substances
8. use, evidence of use, or being under the influence of cannabis or a controlled substance as defined in the *Illinois Revised Statutes*, except where use is authorized by the student medication policy of the Board
9. possession of cannabis or a controlled substance as defined in the *Illinois Revised Statutes*, except where possession is authorized by the student medication policy of the Board
10. to knowingly deliver or possess with intent to deliver any substance that is or is represented to be cannabis or a controlled substance
11. the possession or use of any device or item which has no reasonable discernible use other than in connection with the use of cannabis or a controlled substance including but not limited to roach clips, stones, hashish pipes, syringes, or hypodermic needles
12. extreme verbal abuse to an employee
13. battery of an employee
14. Use, evidence of use or being under the influence of synthetic cathinones or synthetic cannabinoids, including but not limited to bath salts, K2, K3, Blue Dragon, or spice.
15. Possession of synthetic cathinones or synthetic cannabinoids, including but not limited to bath salts, K2, K3, Blue Dragon, or spice.
16. Possession or use of any device or item which has no reasonable discernible use other than in connection with the use of synthetic cathinones or synthetic cannabinoids, including but not limited to roach clips, stones, pipes, syringes or hypodermic needles..

#### **DISCIPLINARY RESPONSE**

The Dean initiates disciplinary action by investigating the infraction. The Dean meets with the student and requests a parent conference discussing the student's misconduct resulting in immediate suspension and a resulting disciplinary hearing with the Board of Education.

##### **Level V Range of Consequence(s)**

- Parental conference
- Out-of-school suspension
- Recommendation of expulsion from school
- Referral to law enforcement officials

## **ALPHABETICAL LISTING OF POLICIES**

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

The use of alcohol, or non-medical use of other drugs, constitutes a potential hazard to the physical, emotional, and psychological development and also the educational progress of students. It has been the intent and responsibility of the administration and teachers of Limestone Community High School to develop programs and procedures which:

1. provide assistance and support to those students who request assistance in addressing a problem with alcohol or other substances.
2. provide accurate, factual information to students so they can make intelligent, mature decisions regarding the use of alcohol and other substances, and which may help prevent them from becoming users of alcohol and other substances.
3. assist in the overall community effort to reduce illegal drug traffic.

To achieve these goals, Limestone Community High School shall:

1. provide an educational program that will make students aware of the physical, emotional, and psychological dangers involved with the use of alcohol and other drugs. The program shall provide students with objective information that will help them make intelligent decisions

- regarding the use of alcohol and other drugs. Such information shall include a focus on abstinence from the use of alcohol or other drugs.
2. establish and maintain an on-going in-service education program for our entire teaching staff and also establish and maintain a program of information for the parents to:
    - a. enhance their understanding of the problems associated with the use of alcohol and other drugs by adolescents.
    - b. enhance their ability to recognize signs and symptoms of alcohol or other drug use by adolescents.
    - c. teach them the skills necessary to intervene on behalf of an adolescent who is experiencing problems related to his/her use of alcohol or other substances.
    - d. inform them about substance abuse treatment and intervention services available at area hospitals, agencies, and support groups that provide support to family and friends as well as to an adolescent addicted to alcohol and other substances.
  3. cooperate with all law enforcement agencies by reporting any information that would assist in the apprehension of alcohol or drug traffickers.
  4. establish prevention and intervention procedures that help Limestone Community High School reduce the use, distribution, and sale of alcohol or other drugs on school property and at school-sponsored events and activities.
  5. inform all students that the use, possession, transfer, or sale of alcohol or other drugs on school property or at school-sponsored events and activities is prohibited by District 310 Board of Education Policy as well as by law. The violation of this policy will result in immediate suspension and a recommendation to the Board of Education for expulsion from school for the remainder of the school term.

#### **ALTERNATIVE PROBATION**

The Board of Education has adopted the student probation policy for the student who continues to violate school rules, is repeatedly suspended from school, or is a chronic truant from school/classes.

The student, along with the parent, is asked to sign an agreement whereby the student agrees not to violate any of the disciplinary procedures listed on the agreement for a specific period of time, usually for the remainder of the semester or for the school term. If the student violates the term(s) of the agreement, the student is then scheduled to appear at a discipline hearing conducted by members of the Board of Education to determine whether the student remains in school or is expelled from school for a specific period of time.

The probation agreement is a final effort to keep students in school. It is our intent to provide the student with an alternative to expulsion.

#### **BULLYING POLICY**

Limestone Community High School defines bullying as act or acts of intentionally cruel incidents, involving the same students in the same bully and victim roles, whether transmitted in person or electronically from home or school. The intention of bullying is to put the victim in distress in some way. Bullies seek power in a variety of ways:

- **Physical Bullying:** Hitting, poking, pinching, or damaging someone else's things are all examples of physical bullying. Hurting someone physically likely results in suspension.
- **Verbal Bullying:** Teasing, name-calling, spreading rumors, insulting, threats and other verbal attacks are all examples of verbal bullying.
- **Social Bullying:** Excluding or teasing others who are different from or disliked by you and your friends is social bullying.
- **Cyber Bullying:** Using the internet or electronic devices to engage in verbal or social bullying is known as cyber bullying. Spreading rumors on social media sites or sending hurtful text messages are two common examples of cyber bullying. Public Act 98-129 prohibits school officials from demanding a student's social network password, unless school officials have reasonable cause to believe the student's social network site contains a violation of a school rule or policy.

**All students, teachers and staff should contact a dean, guidance counselor, or school resource officer upon hearing or learning of any acts of bullying.**



The DISCIPLINARY RESPONSE for bullying is as follows:

First Offense:

Both parties will be given their due process in the Deans' Office to determine the nature and extent of the bullying, and parents will be contacted. Should the bullying involve other school violations, such as pushing or hitting, those consequences will be enforced. Possible disciplinary responses are:

- Conference with parent and student
- Mediation
- Detention
- Saturday detention
- In-school detention
- Suspension
- Referral to law enforcement officials

Second and Subsequent Offenses:

As acts of bullying continue and/or become more cruel, disciplinary responses will become more severe in conjunction with our Codes of Conduct, Levels 1 through 5.

**CHEATING AND PLAGIARISM POLICY** (This policy covers all curriculums within the school.)

**RATIONALE:** This policy is written to communicate to students and parents that cheating and plagiarism are not acceptable at Limestone Community High School.

**POLICY:** All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

**CHEATING:** Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework.

**PLAGIARISM:** Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

**VIOLATIONS:** Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

Level I

Classroom teachers will deal with Level I violations. Students who are caught cheating or copying will receive a zero on the suspect assignment/test.

Level I violations include:

- Copying homework
- Looking on another's test or quiz
- Letting another student look on a test or quiz
- Using other secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed
- Working with others on an assignment that was meant to be done by individuals  
(Students should consider all work individual unless the teacher specifies it differently.)

A second Level I violation will be considered a Level II violation and will be dealt with accordingly.

Level II

Level II violations are considered severe and will be dealt with by the teacher, the Division Head and/or Deans' Office. Administrative documentation will follow these violations.

Level II violations include:

- Taking papers from the Internet, other publications, or other students.
- Translating a foreign language piece by a translator.
- Taking any part of a test to use or to give to others.

These violations can be considered theft; therefore, any student who is guilty of any of the above will receive a zero on the suspect assignment and will be penalized an additional equivalent number of points from his or her semester grade. (Example: a 100-point assignment will equate to a 200-point deduction from the semester grade).

Students found guilty of these violations will be ineligible for National Honor Society for their next eligible year.

If plagiarism occurs, the student must still meet the minimum requirement of the course by rewriting the assignment according to teacher specifications. The points on this assignment will be added to the student's score. (A student who receives 65 out of 100 on the paper will then have a 35 for the assignment). Failure to rewrite will result in an "F" for the course.

A second offense of plagiarism will automatically result in an "F" for the course and the student is ineligible for National Honor Society.

### **DEMONSTRATIONS AND STRIKES**

Students in any protest situation will be informed they are violating school policy, and they will be given five minutes to reconsider and return to class. Those who fail to return to class will be asked to identify themselves as students through their identification (ID) cards or other means, to sign a protest sheet in the Deans' office, and to return to class. Those who fail to prove they are bona fide students with a right to be heard will be treated as trespassers and the police will be called. Anyone not in his proper assigned class within fifteen minutes will be suspended and subject to expulsion and arrest for criminal trespassing and creating a public disturbance.

### **DETENTION**

Detention is the policy of keeping a student for one hour before or after school to deter various acts of misconduct. Detention hall is scheduled Wednesday and Thursday after school from 2:50 to 3:50 PM. A bus is provided after school. Friday morning detention runs from 6:40 to 7:40 AM. No transportation is provided. Being removed from detention will result in a Saturday detention.

#### Detention Rules:

- No talking
- No use of electronic devices (including, but not limited to, MP3 players/iPods, cell phones, laptops or other computing devices, and hand held games)
- No sleeping
- Students may read or work on class assigned activities.
- Students are to be in their seats by the time the bell rings and remain there until the end of the detention period.
- Failure to comply with any of these rules will result in further disciplinary action.

### **DRESS CODE**

Some regulations regarding personal appearance are vital to the students. Students may not wear clothing or hairstyles that can be hazardous to them or to others in school activities such as industrial arts, physical development, lab work, food preparation, etc.

Clothing which prevents a student from doing his/her best work because of blocked vision or restricted movement will not be allowed. Unusual clothing styles which tend to disrupt, distract, or diminish the disciplinary control of the teacher is not permitted. Such styles include but are not limited to:

1. bizarre, outlandish, or inappropriate clothing or footwear including but not limited to bedroom slippers
2. hats, caps, scarves, handkerchiefs, or hair coverings of any type, outer jackets, coats, gloves, spikes, or chains
3. clothing which displays inappropriate words or pictures such as sexual, vulgar, drug/alcohol, tobacco or tobacco product insinuations
4. clothing which fails to meet standards of modesty and decency include, but are not limited to:
  - A. clothing that does not cover the body from shoulder to mid-thigh
  - B. tops with spaghetti straps or similarly thin straps, bare backs, razor backs, halter tops and low-cut tops are not permitted and all tank top straps must be the width of the short side of the student I.D.
  - C. undergarments must be covered at all times
  - D. no short skirts, short dresses, or short shorts will be permitted
5. failing to wear some type of footwear at all times
6. clothing styles indicating gang or secret society affiliation

7. clothing that shows disrespect to any racial or ethnic group or promotes any racial or ethnic group at the expense of others
8. Athletic equipment issued to a student athlete or cheerleading equipment issued to a cheerleader may not be worn in or out of school except at direction and approval of the athletic director.

#### **ELECTRONIC DEVICES**

During class time, use of any electronic device including cellular telephones, MP3 players and headphones, digital cameras, and digital recording devices must be with the permission of the teacher. Use or wearing headphones or earbuds in hallways and at lunch is prohibited. Disruption to instruction as a result of these devices, including but not limited to texting, phone ringing, taking pictures/video and gaming, will result in the following consequences:

Violation	Consequence
1	Detention
2	Saturday Detention
3	Two (2) days of In-School Detention (ISD)
4+	Three (3) days of In-School Detention (ISD)

Students may use electronic devices during lunch, passing periods, and Rocket Academy. Talking on phones or other devices at any time is prohibited. Taking pictures/ video is prohibited. Use of an electronic device to cheat will be addressed under the policy for cheating.

#### **ENTRANCE INTO BUILDING**

Students who ride the bus to school will be dropped off in the circle drive. All other students are to enter the building through Entrance 19, the cafeteria doors off the student parking lot. All other doors are to be secured.

#### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student who violates this school policy by making derogatory comments or gestures, or who distributes and/or displays offensive material/publications and clothing for the purpose of disrespecting a person's gender, sexuality, race, and/or religious affiliation, will be required to participate in a mediation session with school personnel and/or be subject to the appropriate disciplinary actions.

#### **FIGHTING/BATTERY**

Fighting/battery will not be tolerated at any time. Students who participate in fighting/battery will be suspended immediately for five to ten school days. Law Enforcement Officials will be contacted and village ordinance tickets and/or criminal charges may apply. Upon return to school, students are required to participate in a mediation session; failure to do so could result in further discipline. Any student involved in a second fight/battery will be immediately suspended and will be taken before the Board of Education for an expulsion hearing.

#### **FOOD AND DRINKS**

No food or drink items are allowed in locker areas or in academic hallways. If students bring food or drinks into school, they are to be consumed in either the snack bar or the cafeteria before going to lockers or reporting to classrooms. Students violating this procedure will be subject to Level I Discipline Policies.

#### **GUNS IN THE SCHOOL**

Guns, either loaded or unloaded, have no place in the school or in the possession of school-aged children. They present a clear and serious danger to everyone within the school setting. Students who are aware of any student in possession of a gun within the building, on school buses, or on school grounds are to notify a staff member immediately. Failure to do so could lead to disciplinary action.

Any individual bringing a gun on to school grounds will be committing a felony and will be prosecuted to the fullest extent of the law. If that individual is a student, that student will be immediately suspended from school, the appropriate police department will be contacted and charges will be filed. A disciplinary hearing

before the Board of Education will be scheduled. **AT THAT HEARING, THE ADMINISTRATION WILL RECOMMEND THE EXPULSION OF THE STUDENT FOR UP TO TWO CALENDAR YEARS.**

#### HALLWAY CONDUCT

Students should walk on the right side of the halls when passing to and from classes. Running is not permitted at any time, and hallways should be kept open at all times. Students are not to loiter in the hallways. Students will refrain from excessive and unnecessary noise in the hallway.

#### IN-SCHOOL DETENTION

In-School Detention (ISD) is a consequence for non-violent and non-drug, Level 3 and Level 4 offenses. Full credit will be given for all daily assignments and tests completed during that day of ISD and submitted on time upon completion of the ISD. ISD will meet Monday through Friday, from 7:45 a.m. to 2:45 p.m. Students are not allowed to leave the ISD room except during assigned breaks scheduled separately from passing periods. Lunch will be served to students serving an ISD. A student will be assigned to ISD no more than three times per semester. After the third assignment to ISD, a student will receive OSS for suspendable offenses.

- A. Students will be assigned to ISD within two days of the misconduct or to the soonest day available after the two days. The two days allows for parent contact and gathering of assignments.
- B. Students will be provided with the ISD rules prior to the suspension.
- C. Students are required to put their backpacks in a designated area of the ISD room from 7:45 a.m. to 2:45 p.m., or the end of the school day should an alternate bell schedule be in use. All study materials are to be removed from the students backpack at the beginning of the day. The other rules for ISD are as follows.
  1. An atmosphere of study hall shall be maintained throughout the entire period.
  2. The ISD supervisor will assign all students a seat. Supervisor may reassign as needed.
  3. The supervisor reserves the right to remove any student he/she feels is disrupting the learning environment.
  4. All students are required to bring study or reading materials with them to ISD every day.
  5. No personal electronic devices are allowed during ISD, including but not limited to cell phones, iPod, iPad, and ear buds.
  6. There shall be no talking in ISD.
  7. There shall be no sleeping during ISD.
  8. Students are not permitted to leave their desks during ISD without the permission of the ISD supervisor.
  9. All other school rules apply.
- D. Violation of any of the rules of conduct may result in Out-of-School (OSS) suspension
- E. Students are responsible for bringing all study materials needed to ISD; these materials include but are not limited to textbooks, paper, and writing tools.
- F. A student will be assigned to ISD no more than three times per semester. After the third assignment to ISD, a student will receive OSS for suspendable offenses.
- G. Attendance for ISD
  1. Absences from ISD must be documented directly with the dean of students.
  2. An unexcused absence must be made up and will result in OSS.
  3. A student with an excused absence from ISD must make-up that day the following day. A student with two excused days must re-schedule the ISD with the Deans' Office.
  4. A student who has served as ISD will not be allowed to participate that day in any game, practice, rehearsal or meeting.
  5. A student's ISD will not be reassigned to accommodate the student's extra-curricular schedule.
- H. Acquiring school work for ISD
  1. The ISD supervisor will make the official request of teachers for ISD assignments. These assignments will be collected and delivered to the ISD room the morning the student begins his/her ISD assignment.

2. Students are encouraged to make contact with their teachers for instructions, particularly for tests and test preparation.
  3. Departmental binders containing supplemental ISD assignments will be kept in the ISD room.
1. Transportation: Students assigned to ISD are allowed to ride the bus to and from school during their ISD assignment.

### **MEDICATION POLICY**

In all cases, it shall be the responsibility of the parent/guardian to notify the school nurse of all physical or health problems relating to their student(s).

1. Parents are urged to schedule medication for their students during non-school hours when possible.
2. When students are required to take prescribed medication for less than ten (10) consecutive school days, a permission form must be completed by the parent/guardian. The form, which can be received from the nurse, outlines in detail the name of the drug, dosage, time interval in which the medication is to be taken, necessity for the medication during the day, type of disease or illness involved, and the benefits received from taking said medication. Known side effects from taking said medication must be listed along with an emergency telephone number where the prescribing physician can be reached in case emergency treatment is required during the school day.
3. Students who are required to take a prescribed medication for more than ten (10) consecutive school days must furnish the school with a written order from the prescribing physician, with said note stating all information outlined in #2 above. This permission form can also be received by contacting the nurse.
4. All prescribed medicine is to be brought to the school nurse in the original prescription bottle or over-the-counter bottle properly labeled. School authorities reserve the right to refuse the issuance of a medication permit if the above conditions are not met.
5. School authorities will supervise the student when the self-administering of the medication is done. School authorities will be notified in writing from the parent/guardian when medication may cause serious side effects or, in special cases, when only a registered nurse can administer the medication. The written request must include all information as required in #2 above.
6. Both the parent's letter and the physician's medication orders must be placed in the pupil's temporary (medical) folder.
7. The doctor's written statement on the known side effects of the medication shall be placed in the student's medical folder. The initial dose of medication at school will be self-administered under the supervision of the school nurse. If subsequent medication is necessary, in the absence of the school nurse, another certified school employee shall check the student's medical folder for instructions/information on possible side effects of the medication prior to permitting the student to self-administer the medication.
8. A locked cabinet will be provided for storing the medication under the supervision of the school nurse. Opportunities should be provided for communication with the pupil, parent, and physician regarding the desired effects of the medication administered during school hours.
9. The school district retains the discretion to reject requests for administration of medication, subject to the requirements of the federal education of the handicapped.

Students are allowed to self-administer asthma medication at school including the use of an epinephrine auto-injector for students at risk of anaphylaxis. Parents/guardians must provide the school nurse with written authorization for the student's use of the epinephrine auto-injector. The parent/guardian must also provide a written statement from the student's physician, physician assistant or advanced practice registered nurse, indicating the name and purpose of the epinephrine auto-injector, the prescribed dosage and the times or special circumstances under which the epinephrine auto-injector is to be administered. Permission for the use of an epinephrine auto-injector is effective for the school year in which it is granted and must be renewed each subsequent school year by meeting the above requirements. The school district and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of injury arising from the use of an epinephrine auto-injector by the student

### **OUT-OF-SCHOOL SUSPENSION POLICY**

Out-of-School suspension is assigned to a student only after other measures have been tried or in the case of serious offenses. During the period of an out-of-school suspension, the student is to remain off school property and is prohibited from attending any school-sponsored function during or after school hours. Students are allowed to make up all work, though it will receive a penalty. Students returning from this type

of suspension must meet with their guidance counselor for an admit before returning to class. Accumulation of ten or more out of school suspension days will result in the student being placed on LCHS Alternative Probation and/or being taken before the LCHS Board of Education for an expulsion hearing.

#### **PHYSICAL CONTACT**

Physical contact between students such as horseplay, pushing, wrestling, throwing snowballs, etc., shall not be condoned. Excessive displays of affection are considered improper behavior in the halls or on school grounds and are disruptive to the school's educational atmosphere. Language, gestures, and actions that are considered to be improper will not be allowed in the building on campus.

#### **RECIPROCAL REPORTING AGREEMENT**

Limestone Community High School and our local police authorities, the Bartonville Police Department and the Peoria County Sheriff's Department, have a reciprocal reporting procedure in place. Students whose conduct is in violation of Bartonville village ordinances may receive ordinance violation tickets from the School Resource Officer, or other Bartonville officers, in addition to school discipline. Tickets may be issued for, but are not limited to, the following offenses (amounts as of May 2016):

- Possession and or use of tobacco by a minor (\$25 1<sup>st</sup> offense; \$50 2<sup>nd</sup> offense)
- Fighting/Battery (\$150)
- Daytime Curfew (\$150)
- Theft (\$250)
- Possession of illegal substances and/or (\$500 to \$750)
- Drug Paraphernalia (\$500)

#### **SATURDAY DETENTION**

Saturday detention is designed for misconduct that warrants more than a regular detention but is not serious enough to be issued an in-school detention or out-of-school suspension. **STUDENTS WILL BE GIVEN A CHOICE OF TWO CONSECUTIVE SATURDAYS TO SERVE THEIR DETENTIONS. TEN SATURDAY DETENTIONS ARE THE MAXIMUM NUMBER ALLOWED PER STUDENT PER SEMESTER.**

Each Saturday detention is two (2) hours long. Saturday detention requires that the students be in the cafeteria from 8:00 AM to 10:00 AM on the Saturday of their assigned detention. Students arriving late will not be allowed to enter. Failure to attend Saturday detention **BY THE LAST ASSIGNED DATE** will result in an assignment to in-school detention.

It is the student's responsibility to bring appropriate study material. The school will provide **NO** transportation to or from Saturday detention. If a student is removed from Saturday detention for disciplinary reasons, the student will be placed in in-school detention as assigned after a conference with the Deans **IF HE/SHE HAS EXHAUSTED HIS/HER TWO DATES TO SERVE THE SATURDAY DETENTION.** Only the Deans may issue a Saturday detention. At the time of the assignment, the Dean will determine the number of Saturday detentions that the student will receive for his/her act of misconduct.

#### **Saturday Detention Rules:**

- No talking
- No use of electronic devices (including, but not limited to, MP3 players/iPods, cell phones, laptops or other computing devices, and hand held games)
- No sleeping
- Students may read or work on class assigned activities.
- Students are to be in their seats by the time detention begins and remain there until the end of the detention period.
- Failure to comply with any of these rules will result in further disciplinary action.

#### **SEARCH AND SEIZURE POLICY**

To maintain order and security in schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the students, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property

and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection apply in all school districts, including special charter districts and districts organized under Article 34. (House Bill 2596 - P.A. 89-610, Section 10-22.6).

All lockers are property of Limestone Community High School and as such may be searched upon reasonable cause. Students should not have the expectation of privacy with regard to any Limestone Community High School locker. School authorities may search a student locker when having reasonable suspicion to believe a student is in possession of any item violating school rules, including, but not limited to the following:

- a. school property
- b. property of another person
- c. a weapon
- d. any item which violates school rules
- e. cannabis/cannabinoid (K2, spice)
- f. controlled substance (as defined in the *Illinois Revised Statutes*)
- g. or any substance represented to be cannabis or a controlled substance shall exercise their responsibility, granted by the Limestone Community High School Board of Education, in conducting a search. These searches may be conducted with the assistance of law enforcement officials using specially trained dogs.

#### **Automobile Search Procedure**

- a. The Dean, School Resource Officer, or other Administrative person, and a third party are to be present at the search.
- b. The Dean shall set down in writing all factual information supporting the decision to search.
- c. Attempt to secure permission from student to search automobile. (However, as a reasonable cause has been determined, a search may proceed without student's permission.)
- d. An inventory of all items found in the automobile is to be recorded and signed by a witness. A receipt of that inventory will be given to and signed by the student.

#### **Locker Search Procedure**

- a. The Dean, School Resource Officer, or other Administrative person, and a third party are to be present at the search.
- b. The Dean shall set down in writing all factual information supporting the decision to search.
- c. Attempt to secure permission from student to search locker. (However, as a reasonable cause has been determined, a search may proceed without student's permission.)
- d. An inventory of all items found in the locker is to be recorded and signed by a witness. A receipt of that inventory will be given to and signed by the student.

#### **Personal Search Procedure**

- a. The Dean, School Resource Officer, or other Administrative person, and a third party of the same sex as the student are to be present at the search.
- b. The Dean shall set down in writing all factual information supporting the decision to search.
- c. **Attempt** to secure permission from student. (However, as reasonable cause has been determined, Ask a search may proceed without student's permission.)
- d. Person to empty all pockets, purse, billfold, and/or any other items that may contain personal property. This step may also include a non-intrusive pat down of pockets and a search of shoes and socks.
- e. An inventory of all illegal items found in the search is to be recorded and signed by a witness. A receipt will be given to and signed by the student.

Only the Police will handle any search requiring greater intrusion. **\*ALSO SEE LOCKERS AND VEHICLE PARKING**

#### **Seizure Procedure**

Any item which is found during a search that is believed to be violating either criminal law or school rules will be tagged with the student's name, names of those conducting the search, and a copy of the receipt of

contents from the search. The item will then be secured in a locked area until released to proper authorities.

#### **SEXUAL HARASSMENT**

Limestone Community High School will strive to provide an environment free from all forms of sexual harassment. Any reports of sexual harassment will be investigated and dealt with appropriately. Cases of harassment should be reported to the Deans or Counselors.

#### **STREET GANGS AND SECRET SOCIETIES**

The involvement of students in street gangs and/or secret societies and their activities is considered by the Board to be a matter of extreme concern. For the purposes of this Section, street gangs or secret societies are defined as any organization, composed wholly or in part of school district students, which seeks to perpetuate itself by taking in additional members from individuals enrolled in the school district for the purpose of fulfilling aims unrelated to the School district's education process, and which has the effect, or the potential for, disrupting that process. The Board, in its discretion and based upon its investigation and evaluation of the facts and circumstances of each case, may impose appropriate discipline, including suspension and/or expulsion, based upon any one of the following student offenses: (1) becoming a member of or joining or promising to join, or pledging to become a member of, or soliciting any other individual to join, promise to join or pledge to become a member of any street gang or secret society; (2) soliciting any individual enrolled in the school district to attend a meeting where the joining of a street gang or secret society is encouraged; (3) wearing street gang or secret society insignia, including tattoos or "flashing" gang or secret society signs; (4) drawing street gang or secret society symbols; or (5) distributing street gang or secret society literature.

#### **SUSPENSION POLICY**

See Out of School Suspension on page 45

#### **TARDY POLICY**

See Tardy Policy on page 32

#### **TRUANCY POLICY**

See Truancy Policy on page 31

#### **WEAPON POLICY**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, *United States Code*, firearm as defined in Section 1.1 of the *Firearm Owner's Identification Act*, or use of a weapon as defined in Section 24-1 of the *Criminal Code*, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **BUS TRANSPORTATION**

Unacceptable behavior on a school bus is clearly defined by the State of Illinois. Such behavior is distracting to the bus driver and a definite threat to the life and wellbeing of all students who ride school buses.

**ALL STUDENTS MUST SHOW THEIR I.D. CARDS BEFORE BEING PERMITTED TO RIDE THE BUS TO AND FROM SCHOOL DAILY.** A student's bus route number will be printed on their I.D. card, which is received from the Deans' Office. Students must identify themselves with picture I.D. cards upon request. Refusal to do so could result in bus suspension.

#### **Rules Regarding School Bus Transportation**

- A. Students who ride the school buses are, while in transit, under the authority of the school bus driver or a designated adult supervisor and are required to consider the driver or supervisor as school personnel.



- B. The driver or supervisor has the right to assign the students to particular seats.
- C. Students waiting at bus stops in the morning and after getting off buses in the afternoon are subject to all school rules.
- D. In addition to the student offenses listed under Student Misconduct, the Board adopted the following rules for students who ride school buses:
  1. Students must be at the designated school bus stop at the designated time. Students who miss the bus and do not report to school or who are tardy will be given an unexcused admit.
  2. Students may not stand in the street while waiting for the bus. Students must wait for the bus to come to a complete stop before boarding. Boarding and exiting must be orderly, with no yelling, pushing, or shoving.
  3. Students are to sit quietly and are not to create any type of disturbance while riding on the bus.
  4. Students must keep their hands and heads inside the bus at all times.
  5. Windows are to remain closed while traveling through a town or city while on school-sponsored charter trips. Students may not throw anything out of the windows at any time.
  6. Eating, drinking, and littering on the bus are not allowed.
  7. Students must remain seated until the bus comes to a complete stop for loading or unloading.
  8. Students may not place books, lunches, or any other objects in the aisles.
  9. Students are to remain quiet when the bus is approaching all railroad crossings.
  10. When a student must cross a roadway after unloading, the student shall proceed at least ten feet in front of the bus and remain on the right shoulder until the bus driver signals the student to cross.
  11. Students should not ask the bus driver to stop at unauthorized stopping points.
  12. Students who enter the bus in the morning will not be permitted to unload from the bus except at the high school unloading area.
  13. Students must always ride their assigned bus unless special permission to ride a different bus is given by the Assistant Superintendent. If the request is granted, a written pass will be issued which the student must present to the appropriate bus driver. A request to ride a different bus must be accompanied by a written note from a parent and will be honored where sufficient reason is demonstrated and there is space available.
  14. Students may not use the emergency door unless instructed to do so by the driver or supervisor or unless an emergency exists.
- E. Students who violate any of the rules contained in Paragraph D or engage in any misconduct listed under Student Misconduct Discipline Policy and Procedures will be warned by the bus driver or supervisor. In addition, the driver or supervisor may, at his or her discretion, report the student's conduct to the Dean for other additional action.
- F. When student misconduct on a school bus is reported to the Dean, the Dean shall have the authority to impose appropriate discipline. If the student misbehavior is conduct listed under Student Misconduct, Level II, III, or IV of the Discipline Policy and Procedures, the Dean shall impose discipline within the appropriate range of penalties listed in Student Misconduct. If the student conduct violates any of the rules contained in Paragraph D of Rules Regarding School Bus Transportation, the Dean may impose appropriate discipline, including detention, suspension and/or recommendation for expulsion.
- G. In addition to the discipline set forth in Paragraph E, the Dean may suspend a student from his/her transportation privileges up to ten school days for a specific rule violation. The Board may also suspend a student from bus transportation privileges for the remainder of the school semester; however, a semester suspension will occur only after a hearing is conducted in accordance with the *Illinois School Code*.

## **EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the *McKinney Homeless Assistance Act* and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the *McKinney Homeless Assistance Act* and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Legal Ref.: McKinney Homeless Assistance Act, 42 U.S.S. § 11431 et seq., 105 ILCS 45/1-1 ET seq

### **LIMESTONE COMMUNITY HIGH SCHOOL DISTRICT 310 ELECTRONIC NETWORK ACCEPTABLE USE POLICY**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures 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 procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### Terms and Conditions

**Acceptable Use** - Access to the District's 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 District's 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.

**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 devirused;
- 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.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**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 and staff 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.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**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 and staff members in fulfilling their duties and responsibilities, and 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 or staff member 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.

#### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principal shall monitor student Internet access.

## DEFINITIONS

**AWOL** is defined as a student not being in the area they are assigned to be in. Examples include: missing more than five (5) minutes of class without valid cause (also called a class truancy), leaving class without permission, leaving class early, not reporting to the appropriate area, or misuse of a hall pass.

**Bullying** (including electronic bullying from school or home) is an act or acts of intentionally cruel incidents, involving the same student in the same bully and victim roles. The intention of bullying is to put the victim in distress in some way. Bullies seek power. Disciplinary action will be taken in accordance with the severity and nature of the bullying.

**Chronic or Habitual Truant** is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent of the previous 180 regular attendance days.

**Detention** is the policy of keeping a student for sixty (60) minutes after normal school hours on Wednesdays and Thursdays or before the start of school on Fridays (student's option) for various acts of misconduct. Notice of detention is given at least one day in advance so the student and family may make plans and provide transportation to or from school depending upon which day the student selects to serve his/her detention.

**Discipline Referral** is the process by which school personnel refer students for administrative action for certain rule violations.

**Expulsion** is the official act by the Board of Education prohibiting a student from attending school for a specified period of time. Expulsion occurs when other means of corrective action have failed to bring about a proper change of conduct or if the offense is of a serious nature.

**Gambling** is defined as dealing, operating, carrying on, conducting, maintaining, exposing for pay of any game, or making a bet.

**Parental Admit** is needed when acts of misconduct result in the student being suspended until a parent/guardian returns to school with the student. The parent/guardian and appropriate school personnel will confer regarding the student's discipline or attendance problems.

**Pass Violations** occur when a student without a pass is in the hallway or other parts of the building during the time classes are in session. It is the responsibility of the student to obtain a pass before leaving his/her assigned room or area and a student may go only to those areas specifically listed on the pass. All staff members may examine student passes in an effort to control corridor traffic.

**Saturday Detention** is a program designed to discipline acute or continuous problems. Saturday detention is assigned only from the Deans' Office. Saturday detention is a two-hour period served from 8:00 am – 10:00 am on Saturday morning. The student will be given two (2) weekends to serve the detention. A student can be assigned one or two Saturday detentions depending upon the misconduct. If two Saturday detentions are assigned, the student is expected to serve two consecutive weekends.

**Student Referral** is the process by which a teacher refers a student to the student's counselor. The referral is made as a result of the teacher's unsuccessful attempt in correcting the attitude or behavior of a student.

**Tardy** is defined as the failure of a student to report to school or to his/her class on time. A student must be in the classroom door when the tardy bell begins to ring.

**Truancy** is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion\* thereof. (\*Note: this means just one class is considered a truancy.)

**Violence** is any word, look, sign, or act that harms, or threatens to harm, a person's body, feelings, or personal effects. Disciplinary action will be taken in accordance with the severity and nature of the violent act. (See Disciplinary Levels I through V.)

# STUDENT INFORMATION

## IMPORTANT PLACES

### BUSINESS OFFICE

The Business Office is located near the auditorium foyer and houses offices for the Superintendent, Assistant Superintendent, and the Board of Education Meeting Room.

### CAFETERIUM

The cafeteria offers a well-balanced lunch value meal for the price of \$2.55. A la Carte items such as specialty sandwiches, flavored bottled water, desserts, etc., are also available for a nominal cost. The basic menu always equals or exceeds the state requirements for a school lunch. Students must use a tray while in the food lines and are expected to clean up after themselves. Trays, dishes, and silverware are not to be left on the tables; they should be taken to the dish room window.

### DEAN'S OFFICE

The Deans' Office is in the east corridor of the first floor and houses offices for the Deans and the Attendance Clerk.

### GUIDANCE OFFICE

The Guidance Office is in the east corridor of the first floor. Located in this office are the Director of Guidance and the Guidance Counselors.

### HEALTH CENTER

A licensed nurse is on duty in the Health Center daily from 7:15 a.m. to 3:15 p.m. If a student feels ill in class, he/she should report the fact to a teacher, who will in turn send the student to the nurse. If a student is too ill to remain in school, the nurse will notify the student's parents, guardian, or a designated emergency contact person. They will arrange for transportation home. Under no circumstances should a student go home unless this procedure is followed. In the event of a serious injury, the school will make every effort to contact the appropriate persons, but it may be necessary in some instances to transport injured people directly to the doctor or hospital. **IF THE NURSE IS OUT, THE STUDENT SHOULD IMMEDIATELY REPORT TO A GUIDANCE COUNSELOR.** It is important to report all accidents immediately to the teacher in charge. To help us ensure a student's health and safety, school law requires that we maintain the following records on file: 1) a health record and 2) an immunization record.

If these records are not on file in the nurse's office, the student will be excluded from school. Physical exam forms (health records) are due in the nurse's office by September 1 of the school year. All immunization records must be in compliance by October 1 of each school year. We also require the parent to complete an emergency contact card for our files.

### LIBRARY

The library is open from 7:15 AM to 3:15 PM on regular school days. Passes from study hall to the library may be obtained from the library staff.

Students can access the library catalog through the LCHS Library web page where they may select from over 12,000 books. Research databases (containing magazine articles and e-books) and other student resources are available through the library web page. Most databases can be accessed from home with the **user name: limestone** and **password: rockets**. Ask the library staff for home access details. Alpha Park Library also has research databases available.

The Library staff welcomes you and encourages you to explore the library and ask for assistance, when needed.

### LOST AND FOUND

Students should check in the Principal's Office and Welcome Center for lost items. Any items found should be turned in to the Principal's Office or to the School Resource Officer.

### **MOMS WHO CARE ROOM**

The Moms Who Care (MWC) room is located behind the gym in the former dance room. Moms Who Care is a community outreach program that helps students achieve success at Limestone Community High School by meeting essential needs such as hygiene products, school supplies, food items, and clothing. There is no cost to the students as the program is run entirely through community donations. Students interested in receiving Moms Who Care assistance should see their guidance counselor.

### **PRINCIPAL'S OFFICE**

The Principal's Office is in the east corridor of the first floor and houses the offices for the Principal, Assistant Principal, and the Athletic Director.

### **SNACK BAR**

Snack items and drinks may be purchased in this area. Food and drinks purchased in the Snack Bar must be consumed in the Snack Bar. The Snack Bar is open during all lunch hours, after school, and during most athletic events. Waste is to be placed, not thrown, in the containers. Students should clean their tables before leaving the Snack Bar area.

### **WELCOME CENTER**

Every student or visitor arriving to Limestone after 7:45 a.m. must enter the building using Entrance 19, the cafeteria doors off the student parking lot, where they will be buzzed in by the Welcome Center attendant. The following protocols are in place to make our campus as safe as possible for students, staff and visitors.

1. Parents dropping off or picking up their students or items for their students, such as homework or uniforms, after 7:45 a.m. will need to use the student parking lot at the corner of Airport and Pfeiffer Roads. Items will be left with the Welcome Center attendant.
2. Delivery personnel will need to check in at Entrance 19 before delivering elsewhere.
3. Students arriving after 7:45 a.m. must sign in at the Welcome Center.
4. Visitors must sign in at the Welcome Center where they will receive a pass to wear while in the school.

## **FINANCES**

### **FEES**

Limestone District 310 operates on a flat fee basis, meaning that a fixed amount is paid for textbook rental and other items. The 2016-2017 fee is \$125 per year, which can be paid on a yearly basis or \$62.50 per semester. The yearly fee for the second child of a family is \$100 and \$75 per year for each additional child in the family. The semester charge would be half of these rates. The flat fee includes books, participation in music and sports activities, general classroom equipment, and specific classroom supplies. Driver's Education fee is \$125 for the Behind the Wheel portion of the course. As stated, textbook rental is included in the flat fee, but each text becomes the responsibility of the student. If a textbook is lost or damaged, an additional cost will be assessed to the student for repair or replacement. The flat fee does not include insurance, admission to school activities, stock and material for student projects in shop, art, and family and consumer science classes, yearbook purchases, padlocks, class rings, senior graduation fees, or other specific student fees. Certain classes may require the purchase of a workbook or material that students will keep at the end of the course or consume over the period of the course.

Late entrants will be charged a proportionate share of the flat fee. Students dropping from school can receive a refund determined by the length of the enrollment; however, there is no refund after the mid-point of a semester.

### **FEE WAIVER**

A fee waiver may be obtained by completing a free/reduced lunch application, which is available in the Business Office. Approval is based on income eligibility guidelines set annually by the Federal school lunch program. Only students approved for free/reduced lunches will have book fees and Driver's Education Behind the Wheel fees waived. Laboratory fees, shop fees, workbook costs, damaged textbooks fines, and library fines are not included in the fee waiver process and are still the responsibility of the student's parent or guardian to pay. Applications for free/reduced lunch should be turned in to the LCHS Business Office for processing.

### **STUDENT INSURANCE**

It is a parent's responsibility to make sure their students are properly insured in case of injuries while participating in Limestone curricular, co-curricular or extra-curricular events. Limestone CHSD 310 is exempt

from liability on injuries incurred while participating in all school activities including but not limited to athletic events, athletic camps, open gyms, and school-sponsored events or practices. If an injury occurs, the student should report the injury immediately to their teacher, coach, athletic trainer, or event sponsor. An accident report form should then be filed with the school nurse or athletic trainer. Voluntary student insurance is available through K & K Insurance; more information on voluntary student insurance is available on the LCHS website under the "For Families" tab.

#### **OBLIGATION LIST**

Students owing money for fees, damaged books, unreturned school equipment, fund-raising items, library fines, or other items will be placed on an obligation list. Parents may receive up-to-date information on obligations through the "Fee Management" link in Skyward Family Access. Statements for outstanding obligations will be mailed in the spring semester. Failure to pay obligations will result in student's diploma being held until all obligations are paid in full. A student's obligation may also include detention hours. Not serving assigned detention hours will result in a student's diploma being held until the required hours are served.

#### **CRIME STOPPERS PROGRAM**

We are concerned about the acts of vandalism, thefts of money, personal property and school property, and the drug/alcohol activity, which are present in our school. We have addressed these issues each year with students but the undesirable acts continue. Our Crime Stoppers program allows individuals to anonymously call our office to report an incident. When an individual calls, a code number is assigned to the report. If the lead proves reliable and the item/items are recovered, we will post the reward. When the individual returns the call with the proper code, we tell him/her the locker number and lock combination and the date and time to pick up the reward. This allows the individual to collect the reward and maintain his/her anonymity.

We need your help in making this a productive program. Remember, acts of vandalism, theft, and illegal drug/alcohol problems affect all of us. This program is designed to protect both the victim and the witnesses. Students are encouraged to come forward to help rid our school of these types of problems. There comes a time when a person must make the differentiation between being a responsible person as opposed to being indifferent or not wanting to "rat" on someone. We want to make this school a better school for you to attend.

#### **IDENTIFICATION/LUNCH (I.D.) CARDS**

Identification cards are provided for all students when they enter high school. I.D. cards are required for identification, lunches, bus transportation, student elections, and dances. THE COST OF REPLACING A LOST I.D. CARD IS \$5.00.

#### **LOCKERS**

All lockers are the property of the Limestone Community High School Board of Education and as such may be searched upon reasonable cause. Lockers are to be used to store books, school supplies, and outdoor garments. Students will be assigned a hall locker by the Deans' Office, a physical development locker by the physical development teacher, and an athletic locker (if necessary) by the coach. Students are responsible for their assigned lockers. Any damage is to be immediately reported to the Deans' Office, a physical development instructor, or a coach. Students are also responsible for any articles stored in their assigned lockers. If a locker search is made and illegal or inappropriate items are found, the students will be held accountable according to the provisions of the Student Disciplinary Code. Students should never share lockers or lock combinations with any other students. The Board of Education cannot assume responsibility for lost or stolen items. If there is a locker theft, it should be reported to the Deans' Office or to the School Resource Officer as soon as possible

#### **LOCKER NUMBER LOCATIONS**

100-349  
350-583  
584-736  
737-948  
949-1049  
1050-1108  
1468-1684  
1685-1847

#### **HALL LOCATION**

Science and Family & Consumer Science Hall  
English Hall  
Math Hall  
Business Hall  
Band/Choir Hall  
Industrial Technology Hall  
Social Science Hall  
Foreign Language Hall



## **PADLOCKS**

Students are REQUIRED to use a Master Key controlled combination padlock for each locker (hall, P.D., athletic, etc.) assigned to them. These padlocks MUST BE PURCHASED from the Dean's Office at Limestone Community High School. New padlocks are \$5.00 and used padlocks are \$3.00, if available. NO OTHER TYPE OF PADLOCK WILL BE PERMITTED. School personnel will remove those padlocks that are not Master key controlled combination locks. Students should keep their lockers locked and their combinations secret. Combinations to padlocks should be kept at home. Students should register their padlock with Deans' Office so that a record of their combination is available.

## **STUDENT PLANNERS**

Students are provided with a student planner at the beginning of each school year or upon initial registration. Students are expected to have their student planners with them at all times; hall passes are issued through the student planner. Replacement planners are available through the Deans' office for a \$5.00 charge.

## **TORNADO WARNINGS AND SEVERE WEATHER CONDITIONS**

The Board of Education of Limestone Community High School adopted the following procedures that enable parents to take the appropriate action in case of emergency weather conditions. All students will be directed to go to designated safe places in the building when severe weather conditions exist. If parents so desire, they may request their student be released from school. Parents must sign and have on file with school officials a request for the release of their student from school. The procedure for picking up students is as follows:

1. Students will be released from school only through the Deans' Office.
2. Students released must be signed out by a parent, guardian, or person designated by the parent or guardian.

We must have on file a written request for release of the student by the parent or guardian and also the signature of the parents, guardian, or person designated by the parent before the child is released from school during severe weather conditions. Students should pick up a student release form from the Deans' Office. The form should be completed and returned to the Deans' Office. These students will then be located in one specific area for a more efficient method of release. Please do not call the school to make arrangements for release during an emergency; use the recommended procedure.

## **VISITOR'S PASS**

All visitors must obtain a visitor's pass from the Welcome Center attendant. To visit a teacher during the school day, visitors should contact the teacher in advance so that a time during his or her prep period can be scheduled. Student visitors are not allowed without prior approval from the Principal's Office. Requests to visit a boyfriend or girlfriend will be denied.

## **VEHICLE PARKING**

### **PERMITS**

All student motor vehicles used as transportation to and from school must display a parking permit that may be obtained from the Limestone Community High School Resource Officer. The cost of the parking permit will be \$30.00 and is available during registration to juniors and seniors only. Vehicles will be required to display the parking permit by the second Monday of each school year. Students may park their vehicles only in the south parking lot. Students must display a current parking permit on their rearview mirror or in a location agreeable to the School Resource Officer. There will be a five-dollar (\$5.00) fee to replace any lost permit. Should a registered vehicle not be driven to school temporarily, such as for repair, it is the student's responsibility to transfer the parking permit to the vehicle he or she is driving.

The permits will be sold only to seniors and juniors. Students must present the following to obtain a parking permit:

1. a valid driver's license
2. an active LCHS I.D. card
3. proof of insurance
4. a valid vehicle registration card

If necessary, a waiting list for parking permit requests will be maintained by the School Resource Officer. Only one parking permit will be issued to a family. If a family feels that circumstances exist (other than convenience) which necessitate an additional permit, a written request may be presented to the

Superintendent and his/her designee. Co-op students not qualifying for a permit under previously mentioned regulations may be issued a permit during their school time participation (work during evening hours only will not qualify for a parking permit) in the co-op program. Students may not move their cars at any time during the school day without specific permission from a Dean of Students. Students are not allowed to sit in/on their vehicles during the school day. Vehicles parked illegally may be towed from the scene. Limestone Community High School has the authority to levy fines to students for any type of vehicle violation occurring on school property. Repeated violations may result in the student being prohibited from driving or parking on school grounds for a specific time period, revocation of the student's parking permit, and being towed from the parking lot at the owner's expense. Students in the parking lot without permission will receive detentions. Students guilty of driving unsafely in the parking lot may lose their parking privileges at school, their parking permit, and may be referred to the local police.

All vehicles parked on Limestone Community High School grounds are subject to all rules and regulations of the school. By parking on school grounds, the person driving is deemed to consent to the search of the vehicle, with or without cause, by school officials or police.

**THERE IS NO RESERVED PARKING. PARKING IS ON A FIRST-COME, FIRST-SERVED BASIS. CARS WITHOUT VALID PARKING PERMIT STICKERS OR ILLEGALLY PARKED CAN BE TICKETED OR TOWED AT THE DISCRETION OF SCHOOL OFFICIALS.**

#### **PARKING LOT REGULATIONS**

The south parking lot (by the cafeteria) is for juniors and seniors holding a valid parking permit. Any junior, senior, or sophomore may park in the N. T. Endsley Sports Complex parking lot free of charge, but students will need a separate permit for this. These permits can be picked up in the Dean's Office. Parking permits are not to be transferred or used by another student. All cars parked on Limestone Community High School property are subject to search and seizure procedures as established by the Board of Education.

**Limestone Community High School  
2016-2017 Bell Schedules**

**REGULAR DAILY SCHEDULE WITH LUNCH AND ROCKET ACADEMY (Homeroom)**

1	7:45 AM	--	8:30 AM
2	8:35 AM	--	9:20 AM
3	9:25 AM	--	10:10 AM
4 (Homeroom)	10:15 AM	--	10:45 AM
5	10:50 AM	--	11:35 AM
6A	11:40 AM	--	12:05 PM
6B	12:10 PM	--	12:35 PM
6C	12:40 PM	--	1:05 PM
7	1:10 PM	--	1:55 PM
8	2:00 PM	--	2:45 PM

**EARLY DISMISSAL WITH LUNCH AND ROCKET ACADEMY (Homeroom)**

1	7:45 AM	--	8:20 AM
2	8:25 AM	--	9:00 AM
3	9:05 AM	--	9:40 AM
4 (Homeroom)	9:45 AM	--	10:15 AM
5	10:20 AM	--	10:55 AM
6A	11:00 AM	--	11:25 AM
6B	11:30 AM	--	11:55 AM
6C	12:00 PM	--	12:25 PM
7	12:30 PM	--	1:05 PM
8	1:10 PM	--	1:45 PM

**SIP SCHEDULE WITHOUT LUNCH AND NO ROCKET ACADEMY (Homeroom)**

1	7:45 AM	--	8:15 AM
2	8:20 AM	--	8:50 AM
3	8:55 AM	--	9:25 AM
5	9:30 AM	--	10:00 AM
6	10:05 AM	--	10:30 AM
7	10:35 AM	--	11:00 AM
8	11:05 AM	--	11:30 AM

## MLA Guidelines—Works Cited\*

### RULES TO REMEMBER:

- Only list sources you have actually cited in your paper.
- Each line is double-spaced.
- ENTRIES ARE NOT NUMBERED!
- List entries alphabetically according to the author's last name. If there is no author, use the first important word of the title. (ignore A An The if the first word of a title)
- All of the works cited in your paper must be listed alphabetically on a single page, with the words "Works Cited" centered at the top of the page.
- Do not indent the first line of each entry, but each of the following lines should be indented.
- This is called reverse indentation. NOTE: Not every entry will have more than one line.
- Every entry must have a designation of publication type i.e. Print. Web. DVD.
- When source has no author or editor, begin with next part of entry.
- **BE CAREFUL WITH YOUR PUNCTUATION!**

### SAMPLE ENTRIES:

**Book with One Author**— (for **two authors** begin with: Tannen, Deborah, and Susan Powers.)

Author's last name, first name. *Book Title*. City of publication: Publisher, year published. Print.

Tannen, Deborah. *The Argument Culture*. New York: Random, 1998. Print.



**Book with Three Authors**— (four or more authors: cite only the first author followed by , et al. )

Short, Kathy, Elizabeth Thomas, and Lois Bird. *A Way of Knowing*. Peoria, IL: Stenthouse, 1997. Print.

**Book with No Author-- Use Editor's Name**-- (for more than one editor—use eds.)

Kitchen, Judith L., ed. *A Collection of Nonfiction*. New York: Norton, 1996. Print.

**Signed Article in a Specialized Reference Book**-- (if unsigned, begin with article title)—

Leonard, David J. "College Sports." *Social Issues in America: An Encyclopedia*. Ed. James Ciment. Vol. 2. Armonk, NY: Sharpe, 2006. Print.

**Magazine or Journal Article Reprinted in Another Source:**

Author of Article (if given). "Title of Article." *Title of Magazine or Journal* Vol. #. Issue # date

of issue: page(s) (if given). Rpt. in *Title of Work Containing the Reprint*. Editor. Place of

Publication: Publisher, Copyright Date. page(s). Print.

CaPece, Elokin. "Commentary on the Review of Comprehensive Sex Education Curricula

(2007)" 3.3 Sept. 2008: 295-312. Rpt. in *Taking Sides: Clashing Views in Human Sexuality*. Ed.

William J. Taverner. New York: McGraw-Hill, 2010. 105-117. Print.

**Online Database (book)**— (use book samples/add Database name/replace Print with Web/add date accessed)

"Building the Panama Canal." *American Decades*. Ed. Judith S. Baughman. Vol. 2: 1910-1919. Detroit: Gale, 2001. *Gale Virtual Reference Library*. Web. 13 Nov. 2012.

**Online Database (periodical) with Two Authors**—

First author's last name, first name, and second author's first name last name. "Article Title." *Magazine/Newspaper* Day Month Year: Page(s). *Database*. Web. Day Month Year Accessed.

Breslau, Karen, and David Wolman. "The Sleeping Giant Slowly Wakes." *Newsweek* 11 Oct. 2004: 38. *EBSCO MAS Ultra*. Web. 10 Mar. 2009.

**Website**— (Note: also use for on-line article taken directly from a newspaper or magazine website i.e. *pjstar.com*)

Author's last name, first name. "Website Article Title." *Website Name*. Day Month Year Published.

Web. Day Month Year Accessed.

Friedland, Lois. "Top 10 Wildlife Adventure Travel Trips." *Wilderness Travel*. 15 Oct. 2008. Web. 25 Sept. 2012.

**Documentary (on web)**—

"The Richest Man in the World: Andrew Carnegie." Dir. Austin Hoyt. Narr. David Ogden Stiers. *The American Experience*. PBS. WGBH, Boston. 1997. Web. 27 Nov. 2012.

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Kirk, Katherine. "Illinois Investigating Commission." *Time* 29 Sept. 2006: 54. Print.

Rosenfeld, Louis, Joseph Janes, and Martha Vander Holk. *The Internet Compendium: Subject Guides to Humanities Resources*. New York: Neal, 1995. Print.

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\*For additional information, see *MLA Handbook for Writers of Research Papers* (available in the LCHS Library), the [Purdue University Owl](http://www.purdue.edu/owl) website or your English teacher.