



# LaSalle-Peru Township High School 2020/2021

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# LASALLE-PERU TOWNSHIP HIGH SCHOOL

## **BELIEFS ~**

*We believe that*

- *Every person should strive for excellence.*
- *Every person is unique and worthy of respect.*
- *LaSalle-Peru High School is the core of the community.*
- *Students need a safe school.*
- *Today's learners must be educated to meet tomorrow's challenges.*

## **VISION STATEMENT~**

*Learn. Grow. Lead....Excellence is our Standard.*

## **MISSION STATEMENT~**

*The Mission of LaSalle-Peru Township High School is to educate all students to the highest standards in a safe and challenging environment while developing within each of them:*

- *The ability to think critically, solve problems, and communicate effectively.*
- *Pride and respect in themselves, school, and community.*
- *An inspiration to become life-long learners who meet the challenges of an ever-changing and diverse world.*

***"Strive for Cavalier Excellence"***



## PART I – GENERAL INFORMATION

THE PHRASE “SCHOOL DAY” FOR FURTHER USE IN THIS HANDBOOK IS DEFINED AS FROM WHEN STUDENTS ARRIVE ON CAMPUS UNTIL THE DISMISSAL BELL AT THE END OF THE DAY.

### AREA CAREER CENTER

The LaSalle Peru Area Career Center (LPACC) is one of 24 secondary schools in the State of Illinois that are designed to deliver Career and Technical Education courses to students within their region. Career Centers are formed via the establishment of Intergovernmental Agreements between the schools who choose to participate in their offerings. The LPACC is proud to have students from eleven different schools (nine of which constitute the Board of Control for the LPACC) in attendance. Each participating public school is an equally represented member who uses their Superintendent to represent them on the LPACC Board of Control.

The LPACC is designed to deliver education and training in subject areas that will allow a student the greatest chance of success in gaining employment (immediately or after additional schooling of their choice). Currently, the LPACC offers courses in 14 different areas. They are: Automotive, Aviation, Building Trades, Child Care, Computer Repair, Computer Programming, Cosmetology, Culinary Arts, Drafting (CAD), EMS, Fire Science, Machine Technology, Residential Wiring, and Welding.

All courses at the LPACC stress learning by using a hands-on learning theory. Each course is taught in a two-hour block of time, and has, as a focus of its curriculum, the acquisition of an industry credential, and or the earning of dual college credit. For this reason, various courses at the ACC have additional requirements that are in place to meet state or industry criteria. Examples of these criteria are Cosmetology which requires students to be a Senior standing to take the class, and Health Occupations which requires students to meet strict attendance standards as mandated by IDPH (These criteria are above and beyond requirements as prescribed by ISBE, so interested students should review them with their counselors before enrollment).

Enrollment at the LPACC is equitably distributed amongst the member schools. The ACC does not discriminate in its enrollment based on race, color, national origin, sex, or disability. Although the LPACC campus adjoins LPHS, enrollment is not guaranteed for any student. Students who look to the LPACC for enrollment should start the conversation with their counselor, as early as possible.

### CAFETERIA IDENTIFICATION CARDS

ID cards will be required when going through the cafeteria breakfast or lunch lines. If a student does not have his/her ID card they will need a Day Pass to go through the breakfast or lunch line. Students will not be allowed to use other student's ID's to purchase a breakfast or lunch.

### CAFETERIA

- **Main Lunch Line – Cost \$3.00** (Menus are posted weekly) - Students also have a choice to substitute a hamburger for the main entree. An extra main entree can be purchased for \$1.00. Milk is included in both the breakfast and lunch price, (extra milk 75 cents).
- **Taco/Pizza Line**  
Monday, Wednesday and Thursday – Pizza  
Tuesday and Friday – Taco and Nacho Grande
- **Salad Bar** - make your own salad. Choice of pasta salad, sub sandwiches, wraps, yogurt, fruit and soup are available, as well as milk and juice
- **Potato Bar** – make your own potato. Choice of baked potato or mashed potatoes with toppings.
- **A la Carte Line:**  
Sandwiches: Peanut butter and jelly, ham and cheese, turkey and cheese, tuna salad, chicken salad, egg salad, sub sandwiches, and wraps.  
Bagels and cream cheese, yogurt, nacho chips and cheese and/or chili. Fruit plates, vegetable plates, a variety of 100% fruit juices and milk.  
**Monday** – Cheese Sticks; **Tuesday** – Chicken Rings; **Wednesday** – Pepperoni Bites;  
**Thursday** – Bosco Sticks; **Friday** – Buffalo Bites.
- **Breakfast** (available daily from 7:15-7:45 a.m.) \$2.00 Menu Posted (weekly)

## **FREE AND REDUCED LUNCHES**

Students with Free and Reduced Lunches need to turn in their paperwork at the Bookstore. These lunches apply in the Main Lunch Line every day. They may also be used in the taco and nacho Grande line on Tuesdays and Fridays. They may not be used in both lines on the same day.

## **CARE OF SCHOOL PROPERTY**

Students will be held responsible for the proper care of all books, supplies, apparatus or equipment furnished them by the Board of Education. Students who deface, damage, or lose school property shall be required to pay for the damage or replacement cost for the loss.

## **CODE RED / WITH ALICE PROCEDURES**

With the safety of our students and staff in mind, LP has developed an emergency plan to "lock down" or evacuate the building - CODE RED / using ALICE procedures. When the call CODE RED comes over the p.a. system, all students and staff should immediately get out of the halls. Students and Staff should immediately remove themselves from danger by locking down in the nearest classroom or evacuating the building. Teachers will lock doors, shut off the lights and move students out of the line of sight of any windows. Everyone should remain quiet. Our school's emergency and security team, under the direction of local law enforcement agencies, are prepared for the safety of everyone at LPHS.

## **ENGLISH LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: 1) given an opportunity to provide input to the program, and 2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to the program or to express input in the school's English Learners program, contact the Associate Principal for Teaching and Learning.

## **FIRE OR DISASTER DRILLS**

By state law, fire drills must be conducted in all public schools. These drills are conducted for the purpose of training students in getting out of the building in case of a fire. The fire signal is a claxon horn. Directions for evacuating each room are posted near the door of that room. Students should be thoroughly familiar with these in each room on their schedules. The teacher will assign someone in each class to close windows. The teacher will be the last to leave the classroom and will close the door.

Fire alarm devices located throughout the building are for the purpose of sounding legitimate alarms. Any student found guilty of issuing a false alarm may be fined and/or expelled.

At least one disaster drill will be held each year. The signal for a disaster drill is a continuous siren sounded over the intercom. When the siren sounds, students should leave their room in an orderly manner and go into the hall outside your room. Special instructions will be given for large areas such as gyms and the auditorium. The greatest danger in a tornado is flying debris. Students and staff members must stay well away from windows. Students and staff members will be told over the intercom when the drill is completed.

## **HOMELESS STUDENTS**

Homeless youths shall be accorded equal access to appropriate secondary education opportunities as provided to other children within the public-school system. Homeless youths who meet the eligibility criteria shall be entitled to participate in school programs. The homeless liaison can be reached at (815) 223-1721.

## **GENERAL SCHOOL AREA**

Many times, homeowners who live near our school have an extra burden placed upon them by unthinking or discourteous students. These persons have great difficulty keeping their lawns and sidewalks neat and clean when careless students walk across the lawns or litter sidewalks and streets. Please make an extra effort to be considerate to those who live near our school.

## **MEDICAID NOTICE**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to students are partially reimbursable. Unless a student objects in writing, District #120 may claim Medicaid/Kid Care reimbursement for services provided. This claim will have no impact upon a student's ability to receive Medicaid funding either now or anytime in the future.

Our district seeks Medicaid reimbursement for eligible services provided to eligible children on a monthly basis. Medicaid reimbursement claims are typically submitted between the 10th and the 15th of each month.

## **MEDICAID DATA RELEASE – SPECIAL EDUCATION STUDENTS ONLY**

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Associate Principal for Student Support Services, 541 Chartres, St., LaSalle, IL 61301

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has **no impact** on current or future Medicaid benefits for your, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with provided health services to your child.

## **VISION/HEARING SCREENING NOTICE**

Vision and hearing screening will be done, as mandated, for all special education students and students new to the district. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that an evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision and hearing screening are *not* an option. If a vision or hearing examination report is not on file at the school for your child, your child in special education or new to the district will be screened.

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

## **RECIPROCAL REPORTING WITH LAW ENFORCEMENT**

Illinois School Code requires a reciprocal reporting system between law enforcement agencies and schools. Therefore, it is the policy of LaSalle-Peru Township High School to share information regarding illegal or controlled substances, weapons, gang activity, serious crime or felony, or any other information that might be beneficial with local law enforcement agencies.

## **THE RIGHT TO PROHIBIT THE RELEASE OF DIRECTORY INFORMATION**

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely disclose "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

## **SCHOOL VIOLENCE TIP LINE 1-800-477-0024**

The Illinois State Police has established a hotline for anyone to report suspicious or potentially violent acts in schools. The calls are anonymous, handled by the Illinois State Police and if warranted, contact is made directly to the school administration.

If a safety/security issue may be addressed just within our building, students are encouraged to speak with any adult in the building, especially their teachers, counselors, school security, social worker, psychologist or administrators. Students need to learn who these people are and who to go to for help. School security is everyone's responsibility.

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

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. More information can be obtained from the school office.

## **SEARCH AND SEIZURE**

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

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

### **Seizure of Property**

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

PRESS 7:140, Search and Seizure



## **SPECIAL EDUCATION**

For students with disabilities LaSalle-Peru Township High School in cooperation with the LaSalle County Educational Alliance for Special Education (LEASE) offers a full range of programs and services for students with special needs. Students who have physical, mental or social emotional difficulties which cause problems with learning in school may be eligible for special education.

Referral for an evaluation to determine eligibility for special education may be made by the students themselves, their parents, or school personnel. Referrals should be made directly to the Director of Special Education. With parental consent, the special education staff including the teachers, school psychologist, school social worker, and other professionals carries out the evaluation.

If a student is found to need special education, an Individualized Educational Plan (IEP) is developed by the staff and the student's parents/guardians. This plan may call for a special class for the student who is having considerable difficulty in school. Modification of the standard program may be recommended for a student who does not require a special class. Each year, the IEP is reviewed by the staff and the student's parents/guardians and plans for the following year are made.

More detailed information about the referral and evaluation process or L-P special education programming is available through the Special Education Director's office. Information is automatically provided to the parents of all students referred for a special education evaluation.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Special Education office.

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

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

For further information, please contact the Associate Principal for Student Support Services.

## **SPECIAL EDUCATION TEMPORARY RECORD AVAILABILITY**

A student with an IEP has a right to his/her temporary files. These files will be destroyed five years after graduation or permanent withdrawal from school. Temporary files may consist of psychological evaluations, social histories, disciplinary information, and reports of multi-disciplinary staffing's. A student's file does not include the student's permanent record such as academic transcripts, grades, and class rank. The file may be transferred to the student or to the custody of the parents if the student has succeeded to the rights of the parents. These files may be useful for social security or welfare benefits.

Parents or guardians desiring to secure these files may phone the Director of Special Education at 223-1721 to arrange an appointment to obtain a copy of their student's records. If the student is eighteen years of age or older, signature of the student is required before student record information is released. Unclaimed temporary records will be destroyed 60 days from the date of this notice. (End of the first week of October.)

## USE OF BUILDINGS

The building hours are from 7:00 a.m. to 3:45 p.m. This includes all gymnasiums. However, students must be out of the building by 3:15 p.m. unless remaining for some school sponsored activity. Students who are in the building after 3:15 p.m. must be with an adult sponsor. Students are not allowed to play basketball, wrestle, lift weights, or be in the building without supervision.

## USE OF ELEVATOR

The school elevator is to be used by students with disabilities that have limited mobility. Students who are temporarily disabled must report to the Nurse's office and be issued an elevator pass to be used for a specified period. A deposit may be required for the elevator pass. Unauthorized use of the elevator will result in stringent disciplinary action.

## VISITORS TO THE BUILDING

Student visitors from other schools are prohibited because they present a distraction to the orderly educational process. In special cases, the administration may review a given situation and allow a student visitor.

Visitors must report to the greeter when they enter the building. No visitor will be allowed to go into a classroom, library, study hall or other parts of the building without securing permission from the Principal's office, Room 201.

## PEST CONTROL PROCEDURES

During the spring of 2000, the Illinois legislature passed SB0527 and SB0529, amendments to the Structural Pest Control Act and the Illinois Pesticide Act that affect how pests, mice, ants, etc., are controlled in schools. The legislation affects schools in basically two ways. 1) All Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM and 2) schools are required to notify staff, students and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school, which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. **Routine spraying is not a part of our Integrated Pest Management Program.**

If it becomes necessary to use any pest control products other than traps or baits, notice will be posted four business days prior to the application. The only exception to the four-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as possible. **If you would like to receive written notification prior to the application of any pest control materials subject to the notification requirements, please complete the enclosed form and return it to the school.**

The school district has contracted with Kendrick Pest Control to provide IPM services. If you have any questions about the information and procedures from Kendrick Pest Control contact them at (815) 223-7809. If you have any questions about the IPM Program please contact Ritchie Kowalczyk, Director of Building and Grounds at (815) 223-1721, extension 246.

**I would like to be notified four days before the use of liquid or aerosol pest control materials at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as possible.**

Parent Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

# PART II - STUDENT INFORMATION

## DAILY CLASS TIME SCHEDULES

2020-2021

### MAIN SCHEDULE

#### Regular Schedule

<u>Period</u>	<u>Time</u>	<u>Lunch</u>
1	7:45-8:35	
2	8:40-9:30	
3	9:3-10:25	
4	10:30-11:20	
5	11:25-12:50	A 11:2-11:50 B 11:55-12:20 C 12:25-12:50
6	12:55-1:45	
7	1:50-2:40	

### NUMBER 1 SCHEDULE

Tues. 11/24 & 4/1 and All Wednesdays except 8/12, 12/16, 5/19 and Harbor Homeroom Days (see #6 schedule below)

#### 1:46 Dismissal Schedule

<u>Period</u>	<u>Time</u>	<u>Lunch</u>
1	7:45-8:26	
2	8:31-9:12	
3	9:17-9:58	
4	10:03-10:44	
5	10:49-12:14	A 10:49-11:14 B 11:19-11:44 C 11:49-12:14
6	12:19-1:00	
7	1:05-1:46	

### NUMBER 2 SCHEDULE

#### Morning Assembly Schedule

<u>Period</u>	<u>Time</u>	<u>Lunch</u>
1	7:45-8:30	
2	8:35-9:20	
<b>Assembly</b>	<b>9:25-9:50</b>	
3	9:55-10:40	
4	10:45-11:30	
5	11:35-1:00	A 11:35-12:00 B 12:05-12:30 C 12:35-1:00
6	1:05-1:50	
7	1:55-2:40	

### NUMBER 6 SCHEDULE

Wednesdays: TBD

#### 1:46 Harbor Homeoom Schedule

<u>Period</u>	<u>Time</u>	<u>Lunch</u>
1	7:45-8:21	
2	8:26-9:02	
<b>Homeroom</b>	<b>9:07-9:32</b>	
3	9:37-10:13	
4	10:18-10:54	
5	10:59-12:24	A 10:59-11:24 B 11:29-11:54 C 11:59-12:24
6	12:29-1:05	
7	1:10-1:46	

### NUMBER 3 SCHEDULE

#### Afternoon Assembly Schedule

<u>Period</u>	<u>Time</u>	<u>Lunch</u>
1	7:45-8:30	
2	8:35-9:20	
3	9:25-10:10	
4	10:15-11:00	
5	11:05-12:30	A 11:05-11:30 B 11:35-12:00 C 12:05-12:30
6	12:35-1:20	
7	1:25-2:10	
<b>Assembly</b>	<b>2:15-2:40</b>	



## SEMESTER EXAM SCHEDULES

### NUMBER 4 SCHEDULE

#### 1st Day (December 16 & May 18)

1st-5th	classes meet at normal times
6th	12:55-1:20 (7th Hour Final)
7th	1:25-2:40

### NUMBER 5 SCHEDULE

#### 2nd Day & 3rd Day (12/17, 12/18 & 5/19, 5/20)\*

1st	7:45-9:00
2nd	9:05-10:20
3rd	10:25-11:40
Make-Up Exams	12:45-3:00

\*No lunches served to students.

### BOOKSORE HOURS:

7:00-7:45

11:45-12:00

**12:15-12:30**

**2:40-3:00**

### REGISTRATION FEE

Each student pays a \$145.00 yearly registration fee. This fee is paid during registration at the beginning of each year. There will be no refunds.

The fee pays for the use of all student textbooks and computer lab usage for the year. Students are expected to exercise care in handling their books and when using the computer labs. Those who do not care for their books properly or lose them must pay an additional fee for damage or loss. Also, students may need to purchase consumables for various classes (i.e. workbooks).

In addition, certain special classes require fees or the purchase of special equipment (industrial arts, science, art, driver's education and others). Please refer to the course descriptions for fees.

### CHARGES FOR LATE REGISTRATIONS:

No reduction in fees for the 1st quarter.

25% reduction in fees for the 2nd quarter.

50% reduction in fees for the 3rd quarter.

75% reduction in fees for the 4th quarter.

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student's family is currently receiving aid under the Article IV of the Illinois Public Aid Code (Aid to Family of Dependent Children). The building principal will give additional consideration where extenuating circumstances may exist.

**STUDENT FEES 2020/2021**

- A. Regular School Year
  - Registration.....\$145.00
- B. Lunch Program
  - Noon Lunch.....\$3.00
  - Breakfast.....\$2.00
- C. Summer School
  - In District.....\$80.00
  - Out of District.....\$100.00
  - Driver Training\*.....\$190.00
- D. Fine Arts
  - Band F/S.....\$55.00
  - Band Jr/Sr.....\$55.00
  - Chorus F/S.....\$55.00
  - Chorus Jr/Sr.....\$55.00
  - Art Classes.....\$25.00
  - Photography.....\$15.00
- E. Driver’s Education.....\$125.00
  - Due at Aug. registration
- F. Parking Permit .....\$60.00
- G. Workbooks
  - Varies depending on scheduled classes
- H. Area Career Center
  - Varies depending on scheduled classes
- I. Fire Science I.....\$40.00
- J. Fire Science II.....\$40.00
- Athletics\*\*\*
  - A. Football.....\$70.00
    - Frosh, Soph, Varsity
  - B. All other Athletic Activities .....\$55.00
    - Frosh, Soph, Varsity
  - C. Summer Athletics\*\*
    - Football .....Variable
    - Basketball .....Variable

**STUDENTS PARTICIPATING IN MORE THAN ONE SPORT:**

- 1ST SPORT            FULL PRICE**
- 2ND SPORT           FULL PRICE**
- 3RD SPORT           FREE FAMILY CAP \$165.00**

\* Funded by State, fee for non-funded part

\*\* Supplementary Programs

\*\*\* Payment of fees does not guarantee a right to play or a right to a uniform (when dress uniforms are insufficient in number) for official interscholastic competition. However, a participant has a right to practice and work toward being selected for interscholastic competition.

## ASSEMBLIES

Throughout the year assemblies and meetings of various kinds will be held in our auditorium or gymnasium. Students will be seated according to their homeroom unless approved by the principal.

Mature conduct is expected of all students. This means that any speaker or group should be treated courteously and with respect.

Assemblies that involve the student body as a whole - pep, honor and other - are held in the gym. Each homeroom has a designated section and each homeroom teacher assigns specific seats within that section unless approved by the principal. Attendance at all assemblies is mandatory.

## BOOK BAGS AND PURSES

Due to safety considerations of crowded classrooms, book bags and purses will not be allowed in any classroom throughout the day except for 7th period. Purses and book bags may be used to carry books and personal belongings to and from school but must remain in the student's locker during the school day.

## CHEATING AND PLAGIARISM

All work submitted for credit in any class at LP is expected to be the original work of the student submitting it. If work is not the original effort of the student, that student may be found guilty of cheating and/or plagiarism. Cheating occurs, for example, when a student copies homework or answers from another's paper. It also occurs when a student allows his/her paper to be copied by another. Plagiarism occurs when a student borrows or restates another's words or ideas and claims them as his/her own. Cheating and plagiarism constitute deliberate acts of deception. A student found guilty of cheating and/or plagiarism shall receive a zero "F" for the assignment/exercise and makeup privileges may not be granted. A student found guilty of plagiarizing a course requirement, (i.e. term paper) risks failing the semester.

The use of translation programs for foreign language students is prohibited.

## CONDUCT IN THE CORRIDORS

Students are always expected to conduct themselves properly. School corridors are designed to accommodate an orderly flow of student traffic between classrooms. Running in the corridors or congregating in groups is prohibited. Students are not to sit on the floors or stairs since this presents a health and safety hazard. Having radios, walkie-talkies, laser pointers or skateboards in the classroom, hallways, or on school property is forbidden.

Public demonstration of affection (holding hands, embracing, kissing) is always in poor taste and not appropriate behavior in school.

Food of any kind (pop, candy, etc.) is not to be consumed in the corridors or classrooms. However, water bottles will be permitted in the corridors and in classrooms at the teacher's discretion. Students are not to be in the corridors during class time unless they have a pass.

Students who persist in inappropriate conduct will be reported to the Principal/Assistant Principal's office for disciplinary action.

## DANCE POLICY

There are many special dances sponsored by various organizations in the school. These dances are held for the enjoyment of all LP students. The following guidelines will be followed with regards to dances.

- No one 21 years of age or older will be admitted.
- No junior high school student will be admitted.
- LPHS students can bring a non-LPHS guest to Homecoming, Sadie, and Prom. The LPHS student must register their date with either the principal or assistant principal and have their date complete and return the appropriate form on the required day preceding the dance.
- Students scheduled for Saturday School the day of a dance must serve Saturday School in order to attend the dance that evening unless they have a rollover to use.
- **ID cards are required in addition to the admission fee. No student will be admitted without a valid ID card.**
- Students will remain in the dance area until they are ready to leave and will not be readmitted if they leave.

- Timelines for admittance to the dances, typically 30-60 minutes, will be restricted according to the dance. Students will be reminded of the time frame in which they must arrive for each dance. Most evening dances begin at 7:00 p.m. and end at 10:00 p.m. or earlier.
- All school rules are in effect during dances including the prohibition of tobacco, alcohol, and other drugs.
- For a student to attend a dance, he/she must be in attendance by 10:00 am of the day of the dance or if there is no school by 10:00 am of the previous school day and remain in attendance until the end of the day.
- Students are discouraged from scheduling elective medical appointments the day of or the day prior to a dance if it is a non-school day because if a student is not in school by 10:00 am, he/she will not be admitted.
- The principal may make exceptions, but this will only be done in rare cases where extenuating circumstances are evident.
- The LP administration has the right not to admit any student who is not in good standing. Homecoming, Sadie, and Prom guests must be pre-approved and in good standing. LP administration has the right and responsibility to exclude any student or guest from attending a dance if it believes that this individual poses a safety risk or is disruptive to the educational environment.

## **CLASS FUNDRAISING**

A fundraiser for each of the 9th and 10th grade classes, and three fundraisers for the 11th and 12th grade classes may be allowed provided that the need for the funds and the type of fundraiser are approved by the Principal. Classes have the option of additional fundraisers if necessary, upon the approval of the Principal.

## **DRESS**

**Students should be reminded that all school photos that are submitted to the yearbook must follow all the dress code rules.** L-P students are expected to make a pleasant appearance. The following guidelines for appropriate dress are in effect. School attire will be neat, clean, opaque, and will cover the individual at least from shoulder to mid-thigh, having a 2.5 inch minimum over each shoulder. Shoes will be worn. Pants must fit properly at the waistline. Shirts or blouses may not expose cleavage. This includes low cut tops or shirts that reveal cleavage that is offensive to peers and/or staff. Bare midriffs, short shorts, spaghetti straps, strapless tops, halter tops, racerbacks and other attire deemed inappropriate by administration, faculty, and staff are not permitted. All undergarments should be covered by an opaque material. Coats, sunglasses, gloves and head wear including but not limited to (hats, bandanas or hoods) will not be worn during the school day nor brought to class. Sweatshirts and T-shirts must be in good taste, be of a non-disruptive nature (including references to illegal substances, beer, or tobacco products), and not be offensive to sex, creed, or race. Wallet chains are not permitted at school. No student on or about school property or at any school activity shall dress or display any clothing, jewelry, emblem, badge, symbol, sign, including look-a-likes or other items that is evidence of membership or affiliation in any gang.

Students who ignore these guidelines will be sent to the Dean of Student's or Associate Principal's office. The student may be sent home from school to change clothes or be retained by the Dean of Students or Associate Principal until the end of the school day.

## **CAVALIER HONOR CORD SERVICE PROGRAM**

LaSalle-Peru Township High School provides the Cavalier Honor Cord Service Program through which students will learn the value and personal satisfaction derived from public service.

In order to receive an Honor Cord to be worn at graduation, interested L-P students must complete the following hours of service through four years of high school, beginning no earlier than the first day of their freshman year. Gold Cord: Student must complete a minimum of 200 hours. Silver Cord: Student must complete a minimum of 150 hours. Bronze Cord: Student must complete a minimum of 100 hours.

General information may be obtained in the principal's office. Forms are available at the greeter's desk near the main entrance of the school or in the principal's office.

## **INTRAMURAL SPORTS**

The following sports activities may be offered under the supervision of faculty members: soccer, basketball, volleyball, wiffle ball, dodge ball, archery, tennis and softball. These are open to all students.

## **PASSING PERIODS**

With approximately 1300 students in the hallways between classes, before and after school, and at lunch, courtesy is necessary. These few rules will facilitate movement:

- Keep to the right and try not to stop and block the aisle.
- Avoid yelling or shouting.
- Please - throw wastepaper in the trash cans.
- Do not run.

## **RENAISSANCE ELIGIBILITY REQUIREMENTS**

- Gold Card: Grade point average of 3.30 or higher No discipline referrals; 1 excused absence
- Silver Card: Grade point average of 2.75 or higher 1 or less discipline referrals (no OSS); 3 or less excused absences
- Bronze Card: Grade point average of 2.50 or higher; 2 or less discipline referrals (no OSS); No unexcused absences
- Red Card: Grade point increase of 0.5

## **SCHOOL SERVICE**

For seniors to be eligible for school service, the students must have at least a 2.0 GPA, minimum discipline referrals, good attendance, no current failing grades and be in good school standing. Student's eligibility will be taken every 4.5 weeks (progress reports and grading periods). Students failing a class will return to their study hall until the next eligibility is taken and they no longer have any failing grades.

## **SECURITY CAMERAS**

For the safety and protection of the LaSalle-Peru Township High School community, your presence may be monitored and recorded by surveillance equipment.

## **STUDENT DELIVERIES AND MESSAGES**

Due to the safe school policy of the district, gift deliveries such as flowers and balloons will not be accepted or delivered to students. If a student must have school materials delivered from home which were forgotten, the school materials may be dropped off with the greeter at the main entrance. No food or drinks deliveries will be allowed during the school day.

To minimize class interruptions, messages will be limited to school-related business. The administration will determine exceptions based on the level of urgency. Only phone messages of an emergency nature will be delivered. These calls should be directed to the Principal's Office.

## **SENIOR STUDENT HONORS ASSEMBLIES**

LASALLE-PERU TOWNSHIP HIGH SCHOOL HONOR SOCIETY - The Honor Society honors outstanding all-round seniors at an assembly each spring.

SENIOR AWARDS ASSEMBLY - Each spring seniors who have been outstanding in various subject and activity areas receive special recognition. Students are recognized for citizenship, scholarship, excellence in subject areas and achievement in athletics.

## **STUDENT SCHEDULES**

A normal or regular load at L-P is six subjects plus Physical Education, Health or Driver's Ed (3.5 credits per semester). Students may have the option of taking a study hall. Seniors may have an option of study hall or school service if the above requirements are met.

## **TIME SCHEDULES**

BUILDING HOURS ARE FROM 7:00 a.m. TO 3:45 p.m.

For those who must arrive at school earlier than 7:15 a.m., the cafeteria room is open at 7:00 a.m. Students arriving earlier must make special arrangements with a staff member. Once students arrive at school, they are required to stay on school property.



## PART III – ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

LaSalle-Peru High School offers a high quality, comprehensive academic program designed to meet the needs and interests of our diverse student body. The curriculum is broad in scope and sufficiently varied to enable the various departments to provide an excellent program for all students. Provision is made for all levels of ability, with over 200 course offerings ranging from a general sequence to honors level and Advanced Placement courses. Programs are available to meet the needs of students with special needs.

Class of 2021	Class of 2022	Class of 2023	Class of 2024
<b>English ~ 4.0 Credits</b> ++	<b>English ~ 4.0 Credits</b> ++	<b>English ~ 4.0 Credits</b> ++	<b>English ~ 4.0 Credits</b> ++
<b>Mathematics ~</b> <b>3.0 Credits</b> Algebra 1 (1.0) Geometry (1.0)	<b>Mathematics ~</b> <b>3.0 Credits</b> Algebra 1 (1.0) Geometry (1.0)	<b>Mathematics ~</b> <b>3.0 Credits</b> Algebra 1 (1.0) Geometry (1.0)	<b>Mathematics ~</b> <b>3.0 Credits</b> Algebra 1 (1.0) Geometry (1.0)
<b>Science ~ 2.0 Credits</b> Biology (1.0) Chemistry (1.0)	<b>Science ~ 2.0 Credits</b> Biology (1.0) Chemistry (1.0)	<b>Science ~ 2.0 Credits</b> Biology (1.0) Chemistry (1.0)	<b>Science ~ 2.0 Credits</b> Biology (1.0) Chemistry (1.0)
<b>Social Science ~</b> <b>2.5 Credits</b> World History (1.0) U.S. History (1.0) US Government (0.5)	<b>Social Science ~</b> <b>2.5 Credits</b> World History (1.0) U.S. History (1.0) US Government (0.5)	<b>Social Science ~</b> <b>2.5 Credits</b> World History (1.0) U.S. History (1.0) US Government (0.5)	<b>Social Science ~</b> <b>2.5 Credits</b> World History (1.0) U.S. History (1.0) US Government (0.5)
<b>Essential Technology</b> ~ <b>0.5 Credit</b>	<b>Essential Technology</b> ~ <b>0.5 Credit</b>	<b>Essential Technology</b> ~ <b>0.5 Credit</b>	<b>Essential Technology</b> ~ <b>0.5 Credit</b>
<b>Consumer Education</b> ~ <b>0.5 Credits</b> <i>Successfully pass one of the following classes:</i> Personal Finance (0.5) Principles of Econom- ics (0.5)	<b>Consumer Education</b> ~ <b>0.5 Credits</b> <i>Successfully pass one of the following classes:</i> Personal Finance (0.5) Principles of Econom- ics (0.5)	<b>Consumer Education</b> ~ <b>0.5 Credits</b> <i>Successfully pass one of the following classes:</i> Personal Finance (0.5) Principles of Econom- ics (0.5)	<b>Consumer Education ~</b>  <b>0.5 Credits</b> <i>Successfully pass one of the following classes:</i> Personal Finance (0.5) Principles of Econom- ics (0.5)
<b>Physical Education</b> ~ *** <b>3.5 Credits</b>	<b>Physical Education</b> ~ *** <b>3.5 Credits</b>	<b>Physical Education</b> ~ *** <b>3.5 Credits</b>	<b>Physical Education</b> ~ *** <b>3.5 Credits</b>
<b>Health ~ 0.5 Credits</b> Health is taken at the 9th grade in tandem with one semester of P.E.	<b>Health ~ 0.5 Credits</b> Health is taken at the 9th grade in tandem with one semester of P.E.	<b>Health ~ 0.5 Credits</b> Health is taken at the 9th grade in tandem with one semester of P.E.	<b>Health ~ 0.5 Credits</b> Health is taken at the 9th grade in tandem with one semester of P.E.

Class of 2020	Class of 2021	Class of 2022	Class of 2023
<b>Drivers Education ~ 0.5 Credits</b>			
<b>One Year Chosen From ~ 1.0 Credits</b> Art Music Foreign Language Career & Technical Ed Business Family & Consumer Science	<b>One Year Chosen From ~ 1.0 Credits</b> Art Music Foreign Language Career & Technical Ed Business Family & Consumer Science	<b>One Year Chosen From ~ 1.0 Credits</b> Art Music Foreign Language Career & Technical Ed Business Family & Consumer Science	<b>One Year Chosen From ~ 1.0 Credits</b> Art Music Foreign Language Career & Technical Ed Business Family & Consumer Science
<b>Electives ~ 5.5 Credits</b>	<b>Electives ~ 5.5 Credits</b>	<b>Electives ~ 5.5 Credits</b>	<b>Electives ~ 5.5 Credits</b>
<b>TOTAL CREDITS TO GRADUATE ~ 23</b>	<b>TOTAL CREDITS TO GRADUATE ~ 23</b>	<b>TOTAL CREDITS TO GRADUATE ~ 23</b>	<b>TOTAL CREDITS TO GRADUATE ~ 23</b>

++ These classes fulfill the Illinois State Board of Education's two-year writing intensive requirement\*\*\*

### \*\*\* Physical Education

Number of credits may vary depending on PE waivers. While Driver's Ed is an elective, it will count toward the 3.5 credits needed.

SAT will be administered as the State assessment at grade 11 beginning in the 2016-2017 school year. It is required by Section 1.30 for promotion to grade 12 and it is required by Section 2-3.64a-5 in order to receive a regular high school diploma.

## HONORS AND ADVANCED PLACEMENT COURSES

All courses listed in the table below are considered weighted courses. The table differentiates between the Honors courses and Advanced Placement courses.

Department	Honors Courses	Advanced Placement
<b>Business/FCS</b>	Accounting 1 Honors Accounting 2 Business Law Strategies for College QuickBooks Accounting	
<b>CTE</b>	Principles of Engineering Civil Engineering & Architecture	
<b>English</b>	English 1 Honors English 2 Honors Speech Honors College Prep English	AP English Language and Composition AP English Literature and Composition
<b>World Languages</b>	German 3, 4 Spanish 3, 4	AP Spanish Language
<b>Mathematics</b>	Algebra 1 Honors Geometry Honors Algebra 2 Honors Pre-Calculus Honors	AP Calculus AB AP Statistics AP Computer Science A

Department	Honors Courses	Advanced Placement
Music/Fine Arts		AP Music Theory AP Art Studio: 2D
Science	Biology Honors Chemistry Honors Physics Honors Human Anatomy & Physiology Honors Forensic Science Honors	AP Biology AP Chemistry
Social Science	World History Honors U.S. History Honors Principles of Economics Local History	AP Government & Politics: U.S. AP Government & Politics: Comparative AP Psychology AP United States History

## ACADEMIC LOAD

A typical student schedule will include six (6) academic classes plus physical education.

## ADVANCED PLACEMENT PROGRAM

Advanced Placement (AP) courses are offered in six divisions: English, Fine Arts, Foreign Language, Mathematics, Science, and Social Science. These courses adhere to the College Board course descriptions and serve as the primary vehicle to prepare students for the AP examination in May. In addition to preparing students for the AP exam, AP courses allow students to experience the pace and intensity of a college-level course while still in high school. Although each college determines what AP examination grades it will accept for credit and/or Advanced Placement, most colleges accept scores of three (3) or better and award student's college level credit in the subject matter tested. Starting for students enrolling the 2016-2017 school year, all Illinois universities and colleges must accept scores of three (3) or better for degree requirements. In some cases, no credit is given, but the student begins their college program of study at an advanced level.

## HONOR ROLL AND HIGH SCHOLARSHIP

Grades earned in all classes, exclusive of upper-level physical education, will be used to determine class rank, Honor Roll, High Scholarship Legion and Senior Awards according to the following grade point system.

Percentages	Grade	Regular Grade Points	Weighted Grade Points
100 – 97	A+	4.4	5.4
96 – 93	A	4.0	5.0
92 – 90	A-	3.6	4.6
89 – 87	B+	3.4	4.4
86 – 83	B	3.0	4.0
82 – 80	B-	2.6	3.6
79 – 77	C+	2.4	3.4
76 – 73	C	2.0	3.0
72 – 70	C-	1.6	2.6
69 – 67	D+	1.4	1.4
66 – 63	D	1.0	1.0
62 – 60	D-	0.6	0.6
59 – 0	F	0.0	0.0

\*All courses designated as honors, weighted, or in an Advanced Placement (See the chart for the full list of courses.)

Honor Roll and High Scholarship Legion designation will include all courses completed by any secondary school institution and will be determined by the following criteria:

Prior to the Class of 2022

HONOR ROLL: 2.75 or above grade point average

HIGH SCHOLARSHIP LEGION: 3.30 to 5.0 grade point average

Beginning with the Class of 2022

HONOR ROLL: 3.0 or above grade point average

HIGH SCHOLARSHIP LEGION: 3.5 to 5.0 grade point average

In order to be eligible for High Scholarship Legion, all underclassmen must earn five credits. For seniors, these qualifications remain the same with the following exception:

Seniors who are taking at least five credits in their seventh semester and who are enrolled in at least one fully accredited course at IVCC or similar college can qualify for the third, fifth, or seventh High Scholarship Legion Pin if they have accumulated by the end of their seventh semester sufficient high school credits equal to the total accumulated by other students taking a normal load.

An "F" in any subject or a "4" in Citizenship from more than one teacher will bar a student from Honors for that particular year. A student may not necessarily be eliminated from a four-year honor if the work and behavior of the remaining years warrant further consideration.

#### **Grade Point Average Example:**

A student receives the following semester grades:

English	A = 4.0
Math	B = 3.0
History	C = 2.0
Physics (weighted)	C = 3.0
P.E.	<u>B = 3.0</u>

**15 points ÷ 5 (subjects) = 3.00 G.P.A.**

This student's Grade Point Average is 3.00 which qualifies the student for Honor Roll, but not for High Scholarship Legion.

### **CONDITIONAL GRADES**

Students with conditional grades will be included and adjusted when conditions are completed. A two-hour class carries double credit.

### **COURSE CREDIT OUTSIDE OF LPHS PROGRAM OF STUDY**

Students, under special circumstances, may obtain credit for a maximum of four approved courses outside of LP (e.g., correspondence, IVCC) that may be taken for LP credit to help satisfy the graduation requirement. The high school Principal must approve in advance all correspondence courses taken for credit toward high school graduation.

### **DROP OUT AND READMISSION POLICY**

If a student who is 17 years old or older drops out of school, he/she will not be readmitted that semester and must meet with an administrator in order to be readmitted any subsequent semester. Any student age 19 who has dropped out of school and could not, because of age and lack of credits, graduate before his or her 21st birthday will be denied enrollment. The district will provide counseling regarding other options for granting a high school diploma such as a GED diploma.

### **DUAL CREDIT THROUGH IVCC**

LaSalle-Peru Township High School believes that all students should complete a rigorous program of studies over the course of their four years of attendance. In order to enhance the college-prep experience, LPHS partners with Illinois Valley Community College to provide dual credit opportunities. When IVCC does not offer a course, then LPHS seeks Dual Credit from other Illinois community colleges.

For the current school year, the following academic classes have a dual credit agreement with IVCC:

Honors Speech (IVCC Class – SPH 1001, 3 credit hours)

Strategies for College (IVCC Class – SFC 1000, 2 credit hours)

For the current school year, the following academic classes have a dual credit agreement with South Suburban College:

Building Trades 1 (4 credit hours)

Students taking advantage of the dual credit will receive college credit for the equivalent IVCC course. The IVCC grade will be the student's second semester final grade. For example, students earning an "A" in Honors Speech will receive an 'A' on their LPHS transcript and receive an 'A' in IVCC's Speech 1001. This will also be reflected on an official IVCC transcript and could be transferable to a four-year university. Please check with the Dual Credit Coordinator for the tuition rate for current school year.

*Please check with the four-year university to verify the acceptance of each dual credit course.*

In addition to the academic class listed above, students enrolled in the following Area Career Center and Business Division classes are eligible for articulated credit with IVCC – at no cost to the student:

Essential Technology	Computer Applications
Computer Aided Drafting 2	Illinois Valley Entrepreneurship Opportunities
Health Occupations 1 & 2	Child Care/Early Childhood Education 1 & 2
	Basic Fire Skills-Emergency Medical Responder
Residential Wiring 2	Auto Technology 2
Machine Technology 2	Business Management Software

## STATE SEAL OF BILITERACY PROGRAM

The State Seal of Biliteracy is a recognition given to graduating students who have demonstrated high levels of proficiency in English and in the areas of reading, writing, listening, and speaking in a foreign language. To recognize such individuals, an official seal from the Illinois State Board of Education (ISBE) is placed on the graduate's diploma and ISBE statement will be added to transcripts. While students are eligible to test for this recognition beginning in their junior year, the Seal of Biliteracy is not awarded until graduation.

In order to receive this recognition, a student must demonstrate proficiency in English as well as all content areas of another language. Based on ISBE guidelines, students must demonstrate proficiency through achievement on one English assessment and one foreign language assessment. Assessments offered by LPHS are as follows:

English Language Proficiency	
Assessment	Minimum Score
SAT	Score of 540 or above in ELA
ACCESS	5 overall composite, 4.2 in reading, and 4.2 in writing
AAPPL (form B) –English	"Intermediate high" or above

Foreign Language Proficiency	
Assessment	Minimum Score
AAPPL (form B)	"Intermediate high" or above
AP exam	Score of 4 or 5

The SAT and ACCESS for English Language Proficiency assessments are provided to a state-defined group of students each year. Students can choose either the AAPPL Exams or the AP Exam. AAPPL Exams are open to any junior or senior student and include a student fee. The fee has been approximately \$20 for the test, but it will vary from year to year. The fee for AP Exams is approximately \$95.

If a student has qualifying scores in both the English Language Proficiency Test and the Foreign Language Proficiency Test, the graduate will earn the Seal of Biliteracy. At graduation ceremonies, the student will be recognized as "recommended for the State Seal of Biliteracy." The honored student will also have the proper ISBE statement applied to their transcript and an official seal will be placed on the student's diploma.

In certain circumstances, assessment results may not be available to award the Seal prior to graduation ceremonies. In such cases the information will be applied to transcripts as soon as assessment results are received by the District. In addition, the graduate earning the Seal will be notified that he/she may bring his/her granted diploma in for the Seal to be affixed.

For questions about the program, see the Associate Principal of Teaching and Learning.

### **EARLY GRADUATION POLICY**

Student will be permitted to graduate at the end of seven semesters if they meet all the following requirements. The student should:

- a. Sign a form letter available in the Counseling Office for early graduation by the first day of senior year.
- b. Secure and submit written parental/guardian permission.
- c. Have successfully completed a minimum of credits necessary for graduation.
- d. Meet all L-P graduation requirements.

Candidates for early graduation will not be permitted active participation in school or class activities after leaving LaSalle- Peru Township High School. This includes participation in prom, athletic teams, clubs, and similar school activities. Commencement exercises will not be held mid-year. Students leaving at the end of the seventh semester will be awarded their diplomas the following May. Candidates for early graduation may participate in the first graduation exercise following their completion of all graduation requirements.

### **EARNING COURSE CREDIT**

Credit in full year as well as semester courses is earned by semester. That is, students earn a half credit (0.5) unit of credit for successful completion of each semester. Credit is earned by successfully completing all course requirements as established by the teacher.

### **GRADES AND ATTENDANCE**

Daily preparation and attendance are essential for every class at LP. Students who are absent from class cannot benefit from classroom participation and cannot be as well prepared as those students who regularly attend school. Many teachers grade the daily participation of their students. Therefore, students who are absent an excessive number of days from a class can expect that their grades may reflect the lower participation grade.

### **GRADE LEVEL**

Beginning with the Class of 2021 and beyond, a student's grade level will be determined by the total number of credits earned (not birth date). Grade level will be determined prior to the start of each school year with grade level activities (prom, etc.) limited to students designated as such. The credits required are as follows:

Sophomore - minimum of 2 credits

Junior - minimum of 9 credits

Senior - minimum of 16 credits



## GRADING SYSTEM

Students' progress will be reported four times during the semester. The academic semester grade will be based on the following grading scale.

Percentages	Grade
100 – 97	A+
96 – 93	A
92 – 90	A-
89 – 87	B+
86 – 83	B
82 – 80	B-
79 – 77	C+
76 – 73	C
72 – 70	C-
69 – 67	D+
66 – 63	D
62 – 60	D-
59 – 0	F

The final semester grade is determined using the grade-in-progress computation. In addition, the final examination is an integral part of the semester grade. However, the final examination will not be counted for more than 20% of the final grade. At the beginning of each semester, teachers will explain to their students the grading procedures for their class.

### HIGH SCHOLARSHIP LEGION ASSEMBLY

Students who have attained High Scholarship Legion standing for three, five, and seven semesters are recognized for their scholarship during a public program held each spring.

### LP HONOR SOCIETY

The LP Honors Society is a prestigious recognition awarded by the faculty of graduating seniors who meet certain criteria. The basic criteria include a 3.5 GPA after seven semesters and verified participation in two clubs/sports from a qualifying list of such club/sports as posted in the Principal's office. One must participate in two clubs/sports each during the junior year and the senior year. Then, a volunteer/ad hoc committee of faculty members reviews the tallied votes of the character remarks submitted by the faculty, as well as discipline referrals and a final list of candidates is compiled. Having met all the above criteria, those students are formally recognized at an all-school assembly in April, to which parents of LP Honors Society honorees are invited to attend.

### HOMEWORK PHILOSOPHY

Homework is a learning activity performed outside of the classroom. It is an important and integral part of the learning process that should reinforce skills and or knowledge presented during classroom instruction. By completing homework assignments, students master instructional content, gain effective habits of time management and self-discipline, and achieve a sense of personal responsibility for learning. LaSalle-Peru Township High School believes that homework is a responsibility shared by teachers, students, and parents.

#### Teachers will

- assign homework that is purposeful and reinforces learning;
- keep their online homework webpage up to date so that students and parents can access their homework assignments from home.

#### Students will

- be responsible for completing their assigned homework, including make-up assignments;
- exhibit academic honesty when completing homework assignments.

#### Parents will

- monitor their student's homework completion;
- communicate any questions or concerns with the teacher;
- support their student's learning activities at home by providing the necessary tools and a proper study environment.

## **MAKE-UP WORK**

Students have the responsibility to make up schoolwork missed due to absences. All make-up assignments will be given a grade of "F" until the student completes the appropriate work. When make-up work is required because of absences, the student must make arrangements to get his or her assignments. The student must also meet with his or her teacher to make arrangements to submit make-up work. Each teacher will determine the amount of time to be allowed for completion of make-up work. Make-up work that is completed within this time frame will be given full credit. A student in DSP must present a DSP slip to each teacher prior to the day on which his or her consequence is to be served. Any work completed in DSP shall be due the day the student returns to class.

Students may make up assignments, quizzes, projects and tests for credit for classes missed due to an out-of-school suspension.

## **IVCC PRIVILEGES**

Taking classes at IVCC for eligible seniors is a privilege, not a right. This privilege is only granted if/when IVCC's schedule of classes is available and if the student's LP schedule will accommodate such an agreement. A student's schedule will not be adjusted to accommodate part-time IVCC classes.

Students who choose to take an IVCC class during regular LP school hours may not take a class that starts before 1:30 p.m. The student's counselor will review the request to ensure the following guidelines are being followed:

- a. A cumulative grade point average of 3.0 or better.
- b. Carry a minimum of four high school subjects for credit plus physical education if enrolling in one or two IVCC classes.
- c. Have accumulated credits enough to meet graduation requirements with the present year's schedule of classes (excluding IVCC courses).
- d. Meet or be working on all other requirements for graduation from high school. In addition, the student must be in good standing at LP. This means the student must be attending LP classes regularly and maintaining a passing grade in all LP courses. A grade in progress of "F" and/or poor attendance at LP could result in the student having to drop the IVCC class(es) and being placed in a study hall.
- e. Be accepted by IVCC.
- f. If a student drops the class at IVCC, he/she will be placed in a study hall (because the student will only be a part-time student).
- g. IHSA athletic rules require a varsity athlete to carry five academic classes at LP.
- h. IVCC course credit will not count towards LP's credit unless previously approved by the Principal.

Students should consult their counselors for additional information.

## **LATE GRADUATION POLICY**

Students who have completed the eight semester attendance requirements but who have not successfully met other graduation requirements can fulfill the remaining requirements for graduation from LaSalle-Peru Township High School as follows:

- a. By taking high school accredited correspondence courses.
- b. By substitution of college courses (high school credit only) approved by LPHS.
- c. By obtaining the additional credits at any state accredited high school.
- d. By any combination of the above.
- e. Students scheduled for graduation in May but who are short on credits can make up credits in summer school; if graduation credits are met by August of the year following his/her class graduation, a diploma will be issued with the date of the May graduation. However, students who earn graduation credits made up past the August 31 date will be given a diploma the following year with the date of the following May.

Advance approval must be obtained from the Principal for a late graduation program.

Students who have discontinued their secondary education before completing their eighth semester and who desire to finish it can do so under the following conditions:

- a. Attendance at LaSalle-Peru Township High School on a regular basis.



- b. If the student is 20 years or older s/he can:
1. Take the High School Equivalency Test and receive an Equivalency Diploma.
  2. Take a program outlined with the approval of LaSalle-Peru Township High School which meets its graduation requirements with provisions relating to the age and maturity of the student

## **NCAA CORE CURRICULUM REQUIREMENTS**

(Effective August 1, 1996)

For Potential College Athletes – Division I and II

The National Collegiate Athletic Association (NCAA) requires specific high school courses for participation in college athletics. High school students should contact their Counselor for advice regarding the following NCAA Clearinghouse requirements. (The NCAA Clearinghouse is the transcript evaluation center.) If your goal is to play NCAA Division I or II athletics, it is very important you review the information provided in the Program of Studies as well as meeting with your Counselor. The NCAA rules are very stringent and inflexible. Exceptions to the rules are not made. In order to be eligible to practice and participate in intercollegiate athletics and receive an athletic scholarship the first year of attendance, a freshman student entering an NCAA Division I or Division II institution must successfully complete a core curriculum in high school of at least 16 core academic courses (10 prior to the student's 7th semester with 7 of those in English, math and science) and earn a combined SAT or ACT sum score that matches your core-course grade point average and test score sliding scale found on the NCAA Clearinghouse website. For additional information on the NCAA Core Curriculum requirements, you can visit their website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## **NCAA APPROVED COURSES**

Listed below are courses within our curriculum that meet the NCAA Core Curriculum Requirements. Consult your counselor for additional questions. Do not limit yourself to these courses alone.

English	Mathematics	Social Science	Science	Additional Core Courses
American Novels	Algebra 1	American Government	Anatomy & Physiology/H	German 1
British Literature	Algebra 1/Honors	Abnormal Psychology	Biology	German 2
Creative Writing	Algebra 2	Geography	Biology/AP	German 3
English 1	Algebra 2/Honors	Gov't & Politics: Comp/AP	Biology/ Honors	German 4
English 1/Honors	Calculus AB/AP	Gov't & Politics: US/AP	Chemistry	Spanish 1
English 2	Geometry	Principles of Economics	Chemistry/Honors	Spanish 2
English 2/Honors	Geometry/Honors	Psychology	Chemistry/AP	Spanish 3
English 3	Algebra 3	Psychology/AP	Earth Science	Spanish 4
English Lang & Comp/AP	Trigonometry	Sociology	Forensic Science/ Honors	Spanish
English Lit & Comp/AP	Discrete Math	US History US History/ Honors	Physical Science	Language/AP
Multicultural Lit	Probability & Statistics	US History/ AP	Physics	Advanced Spanish for Spanish Speakers 1
Shakespeare	Pre-Calculus	World History	Physics/Honors	Advanced Spanish for Spanish Speakers 2
Speech/Honors	Pre-Calculus/ Honors	World History/ Honors		
English 1***	Statistics/AP	Contemporary US History		
English 2***	Computer Science/ AP			
English 3***				
English 4***				

## PHYSICAL EDUCATION EXEMPTION POLICY

Physical education waivers must be completed and approved by the first day of each semester. It shall be the policy of LaSalle-Peru Township High School that students in grades 11 and 12 may request exemption from physical education for the following reasons:

1. A student who is participating in interscholastic athletics or Marching Band (1st semester only) may take a course in place of physical education only during the semester in which the student is participating in the identified sport.
2. The student provides 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. The student also must be accepted by the institution of higher learning or at least must present evidence that acceptance by that school is a reasonable probability. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks enough course credit for one or more courses required by 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 exemption.
4. Under either exemption in #2 or #3 the student is excused from physical education if the school district determines that completing the course(s) requires a course load of more than normal practice in the school district.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal Law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in their IEP.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule that at least meets minimum school day requirements. Approval of exemption will be for one semester only but may be renewed for additional semesters if circumstances warrant.

Note: In the event a student quits or decides not to participate, or is removed from a sport due to discipline during the semester being waived, the student will remain in the class being taken in lieu of Physical Education and a Physical Education class will be added to their schedule with a grade of "F" to be recovered at a later time.

1ST SEMESTER SPORTS	2ND SEMESTER SPORTS
~** <i>Cavalettes</i>	~** <i>Cavalettes</i>
~** <i>Cheerleading</i>	~** <i>Cheerleading</i>
Cross Country (boys and girls)	** <i>Baseball</i>
Football	** <i>Basketball (boys and girls)</i>
** <i>Golf (boys and girls)</i>	Bowling (boys and girls)
Soccer (boys)	Soccer (girls)
Swimming (girls)	** <i>Softball</i>
Tennis (girls)	Swimming (boys)
** <i>Volleyball</i>	Tennis (boys)
	Track & Field (boys and girls)
Marching Band ( <i>student activity</i> )	Wrestling

~ *Denotes two-season sports and are allowed waivers for both semesters.*

## **\*\*Cut sports (Varsity only):**

If/When a student fulfills try-out obligations and is cut from the sport:

- a) Before the first day of class in each semester, a P.E. waiver will not be honored unless for another sport. After the first day of class and/or during a given semester, the P.E. waiver will be honored.

If a student quits, decides not to participate, or is removed from a sport due to discipline, Physical Education will be added to my schedule with a grade of "F" and I will remain in the class being taken in lieu of it. A Physical Education class will be added to the following semester so that I remain on track for graduation.

## **PHYSICAL EDUCATION MEDICAL EXCUSE (NONWAIVER)**

In the event a doctor recommends suspension of participation from PE due to a student's health-related issue, a doctor's note must be submitted to the school nurse. The note should include: the student's name, date, reason for removal from PE, and planned return date to PE. "Until further notice" should be avoided on the PE note. In addition, a new note will be required each semester.

## **PHYSICAL EDUCATION GRADES**

In addition to the regular "A", "B", "C", and "D" grades given in physical education classes, the following grades will be given as indicated:

- F - Student who dresses for activity but does not participate satisfactorily and/or does not fulfill other course requirements. No credit is given for a semester grade of "F". It does not meet the physical education graduation requirement.
- M - Student who has a medical excuse and/or excused absences. No credit is given for a semester grade of "M"; however, an "M" grade does meet the physical education graduation requirement. A student must be absent from class over 50 percent of the attendance days during a grading period to receive an "M." Otherwise the grade earned during the attended days will be given.

A student may be excused from P.E. by the school nurse for up to three (3) days; any further nonparticipation will be considered unexcused unless a medical excuse from a doctor is provided.

## **PHYSICAL EDUCATION NO DRESS POLICY/DRESS POLICY**

According to the LaSalle-Peru Township High School policy, the following class rules are in place for the 2019-2020 school year:

1. Students are expected to line up for attendance each day and be dressed in proper PE attire. Proper LP PE attire consists of:
  - A. LP PE Shorts
  - B. LP PE Shirt
  - C. LP PE Sweatpants
  - D. LP PE Sweatshirt
  - E. Socks
  - F. Athletic Shoes (No sandals, flip flops, boat shoes, boots, etc.)
  - G. LP PE Swim wear
    - Females – One-piece swimsuit
    - Males – Traditional shorts style
2. No t-shirts, sweatshirts, sweatpants, etc. may be worn underneath a student's PE attire.
3. Athletic shorts or sweatpants must be worn with the waistband at or above the hip; otherwise, students will receive a no dress.
4. Inappropriate attire, such as wearing another's gym shirt, shorts, or sweats are not permitted and will result in a no dress.
5. Alterations to uniforms and inappropriate names or writing on uniforms will result in a loss of dress points.
6. If a student is TARDY/LATE to class and the locker room doors are locked, the student will not be able to dress and will earn a loss of dress points for that day. If a student comes to class with a RETURN TO CLASS note and the locker room doors are locked, he/she will be able to earn all his/ her points.

## Rentals

Students receive three (3) rentals per class per semester. Students must present their school ID or day pass in order to receive a rental. The student renting the uniform is the only student allowed to wear the rental.

## Make Ups

- Students must make up ANY absence from class to earn back their points.
- Students have one (1) week from his/her absence to make up.
- Students must be dressed in PE clothes.
- Make up days will be available at the physical education instructor's discretion.

## Choosing Activities

Students have the opportunity to choose their PE activity every 3 weeks. Activities are limited to a certain number of students. If a student is absent on the choosing day, he/she will be placed in an activity decided by the physical education instructors. Students will lose their privilege of choosing activities if any of the following occur but not limited to:

- Student receives 5 or more no dresses
- Student's grade falls to a 69% or lower
- Student consistently displays inappropriate behavior

## HEALTH/SEX EDUCATION

State law requires that all sex education instruction must be age appropriate, evidence based, and medically accurate. Samples of the District's instructional material from classroom teachers are available for parents to examine. A class attendance waiver request can be made to remove a student from this section, lesson, and/or chapter that include topics on comprehensive sex education, family life instruction, prevention, transmission, and spread of AIDS, instruction on diseases, sexual abuse, and on donor programs. This request can be made with the classroom teacher and/or the student's counselor. However, a student may be assigned alternative assignments on health-related topics outside the section on sex education.

## PREPARING FOR COLLEGE

High school gives you a chance, perhaps for the first time in your life, to choose many of the subjects you study. Which subjects should you take? Answering this important question is difficult. But the LaSalle-Peru High School Counseling Department would like to help you by offering the following advice:

- In addition to the academic coursework, you will have multiple opportunities to participate in our Athletics and Activities. You will want to consider your level of involvement in these extra-curricular programs as you make course selections.
- Think about your long-term goals and aspirations. Do you want to go to college? Are you considering a career in the trades? LPHS has multiple opportunities for Advanced Placement college credit, dual credit (through IVCC), and certification programs through the Area Career Center.
- Make sure you are informed – Ask questions and learn as much as you can about the courses and the process. The Counselors and Division Chairs are a great resource for you.

High School and College Requirements			
Subject	LPHS	State Universities & Selective Colleges	High Selective Universities & Colleges
English	4 years	4 years	4 years
Mathematics	3 years	3 years	4 years
Science	2 years	2-3 years	3-4 years
Social Science	2.5 years	2-3 years	3-4 years
Foreign Language	Recommended	2 years of one language	3-4 years of one language
Electives**	1 year	Verify with college	Verify with college

\*Students seeking admission to many state universities and highly selective institutions should take as many courses at the honors and/or AP level as the schedule permits, complete 4 years of the same foreign language, pursue calculus, and take advanced course work in science.

\*\*Academic Electives: art, business, career/technical education, family and consumer sciences, foreign language, music, ACC courses

*What is the best way to prepare for these different and often changing requirements?*

Plan early; contacting a counselor from a college is advisable so all requirements for a major will be met. Each college or university has its own set of specific high school course patterns.

*Finally, ask for help and advice from your teachers, your counselor, your principal, and your parents.*

These are the people who know the most about you and can help you with individual advice based upon your abilities and interest

## SCHEDULE CHANGE POLICIES

- a. **Students may make changes to elective classes prior to the first day of the semester.**
- b. **On and after the first day of the semester, no changes to schedules are made other than:**
  - correcting errors
  - following administrative recommendations
  - dropping an elective course for a study hall during the first five days that classes meet each semester.
- c. **Students may only select one study hall per semester.**
- d. **Students must remain in year-long required classes unless otherwise recommended by a teacher or administrator.**

## SCHOOL, PHYSICAL EDUCATION WAIVER

SAMPLE

SAMPLE

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Academic school year waiver will be in effect: \_\_\_\_\_

Request for \_\_\_\_\_ 1st semester; \_\_\_\_\_ 2nd semester \_\_\_\_\_;  
\_\_\_\_\_ Both semesters

I am requesting to be excused from Physical Education class because I will be participating in an IHSA interscholastic sport.

1st semester sport: \_\_\_\_\_

Course replacing PE: \_\_\_\_\_

2nd semester sport: \_\_\_\_\_

Course replacing PE: \_\_\_\_\_

1st Semester Sports	2nd Semester Sports
~** <i>Cavalettes</i>	~** <i>Cavalettes</i>
~** <i>Cheerleading</i>	~** <i>Cheerleading</i>
Cross Country (boys and girls)	** <i>Baseball</i>
Football	** <i>Basketball (boys and girls)</i>
** <i>Golf (boys and girls)</i>	Bowling (boys and girls)
Soccer (boys)	Soccer (girls)
Swimming (girls)	** <i>Softball</i>
Tennis (girls)	Swimming (boys)
** <i>Volleyball</i>	Tennis (boys)
	Track & Field (boys and girls)
Marching Band ( <i>student activity</i> )	Wrestling

~ Denotes two-season sports and are allowed waivers for both semesters.

\*\*Cut sports (Varsity only): If/When a student fulfills try-out obligations and is cut from the sport:

- Before the first day of class in each semester, a P.E. waiver will not be honored unless for another sport.
- After the first day of class and/or during a given semester, the P.E. waiver will be honored.

#### IMPORTANT – PLEASE READ CAREFULLY

Purpose of a P.E. Waiver: Award students participating in certain extracurricular activities that satisfy physical education expectations per IL Code of Law for physical education an opportunity to enroll in a different course.

- I understand that the class I am taking instead of Physical Education will be graded but the grade will not be calculated into my grade point average. **The class must be an elective class and not a graduation requirement.**
- I understand that I have the option of taking a study hall or school service which will not be assigned a grade.
- I understand that if I quit, decide not to participate, or am removed from a sport due to discipline, Physical Education will be added to my schedule with a grade of "F" and I will remain in the class being taken in lieu of it. A Physical Education class will be added to the following semester so that I remain on track for graduation.
- I understand that if I am cut from a sport before the semester has begun, a Physical Education class will be added to my schedule unless a waiver for another sport is obtained.
- I understand that if I am cut from a sport once the semester begins, the waiver will remain intact.
- I understand that this waiver must be received in the **Counseling Office prior to the first day of the semester.**

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Administrator Signature

## **PART IV – COUNSELING AND STUDY AIDS**

### **COUNSELING OFFICE**

LaSalle-Peru Township High School is committed to providing opportunities to make students' experiences meaningful and worthwhile. Our physical facilities, administration, faculty and staff - supported by finances generated in the community - are available to all students for this purpose. The following special services are provided for our students.

#### **A. COUNSELING DEPARTMENT**

**COUNSELING** – The counseling staff is available in the Counseling Office throughout each day for counseling with individuals or groups of students. If a student's counselor is not available when needed, the student should leave his/her name on a sign-up sheet outside their office. A pass will be sent by the counselor at an appropriate time.

It is important that students recognize that counselors cannot resolve problems but are always willing to assist students in making decisions. Final decisions are made by the student. Students are encouraged to include their parents in conferences with counselors as needed.

**CAREER INFORMATION** - Counselors will assist students in becoming familiar with career resources and material. Career Cruising ([www.careercruising.com](http://www.careercruising.com)) is LP's primary career research tool and is unlimitedly available to all LPHS students:

- Login: lphs541
- Password: cavs

**TESTING** - Achievement and aptitude tests are given periodically throughout the year. Counselors work with all students using the Career Cruising program to help determine interests and research careers and colleges.

Test results are especially useful to students in self-evaluation and career planning.

Tests given at L-P include the following:

- Preliminary Scholastic Aptitude Test/NMSQT – (Juniors Optional)
- SAT Suite of assessments – (Freshmen/Sophomores and Juniors)
- Illinois Science Assessment/ ISA – (Biology Students)
- Seal of biliteracy – (Optional)
- AP testing – (Optional)

**SAT TESTING POLICY**- In order to be eligible for SAT testing, a junior student must have earned a minimum of 9 credits by the beginning of the school year he or she would be taking the test.

**FINANCIAL AID** - The Counseling Office maintains up-to-date information concerning financial assistance for students who plan to continue their education beyond high school. All scholarships are announced and posted as they become available. However, it is the student's responsibility to pursue the application process. Students are encouraged to seek assistance from counselors regarding scholarships and financial aid. In addition to local, state, and federal programs, many schools and agencies have programs of financial assistance. Scholarship, college, testing, financial aid, and career information is also posted in the display cases outside the Counseling Office. Students are encouraged to read these periodically. Please note that some scholarships are determined based on a student's cumulative GPA.

#### **B. STUDENT SUPPORT SERVICES**

LaSalle-Peru High School has counselors and other support services that provide students with the resources and support needed to overcome a variety of life stressors that can affect their daily and school functioning. These stressors can manifest themselves in attendance problems, low academic achievement, behavioral concerns, or health concerns. Students can be involved in individual counseling, support groups, and mentoring, as well as referred to outside services. Through the utilization of these services, students are better able to focus on their schoolwork as well as promote social and emotional development and competence.

## **C. OUTSIDE AGENCIES**

In-school evaluation and counseling services are available to students on a referral basis. Any concerned person can initiate the referral. Outside agencies may meet with students in school when referrals are initiated. A list of professional service providers is available to all concerned persons.

## **HOME STUDY PRINCIPLES**

The following plan is recommended for those who want to study effectively:

- Use good lighting whenever you study. Eyes suffer strain and tire easily when the lighting is poor.
- If possible, study at the same time each day; divide one's time between, before, and after dinner. Don't study when tired.
- Study in a quiet place. One cannot study effectively when one has either a radio or television on in the same room.
- Before one starts to work, one should see that he/she has all the necessary materials: pen, paper, textbooks, ruler, eraser, notebook, and dictionary.
- Sit in a comfortable chair and at a table or desk; don't use your lap for a desk.
- Keep one's assignments in a notebook and follow the written and study work exactly. Check off the assignments when completed.
- Work without interruption. You'll finish before you know it.
- Do your written work immediately. Do it on scrap paper first. Check for mistakes; then rewrite it neatly.
- Learn to study with a purpose. Find out the purpose for reading a selection. Take notes - don't daydream.
- Finally, set aside fifteen or thirty-minutes a day for reading a magazine or book that one likes.

## **STUDY HALLS**

Study halls are set up solely for the purpose of quiet, serious study. All students are expected to maintain a study atmosphere during their study periods; therefore, students should take with them to study hall materials that pertain to schoolwork. Students should be in their seats before the final bell rings and be ready to begin work. A student should not expect to receive from a study hall teacher passes to their locker, the washroom, etc. For those with library passes, library work is permitted during the study hall periods.

## **LIBRARY MEDIA CENTER**

The high school has a well-equipped library. Reading rooms have open shelves for encyclopedias, newspapers, dictionaries, fiction/non-fiction, periodicals, etc. Internet access, Electronic Card Catalog, and several other research data bases are also available.

The library is under the direction of a certified library media specialist who, with members of the library staff, is available and willing to assist students in the use of the library. The Dewey Decimal system of classification and cataloging is used.

## **LIBRARY PROCEDURES**

1. All school, classroom and study hall policies and procedures also apply to the library media center.
2. The library opens at 7:00 a.m. and closes at 3:10 p.m.
3. Students must receive permission from Library Staff before using any personal electronic device.
4. All material taken out of the library must be checked out at the circulation desk.
5. Books are stamped with the date due on the slip inside the back cover. The student must present a current school ID card; sign his/her name on the book card which is kept in the library.
6. Books with yellow cards may be checked out for two weeks. Books with white cards may be checked out for one week. Books may be renewed at the discretion of the library staff, if no other student has reserved that particular book.
7. Selected Encyclopedias and reference books, bound and loose issues of periodicals, vertical file material, and newspapers may be checked out for overnight use only. Overnight material is due by first period on the next school day.
8. A fine of ten cents a day is charged for overdue materials. All unresolved library obligations will extend through a student's senior year.



9. When a book is lost or damaged, the student will be requested to pay its replacement value, plus a fine for any overdue period. If the book is later returned, the student will be refunded an amount determined at the library's discretion relevant to time and/or physical condition of the book. Library circulation privileges may also be suspended as per the library's discretion.
10. A student's library privileges will be suspended until overdue obligations are met. Library privileges include, but are not limited to: computer use, duplication of materials, use of the library before or after school, during lunch and study hall.
11. Students may use the library before and after school without passes. During class periods, student planners signed by a teacher or other staff member should be presented at the circulation desk when a student enters the library. Appropriate conduct is expected in the library at all times.
12. Clubs should not expect to meet in the library. A conference of any kind in the library must be cleared with the library staff.
13. Students coming into the Media Center from Study Hall must remain for the entire period unless otherwise noted by issuing teacher.
14. The library reserves the right to ask that any jackets, purses, handbags, or book bags be placed in the front of the library or behind the circulation desk for the duration of 7th period or before and after school.

## **LIBRARY RULES**

Students coming to the library with passes should:

- Bring necessary materials for study/research
- Enter the room quietly and present a signed planner at the circulation desk.
- Refrain from talking or any other activity that will disturb others.
- Place wastepaper in the wastebasket and arrange chairs neatly in their proper places.
- Students guilty of abusing library regulations may have those privileges revoked and be subject to disciplinary actions.
- No food, drink, (other than water) or gum is allowed in the library.
- Card playing of any kind is strictly prohibited.

# **PART V – TECHNOLOGY POLICIES**

## **TECHNOLOGY HANDBOOK**

### **Overview – Vision**

The LaSalle-Peru Township High School, District #120 (LPHS) recognizes that access to technology resources in the school, home, and community settings provide students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21st century. LPHS is committed to revitalizing the curriculum into a technological format that builds and sustains an engaged and collaborative learning environment for all students. A structured digital environment that is safe yet demanding will enable and support students and teachers as they explore transformative uses of technology.

### **Use of Technology**

All students will be issued a Chromebook for educational use. With this privilege and the extraordinary opportunity to explore digital resources comes responsibilities for each student and his/her parents/guardians. This handbook provides students and their parents/guardians with information about the general use of available technologies, "ownership," rights and responsibilities for use of school devices including the Chromebook, possession of the Chromebook, care of the Chromebook, and expectations as a digital citizen. Along with the efforts of parents/guardians, LPHS will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

During the registration process, each school year, all students and their respective parents/guardians must agree to all policies listed in this handbook to receive and utilize a Chromebook, access to the LPHS network, and all other District-owned technology-related devices.

Failure to follow the terms of the policies will result in disciplinary action, including but not limited to confiscation of any Chromebook and accessories lent to the student and revocation of student access to LPHS technology, as well as any other disciplinary action deemed appropriate by LPHS administration.

## Ownership

LPHS retains sole right of possession and ownership of the Chromebook (Device) and all other District-owned technology-related devices and grants permission to the student to use the devices according to the rules and guidelines outlined in this document and the Student Authorization for Electronic Network Access & Acceptable Use Policy # 6:235. The Chromebook is not the property of the student. LPHS loans the Chromebook to the student only for educational purposes during the academic year. The student will be held responsible for the proper care of the Chromebook and accessories. LPHS reserves the right to monitor and log students' use of the District's technology and network and to examine user (student) files and materials as necessary. Moreover, LPHS administrative staff retains the right to collect and inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using LPHS computers, networks, or technology.

## Chromebook Distribution

The student will be issued a Chromebook, a protective carrying case, and power adapter at the time of walk-in registration. Students not attending walk-in registration will pick up a Chromebook from the Technology Help Desk upon completing the registration process with the school registrar. Both the student and their parent/guardian **MUST** sign & agree to the terms and conditions outlined in this Technology Handbook at the time of registration. Chromebooks will be collected at the end of each school year, and students will retain their original Chromebook each year while enrolled at LPHS. At this time, Students are not allowed to bring a personal Chromebook or laptop to use during classroom instruction and learning.

## Chromebook Collection & Related Fees

End of Year- The student's Chromebook, protective carrying case, and power adapter will be collected at the end of each school year for maintenance, inspection, cleaning and software updates. The District will set a Chromebook Collection Day. If a Chromebook and accessories are not returned, damaged or defaced, the student will be charged a replacement fee. If the fee is not paid at the time the Chromebook and accessories are collected, it will be applied to the student's following school years registration fee.

Transfer out of District- Any student who transfers out of District during the school year will be required to return their Chromebook protective carrying case, and or power adapter. If a Chromebook and accessories are not returned, damaged or defaced, the student will be charged a replacement fee respectively. The parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

## Chromebook Warranty and Repair Costs

The Chromebook has a limited warranty covering normal use, mechanical breakdown or faulty construction. The limited warranty only covers the Chromebook; **it does not include coverage for the accessories, which include the work-in carrying case and the power adapter & cord.**

- If the Chromebook is accidentally damaged, the first incident will be repaired by the District at no cost to the student or family. Subsequent damage to the Chromebook after the first documented incident will result in the student being charged 100% of the repair cost.
- The warranty does NOT cover intentional misuse, abuse, or neglect of the Chromebook and accessories. If the student does not exercise proper care, and this negligence results in damage to or loss of the Chromebook and or accessories, he/she may be subject to discipline, and 100% of the cost of the repair or replacement will be the responsibility of the parent/student.
- The parent/student must pay the repair or replacement cost for the first required payment before the Chromebook is repaired and returned to the student. The parent/student may set up a payment plan with the school to clear bills if needed.
- It will be the right of the building principal, technology director or his/her designee to determine if damages were due to negligence or accidental.
- The administration will review all damages determined to be from negligence and will assess whether the student has continued privilege of taking the Chromebook to and from School.
- The District will not be obligated to replace a student Chromebook in the case of intentional damage, negligence or repeat incidents.

Repair/Replacement Costs: Costs are subject to change without prior notice.

Motherboard	\$140.00
Screen repair or replacement	\$ 50.00
Battery	\$ 45.00
Palm rest with Keyboard & Touchpad	\$ 45.00
Work-in carrying case	\$ 25.00
Power adapter with cord replacement	\$ 30.00
LCD Bezel	\$ 20.00
Asset & Inventory tag replacement	\$ 15.00
Chromebook	\$280.00

### Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school immediately. Reports should be filed with the Security Office. The circumstances of each situation involving lost equipment will be investigated individually. Students may be billed for lost equipment.

If the equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the student or parent/guardian promptly. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

The District may use its discretion to replace a student Chromebook if and only if it is determined by the District that the student acted in a reasonable manner when storing and taking care of the Chromebook. And that the student acted in good faith to find the Chromebook, such as filing a police report and reporting the loss or theft to the District. The District will not be obligated to replace a student Chromebook in the case of negligence and failure to use diligence with District property.

### Asset Tags

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes.

- All Chromebooks have an inventory tag and asset tag.
- Tags may not be modified or tampered with in any way.
- A student may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

### Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with the classroom rules set by the teacher; this Handbook which includes Board Policy 6:235 Student Authorization for Electronic Network Access and Acceptable Use Policy; and, any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action, subject to the consequences outlined in Board Policy 6:235 and repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Classroom Intervention - For low-level violations, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, loss of privilege to use the device during the class period, teacher contact with home, and any other intervention deemed appropriate for the violation(s). Documentation of these infractions along with intervention attempts will be recorded by the classroom teacher.

Progressive Discipline - Discipline will be imposed on an escalating scale ranging from a verbal warning to loss of his/her computer privilege for a designated length of time or on a permanent basis. Progressive discipline will be handled by the administration after referral from classroom teachers, School Resource Officer, computer services, or administration.

### Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibility's students accept when they use a district-owned Device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. **Violations of these rules and guidelines will result in disciplinary action.**

## ***The student will assume responsibility for...***

### **1. Bringing the Chromebook to School**

- Students must bring their Chromebook to school every day that classes are in session.
- Students hold and maintain responsibility for ensuring their Device is charged before school each day. Students who leave their Chromebook at home will not be issued another device for that day, and they are responsible for all missed activities and assignments due to lack of a Device.
- Students may bring a wireless mouse if preferred and earbuds/headphones as needed. The District assumes no responsibility for the provision or maintenance of these personal devices.

### **2 Carrying Chromebooks in a Safe and Secure Manner**

- Transporting the Chromebook in the carrying case provided by LPHS at all times. The Chromebook should not be put in another bag for transportation, i.e. backpack, athletic bag, etc.
- Transporting Chromebooks with care and with the screen closed.
- Never lifting Chromebooks by the screen.

### **3. Chromebook Security**

- When not in the student's possession, the Chromebook and its accessories are required to be locked in the student's school-issued locker.
- Under no circumstances should Chromebooks or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals. If a Chromebook is found in an unsupervised area, it should be taken immediately to the Tech Center located in the Library.
- The Chromebook is not allowed in the cafeterias when food or drink is being served.

### **4. General Care**

The student is responsible for ensuring the following precautions:

- Never leaving the Chromebook unattended.
- Never loaning the Chromebook or its accessories to another student.
- Keeping the Chromebook on a flat, solid surface so air can circulate. (Using a device directly on a bed or carpet can cause damage due to overheating.)
- Never setting books or stack heavy objects on top of the Chromebook.
- Never setting food or drink next to Chromebooks.
- Never leaving the Device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully inserting cords, cables, and removable storage devices into the Chromebook.
- Never defacing the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means.
- Never using the Chromebook to charge a cell phone.
- Always charge the Chromebook with the issued power adapter. Charging with the wrong power adapter will damage the battery.

### **5. Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never putting pressure on the top of a Chromebook when it is closed.
- Never storing a Chromebook with the screen open.
- Always making sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## 6. Chromebook Problems/Repair

If the device is not working properly, the student needs to take the device to the Tech Center located in the Library. For the Chromebook to be serviced, it must be in the school-issued case along with a copy of the Student ID card.

The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take school-owned Chromebooks to an outside computer service for any repairs or maintenance.

## 7. Appropriate Classroom, Library, and Study Hall Routines

When at school the student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes. Using the Chromebook for recreational use during class time, while in the Library, or during study hall periods is prohibited. Students are expected to participate fully in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

## STUDENT ACCESSIBILITY

### 1. Logging into a Chromebook

- The student will log into their Chromebooks using their school issued *Google Apps for Education* account.
- The student will never share account passwords with other students.

### 2. Managing and Saving Digital Work with a Chromebook

- Most of the student work will be stored in cloud-based applications and can be accessed from any computer with an Internet connection and most mobile devices.
- The student may elect to store a small number of files on the Chromebook's hard drive
- The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
- The school will not be responsible for the loss of any student work.
- The District strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- When using G Suite for Education or Office 365 the student will use language that is considered appropriate and polite. The student will not submit, post, publish, or share any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. Violation of this responsibility will result in disciplinary action.

### 3. Listening to Music

- The sound must always be muted unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their personal set of headphones for sanitary reasons.

### 4. Watching Movies

- Watching movies on a Chromebook is not allowed during school hours unless permission from the teacher has been provided to complete a school assignment.

### 5. Webcams

- Webcams are to be used for educational purposes only, as determined under the direction of a teacher.

### 6. Gaming

- Online gaming is not allowed during school hours unless the student has been given permission by a teacher to complete a school assignment.

### 7. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or any other content deemed inappropriate by the administration will result in disciplinary actions.

## 8. Printing

- Students will be encouraged to publish digitally and share their work with their teachers and peers when appropriate.
- Students may print using their Chromebook to the Library printer.

## 9. Chrome Web Apps and Extensions

- Students are allowed to install District approved Chrome web apps and extensions from the Chrome Web Store or LP Cavaliers Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.

## 10. Using Your Chromebook & Account Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the internet. Students are bound by the LPHS Student Authorization for Electronic Network Access & Acceptable Use Policy # 6:235 and all other guidelines in this document whenever they use their Chromebook outside of school.

## 11. Internet Safety & Content Filter

The District utilizes two forms of web and content filtering to maintain a safe and appropriate digital space for our students. The District's Internet access has a filtering device called iBoss 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, HIPAA regulations and as determined by the district personnel. A second program used is Gaggle, which ensures the safety of students when utilizing Microsoft's O365 & Google's G Suite. Gaggle will notify the proper personnel when there is questionable and suspicious content in the online file storage, inbound and outbound email attachments, and links to websites.

## Parent/Guardian Responsibilities

LaSalle-Peru Township High School, District #120 makes every effort to equip parents/guardians with the necessary tools and information to ensure the safe use of the Chromebooks in the home and community. There are several responsibilities assumed by the parent/guardian, which are outlined below:

### 1. Sign the Student/Parent Technology Agreement

For students to be issued a Chromebook, a student, and his/her respective parent/guardian must sign the *Student/Parent Technology Agreement*.

### 2. Attend a Student/Parent Chromebook Orientation

For students to be issued a Chromebook, incoming freshmen and a parent/guardian must attend a Student and Parent/Guardian Training.

### 3. Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and police in a timely manner

### 4. Monitor Student Use

The parent/guardian must agree to monitor student use at home and in any setting that is not the school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:

- Investigate and apply parental controls available through the home's Internet service provider and wireless router.
- Develop a set of rules/expectations for Chromebook use at home and in the community. Some websites provide parent/child agreements for you to sign.
- Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what the student is doing on the Chromebook. Ask questions and request that they show you his/her work often.

## 5. Support Internet Safety & Etiquette

Internet safety is about helping your child use the Internet productively and practice safe responsible online behavior. The following are a few basic guidelines to share with your child:

- Follow your family's rules about when and where to use the Internet.
- Be polite, kind, and respectful in all digital forums and whenever accessing technology.
- Understand a website's rules and know how to flag other users for misbehavior.
- Recognize "red flags," including someone asking personal questions such as your name and address.
- Encourage your child never to share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
- Never send pictures to strangers.
- Keep passwords private (except from parents, school technology staff, and school administrators).
- Never open a message from a stranger; it may contain a virus that can harm a computer.
- Immediately tell an adult if something makes you feel uncomfortable or suspicious happens.
- Visit *Common Sense Education Connecting Families* a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

## **LASALLE-PERU TOWNSHIP HIGH SCHOOL, DISTRICT #120 – POLICY #6:235**

### **STUDENT AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS AND ACCEPTABLE USE**

#### **INTRODUCTION**

LaSalle-Peru Township High School, District #120 (herein referred to as District) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization & Acceptable Use Policy (AUP) does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### **Technologies Covered**

The District may provide Internet access, desktop computers, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the District will attempt to provide access to them. The policies outlined in this document are intended to cover all available school technologies, not just those specifically listed, and shall also cover the use of personally owned devices on the school campus.

#### **DATA SECURITY, CONFIDENTIALITY AND PRIVACY**

All users of information technology resources are advised to consider the open nature of information disseminated electronically, including external websites/resources/apps/extension/digital personal assistants and should not assume any degree of privacy or restricted access to such information. LPHS strives to provide the highest degree of security when transferring data but cannot be held responsible if these measures are circumvented and information is intercepted, copied, read, forged, destroyed or misused by others.

#### **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 this Authorization, and otherwise, follow this Authorization.

Staff members shall supervise students while students are using School Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

The School District shall endeavor to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District's 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, HIPAA regulations and as determined by the district personnel. (Note: the filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent.)

## TERMS AND CONDITIONS

1. **Acceptable Use** - Access to the District's electronic networks must be for the purpose of education, research or communication, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or School or District administrators will make all decisions regarding whether a user has this *Authorization* and may deny, revoke, or suspend access at any time.
3. **Network Etiquette** - You are 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 your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Do not use the network in any way that would disrupt its use by other users.
  - e. Consider all communications and information accessible via the network to be private property.
4. **Unacceptable Use** - The user (i.e., student) is responsible for his or her actions and activities involving the network. Some examples of **MAJOR** unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
  - b. Using the network for commercial or private advertising;
  - c. Using the network for private financial or commercial gain;
  - d. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - 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, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using the Internet and District resources in any way that would disrupt its use by others;
  - i. Using another user's account or password;
  - j. Intentionally posting of material authored or created by another;
  - k. Intentionally posting anonymous messages and/or misrepresenting one's own identity to others;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. (See Board Policy 7.180 Preventing Bullying, Intimidation, and Harassment)
  - m. Capture, record or transmit the words and or images of any student, staff member, or another person in the school without express prior notice and explicit consent.
  - n. Using the network while access privileges are suspended or revoked and
  - o. Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.

Some examples of **MINOR** unacceptable uses are:

- a. Searching the internet off topic/task;
  - b. Using technology for non-educational purposes.
5. **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.

6. **Indemnification** - The user agrees to indemnify the District of any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*, school policy, or rules and procedures.
7. **Unauthorized Access** – Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.
8. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify Tech Services or a School administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. 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.
9. **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 component. This includes, but is not limited to, the uploading or creation of computer viruses.
10. **Telephone/Cell Phone 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.
11. **Copyright & Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on School Web sites or file servers, without explicit written permission.
  - a. Student work may only be published if there is written permission from both the parent/guardian and student.
  - b. For each re-publication (on a Web site 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.
12. **Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. Users of the student e-mail system are responsible for their use of the e-mail. Use of the District's electronic mail system constitutes consent to the following guidelines. Failure to do so will result in the termination of e-mail privileges for the user.
  - a. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the District.
  - b. The e-mail user will use language that is considered appropriate and polite. The user will not send information that other users would find offensive.
  - c. The purpose of the email should be restricted for educational purposes and not to "chat" or send "random" messages to other students or friends outside the school.
  - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to computer services. Downloading any file attached or contained within 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. 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. The account user has no expectation of privacy regarding any electronic mail account or other aspect of the District's electronic mail system. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - f. Students will not be allowed to use any other personal e-mail accounts such as Hotmail, Yahoo, Gmail, Live, etc.

## Consequences for Violation of Policies

The failure of any user to follow the terms of the agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The following consequences will be administered based on the severity of the violation.

### Consequences for Minor Violations

A single consequence or any combination of the following may be administered per discretion of the teacher:

- Warning by the teacher
- Loss of technology privilege in the class for a timeframe designated by the teacher.
- General discipline steps for misconduct in class Handbook) Consequences for Major Violations

#### 1. First Offense

- The student is revoked of all computer privileges for two weeks.
- Computer Services is notified, and the student's account is suspended for those two weeks.
- Teachers, counselors and parents are notified of violation and consequences.
- Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).

#### 2. Second Offense

- The student is revoked of all computer privileges for nine weeks.
- Computer Services is notified, and the student's account is suspended for those nine weeks.
- Teachers, counselors and parents are notified of violation and consequences.
- Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).

#### 3. Third Offense

- The student is revoked of all computer privileges for the remainder of the school year and possibly longer, dependent upon consequences and time remaining in the school year.
- Computer Services is notified, and the student's account is suspended for determined time period of revocation.
- Teachers, counselors and parents are notified of violation and consequences Parents are notified of violation and consequences.
- Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).

## APPROPRIATE USES AND DIGITAL CITIZENSHIP

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

#### 1. Respect Yourself.

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

#### 2. Protect Yourself.

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

#### 3. Respect Others.

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

#### 4. Protect Others.

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property.

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property.

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, & video. Downloading, sharing, & posting online illegally obtained media is against the Acceptable Use Policy.

**LASALLE-PERU TOWNSHIP HIGH SCHOOL,  
DISTRICT #120**

**STUDENT AND PARENT/GUARDIAN TECHNOLOGY & CHROMEBOOK  
AGREEMENT 2019-2020**

**Student Agreement:**

In order to receive and utilize a LP network account and a Chromebook and its accessories on the District network, the student must agree to the following:

- I will bring my issued Chromebook to school EVERY day that I am in attendance.
- I will not use the issued Chromebook for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours (i.e., 7:55 am - 2:55 pm).
- I will charge the issued Chromebook's battery daily and will NOT loan out the Chromebook or any of its accessories to other individuals and know that I will be issued the same Chromebook each year.
- I will transport the Chromebook in its issued protective bag/sleeve. The Chromebook bag/sleeve should be securely closed before transporting the Device to another location. I will not add books and supplies to the bag/sleeve, since undo pressure on the Chromebook may cause damage.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my issued Chromebook or attempt any repairs.
- I will not deface the issued Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the *Student/Parent Technology Handbook*, the *Student Authorization for Electronic Network Access and Acceptable Use Policy*, and the *District's Code of Conduct as outlined in the Student Handbook*. As such, the student is subject to all discipline measures for violation of same.

**Parent/Guardian Agreement:**

For the student to receive and utilize a Chromebook and its accessories on the District network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories or bag if damage or loss is negligent or deliberate.
- I will be responsible for monitoring my child’s use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police prosecute.
- I agree to immediately return the Chromebook and accessories in good working condition upon request.
- I acknowledge that my student and I are to follow the expectations in the **Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District’s Code of Conduct as outlined in the Student Handbook** and that my student is subject to discipline for violation of the expectations outlined in these documents.

**Technology & Chromebook Agreement-Signature Sheet**

By signing the Student and Parent Technology & Chromebook Agreement, the student and parent agrees to the conditions outlined in the Student/Parent Technology Handbook and the Student Authorization for Electronic Network Access and Acceptable Use Policy.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART VI – ATTENDANCE POLICIES**

**PHILOSOPHY**

In compliance with Illinois’ compulsory attendance laws for high school students and to ensure that all students profit most from their schoolwork, a series of attendance procedures have been established to reduce truancy and excessive absences and to encourage punctual and regular attendance at classes. These procedures and guidelines for disciplinary action covering truancy and other infractions are listed. They should be carefully noted by you and your parents. Students are expected to attend school regularly as stated by the Illinois School Code, 105 ILCS 5/26-2a.

**ATTENDANCE AND TRUANCY**

**Definitions**–The following definitions are cited from the Illinois School Code, 105 ILCS 5/26-2a.

**Truant** - A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day.

**“Valid cause”** for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**“Chronic or habitual truant”** shall be defined as a child subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days.

**“Truant minor”** is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

**“Chronic Absenteeism”** shall be defined as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, as defined in Section 16-2a of Illinois School Code, and out-of-school suspensions for an enrolled student.

“Student” shall be defined as any enrolled student that is subject to compulsory attendance under Section 26-1 of Illinois School Code but does not mean a student for whom a documented homebound or hospital record is on file during the student’s absence from school.

## **LP ATTENDANCE PROCEDURES**

**Parents are to call 220-2732 for their students who will be absent from school prior to 10:00 A.M. the school day of the absence.** Should a question come up regarding a student’s absences being legitimate, the call-in list will be checked. If a parent is unable to call the attendance office during school hours, a message may be left anytime in the voice mailbox. It is assumed by the school that the student is truant unless the parent/ guardian calls. The parent/guardian must call each day the student is absent unless the student is going to be gone for an extended period, as in the hospital, doctor ordered home confinement, death in the family, etc.

LaSalle-Peru Township High School Board of Education Policy 7:70 notes, “The School District will determine if the student is truant, chronic or habitual truant or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used in identifying the cause(s) of unexcused absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s) and any school officials) or other people who may have information.”

## **9 ABSENCE RULES**

Students will not exceed Nine (9) absences each semester per period. All Excused and Unexcused absences will count towards the “9” Absent Limit. All work may be made up for absences. Once 9 absences have been recorded in one or more periods any additional absences in any period will be recorded as unexcused.

6 Absences in one or more periods:

A letter will be sent home to inform parents of absences and how important the classroom experience is.

8 Absences in one or more periods:

A letter will be sent home stating: student accumulation of more than 9 Absent Limit per semester will be required to furnish a physician’s excuse for those absences. A failure to provide the attendance secretary of the assistant principal with this excuse will result in the absence being documented as “unexcused” and the student assigned a consequence.

It is within the sole discretion of the high school administration to determine the legitimacy of a student’s absence and to determine whether it is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in disciplinary action. This disciplinary action may include, but not limited to a written warning, meeting with their counselor or other support services when appropriate, Saturday School or DSP. Once a student reaches the level of “Chronic Absenteeism” the student will be expected to attend class when in attendance and will be required to meet with support services for other appropriate interventions. Parents and guardians must provide reasons for student absences to the administration, but do not excuse their students. The principal, assistant principal or other designees of the principal are the only persons who can excuse absences.

## **EXCUSED ABSENCES**

Students will be allowed to make up assignments or tests that were missed due to an excused absence within a reasonable period of time after returning to school as determined by the teacher of each class involved, which shall be at least the number of days missed. An excused absence is any absence from class for a legitimate purpose including, but not limited to:

1. Illness - if the illness is extended, a note from the physician is required
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Medical appointments of the student
6. Participation in school sponsored activities
7. Court appearances
8. Absences within the system including field trips, necessary co-curricular and extra-curricular activities, counselor appointments, disciplinary consultations, visits to the nurse’s office
9. College visitation by seniors/Juniors provided that the student’s parent/guardian contacts the attendance office prior to such visitation. Verification of the visit from the college’s Admissions Office (signed and dated) must be turned into the Attendance Office upon the students return to school.

Except for unusual circumstances, a student will be permitted no more than two days of college visitations. Only one documented college day visitation can be used each semester.

10. Pre-arranged absences. Students are limited to one (1) pre-approved absence per school year of no more than five school days.
11. Any absence that has been determined in advance by the administration as being equivalent to or greater than the educational experience at school.
12. Attending a military honors funeral to sound TAPS.
13. The building principal may approve the blocking of absences when extenuating circumstances exist. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

## **UNEXCUSED ABSENCES**

An unexcused absence is an absence from class, which, in the discretion of the high school administration is not for a legitimate purpose. Students have the responsibility to make up schoolwork missed due to absences. All make-up assignments will be given a grade of "F" until the student completes the appropriate work. When make-up work is required because of absences, the student must make arrangements to get his or her assignments. The student must also meet with his or her teacher to arrange to submit make-up work. Each teacher will determine the amount of time to be allowed for completion of make-up work. Make-up work that is completed within this time frame will be given full credit. Examples of unexcused absences are as follows:

1. Truancy
2. Job hunting and/or interviews
3. Employment (unless for school-work related programs)
4. Grooming appointments
5. Leaving the building without permission
6. Senior skip day
7. Failure of a parent or guardian to call in a student's absence after 24 hours
8. Shopping trips
9. Visiting and/or social gatherings
10. Oversleeping
11. Car trouble
12. Missed bus
13. Preparation for prom, homecoming
14. Cutting classes or skipping school
15. Tardies of more than 15 minutes (Counts as an unexcused absence for that period)
16. Three tardies equals one unexcused absence
17. Leaving class more than 15 minutes for non-approved activity
18. Attending an athletic or sporting event not sponsored by the school
19. Going to the nurse (student initiated – unless the nurse gives approval)
20. Attendance at state athletic events by individual students that are not members of a school team (unless reviewed and approved by the administration)
21. Any undocumented college visits
22. Going to Driver's License facility
23. Any other reason so determined by the administration as not being equivalent to or greater than the educational experience at school
24. DSP (Make up work must be turned in the following day, see MAKE-UP WORK)
25. Out-of-School Suspension Consequences for cutting class:  
Cutting 1-period will be a 2-Hour Saturday School or a 3-period DSP.  
Cutting 2-periods will be a 3-Hour Saturday School or a 5-period DSP.  
Cutting 3-periods or more will be a 4-Hour Saturday School or 1-Day of DSP.

## **TRUANCY AGREEMENTS**

Truancy agreements may be used in case of poor attendance. The student must be in full attendance for the time agreed upon. If the student is absent for a day or any part of a day, a doctor's note or official documentation will be required. In case of special circumstances, it must be pre-approved thru the Principal, Dean of Students, or Associate Principal or the student will be dropped from the enrollment of LaSalle-Peru Township High School. If the student is under the age of 17 and is truant a referral may be sent to the Regional Office of Education. The Regional Office of Education may schedule a truancy conference. Failure to comply with a Regional Office of Education contract may result in a referral to the States Attorney's Office.

## **REGULAR ATTENDANCE**

Parents are responsible for seeing that their children regularly attend school. Parents, too, are trusted by teachers and administrators to make appropriate decisions regarding their children and school attendance. If absenteeism becomes excessive, the school may enlist the parent's assistance in determining the nature of the absences that the parent wishes the administration to excuse with full make-up privileges. With appropriate documentation, absences attributed to hospitalization and school activities (i.e. field trips, athletic contests resulting in early dismissals) shall fall outside the absence policy.

Absenteeism of any kind is undesirable. If, in the determination of the principal, or designee, a student accumulates an excessive number of questionable absences, the school may require the parent or legal guardian to provide documentation from an appropriate third-party source thereafter (in order to be excused with full make-up privileges). Failure to comply with this formal request may result in subsequent absences being judged as unexcused in nature.

Parents should contact the principal once they anticipate extraordinary or justifiable pre-existing conditions which may cause episodes of excessive absenteeism, not necessarily associated with hospitalization, medical/dental appointments, court appearances, or school-related activities. Nothing herein diminishes a parent's or student's right to appeal the decision of the administration regarding their student's absence. Parents or students may exercise their due process rights by making a special appeal to the principal, who will review such requests on an individual basis.

## **APPEAL OF DECISIONS REGARDING ABSENCES**

Should a student, parent or guardian be dissatisfied with a decision regarding a student's absences, they may make a written appeal to the principal who will review each request on an individual basis. A student, parent, or guardian may appeal the principal's decision to the superintendent, who will review the situation and make a decision that will be final.

## **TARDINESS**

It is vitally important that students report to school and classes in a timely manner. Any student who arrives after 8:00 a.m. for his/her first class is considered absent from that class. Any student who arrives between 7:45 a.m. and 8:00 a.m. is considered tardy. Tardiness, a form of absenteeism, is disruptive in that it distracts students and teachers alike. It should be noted that tardiness may lead to lower or failing grades due to the loss of classroom and instructional time. Repeated tardiness during a semester will eventually lead to an administrative intervention listed below.

- After the third, fourth or fifth time a student is tardy to class per semester; he/she will be given a detention for each of these tardies.
- Students who are tardy six, or more times will be given a 2-hour Saturday School or 3-periods of DSP for each tardy.

## **PRE-ARRANGED ABSENCES**

The pre-arranged absence procedure enables parents to withhold their student from school for good reason. Pre-Approval of the absence must be obtained at least two school days in advance. Failure to complete the process listed below, will cause the student to be considered truant without makeup privileges. For pre-arranged absences for a family vacation, or extended absence, a form available in the principal's office is to be taken to the student's teachers, signed by the parent and returned to the office before the student's departure. Upon returning to school, all homework must be completed, and tests taken within two days of the return. It is strongly suggested that before any travel commitments that involve the student are made, approval from the principal needs to be obtained.

Students who fail to complete such a form will be considered truant and therefore will have no makeup privileges. Students are limited to one (1) pre-approved absence per school year of no more than five school days.

## JUNIOR/SENIOR COLLEGE DAY VISITATION

For a junior/senior to be “excused absent” for a college visitation, the attendance office must know: (1) the college being visited, (2) the date, (3) the name and phone number of the contact person/counselor at the college and (4) bring back verification on an official form or letterhead stationary from the admissions office, with a signature from the college visited. College day visitations are limited to two for the purpose of an excused absence. Only one documented college day visitation can be used each semester for the purpose of an approved absence for semester exam exemption. **Only Junior and Senior students that are on track to graduate will be given an excused day for college visits. College visitations will not be granted at the beginning or end of an extended weekend (Labor Day, Teachers’ Institute, Columbus Day, Veteran’s Day, Thanksgiving, Martin Luther King Day, Presidents Day, Pulaski Day, Spring Break, the day after ACT Testing Day, etc.) A college visitation day will count as an excused absence which will count as an absence regarding final exams and perfect attendance.**

## SEMESTER/FINAL EXAM EXEMPTION

- AP Course Final Exemption Policy – For AP classes only, first semester, AP students will be required to take final exams. Second semester, AP students will be required to take either the AP exam or the final exam.

## REWARDS AND RECOGNITION FOR STUDENTS WITH PERFECT ATTENDANCE

School days will be defined as reported by the school on the report cards. To be eligible, students may not have any unexcused or excused absences. School sponsored activities will be the only exception. Students with perfect attendance for the entire year will receive a certificate and public recognition. A special award will be given to any senior with perfect attendance over four years. This award will be presented at graduation and their name will be engraved on the perfect attendance plaque displayed at L-P.

# PART VII – DISCIPLINE POLICIES

## STUDENT DISCIPLINE

### I. GENERAL DISCIPLINARY MEASURES

- A. Students committing acts of disobedience or misconduct may be warned, detained during non-school hours, placed in the Disciplinary Study Program, assigned Saturday School, suspended from school, given social probation, and suspended from riding the school bus, expelled from school or otherwise disciplined.
- B. Authorized personnel may suspend a student from school or riding the school bus. Only the Board of Education may expel a student.
- C. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or school bus.
- D. The parent or guardian of any student suspended from school should arrange a conference at some time during the suspension with the Principal or Associate Principal. The parent or guardian should call and arrange for the conference to be held at school between 8:00 a.m. and 3:30 p.m. on a school day.
- E. As an adjunct to any student disciplinary measure, students may be referred to their counselors.
- F. All requests by agency or police officials to interview a student shall be handled according to the procedures for the interrogation of students developed by the Superintendent.

## GENERAL EXPECTATIONS OF CLASSROOM BEHAVIOR

1. All students will be seated when the bell rings.
2. All students will remain seated at the end of the hour until dismissed by the teacher.
3. Students will follow all school rules as per the Parent/Student Handbook.
4. Students will come prepared with appropriate materials.
5. Students will respect all classmates; no put downs will be tolerated.
6. Students will follow all additional classroom rules set by the instructor.
7. Students will always carry planners and wear ID’s .
8. Students will respect school property.



## GUIDELINES FOR INTERVENTIONS FOR MINOR CLASSROOM BEHAVIOR

The following steps are to be taken with students who chose not to abide by the expectations listed above. This does not necessarily apply to more severe misbehaviors which are specifically addressed in the Parent/Student Handbook but should apply to general misbehaviors and class disruptions.

1. Teacher warning
2. Teacher warning
3. Teacher keeps student after class to briefly address the behavior.
4. The teacher assigns a detention, which may be a school detention, or a detention served with the teacher. Teachers and/or Administration may use restorative justice practices as an alternative or in conjunction with traditional consequences when deemed appropriate.
5. 2 – Hour Saturday School, or 3-periods of DSP.
6. 3 – Hour Saturday School, or 5-periods of DSP.
7. 4 – Hour Saturday School, or 1-day of DSP.
8. 1 – Day DSP, the student will be responsible for all make-up work in all classes.
9. 2 – Day DSP, the student will be responsible for all make-up work in all classes.
10. **Possible** withdraw from class with the possible placement change or failure.

### SPECIAL NOTE

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES WHICH WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIFICALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT LASALLE-PERU TOWNSHIP HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO INDIVIDUAL MERITS OF THE CASE. AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL PERATION, IT IS IMPOSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE, OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.

## II. FORMS OF INTERVENTIONS

### A. Detention

Detention is assigned by the individual teacher or through the office for minor discipline offenses and is served in the DSP room. The length of a detention is one hour, and the student has options regarding when to serve the detention, as long as the detention hour is completed by the end of the week noted on the detention form given to the student. Detentions may be served Monday thru Friday mornings from 7:15 to 7:40 A.M. (each morning session counts for one-half detention) or Tuesday and Thursday afternoon from 2:45 to 3:45 P.M. (students may serve 2:45 - 3:15 or 2:45 – 3:45). Failure to serve a detention within the week it is assigned will result in the student being assigned to Saturday School or DSP. Students must report to detention on time, have their ID or day pass, bring work and not disturb others; failure to comply will result in a Saturday School being assigned. Students who are absent during the entire assigned week of detention must report the following week; re-assignment is automatic; students will not be contacted for re-scheduling. Because students have seven opportunities spread over five days to serve their detention, no excuses will be accepted for missing a detention. Students should be sure to “sign-in” at detention to earn credit for the time served.

Electronic devices should not be seen or heard during a detention. If it goes off during the detention the supervisor will have the student turn off the device and put it away. If an electronic device is seen or used during a detention the student will be removed from the detention and will receive no credit for time, he/she has served.

### B. Saturday School

To avoid days of DSP (Discipline Study Program), students may be assigned to Saturday School, which will be held on Saturday mornings from 8:00 a.m. to 12:00 p.m. Students will not be allowed to go to their lockers, so they must bring schoolwork to do. If a student is late, comes unprepared or disrupts, he/she will be sent home by the adult monitors. Students scheduled for Saturday School the day of a school sponsored dance must serve that Saturday School in order to attend the dance that

evening, unless they have not used their rollover for that semester. Students will be allowed only one "rollover" (excused miss) per semester, and then no further excuses will be accepted. When using a "rollover" the excused missed Saturday School will be re-assigned to the next available Saturday School. Being removed from Saturday School will be classified as a cut Saturday School along with a referral for the behavior. Cutting the second Saturday School will result in being assigned a DSP and social probation (NO school activities) for a period determined by the administration.

Electronic devices should not be seen or heard during a Saturday School. If it goes off during the Saturday School the supervisor will have the student turn the device off and put it away. If an electronic device is seen or used during a Saturday School the student will be removed from the Saturday School and will receive no credit for the time, he/she has served.

#### C. Disciplinary Study Program

The Disciplinary Study Program is an extension of the regular program of classes and not a suspension. Students assigned to DSP will spend designated periods or the entire school day in the room including lunch. Assignments to DSP are not absences. School work done in DSP will be accepted for credit. If students are absent from school on the day, they are assigned DSP, the DSP will be served immediately upon the student's return to school. When students are assigned to DSP, they will receive a list of instructions. Failure to follow these instructions may cause additional discipline. Students assigned to DSP are expected to arrive on time and be in their assigned seats when the bell rings. Tardiness to DSP can result in additional days in DSP.

#### D. Suspension

Students who are suspended from school may not come to school, be on or around school property at any time, or attend school-sanctioned activities, on or off campus, unless they have received permission from the Associate Principal or Principal. Also included are ACC classes. Violation of suspension regulations will cause another suspension. If trespassing on school property has occurred, legal action may be taken. If a snow day/emergency day occurs on a date an OSS is scheduled, the OSS day is automatically rescheduled for the next day of student attendance. Parents of a student may request homework for a suspended student by contacting the Student Services Office or by going to the L-P website ([www.lphs.net](http://www.lphs.net)). Students have the responsibility to make up schoolwork missed due to an out-of-school suspension. All make-up assignments will be given a grade of "F" until the student completes the appropriate work. When make-up work is required because of suspensions, the student must make arrangements to get his or her assignments. The student must also meet with his or her teacher to make arrangements to submit make-up work. Each teacher will determine the amount of time to be allowed for completion of make-up work. Make-up work that is completed within this time frame will be given full credit. Suspended students may also receive social probation for a period of time determined by the administration. If a student is on social probation, he or she must leave the school building by 3:00 p.m. and will not be allowed to attend or participate in any extra-curricular events/functions.

#### E. Expulsion

The Administration can suspend students for one to ten consecutive school days. Only the Board of Education can remove students from school for a longer period.

This is termed EXPULSION. An administrative review will be held for students who are charged with gross misconduct and/or gross disobedience. After the review the students may be referred to the Board of Education for possible expulsion. A hearing officer appointed by the Board of Education will hear and present a written summary of all pertinent information to the board.

### III. EXPLUSIONS AND SUSPENSION OFFENSES

Students may be expelled or suspended from LaSalle-Peru High School in accordance with the provisions of the Illinois School Code. Students returning to school after a suspension and/or expulsion will be required to participate in a re-engagement meeting with their counselor, social worker, psychologist, and/or administrator. Offenses which may be considered as constituting a threat to school safety or a disruption to other students' learning opportunities such as; gross disobedience and/or misconduct shall include, but are not limited to the following:

A. Physical Assault, Physical Battery, and Fighting. Using violence, force, noise, coercion, threats, bullying, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

- B. Harassment/Bullying of Students Prohibited - No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, hazing or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, without limitation, name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Bullying or harassing through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct is prohibited.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

- C. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- D. Gross disrespect, gross insubordination, intimidation or gross verbal abuse of school personnel and/or fellow students. (This includes disobeying directives from staff members or school officials and/or rules and regulations governing student conduct; profane words or gestures; failure to follow directions or to produce student identification or passes; use or possession of unauthorized passes; failure to report to the office as directed by an official pass; and failure to be in authorized areas during the school day - unauthorized areas include hallways during class time and loitering in washrooms.)  
Breathalyzers - when there is a reason to suspect that a student has been consuming alcohol, the use of a Breathalyzer may be ordered. Failure to comply with the order to blow into the device collection tube is insubordination. It will be assumed that the student has consumed an alcoholic beverage.
- E. Drug Abuse. The possession, distribution, consumption, use, sale or facilitating the sale of alcoholic beverages, non-prescribed inhalant (whether or not the inhalant contains a controlled substance) marijuana, look-alike drugs, counterfeit drugs, medical marijuana, hashish, prescription and non-prescription drugs or other controlled substances, and drug-alcohol paraphernalia, which includes masking agents, during the school day and at school functions is in violation of school policy. This includes medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had the above-mentioned substances in their possession. Direct involvement or participation in consuming, using, selling, purchasing, distribution or possession of the above-mentioned substances may result in one or more of the following:
- Written notification to parents, police, and other proper authorities.
  - School officials will attempt to schedule a parent/student/school administrator conference.
  - Suspension of up to ten school days, social probation for a period determined by the administration, and referral to an appropriate service for an alcohol-drug evaluation by a certified alcohol/substance abuse counselor. This option can result in a possible reduction in the number of suspension and social probation days. In order to exercise this option, participation must begin as soon as an opening is available. Any student who does not successfully complete recommendations made at the time of the alcohol and drug evaluations must serve the number of days equal to the reduction allowed by exercising this option.
  - Referral to their counselor for screening and possible referral to an appropriate service provider and/or in-school weekly support group attendance. The counseling office serves as an appropriate service for the alcohol-drug evaluation for exercising the student option to reduce the number of days of social probation.
  - Referral to the athletic director.
  - Recommendation for expulsion
  - Seizure of contraband.
  - A student in possession of drugs and/or drug paraphernalia will be arrested and all contraband will be turned over to the police.

#### F. Use/possession of tobacco

1. Students may not use, possess, distribute, purchase or sell tobacco products while on or about school property or while in attendance at school-sanctioned activities on or off campus.
2. Examples of "smoking/tobacco" violations (it is understood that these are not the only examples):
  - a. Possession of cigarette/tobacco products including electronic cigarettes, e-cigarettes or vapes.
  - b. Exhaling smoke.
  - c. Smoke in an area in which a student(s) is/was the only occupant(s).
  - d. Students concealed in an area in which smoking is/was taking place.
  - e. Students alone in an area with a lighted cigarette on the floor (or ground).
  - f. Any staff observation of student(s) using chewing tobacco.
  - g. Student(s) acting as a look-out for another student in violation.
  - h. Loitering in restrooms where smoking is occurring.
  - i. Possession of smoking/tobacco paraphernalia including matches, pipes, lighters, etc.
3. Students in violation can be referred to the local police department. Confiscated tobacco products, electronic cigarettes, e-cigarettes and vapes will be turned over to local law enforcement and/or School Resource Officer.

#### G. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:

1. Improper release of a school fire alarm or tampering with fire extinguishers;
2. Starting, or any attempt to start, a fire on school property;
3. Setting off, or any attempt to set off, explosive devices on school property; or
4. Using, possessing, controlling, or transferring a weapon or any reasonable facsimile. 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 a definite time period of at least one calendar year, but no more than two calendar years. The Superintendent may recommend modification of the expulsion period, and the School Board may modify the expulsion period on a case-by-case basis. A "weapon" means possession, use, control, or transfer of firearms, knives of any blade length, guns, rifles, shotguns, brass knuckles, billy clubs, paint ball guns, b-b guns, sling shots, and any type of ammunition; or a weapon as defined by Section 921 of Title 18, United States Code; or a firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; or any other object defined as a weapon under Illinois or federal law; or "look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. 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.

#### H. Electronic Device Policy

1. No student shall use or possess any pocket pagers, similar electronic paging devices, or laser lights, while in any school building or on school property, during regular school hours or at any other time.
2. All electronic devices should be turned off and put away before entering the first class of the day. The last warning bell for the start of school is the signal to turn off electronic devices and put them away. Bringing cell phones, smartphones, cameras, iPods, video recording devices, CD players, personal digital assistant (PDA), or similar electronic devices to school is considered a privilege and as such the privilege may be revoked. **Electronic devices must be turned off, must not be seen, and must not be heard during class time** unless: (a) the supervising teacher grants permission for educational purposes; or (b) use of the device is provided in a student's individualized education program (IEP) and/or a 504 plan. Anyone engaging in any activity that constitutes an inappropriate behavior/use, interference with the educational process or an educational function will be requested to turn off their electronic device and

will be subject to discipline. Videotaping or taking pictures without the consent of those being videotaped or photographed is considered a violation. Students may use their electronic devices during their lunch time while in the cafeteria and **DURING PASSING PERIODS ONLY**. Earbuds are acceptable during these times however students' ears need to be visual and not covered by headphones or any other similar type of device. **While wearing earbuds in the hallways during passing periods students should only have them in one ear in case of emergency.** Students in violation of the electronic device policy are subject to discipline: First and second offense will be a minimum of a 2-Hour Saturday School or 3-periods of DSP. Third and fourth offense will be a minimum of a 3-Hour Saturday School or 5-periods of DSP. Fifth and above offenses the student will be assigned 4-Hour Saturday School or 1-Day of DSP.

Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting" may result in loss of electronic device privileges, possible suspension and/or expulsion and referral to law enforcement officials. Prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person using a computer, electronic communication device, or cellular phone.

School officials may not request or require a student or his parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking website include but not limited to Facebook, Instagram, Twitter, etc.

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

Failure to comply would result in insubordination and assume the student is guilty in the behavior and subject to discipline as well as possible police involvement based on circumstances.

3. During extra-curricular events, after school events, and school sponsored activities (dances, plays, fieldtrips, concerts); students are expected to exercise due care and common courtesy when using cell phones.
  4. Violation of the Electronic Device Policy will result in disciplinary action ranging from a warning to possible recommendation for an expulsion hearing, including loss of their electronic device privileges.
- I. Failure or refusal to serve detention or DSP. Only the Assistant Principal or Principal may excuse a student from detention. Excuses will be given in emergency cases only.
- J. Unexcused absences (truancy) or excessive unexcused tardiness from school, class, or other officially designated school assignment.
- K. Sexual Harassment Prohibited - Sexual harassment of students or staff is prohibited. Any person, including a district employee, or agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed based on sex, that:
1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
  2. Has the purpose or effect of:
    - a. Substantially interfering with a student's educational environment;
    - b. Creating an intimidating, hostile, or offensive educational environment;
    - c. Depriving a student of educational aid, benefits, services, or treatment; or
    - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

- L. Gang and Gang-like Activity - Illinois School Code permits the governing body of any public school to suspend or expel any pupil who is a member of or joins or promises to join, or who becomes pledged to become a member of, or who solicits any other person to join, promise to join or be pledged to become a member of any public school fraternity, sorority or secret society. Gangs are determined to fall within the Illinois School Code definition of a secret society. A "gang" is any group of two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by school's rules and regulations.

No student on or about school property or at any school activity shall engage in any gang or gang related activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, signs or other item that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures, graffiti, or handshakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Any student engaged in the above-mentioned activities on the first offense will be subject to parent/guardian contact and warning to possible expulsion for 2 years.

- M. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity whether or not those acts are committed on school grounds. These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or any interference with school purposes or an educational function.

- N. Failure to be in authorized areas during the school day. Unauthorized areas include hallways during class time and loitering in washrooms.

LP has a CLOSED CAMPUS policy for all students. No students are allowed out of the building or off campus for any reason during the regular school day. Students who must leave on personal business, i.e., doctor/dentist appointment, must check out in the Principal's office or they will be considered truant and cutting class. A parent calling in "after the fact" of the student leaving will not cause the absence to be excused

- O. Each student and his/her parent(s)/guardian (s) must sign an "Authorization for Internet Access" form before that student is granted unsupervised access to the LP computer system. The failure of any user to follow the terms of the "Authorization for Internet Access" will result in the loss of privileges, disciplinary action, and/or appropriate legal action. This misuse of computer equipment is not limited only to the computers connected to the Internet, but includes all computers and computer systems at LP

P. Access to Student Social Networking Passwords & Websites

School officials may not request or require a student or his parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking website include but not limited to Facebook, Instagram, Twitter etc.

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

Failure to comply would result in insubordination and assume the student is guilty in the behavior and subject to discipline as well as possible police involvement based on circumstances.

Q. Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

Students engaged in hazing that endanger the mental or physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

R. Gambling is strictly prohibited.

S. Violation of any criminal law.

T. Making an explicit threat on an Internet website against a school employee, a student, or any school related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his/her duties or employment status or status of a student inside the school.

**Any of these offenses may be referred to the police if deemed necessary.**

#### **IV. LESSER DISCIPLINARY MEASURES**

Warning, detention, Saturday School, placement in the Disciplinary Study Program, removal from the classroom or other disciplinary measures may be imposed for student disobedience or misconduct warranting lesser penalties. Lesser disciplinary measures may be taken for some of the offenses listed as expulsion and suspension offenses.

Should a student, parent or guardian be dissatisfied with a decision regarding a student's disciplines, they may make a written appeal to the principal who will review each request on an individual basis. A student, parent, or guardian may appeal the principal's decision to the superintendent, who will review the situation and make a decision that will be final.

#### **V. SUSPENSION PROCEDURES**

The following are suspension procedures:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be explained the evidence and the opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practical.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. For students who are

suspended four or more days, the notice shall contain a statement as to whether appropriate and available support services will be provided during the period of suspension, or whether it is determined that there are no such appropriate and available services.

4. The building principal or designee shall meet with a student returning to school from out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion.
5. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by a hearing officer to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the hearing officer and may be represented by counsel. Comment by a person at a student disciplinary hearing shall constitute that person's opportunity to speak to the board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, consider the evidence on whether suspension is appropriate, and make its decision. Upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate.

## **VI. EXPLUSION PROCEDURES**

The following are Expulsion Procedures:

1. Before an expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board, or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged.
3. Comment by person at a student disciplinary hearing shall constitute the person's opportunity to speak to the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, consider the evidence on whether expulsion is appropriate, and make its decision. Upon receipt of the hearing officer's report, the Board may take such action as if finds appropriate.

## **VII. NEXUS LANGUAGE**

If there is sufficient relationship between the discipline infraction and school, the student may be held responsible for their actions as per board policy.

## **VIII. SAFE SCHOOL ZONE**

LaSalle-Peru Township High School has been designated a safe school zone by the State of Illinois. That establishes that school grounds, and sidewalks and roads adjacent to school grounds, and sidewalks and public rights-of-way going through school grounds, are restricted areas. People who come into the safe school zone after they have been officially warned not to do so by school administrators, including but not limited to students or employees who have been suspended, expelled, or dismissed for disrupting the orderly operation of the school, can be arrested. Thus, persons without lawful business at the school or on sidewalks adjacent to the school may not enter the safe school zone.

# **PART VIII – STUDENT SERVICES**

## **BOOKSTORE**

The school operated Bookstore is open during the following hours:

7:00 to 7:45 a.m., 11:45 to 12:00 p.m., 12:15 to 12:30 p.m., 2:40 to 3:00 p.m.

Gym suits, locks, pens, pencils, paper, workbooks, and school supplies may be purchased. Textbooks are not a part of the Bookstore.

## **BULLETIN BOARDS**

Bulletin boards and bulletin board strips have been placed in various areas around the school for the use of the student organizations. Materials posted on any of these bulletin boards must be approved and stamped by the Principal's office. The information to be advertised must be concerned with the school, otherwise it will not be allowed. Posters should not be larger than 22" x 28" There is one student bulletin board in the student commons room 204 which may be used by any student so long as the material posted is in good taste.



## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation director located in the Athletic Office.

The following list of rules is published by the Office of the Superintendent of Public Instruction of the State of Illinois:

School bus riders, while in transit, are under the jurisdiction of the school bus driver. In most cases, bus discipline can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be handled by the Associate Principal. Each year school bus emergency drills will be conducted.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders:

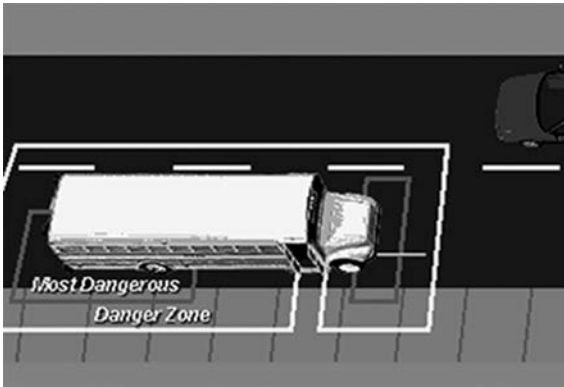
1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Always stay off the road while waiting for the bus.
3. Dress appropriately. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
4. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. Do not leave one's seat while the bus is in motion.
6. Be alert to a danger signal from the driver.
7. Remain in the bus in the event of a road emergency until instructions are given by the driver.
8. Always keep hands and head inside the bus after entering and until leaving the bus. Do not throw anything out of the bus windows.
9. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Chromebooks, Tablets, iPod, iPad, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
10. Be quiet when approaching a railroad crossing stop.
11. Treat bus equipment as one would valuable furniture in one's own home. Never tamper with the bus or any of its equipment.
12. Always assist in keeping the bus safe and sanitary. No eating is allowed on the bus.
13. Carry no animals on the bus.
14. Keep books, packages, coats and all other objects out of the aisles. 14. Leave no books, lunches or other articles on the bus.
15. Always listen to the driver's instructions. Be courteous to fellow students and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do so without proper authorization from a school official.
18. Observe the same rules and regulations on other trips under school sponsorship as one observes between home and school. Respect the wishes of the chaperone appointed by the school.
19. Smoking on a school bus is forbidden.
20. Upon request, a student must submit his/her validated I.D. card to the bus driver or face suspension and/or revocation of riding privileges.
21. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
22. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under the bus.
23. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Then cross the street after checking both ways for traffic.
24. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

## STUDENT CONDUCT ON SCHOOL BUSES

Parents of students are responsible for the supervision of their children until such time as students board the bus in the morning and after the students leave the bus at the end of the day. Students are considered on school property when they board the bus and should remain on school grounds once they arrive at school. Students shall conduct themselves on the bus in a manner consistent with established standards for in-school student behavior. Students who misbehave on the school bus may have their riding privileges suspended. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or



its occupants.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

## CAFETERIA

The L-P school cafeteria provides a well-balanced menu at a reasonable cost. The school food service program is very complete, even offering light breakfasts to students who arrive early to school. No commercially prepared food may be brought into the cafeteria.

A few simple rules must be followed when using the cafeteria:

1. Students are to refrain from trying to "break the line" to get service.
2. Students must return their trays and refuse to the proper place.
3. Students may not sit on the cafeteria tables at any time.
4. After the students have eaten, they are to remain seated until the bell rings.
5. Students are not permitted in the hallways unless they have a pass.
6. Students are to place recyclable materials in the appropriate containers.
7. Food and drink are not allowed outside of the cafeteria.
8. Students will use electronic devices appropriately and in accordance to all other rules listed in handbook.

## CONFERENCE PASSES

Conference passes are issued to students by staff members for use during the student's study hall period. If a student wishes to see a staff member that student must request a conference pass from that staff member before school. Then during the study hall period, the study hall teacher will send the student to the staff member.

## CONTACTING TEACHERS

Parents are encouraged to contact teachers regarding any concern. Parents can contact teacher via either the school e-mail or telephone voice messaging system.

## DAILY ANNOUNCEMENTS

Daily announcements are posted each day. These include special schedules, club meetings, the daily cafeteria menu, and announcements of general interest. Strict attention to announcements is required. Any student or club organization wishing to have an announcement posted, must first put it in writing, then have the club sponsor sign it, and finally submit it to Student Services before 8:00 a.m. the day it is to be read. Final approval for announcements is made by Student Services. A copy of the daily announcements is posted on the cafeteria bulletin board.

## HEALTH SERVICE

Please consult the L-P website for all medical forms ([www.lphs.net](http://www.lphs.net)). The **Illinois School Code** requires all students entering the ninth grade or transferring from another school, irrespective of grade, to present proof of physical examination, current dental exam, and required immunizations. Information on required and recommended vaccines (including Influenza and Meningitis) is available at [www.idph.gov](http://www.idph.gov). Failure to comply with the above physical and immunization requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. Transfer students who are entering an Illinois school for first time are required to submit proof of a vision exam completed within the last year. A student will not be excluded from school due to his or her parent's failure to obtain a developmental screening or a social and emotional screening. Appointments should be made early in the summer so that needed health examinations and immunizations can be completed and the student will be free of appointments when classes begin. Forms should be mailed to the Nurse's office prior to registration or turned in at registration.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements as long an appointment card is presented to school. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

L-P bills for Medicaid reimbursement when applicable.

### Exemptions

A student will be exempted from the above requirements for:

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

If sudden illness or accident occurs during the school day, the student needs to report to the school nurse to obtain a P.E. excuse for that day.

Parents/guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is prohibited unless it is necessary for the critical health and well-being of the student. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medical Authorization Form".

Parents/guardians may authorize their child to carry and self-administer only an asthma inhaler according to Public Act 92-0402 and according to the district's procedures for students' self-administration of medication. Parent(s)/guardian(s) must give proper written consent to the administration of medication. To do so they must complete the Parents' Request for Medication Form.

All medication, including non-prescription drugs, given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status. The student's physician will provide specific written directions regarding storage and administration of medication. All medication will be delivered to the school nurse by the parent or guardian in the original container. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at school-related functions other than as provided for in this procedure.

## **ADMINISTRATION OF MEDICAL CANNABIS**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the school nurse or the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Teachers and other non-administrative school employees, except certified nurses, shall not be required to administer medication to students.

Medical and dental appointments should be limited to times when school is not in session. If it becomes necessary for a student to be absent for a medical or dental appointment, prearranged notice must be given to the school nurse by a parent. The nurse can be reached by calling 223-1721 ext. 738. All students must present an appointment card or parent note indicating the day of the appointment, the time, and the name of the doctor. The parent must also call and leave a message at the school regarding the appointment. Students who drive themselves must have parent permission to do so. For students who need to be picked up for an appointment, the parent needs to come into the school and report to the greeter's desk to meet their child. All students must check with the school nurse before leaving school. Students must present a note of verification of the appointment from their doctor with a release time to the Principal's office on returning to school. If the student does not come back to school the same day, he must present the physician verification note the following school day.

If students become ill or injured, they must report to the nurse's office. The proper procedure is to obtain permission from their teachers to avoid being counted absent. Students should schedule visits to the nurse's office during study periods except in case of sudden illness or injury. Students should not try to see the nurse during the 5-minute passing period.

If it is necessary for a student to leave school because of an injury or sudden illness, the parents will be notified. The student will be given a pass to leave the building by the nurse. At no time should a student leave the school without permission from the nurse, principal or assistant principal. Please make sure contact phone numbers are up to date.

A student who is absent or whose physician anticipates his/her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

## **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any changes which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

- Sign the Diabetes Care Plan.
- Grant consent for an Authorized Designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

LPHS may use trained diabetes care aides as needed to assist with student needs utilizing student Diabetes Medical Management Plan if nurse is not available and will contact parent as needed.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must have a Diabetes Medical Management Plan on file with the school providing for this information.

## **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents and students with life-threatening allergies or life-threatening chronic illness of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening chronic allergy or illness, please notify the principal at (815) 223-1721.

Federal law protects students from discrimination due to disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illness may be eligible under Section 504. Our school district also may be able to appropriately meet the student's needs through other means.

\*\*\*\*\*Students with a food allergy and/or asthma: State law requires us to ask for an emergency action plan for students with asthma and/or food allergies to be completed and signed by a parent/guardian and physician each year. This form should be turned into the school nurse at the beginning of each school year and at the time of the initial diagnosis. These forms can be found on the LPHS website.

## **HOMEROOMS**

Each student is assigned to a specific homeroom and teacher for four years in high school. A student is encouraged to look on homeroom as a place where he/she can find help when needed. The homerooms are scheduled as needed throughout the year. Attendance is mandatory.

## **IDENTIFICATION CARDS**

Each student is required to wear his or her ID during the school day. The ID or Day Pass must be worn so it is **VISIBLE** in the chest to hip area. Refusal or failure to wear one's ID is reason for discipline ranging from a warning to a possible suspension. Students must present their student ID's to be admitted to school sponsored events. Cards are issued to students and staff at the beginning of each school year. There is a \$5.00 fee for replacement of damaged, lost or stolen ID Cards.

## **LOCKERS**

Lockers are available for student use. Lockers are assigned by the administration and students are to use their assigned lockers. L-P lockers have a built in lock. Students are discouraged from giving other students lock combinations. Lockers are school property that are on temporary loan to students. As such, lockers may be opened and searched by school personnel.

## **LOCKS**

Each student is required to purchase a combination lock from the bookstore and place it on his/her P.E. locker. Any other lock placed on a locker will be removed by school personnel. If a student needs assistance with his/her lock, he/she should go to the Security Office where a copy of his/her combination will be kept. Students do not share lockers.

## **LOST AND FOUND**

Articles found should be turned in to the Bookstore. Any student wishing to claim a lost article should inquire at the Bookstore. P.E. clothes or any article lost in the P.E. areas will probably be located in one of the instructors' offices. If a student has lost an article during his/her P.E. class, he/she should check with his/her instructor first, then the bookstore.

## **MOTOR VEHICLE REGISTRATION**

Automobile and motorbike parking are a privilege. By purchasing a permit, students consent to random drug testing in accordance to District Policy.

- Students and/or parents refusing to sign the random drug testing agreement will not be allowed to purchase a parking permit.
- Students who test positive will have their parking privileges suspended for 30 days pending the outcome of a second drug test. Students will be required to sign up and participate in a drug and alcohol group through the LPHS counseling division.
  - Students who test negative after the 30-day waiting period will have their parking privileges returned to them and will be tested each month thereafter.
  - Students who refuse to take the 30-day follow-up drug test will have their parking privileges suspended until they submit to the drug test and will not receive a refund.
- Students who test positive for a second time will have their parking privileges permanently revoked for the duration of their high school career and will not receive a refund.

Automobile and motorbike privileges are made available for those who drive to school. Students who drive must acquire a vehicle registration permit to park in a school student lot (A, B, C, D, E, F, & G). Students are not permitted in faculty parking lots (H, I, J, K, L, & M) from 6:00 AM to 3:45 PM on school days. There are a limited number of parking spaces, having a vehicle registration permit does not guarantee a parking place in a student parking lot. Vehicles parked on school property must abide by all LaSalle-Peru High School policies and procedures, as such; vehicles may be searched by school officials, with or without cause.

Students needing to drive to school on a temporary basis may purchase single day parking permits for the cost of \$1.00 per day. Students purchasing single day parking permits must register at the bookstore before 8:00 AM and have a Motor Vehicle Registration Permit form completed and on file in the office. Students parking on a temporary basis may only park in the gravel lot (G) south of the football stadium.

## **HOMEBOUND SERVICES**

Homebound instruction is designed to provide continuity of educational services for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. Homebound instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in LaSalle-Peru Township High School District 120 (LPTHSD 120) in order to receive homebound instruction.

Homebound instruction is not intended to take the place of school services and therefore is temporary by design. While no maximum number of homebound days can be set due to many complex situations that arise for students, instruction should fully take place in the school setting if possible. The student's inability to attend school for medical reasons, both physical and/or psychiatric, must be certified by a licensed medical Physician, Advanced Practice Nurse, or Physician Assistant.

## **QUALIFICATIONS FOR HOMEBOUND INSTRUCTION**

- In order to be eligible for home or hospital services provided by LPTHSD 120, the student must be registered as a full-time student in the district.
- Parents should notify their child's school as soon as they know that their student will need either full-time or intermittent services.
- The district must have a current medical certification from a licensed Physician, Advanced Practice Nurse or Physician's Assistant that determines a student will, due to a medical condition, be out of school for a minimum of two consecutive weeks (10 school days) or on an ongoing intermittent basis.
- If the Physician, Advanced Practice Nurse, or Physician Assistant writes the initial homebound certification for more than 9 weeks, the district requires that the Physician, Advanced Practice Nurse, or Physician Assistant completes another medical certification at least one week prior to the end of the 9 weeks in order for tutoring to be continued.
- For a student with an IEP, when a Physician, Advanced Practice Nurse, or Physician Assistant's statement is received indicating the need for homebound tutoring, the IEP team must consider if an IEP meeting needs to be convened.

## TUTORING INFORMATION

- Students who are hospitalized or homebound on a full-time basis will generally receive five hours of instruction per week but can be altered bases on needs. If returning to school on a part-time basis the instruction will be prorated based on administrative decision.
- Students receiving intermittent homebound services will generally receive one hour of instruction for each day the student is unable to attend school due to the condition for which they have been recommended for homebound services.
- Tutoring will take place at a public location but may take place at a student's home.
- Homebound tutoring sessions should be scheduled at a time mutually agreed upon by the tutor and student's parent or guardian. If the tutor and family are unable to mutually agree to a time, a range of times and days will be provided to the family.
- Tutoring times should be scheduled in advance during days when school would normally be in session.
- Tutoring sessions will be made up anytime the tutor needs to cancel.
- If the referral is made with less than two weeks of school left in the school year, there is no requirement to initiate home-hospital services
- For students who are pregnant, before the birth of the child, home instruction must be provided if a doctor's certificate states that the student is medically unable to attend regular classroom instruction. Additionally, for up to three months following the birth of a child or a miscarriage, the district is to ensure the provision of educational services to the mother; the doctor's statement must state the duration of the post-partum period required for these services which may be reduced or extended for up to 3 months by Physician, Advanced Practice Nurse, or Physician Assistant statemen

## HOMEBOUND INSTRUCTION TIMELINE

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a Physician, Advanced Practice Nurse, or Physician Assistant. Instructional or related services for a student receiving special education services will be determined by the students individualized education plan. Services will end upon any of the following scenarios: the expiration of the medical certificate(which **must be renewed every 9 weeks** or sooner if the physician indicates an earlier expiration date), when we receive a physician's statement that the student no longer requires it, the parent or student refuses services, administrative decision



## Illinois High School Association

(For 2020-21 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 by-law

provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](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.



## Athletic Eligibility Rules—Page 2

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.

## Athletic Eligibility Rules—Page 3

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  - G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
  - H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.
5. **Age**
- You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible 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 kids 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 are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

## Athletic Eligibility Rules—Page 4

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 of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative

must request approval through the Schools Center 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.

# LASALLE-PERU TOWNSHIP HSD 120

## PARENT/GUARDIAN HOMEBOUND SERVICES REQUEST FORM

I have received and read the homebound services application packet. I understand the purpose of homebound services **as well as its limitations** as indicated in the information packet.

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Student's Grade \_\_\_\_\_

Does your student have an IEP? YES NO Does your student have a 504 plan? YES NO

Who referred you to apply for homebound services? \_\_\_\_\_  
Name and Position

What services are you requesting? (be specific)

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Medical Reason for Request:

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What days and time of day is a family member or representative over the age of 18 available to be present if student receives services in your home? Days Available \_\_\_\_\_ Times Available \_\_\_\_\_

I also understand that homebound services can only be scheduled after:

- I have returned the completed Medical Certification Form, this form and the Authorization of Release form
- Student Services has reviewed the required documents and
- Student Services has approved homebound for my student. Please allow 5 business days after receipt by Student Services Office.

Parent/Guardian Name (Print) \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Phone # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent – Please retain a copy for your records.**

Further information regarding homebound/hospital instruction including application materials and frequently asked questions can be requested in the Student Services office or by calling the Associate Principal for Student Services at 815-220-2751.

## **STUDENT INSURANCE**

Parents and students should be aware that the school is not liable for injuries suffered while in school or at school-sponsored activities. Your insurance plan is designed to provide maximum benefits for minimum premium. The Student Accident school time protection is provided at no cost to you, through the school district's membership in the Prairie State Insurance Cooperative (PSIC). This plan of insurance Web-TPA is secondary to any health insurance you have against excess medical expense due to an accidental injury that may occur while attending academic classes, during the regular school. This also includes any school activity such as sporting practice and games that are organized, scheduled, and supervised by an authorized school employee. Optional coverage plans are available through school. A brochure is available to each student during registration, explaining the specific policy and its benefits. Please inquire about obtaining an additional copy if interested.

If a student does purchase school insurance, the brochure will direct you to Special Markets Insurance Company web site. If a student is injured at school, he or she is asked to report it to the school nurse. If a student is injured in after-school sports, he or she should report it to the coach or school trainer. If the parent(s) wish to obtain a PSIC Student Accident Insurance Claim form, please call the District Office at 815-220-2712. The claim form, accumulated bills, and copies of payment sheets from primary carriers, if applicable, must be received by the insurance company within 90 days.

## **TEXTBOOKS**

All textbooks have bar code labels that identify the student borrower. If the label is destroyed or missing, that text will be considered "lost" and the student will be responsible.

## **WORK PERMITS**

In order to hold a job, Illinois state law requires that all persons under sixteen years of age must have a work permit. Work permits may be obtained from the Guidance office. A permit will be issued only when a student receives a job offer. The Illinois Child Labor Law requires that the parents or guardian accompany the "persons under the age of 16" to sign the proper forms in the presence of the issuing officer. The person's birth certificate, current physical and social security number are required. The student must also be passing 25 academic hours (5 classes) and not be failing more than 1 subject.

# **PART IX - ACTIVITIES AND ATHLETICS**

## **STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Pupil participation in a performance or activity under the sponsorship of LaSalle-Peru High School District 120 shall be in accord with the general rules governing proper school conduct as outlined in the Student-Parent Handbook, the specific rules and requirements of the particular activity or performance concerned, and with the following policy stipulations:

- A. All school activity eligibility requirements as outlined by Board policy, state or conference requirements, as well as those set by the activity coach or sponsor must be met.
- B. Students expelled or suspended shall not participate in an extra-curricular activity during the time of their expulsion, suspension or social probation.
- C. A student too ill to attend school on a given day is not eligible for participation in an extra-curricular activity on that same day or evening.
- D. Students participating in an out-of-district activity shall use the school furnished transportation for that event. Under extenuating circumstances, a student may utilize a different mode of transportation after permission from the proper school authorities has been obtained. Students not using the school furnished transportation, or receiving school permission to use an alternate mode of transportation will not be allowed to participate in that out-of-district event. Such non-participation in an event will be considered an unexcused absence from that event.
- E. Using an alternate mode of transportation after failure to obtain school permission to ride home after an out-of-district event will, under most circumstances, make that student ineligible for the next event of that activity.

- F. If an activity is an extension of a class taken for credit, any unexcused absence from that activity shall be a considered factor in determining the student's grade for that class.
- G. The detailed application aspects of these policy stipulations as they relate to a specific activity shall be approved by the school principal and be a part of that activities written rules and regulations.
- H. A student must be in full-time attendance at school for the majority of the school day, at least 4 class periods, on the day of the scheduled activity or practice.
- I. A student will not be excused for being tardy or absent the day following a school-sponsored activity in which he or she has participated for reason of that participation alone.

## STUDENT COUNCIL

The Student Council is an important and influential organization at L.P. Membership on the Council is fixed at 41. Ten students are elected from each of the four classes and its president is elected by the entire student body. Elections are held in May for all except the freshman class, which holds elections after the first six weeks of each new school year. All members must hold a "C" average. Except the President, all officers are elected by Council membership for one year.

The Student Council provides an excellent opportunity for participation in school affairs, including policy making. Realizing that the final decision on many matters lies with the faculty, administration and the School Board, the Student Council makes no attempt to be a governing body.

Many important projects are undertaken each year by the Student Council. These include: sponsoring fund raising and charity drives, such as holiday baskets for needy families, organizing homecoming activities, assisting with freshmen orientation, and student exchanges with local high schools.

## STUDENT BOARD

Each class elects student representatives to serve on the student board. Freshmen - September of the new school year. Sophomores, Juniors, and Seniors - May, end of the school year. Fifteen members will be elected, with the president and vice-president being elected within that group.

## ACTIVITIES

Academic Challenges for Engineering and Sciences	Green Team
Advisory Boards (Fr, So, Jr, Sr.)	Group Interpretation
Anime Club	Harbor Homeroom Student Leader
Art Club	Impressions Club
Band	Intramurals
Bass Fishing	Key Club
Book club	LEAD
Card Club	Link Crew
	Mathematics Club
Chess Club	Renaissance Club
Choir	Scholastic Bowl
Color Guard	School Musical
Computer Club	Science Research Club
Debate Team	Skills USA
Drama Club	Student Council
Ell Ess Pe (School Yearbook)	Tech Club
Family, Career & Community Leaders of America	Teens on Prevention (TOP)
Foreign Language	Video Game Club
Future Business Leaders of America	Winter Color Guard
Future Christian Athletes	Writing Club
Gay Straight Alliance	

## ATHLETICS

Baseball	Golf (Boys and Girls)
Basketball (Boys and Girls)	Soccer (Boys and Girls)
Bowling (Boys and Girls)	
Cavalettes	Special Olympics
Cheerleaders	Softball (Girls Only)
Cross Country (Boys and Girls)	Swimming (Boys and Girls)
	Tennis (Boys and Girls)
Football	Track (Boys and Girls)
	Volleyball (Girls Only)
	Wrestling

## SCHOOL SERVICE GROUPS

ACC	Nurse
Associate Principal	Peer Tutors
Counseling Office	Teacher Assistants

## PUBLICATIONS

**The school yearbook - ELL ESS PE** (for the initial letters in LaSalle Peru) - is a student publication designed to present a pictorial memorandum of student life and times while providing special recognition to graduating Seniors. The hard cover, all-color yearbook is ordinarily delivered in May with a spring supplement available for graduates the following year. ELL ESS PE staff members are selected from among applications received each fall. There are no formal requirements for staff membership except a sincere desire to produce a vigorous, interesting and accurate "annual report" for all the students of L-P.

### **Guidelines for School-Sponsored Publications, Productions, Websites and Social Media Outlets.**

School-sponsored publications, productions, websites and social media outlets are governed by the Speech Rights of Student Journalist Act, school board policy and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

- Is libelous, slanderous, or obscene;
- Constitutes and unwarranted invasion of privacy;
- Violates Federal or State law, including the constitutional rights of a third parties; or
- Incites students to (a) commit an unlawful act; (b) violates any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into the four bulleted points above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

**IMPRESSIONS** is an all school literary magazine, published annually under the supervision of the English department, containing original student prose and poetry selections. Any student may submit selections to IMPRESSIONS for consideration by a student review committee.

## INTER-SCHOLASTIC ATHLETICS

Inter-scholastic athletics at LaSalle-Peru High School is an integral part of the total school program. Students may participate in respective divisions of the athletic program if they meet eligibility rules of the Illinois State High School Athletic Association, supplemented by the rules as established by the LaSalle-Peru High School Board of Education and school administration. A program is offered which makes possible athletic recognition for boys and girls of all sizes and ages. Several sports are offered which have great carry-over for later leisure time activity.

Students shall be informed of the starting date and practice schedule at the pre-season meeting of each sport. If the student cannot attend this meeting, he or she should visit with the coach to secure this and any other information covered.

All required athletic forms and fees must be completed and paid before participation may begin. Students who transfer into L-P during the season may join the sport but will be subject to IHSA transfer rules.

Awards of major and/or minor athletic certificates are made to participants in any sport who meet the requirements set up by the head coaches and athletic department.

In addition, a number of individual athletic awards are presented, ranging from Most Valuable Player awards to the highest athletic award given by L-P - The Blow Medal. The Blow Medal is given for out-standing scholarship and athletic achievement and may be given annually. However, the criteria for this award are so stringent that it is not always awarded.

LaSalle-Peru Township High School is a member of the IHSA and Interstate 8 Conference.

**STUDENT PARTICIPATION FEES**

Athletics\*\*\*

- A. Football .....\$70.00  
Frosh, Soph, Varsity
- B. All other Athletic Activities .....\$55.00  
Frosh, Soph, Varsity
- C. Summer Athletics\*\*
  - Football .....Variable
  - Basketball .....Variable

**STUDENTS PARTICIPATING IN MORE THAN ONE SPORT:**

- 1ST SPORT            FULL PRICE**
- 2ND SPORT           FULL PRICE**
- 3RD SPORT            FREE**

**FAMILY CAP \$165.00**

\* Funded by State, fee for non-funded part  
\*\* Supplementary Programs

\*\*\* Payment of fees does not guarantee a right to play or a right to a uniform (when dress uniforms are insufficient in number) for official interscholastic competition. However, a participant has a right to practice and work toward being selected for interscholastic competition.

**ATHLETIC CODE**

All parents and athletes are required to attend a mandatory meeting. Code of Ethics and other items will be covered at this meeting. Time and location will be determined by the Athletic Director and head coach. Student/athletes and parents are required to attend a mandatory meeting explaining the districts Athletic Code of Conduct. There will be three (3) meetings held, one at the beginning of each sports season. A student/athlete cannot participate in an interscholastic activity until the meeting requirement has been completed. If the student/athlete and/or parent/guardian cannot attend the meeting they must review the presentation that will be put online.

The LaSalle-Peru Township High School **Athletic Code of Ethics and Behavior** is reviewed and published annually. A copy of the Athletic Code can be found on LPHS athletic web page or a copy may be requested by contacting the athletic office.

**CODE OF ETHICS**

**"Participation in extracurricular activities is a privilege, not a right."** LPHS is very proud of the students who represent the school via participation in athletics and clubs including *sportsmanship, good decision-making, and citizenship*. However, this privilege requires **responsibility** and **discipline**. The **Code of Ethics** applies **365 days/year, 24 hours a day**, as long as students are recognized as LPHS student-athletes and/or club members. **\*For any school handbook infractions, disciplinary measures from an administrator and/or dean will prioritize the Code of Ethics.**



## **Code of Ethics EXPECTATIONS include, but are not limited to:**

- 1) Students are expected to not drink or possess intoxicating beverages.
- 2) Students are expected to not be involved with harassment, bullying (*cyber-bullying*), fighting, or hazing.
- 3) Students are expected to not smoke, chew tobacco, use illegal unauthorized drugs/medication, or any masking agent, or possess either, including e-cigarettes or vapes.
- 4) Students are expected not to steal or take possessions that are not their personal belongings
- 5) Students are expected to not commit any criminal offense.
- 6) Students are expected to not attend a function or be in a vehicle where illegal drinking or drug use occurs.
- 7) Students are expected to not commit any gross unsportsmanlike conduct (*e.g. ejection*) while a participant or spectator (*e.g. SuperFans*).
- 8) Students are expected to not violate any of the team's philosophy and expectations. Coaches and Administration have discretion as to what discipline is appropriate – *team discipline or code of ethics discipline*.

## **IHSA Performance –Enhancing Substance Testing Policy**

Students consent to random drug testing in accordance to the IHSA and District Policy. Any student that fails a drug testing or refuses to consent to the testing will follow the discipline listed accordingly. Refusal to consent to the testing shall be considered a failure and violation of the Athletic Code of Conduct and will result in the appropriate discipline based upon the Athletic Code of Conduct.

## **DISCIPLINE**

**In the event that administration is able to officially confirm that a student has been charged with or arrested for a felony, and the administration becomes aware of any evidence in support of such charges or arrest, that student will be immediately suspended from all practices, games, meetings, or any team activity. If the student is convicted of a felony they will be no longer allowed to participate in any extracurricular activity for the remainder of their high school career at LaSalle-Peru High School. If the student is found to be innocent or charges are dropped the student will be reinstated to the team immediately.**

### *First Discipline:*

#### • **DISCIPLINE:**

1. **Indefinite suspension** from team including all practices/meetings, games/competitions, until student and parent/guardian meet with head coach/sponsor and Director of Athletics & Student Activities to discuss expectations, discipline, and next steps.
2. **Suspension of 30% of games/competitions, including IHSA series. If less than 30% of the events remain in that sport, the remainder shall be carried forward and either served during the season of the same sport during the following academic year, or during the season of a different sport, whichever comes first. Students must attend practices during their suspension. Students must also attend games but cannot be in uniform. Any unexcused absence from practices or games will result in normal team discipline rules that each coach has implemented.**

#### • **INTERVENTION:**

A student may reduce the suspension of games to 15% if the following requirements are met:

1. Complete 20 community service hours at a local venue, approved by LPHS administration.
2. If offense is drugs, alcohol, or vaping-related, then student may enroll in an intervention program approved by LPHS administration and support professionals. Length of intervention will be determined by support professionals.
3. Apply for reinstatement.

### *Second Discipline:*

#### • **DISCIPLINE:**

1. **Indefinite suspension** from team including all practices/meetings, games/competitions, until student and parent/guardian meet with head coach/sponsor and Direct of Athletics & Student Activities to discuss expectations, discipline, and next steps.
2. Suspended for 60% of scheduled games/competitions including IHSA state series for that sport. If less than 60% of the events remain in that activity, the remaining suspension shall carry over to the next extracurricular activity of participation or during the following year, whichever comes first.

- **INTERVENTION:**

1. Complete 25 community service hours at a local venue, approved by LPHS administration.
2. If offense is drugs, alcohol, or vaping-related, then student may enroll in an intervention program approved by LPHS administration and support professionals. Length of intervention will be determined by support professionals.
3. Apply for reinstatement.

*Third Discipline:*

- **DISCIPLINE:** Suspended from all extracurricular activities for remainder of their high school career.
- **INTERVENTION:** Continue to support student as they transition for life after high school.

**Disciplinary/Suspension Chart**

Sport	Contest	30% (Rounded)	15% (Rounded)
Football	9	3	1
Football Cheerleading	9	3	1
Football Cavalettes	9	3	1
Cross Country	15	5	2
Golf (B & G)	18	5	3
Tennis (B & G)	20	6	3
Basketball (B & G)	25	8	4
Basketball Cheerleading/ Competition	25	8	4
Basketball Cavalettes	25	8	4
Wrestling	30	9	5
Baseball	35	11	5
Softball	35	11	5
Track and Field (G & B)	18	5	3
Bowling (B & G)	20	6	3
Soccer (B & G)	25	8	4
Volleyball	32	10	5
Swimming (B & G)	17	5	3

\*\*The number of contest suspended shall be the number actually contested. Postponements, cancellations, JV contest, scrimmages, B games, and summer contest DO NOT count toward suspension. When a violation occurs by a student participating in an individual IHSA sport in which LP does not field a team, consequences will be determined on an individual basis.

## DISCIPLINARY PROCEDURES

Participation in extracurricular activities is a privilege, not a right. In most instances, the District will follow the procedures outlined below to determine whether a student may participate. However, students may be denied participation regardless of whether or not these procedures have been followed.

- a) In the event information is given through anonymous sources, the administration will involve the Superintendent. The identity of the source shall be investigated, and the credibility of the source and the credibility of the information provided by the source shall be evaluated prior to any action being taken.
- b) The student and his or her parent/guardian will be provided the opportunity to appeal the disciplinary action to the Principal. The appeal must be submitted in writing to the Principal within two school days after meeting with Director of Athletics and Activities. The written appeal must include: ~Student name ~Head Coach/Sponsor ~Present date ~Details of the issue being appealed ~Name of extracurricular activity ~Rationale for reconsideration of the issue ~Date of occurrence (The Principal will respond within two school days after the receipt of the written appeal request. The discipline will be in effect during the appeals process. The decision of the Principal is final).
- c) This Principal may terminate this process if there is a time delay or violation of the process by the parent/guardian. If the Principal stops the process, the discipline specified pursuant to Subsection D shall remain in effect. The Principal has the right to make exceptions to the time frame for responses but only in rare cases where extenuating circumstances are evident.

### Reinstatement

Students will be reinstated upon the completion of the following criteria:

1. Letter from the student requesting reinstatement.
2. Letter from parent (s)/guardian (s) supporting reinstatement.
3. A possible meeting with the Director of Athletics and Activities and other appropriate personnel, to review the student's records of academic and behavioral performance during the suspension period.

## ATHLETIC ELIGIBILITY

### SEMESTER

#### IHSA

- Students must be passing 25 academic hours (5 classes). If this requirement has not been met, the student is ineligible to participate in games/competitions for the **entire semester**.

### WEEKLY

#### LPHS

- Eligibility is checked on a weekly basis.
- Students must be passing 25 academic hours (5 classes) per week. If this requirement has not been met, students are ineligible to participate in games/competition one week (Monday-Sunday).

**P.P.O. = Practice Player Only** A student who DOES NOT MEET, IHSA requirement passing 5 classes can still participate in sports but as a **practice-player-only**. Student(s) is ineligible to participate in any games/competitions – may travel with team, but cannot dress in uniform (*consider team manager, video operator, stats keeper, etc.*).

## STUDENT AGREEMENT TO PARTICIPATE

A student may not participate in an interscholastic or intramural athletic activity for the current school year until the student and the student's parent/guardian have signed a form for that school year acknowledging receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight that includes guidelines for safely resuming participation in an athletic activity following a concussion according to the Youth Sports Concussion Safety Act.

## PREVENTION/SIGNS/SYMPTOMS/TREATMENT OF CONCUSSIONS

- **Concussion:** A concussion is a brain injury. A concussion occurs from force(s) applied directly or indirectly to the skull that results in the rapid acceleration and deceleration of the brain. All concussions are serious.
- **Prevention:** Concussions can be prevented with proper technique, proper equipment, proper coordination with sport specific movements including but not limited to neck and core strength.
- **Symptoms:** In some instances, signs and symptoms of a concussion may not become apparent until several hours or even days after injury. Therefore, the student needs to be monitored closely over time and checked for any signs and symptoms such as: headache, nausea, dizziness, balance problems, difficulty concentrating, cannot recall events prior to injury, cannot recall events after injury, feeling slowed down, feeling in a fog, difficulty remembering, blurred or double vision, sensitivity to light or noise, fatigue, answers questions slowly, confused, and/or more emotional. If student experiences severe symptoms such as: headache that increases in intensity, vomiting, slurred speech, seizure activity, changes in level of consciousness, inability to recognize people or places they need to be taken to the nearest Emergency Room or EMS activated by calling 911.
- **Treatment:**
  - **Be evaluated:** Student should be evaluated by a licensed healthcare professional (LHCP) as soon as possible.
  - **It's ok to:** go to sleep, rest, periodic naps when tired/fatigued, use ice pack on head and/or neck for discomfort, eat light diet, carbohydrates, drink fluids to stay hydrated, **after 24 hours** use Acetaminophen (Tylenol) for headaches.
  - **There is NO need to:** check eyes with flashlight, wake up every hour unless directed by Physician, test reflexes, stay in bed.
  - **DO NOT:** **DO NOT take ibuprofen, advil, aspirin, naproxen, or other non-steroidal anti-inflammatory medication**, do not exercise or lift weights, do not perform strenuous activity including PE, sports, video gaming, texting, do not drive vehicle while having symptoms, do not drink alcohol.

## LP CONCUSSION POLICY

According to the Youth Sports Concussion Safety Act:

- Any student suspected of suffering a concussion **MUST BE** removed from the game, practice, or activity immediately. No student may return to activity that day after an apparent head injury or concussion regardless of how mild it seems or how quickly symptoms clear. Close observation of the student should continue for several hours.
- Students must provide the school with written clearance from a licensed healthcare professional prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

### **Return-to-Learn Protocol: \*REFER TO: LPHS Athletic Website to review details of LPHS Return-to-Learn Protocol**

In order for return-to-learn protocol to begin, documentation must be provided to the school from a Licensed Healthcare Professional treating the student and at what stage to begin.

**Stage 1:** No school attendance, emphasize cognitive and physical rest

**Stage 2:** Limited School Attendance (half days/part-time) with Accommodations

**Stage 3:** Full Day School Attendance with Accommodations

**Stage 4:** Full Day School Attendance WITHOUT accommodations

### **Return-to-Play protocol: \*REFER TO: LPHS Athletic Website to review details of LPHS Return-to-Play Protocol**

In order to "Return to Play" following a concussion the following must be completed:

- Have written clearance from a licensed healthcare professional along with having completed RTP concussion protocol which includes graded exercises without return of symptoms.
- Parent/guardian and student must sign Post-concussion Consent Form (RTP/RTL).

# **PART X - SCHOOL BOARD POLICIES**

## **STUDENT RECORDS**

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

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

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 days in which to grant the access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);

or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

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

**6. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

Cross-reference:

PRESS 7:340, *Student Records*

**COMPLIANCE POLICY**

It is the policy of the LaSalle-Peru Township High School and the Area Career Center not to discriminate on the basis of race, color, national origin, sex, age or handicap in its educational programs, activities, or employment policies as required by the School Code, Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1983, Section 200 of the Sex Equity Rules for the Illinois Sex Equity in Education Law, the Americans with Disabilities Act of 1990, and Individuals with Disabilities Education Act.

1. In the employment, recruitment, consideration, or selection of persons for employment;
2. In the right of every student to have access to all educational programs, academic, vocational, and extra-curricular;
3. In the recruitment and admission of students to the Area Vocational Center;
4. In the curriculum, scheduling, and use of facilities and equipment for the physical education program;
5. In the finances, use of facilities and equipment, publicity, programs, and personnel for the athletic program,
6. In the policies and procedures of the guidance department;
7. In the treatment of any student in an educational program or activity in relation to (a) health services (b) employment or job placement; (c) honors or awards- (d) provision, sponsorship or supervision of extracurricular activities; (e) student use of school facilities; (f) rules, regulations, or sanctions governing student behavior; (g) rules, regulations, or sanctions governing student dress or appearance;
8. In regard to a student's marital or parental status including policies, practices, and programs relating to (a) the access of pregnant students to the educational program; (b) participation of married or pregnant students in extra-curricular activities; (c) provision of services to married or pregnant students. The LaSalle-Peru Township High School and Area Career Center has in compliance with Title IX completed a self-evaluation to assess its policies and practices concerning compliance with the regulations. Areas of non-compliance have been identified and modifications and remedial steps implemented to bring these areas into compliance.

Inquiries regarding compliance with Title IX may be directed to Dr. Steven R. Wroblewski, 541 Chartres Street, LaSalle, Illinois 61301, Telephone 223-2373 or to the Office of Civil Rights, 8th Floor, 300 South Wacker Drive, Chicago, Illinois 60606.

**CHAPTER I –“COMPLAINT PROCEDURES”**

Section 128 of PL 95-561 states that each local education agency receiving funds under Chapter I, shall develop and implement written procedures for the resolution of complaints made to that agency by parent advisory councils, parents, teachers, or other concerned organizations or individuals concerning violations of this act.

Pursuant to this section the following procedures are hereby adapted:

1. Any parent, parent organization, or other concerned organization or individual who is or are aggrieved on violations or suspected of Chapter I personnel or program, or regulations pertaining to Chapter I, may request a hearing or an investigation of their complaints in writing to the Principal and/or the Director of Federal Programs. The Principal or the Director will, within 10 days, respond to the complaint in writing indicating resolution of the complaint.
2. If the response is not satisfactory to the complainant, the parent or organization may within five days request a hearing or investigation of the complaint by the L.E.A.'s authorized representative or his designee who in turn will hold a hearing or investigation and respond within 10 days of receipt of written complaint indicating resolution or decision.

3. If the response is still not satisfactory to the complainant, the parent or organization may appeal the final resolution or decision to the State Educational Agency within 30 days of receipt of written resolution or decision.
4. In each of the foregoing steps, the complainants and/or complainant's representative will be provided the opportunity to present evidence, including an opportunity to question parties involved.
5. Information concerning these procedures will be on file in the Superintendent's office and in the Principal's office. Copies will also be provided each member of the Parent Advisory Council and will be available on request to interested parties.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

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

## **PREVENTING BULLYING, INTIMIDATION & HARASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The School will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguished characteristic. The School and District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communication made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student unreasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator. Safe2Speakup is an Online Bullying Report Form that can be found on the school's website at [www.lphs.net](http://www.lphs.net). Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this Handbook, including but not limited to, suspension and expulsion consistent with the School and District's discipline policy. Parents of students who have engaged in the above behavior will be notified.

Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.



## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Report Bullying to:                      Report Complaint to:

Adam Kueltzo

April Eutis

**Name**

**Name**

541 Chartres St.

541 Chartres St.

**Address**

**Address**

815-220-2751

815-223-1721 Ext 751

**Phone Number**

**Phone Number**

akultzo@lphs.net

aeutis@lphs.net

**Email Address**

**Email Address**

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **SEXUAL HARASSMENT**

The Board of Education has determined that a school environment wherein sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the School Board shall not tolerate sexual harassment of students of the School District.

Sexual Harassment is defined as:

Sexual harassment of students is prohibited. Any person, including a district employee, or agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

## **TEEN DATING VIOLENCE**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Associate Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy. Incorporated by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying )

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: January 15, 2014

REVISED: May 21, 2014

June 19, 2019

## **ANNUAL NOTICE OF NON-DISCRIMINATION**

The Board of Education of LaSalle-Peru Township High School and the LaSalle-Peru Area Career Center hereby notify students, parents, employees and the general public that this board ensures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap.

Questions in reference may be directed to:

Dr. Steven R. Wroblewski  
 Superintendent  
 LaSalle-Peru Township High School  
 541 Chartres Street  
 LaSalle, Illinois 61301  
 Phone: (815) 223-1721

## **ASBESTOS MATERIALS**

The buildings of LaSalle-Peru Township High School District #120, 541 Chartres Street, LaSalle, IL have been inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. The Inspection Report and Management Plan are on file in the office of the Superintendent and are available for public review during normal business hours.

The reports state that asbestos-containing materials have been found. The condition and type of the asbestos are shown in the individual reports. However, air samples which were taken by an independent testing firm indicated that the asbestos concentration of air inside the building is no greater than that of outside air. These tests results were within acceptable EPA guidelines. Even so, some asbestos must be removed.

Copies of the reports are available upon notification of the Superintendent and payment of a fee to cover copying costs.



# LASALLE-PERU TOWNSHIP HIGH SCHOOL SCHOOL MEDICATION AUTHORIZATION FORM

To be completed by the child's parent(s)/guardian(s). This form is to be used for medication other than medical cannabis. For a medical cannabis authorization contact the building principal. A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances:

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? \_\_\_\_\_ Yes \_\_\_\_\_ No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

Asthma Inhalers Parent(s)/Guardian(s) please attach prescription label here:

## **For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:**

I authorize LaSalle-Peru Township High School 120, hereafter LPHS and its employees and agents, to allow my child self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires LPHS to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

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

\_\_\_\_\_  
Parent/Guardian Initials

**For all Parents/Guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize LPHS and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of LPHS), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices,** and

I agree to indemnify and hold harmless LPHS and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

---

Parent/Guardian Printed Name

Address (if different from the Student's above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

---

Parent/Guardian Signature

---

Date

## **LASALLE-PERU TOWNSHIP HIGH SCHOOL GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

- A. It shall be our policy that administration of medication to students during regular school hours be discouraged, unless necessary, for the critical health and well-being of the student. Only these medications which are necessary to maintain the child in school will be given during school hours.
- B. Parent or guardian must give prior written consent for the administration of medication. They must fill out the Parents' Request for Medication Form. This form will be kept in the student's medical file.
- C. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status. The student's physician will provide specific written direction regarding storage and administration of medication. This will include name of student, name of medication, purpose of medication, route, dosage, and time interval in which the medication is to be taken. This also includes possible side effects of the medication.
- D. The request to give medication will be a limited duration, subject to renewal on an annual basis, beginning at the start of each school year.
- E. All medication will be delivered by the parent or guardian in the original container. This will include name of student, medication, route, dosage, and time interval in which the medication is to be taken.
- F. The medication will be kept in the Nurse's office in a locked cabinet. A daily record will be kept when actual administration is given to the student. The only exception to this is students who self-administer medication.
- G. Unused doses will be returned only to the parent or guardian unless verbal or written consent is obtained that directs medication to be returned to the student by the parent or guardian.
- H. Unused medication that is not picked up will be properly disposed of or destroyed. This will be witnessed by another school administrator.
- I. Student's will be allowed to self-administer medication with parent or guardian and school nurse approval. For example, inhalers for asthma and epi-pens for severe allergic reactions.
- J. Non-prescription medications such as Tylenol or cough drops for minor discomforts will not be provided by the school or by school personnel.

# RULES AND REGULATIONS FOR PARKING

Automobile and motorbike parking are a privilege. By purchasing a permit, students consent to random drug testing in accordance to District Policy.

- Students and/or parents refusing to sign this random drug testing agreement will not be allowed to purchase a parking permit.
- Students who test positive will have their parking privileges suspended for 30 days pending the outcome of a second drug test. Students will be required to sign up and participate in a drug and alcohol group through the LPHS counseling division.
  - o Students who test negative after the 30-day waiting period will have their parking privileges returned to them and will be tested each month thereafter.
  - o Students who refuse to take the 30-day follow-up drug test will have their parking privileges suspended until they submit to the drug test and will not receive a refund.
- Students who test positive for a second time will have their parking privileges permanently revoked for the duration of their high school career and will not receive a refund.

Automobile and motorbike privileges are made available for those who want to drive to school. All students who drive must acquire a vehicle registration permit. A vehicle registration permit does not guarantee a parking place in the student parking lot.

1. Motor Vehicle Registration forms may be obtained at the August school registration. These must be filled in completely and signed by the student's parent/guardian and returned with a \$60.00 fee. Student parking permit fee is \$60.00 if purchased from August until semester break; after January 1 the fee is \$30.00. Motor Vehicle Registration forms can be picked up at the Greeter's desk or on-line. Payment is to be made at the Bookstore (with \$60.00 and driver's license) and then see Mrs. Sarabia in Dean's office for your sticker.
2. The LP vehicle permit decal must be displayed in the lower right of the front window.
3. All cars should be locked when in the student parking lots. No loitering is allowed during the school days in the parking lot. Registration permits are a privilege, not a right. By accepting such privilege, such student acknowledges that the student is presumed to have no expectation of privacy regarding their vehicles when such vehicles are on school property. Thus, such students must permit their vehicle to be searched by school officials when on school property, with or without cause.
4. Reasonable speed and careful driving around school and traveling to and from school will be expected. Retention of a vehicle registration permit will depend upon student's observance of driving regulations and all other school regulations.
5. All students driving to school must park in the student parking lot. Students are not permitted to park in faculty parking lots.
6. Any student who has a legitimate need to go to the student parking lot or use his/her vehicle must receive permission from the Principal/Associate Principal's Office.
7. Failure to observe driving and parking regulations, which are deemed to include all school regulations relating in any way to the student and the student's vehicle, may result in disciplinary action, including Saturday School(s), suspension from school, loss of driving and parking privileges, towing of car at owner's expense following third parking violation, and/or referral to law enforcement agencies.
8. Daily parking permits may be purchased for \$1.00 per day in the bookstore before 7:45 AM each school day. Students using daily parking permits may only park in the gravel lot south of the football stadium.

We have read and understand the rules and regulations regarding the operation of a motor vehicle as a student of LaSalle-Peru High School. We have read and understand, the District Drug and Alcohol Testing Program. By purchasing a LPHS parking permit and signing this registration form students and parents/guardians give consent to random drug testing in accordance to District Policy. We accept the District obtaining urine-specimens, the testing and analyses of such specimen, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

NOTE TO PARENTS: Student motor vehicle registration depends on your signature. We ask that since parking area is limited, you approve this only if your son or daughter needs to drive to school. The vehicle must be covered by insurance as required by state law.

# **EXTRACURRICULAR AND PARKING PERMIT DRUG AND ALCOHOL TESTING PROGRAM**

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

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in extracurricular activities and/or purchase a parking permit. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

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

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

We have read and understand, the District Drug and Alcohol Testing Program. We accept the District obtaining urine-specimens, the testing and analyses of such specimen, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

Date \_\_\_\_\_

User Signature \_\_\_\_\_

## **AUTHORIZATION FOR INTERNET ACCESS**

I have read and understand all rules contained in this Authorization for Internet Access and any other rules of computer lab, computer workstation, school network, or internet use adopted from time to time. I further understand that should I commit any violation; my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken against me.

Date \_\_\_\_\_

User Signature \_\_\_\_\_

I have read this Authorization for Internet Access and computer lab conduct. I understand that such access is designed for educational purposes and that the school attempts to bar access by students to certain material, which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will not hold the school, its employees and/or its agents responsible for the exhibition of any illicit materials which my child may obtain. I accept full responsibility for supervision of my child when my child's use is not in a school setting. Moreover, I understand that I am financially responsible for any damage caused by my child to any hardware or software while at school. I have discussed the terms of this Authorization and computer lab conduct with my child. I hereby request that my child be allowed access to the school's network and the internet.

Date \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_



**HANDBOOK ADVISORY COMMITTEE**

DUE TO THE SHUT DOWN OF SCHOOL

COVID-19

Recommendations for Handbook Changes

Dwayne Mentgen, Director of ACC/SRAVTE

Marsha Anderson, Director of Cafeteria

Peggy Ziel, School Nurse

Joyce Sell, Bookstore

Ingrid Cushing, Associate Principal of Teaching & Learning

Emmy Carney, Division Chair Support Services

Amy Williams, Director of Technology

Dave Kelty, Media Specialist

Adam Kuelzto, Associate Principal for Student Support Services

Lisa Jones, School Psychologist

Brian Shaver, Dean of Students

Dan Le, Director of Athletics

Jason Miller, Director of Activities

Steve Sash, Associate Principal for Operations