



*Welcome to  
LeRoy  
Junior/Senior  
High School*

The faculty, staff, and administration of LeRoy Junior/Senior High School extend a warm welcome to students and parents/guardians. We are looking forward to spending another exciting year with all of you.

A committee of parents, students, teachers, and administrators collaboratively prepared this handbook to acquaint students and parents/guardians with the policies and procedures of our school. It is our hope that you will carefully read and follow the guidelines set forth in the handbook in order to achieve a successful learning experience for the 2018-2019 school year.

LeRoy Junior/Senior High School strives to provide programs that meet the needs and interests of all students. Students ready and willing to learn, cooperative and supportive parents/guardians in combination with a talented and caring faculty, staff, and administration lead to an effective education. We expect excellence in the actions of honor, character, competition and communication.

**CONTENTS**

I.	WELCOME TO LEROY JR./SR. HIGH SCHOOL	1		Dropped for Nonattendance	13
	Mission Statement	4	V.	GENERAL SCHOOL POLICIES	13
	Board Philosophy	4		Arrival at School	13
	District Expectations of Students	4		Assemblies	13
II.	STUDENT RESPONSIBILITIES AND RIGHTS	5		Bicycles	14
	Code of Ethics	5		Communicable Diseases	14
	Student Rights	5		District 504 Plan	14
	Searches	5		Cellular Telephones	14
III.	ACADEMICS	6		Electronic Equipment	14
	Note to Parents/Guardians	6		Equal Opportunity/Sex Equity	14
	Positive Reinforcement at Home	6		Illness While at School	14
	Effective Homework Habits	6		Internet Policy	14
	Study Skills	7		Lockers	14
	Academic Assistance Study Hall	7		Lost and Found	15
	Academic Honesty	7		Medication	15
	Class Rank	7		Personal Property	15
	Graduation Awards	7		Physical Exams	16
	Conferences and Communication	8		Police/Social Agency	16
	Drivers Education	8		Possess/Distribution of Literature	16
	Grading Scale	8		Roller Blades and Skateboards	16
	Graduation Requirements	8		School Insurance	16
	Honor Roll	9		School Property	16
	National Honor Society	9		Social Events	17
	Progress Reports & Report Cards	9		Telephone Calls	17
	Semester Exams/Grades	9		Transcripts	17
IV.	ATTENDANCE POLICIES	9		Video/Audio Monitoring	17
	Residence Requirement	10		Visitors	18
	Daily Attendance Policy	10		Weather/Other Natural Emergency Procedures	18
	Leaving School During School Hours	10		Withdrawal From High School	19
	Excused Absences	10	VI.	STUDENT SERVICES	19
	Unexcused Absences	10		Special Education	19
	BACC Attendance	11		Student Services/Guidance	19
	Participation in Extra-Curricular Activities	11	VII.	STUDENT CONDUCT AND DISCIPLINE	
	P rearranged/Planned Absences	11		Alcohol	19
	College Visits	12		Assemblies	19
	Tardiness	12		Bus Conduct	20
	Truancy	12		Dances and Other Activities	20
	Truancy Program	12		Dress and Appearance	20
	Unauthorized Skip Day	13		Drugs	21
				Field Trips	22

Fighting/Physical Aggression	22	Alternative Consequences	34
Gambling	22	Communication with Police	35
Gang Activity	22	Athletic/Extra-Curricular Board	35
Hall Behavior	23	Disclaimer	35
Hall Passes	23		
Harassment/Intimidation	23	IX. GENERAL INFORMATION	35
Sexual Harassment	23	Asbestos Containing Building	35
Hazing	24	Materials	
Loitering	24	Breakfast	36
Lunch/Breakfast	24	Crisis Plan	36
Treatment of Guest Teachers, Aides, and Non-Teacher Staff	24	Family Education Rights and Privacy Act	36
Improper Language	24	Fee Schedule	37
Romantic Involvement Between Students	24	School Song	37
Smoking and Use of Tobacco	24	School Calendar	38
Symbols	25		
Treatment of School Property	25		
Unauthorized Pranks	25		
Trepassing	25		
Vehicles	25		
Weapons	25		
Student Discipline	26		
Due Process	26		
Disciplinary Procedures	26		
Teacher Detentions	26		
School Detentions	26		
Saturday Detentions	27		
Suspensions	27		
Expulsion	28		
Discipline Levels, Offenses, Consequences	29		
	30		
VIII. ATHLETICS/EXTRA-CURRICULAR			
Participation Rules and General	30		
Areas of Participation	30		
Scholastic Eligibility	30		
Spectator Code of Conduct	31		
Participation Rules	32		
Student Participation Offenses And Consequences	32		
Incomplete Suspensions	33		
Contests/Performance Clarifications	33		
Discipline Procedure	34		

**LeRoy Junior/Senior High School  
The Mission**

We the Community of LeRoy

### **Involved Community**

We believe that each child deserves an authentic learning experience that reaches beyond the traditional classroom.

At LeRoy Jr/Sr High School, we are committed to providing every student with the opportunity for a more personalized education taught by highly educated professionals who passionately embrace continuous learning.

### **Competitive Students**

We are committed to a rigorous core curriculum and an innovative approach to teaching and learning that embraces the willingness to take risks, while harnessing the richness of technology and the limitless potential it provides.

Our dedication to recognizing the individual capacity of each student and their diversity of interests helps to prepare our students for the future.

### **Productive Citizens**

Our primary goal is to equip our children for a career in a complex global economy and prepare them for a bright and fulfilling future.

We strive to ensure that every student graduates LeRoy High School with the knowledge, skills, and grit to make a positive impact on our society.

### **Board of Education Statement of Philosophy**

The focus of the total educational program is manifest in the LeRoy CUSD #2 Board of Education's continuing vigilance in the area of instructional goals and objectives. The Board of Education, in collaboration with the administration and faculty, strives to establish an educational program for the LeRoy School District that meets the needs of the students as individuals. The following common educational objectives are recognized as a means of meeting this collaborative goal:

1. Student attainment, commensurate with their abilities, of optimum proficiency in reading, writing, listening, speaking, social studies, and math skills.
2. Development of an understanding of one's own self; personality, strengths, weaknesses, and general capabilities.
3. Development of an ethical sense which will lead to tolerance and acceptance of diversity and overall kindness and justice to others.
4. Development of an appreciation for one's role in family and community.
5. Development of skills which lead to a productive citizen.
6. Development of knowledge and respect for the natural environment.
7. Development of economic and vocational competence.
8. Development for an appreciation for the arts.

9. Development of an effective use of leisure time; athletics, school and community sponsored clubs and activities, and community service.
10. Development of a zeal for lifelong learning and self-improvement

### **DISTRICT EXPECTATIONS OF STUDENTS**

The LeRoy CUSD#2 Board of Education, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of productive members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important goals of education. The Board of Education believes also that, while education is a right of American youth, it is not an absolute right; it is qualified first with eligibility requirements. Our courts speak of education as a limited right or privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from school.

#### **Citizenship and moral responsibilities:**

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of the law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and trustworthiness shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided, will be given every opportunity to do so, and will be assisted in every way possible to achieve scholastic success to the level of his or her ability.

#### **BE A PERSON OF GOOD CHARACTER**

<b>STUDENT RESPONSIBILITIES AND RIGHTS</b>
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- ◆ An opportunity to fully develop academically, physically, socially, and emotionally

**LEROY JUNIOR/SENIOR HIGH SCHOOL CODE  
OF ETHICS**

**PREJUDICE**

I will accept people for their merits, regardless of race, religion, nationality or any other diversity.

**INTEGRITY**

I will be honest and fair in dealing with other people. I will set high moral standards for myself and will not let the others control my actions.

**RESPECT**

I will hold the advice and opinions of my elders, especially my parents/guardians in high regard. I will be courteous at all times, always respecting the rights of others.

**RESPONSIBILITY**

I will fulfill my responsibilities and obligations to my parents, school and community. I will be responsible for my actions at all times.

**FRIENDLINESS**

I will maintain a friendly attitude toward everyone and will discourage cliques.

**SPORTSMANSHIP**

I will treat all players and fans of opposing teams as guests, show self-control at all times, and accept the decision of the officials as final. I will be modest in victory and gracious in defeat.

**APPEARANCE**

I will maintain high standards in my grooming and appearance, realizing that the way I dress influences the way I feel and act.

**STUDENT RIGHTS**

- ◆ Access to a safe environment conducive to learning
- ◆ A well-trained, interested, caring teacher
- ◆ Appropriate and positive individual attention
- ◆ Opportunities to experience various types of teaching and learning
- ◆ Opportunities to appropriately voice opinions and concerns and participate in the governance of the school (Student Council, Student

Advisory Council, personal meetings with teachers and/or administrators)

**SEARCHES**

In order to provide the safest and most effective learning environment for our students it is necessary for the school to monitor possible drug and weapons violations. We feel it is in the best interest of all our students, faculty, and staff to take a proactive approach to school safety. Our goal is not to "catch" someone, but instead to deter the possession and use of weapons and drugs.

Searches of a student's person, personal possessions, or locker shall be conducted by the principal or designee if he/she has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provisions of the code.

School officials may conduct random searches of vehicles located on school property. In the course of such search, any prohibited items or substances will be removed and impounded without the student's permission and disciplinary measures may be taken.

A student's school locker is the property of the school and must be used for the purpose intended. Lockers may be searched by school officials at any time with or without the students' knowledge or consent. Items which threaten the safety, health, or welfare of students; items which are or might be stolen property or contraband; items which are prohibited by law, Board policy or school regulations may be removed or impounded without the student's permission.

According to Public Act 89-610 school authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, cars and other school property and equipment owned or controlled by the school, for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## ACADEMICS

### ACHIEVING ACADEMIC SUCCESS

Good discipline originates in the home. The parent/guardian is the first teacher of the child and should work to develop in him/her good behavior habits, responsibility for his/her actions, and a positive attitude toward school. A parent should:

1. Recognize that the teacher's role is similar to the parent's while the child is in school.
2. Teach the child respect for law, authority, the right of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with the attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities. Show an active interest in his/her report cards and progress.

**YOUR INTEREST AND SUPPORT AT HOME ARE IMPORTANT TO YOUR CHILD AND GREATLY APPRECIATED BY YOUR CHILD'S TEACHERS.**

### POSITIVE REINFORCEMENT AT HOME

Parents/guardians can help motivate students by providing positive reinforcement for academic efforts. There are many different types of positive reinforcement. Rewards do not have to be expensive to be effective. Below is a list of just a few ideas:

- Good old fashion sincere verbal praise
- Individual time with a parent/guardian or other special person
- Special TV or movie privileges
- Computer privileges
- Family trip or activity
- Board game night

**REMEMBER TO FOCUS ON WHAT YOUR CHILD DOES RIGHT. BE FAIR, CONSISTENT, AND CONSTANT. USE KIND WORDS OF**

**ENCOURAGEMENT EVEN WHEN STUDIES ARE CHALLENGING FOR YOU CHILD. MODEL THE KIND OF BEHAVIOR YOU WANT FROM YOUR CHILD.**

### EFFECTIVE HOMEWORK HABITS

1. Plan-Assign a definite time at least two hours each day for study at home; utilize study opportunities and library facilities during school hours. Keep your assignments in your school agenda book. Take home the necessary books and materials needed to successfully complete your homework assignments.
2. Place-Have a definite place at home to study away from distractions. Do not attempt to study while conversing or viewing television.
3. Procedure-Be certain you understand the assignment when given by the teacher. Read the entire assignment slowly and comprehensively for content, relationships, and details. Close the book and mentally outline the material and ideas contained in the lesson. After completing the assignment, review the entire assignment for accuracy.
4. Inquire-If you do not remember the assignment contact a classmate to assist you. Try to obtain complete instructions if possible.

### STUDY SKILLS

A student who studies well:

1. Brings all necessary materials needed for the class.
2. Is an active participant in the classroom and attends to the lesson.
3. Asks questions when needed for better understanding.
4. Plans work and schedules time for homework each day; makes sure the assignment is understood before leaving class.
5. Uses what is learned; sees the connections between lessons and understands the importance of those connections.
6. Strives to give the best effort possible and is unwilling to settle for "just getting by."
7. Understands that attitude is important; thinks positively, works independently, and seeks help

- when absolutely necessary.
8. Knows the importance of concentration; keeps thoughts focused on the task at hand.
  9. Understands the importance of learning; sees the need to take advantage of the opportunities school provides to prepare students to be productive citizens.

### **ACADEMIC HONESTY**

Plagiarism is a serious offense that will be treated as such. If any information is taken from an outside source it must be accurately documented/cited. Any papers turned in without adequate documentation will be returned with "no credit" given for the paper. "Accidental Plagiarism" should never occur and will not be considered an acceptable excuse. Academic honesty also applies to cheating. A student who uses another student's work and/or allows another student to copy from his/her work is acting dishonestly. All persons involved in the cheating incident will receive a grade of "zero" for that assignment.

### **CLASS RANK**

Class rank is based on a student's overall cumulative GPA which is calculated after the final semester grades.

### **GRADUATION HONORS**

*Summa Cum Laude* – Students with a cumulative GPA of 4.0+

*Magna Cum Laude* – Students with a cumulative GPA between 3.8 and 3.99

\*Students who earn Summa Cum Laude distinction will be allowed to compete to give the graduation address. Proposals will be presented to a panel of teachers who will decide the presenter.

*Degree with Distinction* – Magna Cum Laude and Summa Cum Laude students taking at least 4 out of 6 advanced Senior level courses will be given this distinction. Courses include Anatomy and Physiology, Accounting 2, Calculus, English

101/102, Physics, and Spanish. In order to be eligible, students must complete the entire year of each of the four courses, including English 101 and English 102.

1. Students must be enrolled at LeRoy High School prior to and continuously following the tenth day of school of the student's senior year.
2. Transfer students who have met the qualifications to be considered for graduation awards may receive only the same number of weighted credits and values as is currently on the LeRoy High School roster which pertains to the class in which the transfer student enrolls. Thus, if a student enrolls having earned 22 weighted credits from a previously attended school(s), and LeRoy High School only offers 13 weighted credits, the transfer student would be given 13/22 weighted transfer credits.
3. Foreign Exchange students will not be considered in the computing of class rank, and therefore, will not be eligible for academic honors.

### **CONFERENCES AND COMMUNICATION BETWEEN HOME AND SCHOOL**

There are Parent/Guardian Teacher Conferences in the Fall of each school year. The dates and times will be listed on the district web page, on the marquee in front of the Junior/Senior High School, and in the LeRoy newspaper. Teachers will submit a list of requested names they feel are priority needs. The parents/guardians of these students will be informed of this request. Conferences will be scheduled through our office secretary. Parents/Guardians are invited and encouraged to call and set up a conference even if they do not receive a specific request from a teacher. Students are welcome to attend conferences.

Parents/guardians are encouraged to request a conference with teachers, the guidance counselor, student assistance counselor, and/or the principal at any time. Telephone conferences and e-mail are two additional means of communication between home

and school. We strongly encourage you to schedule the conferences in advance. Teachers are more likely to be available if you call the office during a teacher's planning period, before school, and/or directly after school.

**GRADING SCALE**

High School and Junior High

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (59and below)

**GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

Graduation requirements are as follows:  
 All course requirements must be met in order to participate in the graduation ceremony. Any student subject to disciplinary action pertaining to behavior prior to or during the graduation ceremony may not be permitted to participate in the ceremony. Receiving the diploma for credits earned is a right, but participating in the graduation ceremony is a privilege. The administration and the Board of Education retain the final decision.

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

**PROMOTION REQUIREMENTS FOR JUNIOR HIGH SCHOOL**

The following credit system will be used to determine promotion for 7<sup>th</sup> and 8<sup>th</sup> graders:

<u>Courses</u>	<u>Credit Per Semester</u>
Math	.5
Science	.5
Social Studies	.5
Language Arts	.5
PE	.5
Exploratory	.25
Exploratory	.25

Total Credits 3.0

A student must pass a minimum of 4.75 credits per year to be promoted from one grade to the next.

Redemption Clause: A student who earns an "F" in a class may receive redemption for the grade if their cumulative average at the end of the fourth quarter is greater than or equal to 60%. The grade will not be changed on the report card, but the redemption will be taken into account when considering promotion.

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

**HONOR ROLL**

3.5 GPA or above

- Weighted Credit is part of the formula for class rank and GPA
- Students receiving an incomplete for a class will be considered for honor roll when work is completed and a grade is received based on the current honor roll criteria

**NATIONAL HONOR SOCIETY**

Membership in the LeRoy National Honor Society is an honor bestowed upon a student who excels in the areas of scholarship, character, leadership, and service. To be eligible for membership, the candidate must have spent at least one term in LeRoy High School and must be a member of the junior or senior class. Candidates must have a 90% or higher grade average. Scholastically eligible candidates have the opportunity to be evaluated by the high school faculty. The faculty uses the criteria set forth for the areas of character, leadership and service. Based on multiple evaluations for each candidate, a faculty council makes the final selection for membership. Once selected, members must continue to demonstrate the qualities for which they were selected.

**PROGRESS REPORTS and REPORT CARDS**

Student progress and term grades can be viewed at any time through Skyward Family Access. Progress Reports and Report Cards will not be sent home. If you would like a copy of an official grade report, please contact the main office at 962-2911.

**SEMESTER EXAMS/GRADES**

Semester grades will be determined using the following formula:

Nine week grade	40%
Nine week grade	40%
Semester Exam grade	20%

- Percentage scores will be used to figure the final grade.
- Semester assessments are required in every course.

**Weighted Grades**

Due to the academic rigor of certain courses, these courses are designated to receive weighted grade credits. Weighted grades are used in the computation of class rank and GPA. The Course Offering Book provides a complete list of weighted classes. Grade points for weighted classes are assigned in the following manner:

Letter Grade	Regular Grade	Weighted Grade Point	Point
A		4	5
B		3	4
C		2	3
D		1	2
F		0	0

<b>ATTENDANCE POLICIES</b>
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State law requires daily school attendance. School success is linked closely with attendance. Students need to be present to participate in class discussions, projects, and assignments and to gain full advantage of the education offered at LeRoy Junior/Senior High School. The classroom experience and the full impact of daily assignments cannot be replicated for students who are frequently absent. Daily attendance is mandatory for successful completion of a course. The law is specific and parents/guardians must cooperate with the school to insure that regular school attendance is enforced. **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDINAS TO SEE THAT STUDENTS ARE IN REGULAR ATTENDANCE.**

Illinois School Code (Section 26-1) states: Whoever has custody or control of any child between the ages of 7 and 16 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.

**RESIDENCE REQUIREMENT**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. If the student's family plans to move into the District within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the criteria as set forth in Board Policy.

### DAILY ATTENDANCE POLICY

When a student is absent his or her parent/guardian is required to notify the school office (962-2911) by 9:00 a.m. stating the reason for the absence. This call is the responsibility of the parent/guardian. Calls made by students are not acceptable. If the voicemail answers, please push #1 to leave a message regarding your child's absence. If no parent phone call is received, the secretary will call home or work between 9:00 and 10:00 a.m. to confirm the student's absence.

### LEAVING SCHOOL DURING SCHOOL HOURS

All students must sign in and out of the office upon leaving or re-entering school throughout the day. A note signed by a parent/guardian must be presented to the office prior to a student leaving. If the student does not have a note, the parent/guardian must be reached by phone prior to the student's dismissal. Students who leave the school building or school grounds without permission from the office will be considered as unexcused and disciplined accordingly.

### EXCUSED ABSENCES

**A student will be permitted four (4) parent/guardian excused absences per semester without medical verification.** Unverified excuses or excuses in excess of the approved (4) will be counted as unexcused. The school reserves the right to contact the involved medical professional to verify the need for the absence. We strongly urge you to schedule all appointments after school hours or on weekends and/or non-attendance days.

Absences will be excused for student illness, serious illness or emergency in the family (to be defined by the administration), death in the family, approved school activities, and any other circumstances deemed appropriate by the principal.

MAKE-UP ASSIGNMENTS will be due within one day for each day of absence. For example, if a student were to be absent for three days, the student would have three days to complete all of the make-

up work. Students are encouraged to complete the work in as timely a manner as possible.

### UNEXCUSED ABSENCES

Unexcused absences are given to those students who return to school without an acceptable verification from parents/guardians or in excess of the 4 approved absences by the parent. The school retains the authority to approve or disapprove a student absence even if the parent has informed the school of the absence. **Students who are unexcused will have one day from their return to school to establish an excuse for the absence. After that day the absence will be logged as unexcused and the student will not receive credit for work given during their absence. No credit will be given for any work or exams missed during an unexcused absence.**

Some examples of unexcused absences are:

1. Hair appointments
2. Shopping trips
3. Work
4. Baby-sitting
5. Oversleeping
6. Car trouble
7. Any absence during the school day if the student fails to check out through the office
8. Out of school suspensions
9. Improper prearranged absence request procedure

The following discipline will be administered for unexcused absences:

- |                       |                    |
|-----------------------|--------------------|
| 1 <sup>st</sup>       | 2 detentions       |
| 3 <sup>rd</sup>       | Saturday detention |
| 5 <sup>th</sup>       | Saturday detention |
| 7 <sup>th</sup>       | OSS                |
| 9 <sup>th</sup> /more | OSS                |

### BLOOMINGTON AREA CAREER CENTER ATTENDANCE

A student who incurs five (5) unexcused absences per semester from BACC will be expelled from the BACC program at the end of the semester and placed in classes at the home school beginning the

next semester. Students may remain at the home school on shortened attendance days. Students are responsible for notifying BACC and the High School office in advance of their intent to stay in district on those days.

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

In order for a student to participate in a scheduled extra-curricular practice or activity on a school day or night, he/she can only miss 1/2 day. A medical note or judicial note verifying reason for absence, must be presented in order for a student to be eligible to participate in any extra-curricular activity that day. Exceptions are left to the discretion of the administration (i.e. prearranged doctor's appointments, funerals, etc.)

Students who are absent from school are not allowed to attend extra-curricular activities on the day of absence.

Students serving in school suspensions, out-of-school suspensions, or expulsions are not allowed to attend or participate in any extra-curricular activities.

### **PREARRANGED/PLANNED ABSENCES**

At the discretion of the administration, a student may be allowed to prearrange an absence, thereby receiving an excused absence. The following procedure should be followed:

1. Obtain prearranged absence form from the office
2. Complete the form and have parent sign.
3. Take the form to all teachers for written comments and initials.
4. Return form to the office for principal's signature and approval/disapproval preferably a minimum of two days in advance of the planned absence (death in the family or family emergencies may be exceptions to this rule).
5. Secure all assignments from teachers prior to the intended absence (Students are totally responsible for make-up work. Criteria for make-up work applies)

The following applies to planned absences:

- Planned absences are recorded as official days of absence
- If four (4) parent/guardian excused absences have been used, the planned absence will not be approved by administration
- Planned absences are limited to one (1) per semester unless deemed necessary by administration
- Students receiving failing marks in 1 or more subjects may be denied a planned absence
- Planned absences are not allowed during the last two weeks of the second semester, unless for a college placement exam day.
- After 10 days a student will be dropped from the roll and all work will be counted as unexcused if the parent/guardian chooses to remove the student from school for a planned absence that was **not** administratively approved.
- Any school function, which takes a student out of school, will be considered a planned absence. The teacher in charge will inform other staff and administration of the planned function and provide a list of students involved. Students are responsible for assignments.

### **COLLEGE VISITS**

College days are permitted during a student's last three academic semesters.

- All college visits must be approved by the guidance office or principal.
- Appointment with the college must be verified through the guidance office. College visit forms are available
- The student must obtain a signed verification of attendance from a college/university official
- The signed verification must be returned to the guidance office

### **TARDINESS**

All students are expected to be in class on time. **Students have a 4 minute passing period.** If a student suspects he/she will be tardy to class for an excusable reason such as talking to a teacher, he/she should request a pass from the teacher. Students are expected to be in their seats ready to learn at the sound of the last bell. The administration will support teachers who count students tardy for not being in their seats at the time of the last bell; providing this is a rule the teacher established at the beginning of the class.

The following discipline will be administered for tardiness:

3rd Tardy	Warning
6 <sup>th</sup> Tardy	Two detentions
9th Tardy	Two detentions
12th Tardy	Saturday detention
15 <sup>th</sup> Tardy	Saturday detention
18th Tardy	Two days Out of School
& every 3 <sup>rd</sup> tardy thereafter	Suspension

### TRUANCY

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 or a portion thereof. Truancy may include UNEXCUSED ABSENCES.

A *chronic or habitual truant* shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 days.

Truancy will result in the following disciplinary action.

½ day or less	2 detentions
Full day	Saturday Detention

Any student who is unexcused from a Saturday detention will receive a 2 day Out-of-School Suspension

Students who are experiencing truancy problems will receive the following assistance:

- Parent/Guardian contacted

- Personal conference with administration
- Student Assistance Counseling
- Counseling from Guidance Counselor
- Positive encouragement from faculty and administration

### TRUANCY PROGRAM

1. Parent/Guardian contact by telephone and/or written communication
2. Contact Regional Office of Education on the 6th unexcused absence and appear before the District Attendance Committee.
3. Regional Office will submit the Truancy Form to the State's Attorney's Office for filing with juvenile court
4. If the student is found by the court to "a truant minor in need of supervision," he/she may be:
  - a. Committed to the Regional Superintendent for multi-disciplinary case staffing, individualized service plan, or referral to comprehensive community-based youth services.
  - b. Required to comply with an individualized service plan as specifically provided by the Regional Superintendent. Ordered to obtain counseling or other supportive services
  - c. Subject to a fine in an amount of \$5.00, but not exceeding \$100.00 for each day of absence without valid cause as defined in Section 26-2a of the Illinois School Code.
  - d. Required to perform some reasonable public service work such as, but not limited to, the picking up of litter in public parks or along public highways or the maintenance of public facilities.  
Subject to having his or her driver's license or driving privilege suspended.  
A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of 30 days in jail and/or a fine of up to \$1500.00.

### **UNAUTHORIZED SKIP DAY**

We do not sanction or approve any unauthorized skip day by any group of students. An unauthorized skip day disrupts the educational program and exposes participating students to unacceptable risks. Students who participate in such a skip day will be subject to school discipline.

### **DROPPED FOR NON-ATTENDANCE**

Any student who is 18 years old and has six (6) consecutive days of unexcused absences shall be dropped from the attendance roll and notified by registered mail. Any student who officially drops may apply to the administration for readmission at the beginning of the term following the term of prior attendance.

<p style="text-align: center;"><b>GENERAL SCHOOL POLICIES AND PROCEDURES</b></p>
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### **ADMISSION TO LEROY CUSD#2**

In order for a student to be enrolled in LeRoy CUSD #2 the following criteria must be met:

- A. **Resident**-Students who live with their custodial parents/legal guardians in LeRoy CUSD #2
  1. Met academic requirements required for promotion from previous grade to the next.
  2. Provide a complete set of the following records:
    - a. Transcripts/all academic
    - b. Physical
    - c. Current immunization
    - d. Special education files when appropriate
    - e. Student's birth certificate (copy will suffice) and SS#
  3. Proof of good standing at the time of departure from the previous school is required.
- B. **Nonresident**-Students who live outside the boundaries of LeRoy CUSD #2

1. Administrative approval from the Superintendent of LeRoy CUSD #2.
2. Payment of a tuition fee based on the LeRoy CUSD #2 student per capita cost during the preceding year.

### **ARRIVAL AT SCHOOL**

Students are discouraged from arriving at school prior to 7:50 A.M. unless they are involved in scheduled activities. Upon entrance to the building, students should remain in the cafeteria. When the 8:05 bell rings, students are allowed to go to their lockers and then to their first hour class.

### **ASSEMBLIES**

Assemblies are provided for educational purposes. These assemblies are a privilege. Student attendance is required. Students who fail to attend the assembly will be counted as unexcused and disciplined according to policy. Students who choose to demonstrate unacceptable behavior will be removed and/or kept from attending future scheduled assemblies.

### **BICYCLES**

When students arrive at school in the morning all bicycles should be parked in the bike racks provided. When possible, bicycles should be padlocked or secured in some manner. Students should stay away from and off all bicycles unless permission is granted through the office for use during the noon lunch period.

### **COMMUNICABLE DISEASES**

Cases of communicable diseases and contagious infections must be reported to the school. Parents/guardians should provide appropriate medical care for students. Students should stay home until they are disease free or cleared by an appropriate medical professional.

### **DISTRICT 504 PLAN**

It is the policy of the LeRoy School District to provide a Free and Appropriate Public Education (FAPE) to each student with a handicap in its jurisdiction, regardless of the nature or severity of the handicap.

Under section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794, any student who has a physical or mental impairment, which substantially limits one or more major life activities, is considered handicapped. The School District has established a system of procedural safeguards for the identification, evaluation, and educational placement of these students. The District has an appointed 504 case manager. If parents/guardians, teachers or administrators believe a student is in need of a 504 Plan, the process begins by contacting the District 504 case manager. A collaborative meeting will be held with the parents/guardians, the student, appropriate school personnel and Tri-County personnel. A determination as to whether or not a student qualifies for a 504 Plan will be made at this meeting.

#### **CELLULAR TELEPHONES/PAGERS**

Please refer to BYOD and Acceptable Use Policies.

#### **Equal Opportunity and Sex Equity**

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

No student shall, bases on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

#### **ELECTRONIC EQUIPMENT**

Please refer to BYOD and Acceptable Use Policies.

#### **ILLNESS WHILE AT SCHOOL**

Teachers will send ill students to the office or to the nurse's office. Students, office personnel or the nurse will contact parents/guardians or an emergency contact person to make arrangements to

go home as soon as possible. Students will not be released to go home unless home or emergency contact has been made. It is important that the office is informed of any changes in home, work, or emergency contact numbers.

#### **INTERNET POLICY**

Please refer to BYOD and Acceptable Use Policies.

#### **LOCKERS**

All students are assigned hall and PE lockers for the school year. PE lockers have padlocks and hall lockers have built-in combination locks. Hall lockers will be assigned at registration. A combination will be provided at that time. PE locks and lockers will be assigned the first day of PE class. A replacement fee will be charged for lost PE locks. **It is the responsibility of students to keep their lockers locked at all times. Students should not share lockers.**

#### **LOST AND FOUND**

All lost and found items should be turned into the lost and found box in the office. Students are welcome to check the lost and found if they are missing items. At the end of every nine weeks the lost and found will be emptied and the unclaimed items will be taken to Good Will or some other such charity. The office will announce to students when the lost and found is going to be emptied.

#### **MEDICATION**

The following definitions apply:

- "Prescription medication"-any medication prescribed by a licensed physician or dentist
- "Non-prescription medication"-any medication that can be obtained over-the-counter
- "School nurse"-any person employed by the Board of Education who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, Ill. Rev., Ch. III, Para. 3401, et seq.
- School Medication Authorization Form-a form provided by the District which must be completed by the parent/legal guardian of the

student. The form must specify the times at which the medication must be dispensed and the appropriate dosage

The following must occur in order for a student to receive medication from the school nurse at school during the school day:

- **Parent/legal guardian and family physician** must complete School Medication Authorization Form
- **Parent/legal guardian** must bring the School Medication Authorization Form to the school office.
- **Parent/legal guardian** must bring the student's prescription to school. The prescription must be clearly marked with the child's name, name of medication, and dosage.
- **Parent/legal guardian** and family physician must complete a School Medication Form for students using inhalers for asthma. Students are allowed to keep the inhalers in their possession. Any student found "sharing" the inhaler with another student will be disciplined and parents will be notified.
- **Parent/legal guardian** must also bring any "non-prescription" drug for student use to the office. A School Medication Authorization Form must be completed for non-prescription drugs. The student will not be allowed to bring the medication.

### **Dispensing of Medication**

The school will provide a nurse to dispense medication. A record will be kept of the dispensing process. This record shall include the time medication was dispensed, dosage and personnel supervising. The student is responsible for coming to the nurse to take the medication. It is not the job of the nurse to call students out of class to remind them to take the medication.

### **Prescription Refills**

The school nurse will notify parents/guardians when prescriptions need to be refilled. The parent/guardian is responsible for taking care of the prescription refill. The student will not be allowed to carry the

medication to school. The parent/guardian must deliver the medication.

**Parent/guardians are ultimately responsible for student medication. The school is simply providing a service to parents/guardians by supplying a nurse to assist with the dispensing of this medication.**

### **PERSONAL PROPERTY**

The school is not responsible for lost or stolen personal property.

Students are advised to take the following precautions to protect their personal property:

- Mark your name with permanent marker on all personal property
- Refrain from bringing large amounts of money to school
- Do not loan money or items of value to other students at school
- Report lost or stolen items to the office immediately and check the lost and found
- Do not share your locker or give your combination to anyone
- **LOCK YOUR LOCKER (HALL AND PE) AT ALL TIMES**

### **PHYSICAL EXAMS**

The following students are required to have on file with the school office a completed physical exam form:

- All freshmen. Failure to comply with this requirement by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the school.
- All students new to the district, regardless of the grade
- All athletes

Physicals are good for one (1) year. Freshmen who are also athletes only need to get one physical. Athletes must pass a physical before they are allowed to participate. Physical exam forms are available in the school office.

### **POLICE/SOCIAL AGENCY INTERROGATION**

A juvenile officer may interview a student in school providing he/she presents proper identification to the principal prior to the interview. The parents/guardians shall be notified before the student is interviewed. If the parent/guardian objects, the interview will not be conducted on school property during school hours. For students 17 years of age and older, the office will attempt to notify parents, but will allow those students to be interviewed, with or without the parent's/guardian's consent (as per the law). The interview shall be conducted in the presence of a teacher, counselor, principal, or dean of students. The parents/guardians may be present if they desire.

A representative from the Department of Children and Family Services may interview a student without parent/guardian permission.

A representative from a state or county agency may, with a court order, interview a student without parent permission.

#### **POSSESSION AND DISTRIBUTION OF LITERATURE**

No notices, posters, signs, petitions, or announcements may be displayed on bulletin boards, walls, lockers, windows, or doors without permission from the administration. No printed newspapers, bulletins, petitions, pamphlets, or other published materials may be distributed on school property without permission from the administration. Only information regarding school affiliated groups and organizations will be considered for posting and/or the daily announcements.

#### **ROLLER BLADES AND SKATEBOARDS**

Students are not permitted to ride skateboards or use roller blades on school property.

#### **SCHOOL INSURANCE**

Student accident insurance is available to all students. Student athletes **are required** to take the school insurance or provide proof of self-insurance

(Form available in the school office). When using the school insurance, the following applies:

- All injuries (no matter how slight) should be reported to the office and to the supervisor in charge.
- Medical expenses incurred in the treatment of an injury at school or during a school event should be reported on an insurance claim form.
- All claim forms must be completed and sent to the insurance company. Claims will not be honored if they are filed beyond 90 days after the occurrence of an injury.
- Billing is the responsibility of the insured party. The school is not responsible for billing.

#### **SCHOOL PROPERTY**

We are all responsible for the care and treatment of our school building and property. Community tax dollars pay for our buildings and everything in and around them. Students will be held accountable for any damage that is willfully inflicted on lockers, textbooks, other equipment (tables, desks, computers etc.), the building and any other school property. It is our hope that our students will demonstrate school pride by taking personal responsibility for the maintenance and care of their school and school property.

#### **SOCIAL EVENTS**

Every effort will be made to keep junior high and high school functions separate. The use of facilities and extra-curricular programs will reflect this policy. Dances sponsored by high school students will not be attended by junior high students. High school students will not be allowed at junior high dances. Any high school guest who attends the dance with a LeRoy High School student, must be at least a Freshmen and under 21 years of age. Students who bring out of town guests to school sponsored dances need to have the guest complete a "Guest Attendance" form, have it signed by their home school administrator, and returned to the office for the Principal's approval prior to the dance. If the guest student has graduated and nothing is known about the background of the guest, the

administration has the right to deny attendance. Guest students must show identification before entering the dance. The following criteria must be met in order for school sponsored activities to take place:

- A minimum of two faculty sponsors must be present
- Events should be scheduled on days other than Wednesday or Sunday unless special permission is granted by the principal
- Events must conclude no later than 10:00 PM during the school week and no later than 11:30 PM on Friday or Saturday nights
- Group sponsor or representative must meet with the principal to obtain approval and placement on the school calendar
- All social events must be placed on the school calendar in the junior/senior high school office.
- Social events typically impact the entire school community to some degree. It is advisable to inform the Superintendent's office of events outside the regular school day.
- Facilities are reserved through the Superintendent's office after principal has given approval.
- A maximum of one dance a month (per junior high and high school separately) can be scheduled unless the principal allows an extra dance.
- Parent sponsored events held on school property need to be discussed with the principal at the onset of the planning.

#### **TELEPHONE CALLS**

Office phones are available in emergency situations. Students are encouraged to come to school prepared for the day. Calling home to retrieve forgotten materials is not considered an emergency. Students will not be called out of classes to take non-emergency telephone calls. Persons calling for a student will be required to leave a message with the office secretary. Students will be given the message in a timely manner; one which is least disruptive to academic time.

#### **TRANSCRIPTS**

Transcripts needed for transfer, military use, scholarship consideration, college application or prospective employment information may be requested from the Guidance Office.

#### **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property.

If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

#### **VISITORS**

Students are not allowed to invite visitors to attend classes with them. Approved student visitors; former students of LeRoy High School, may visit teachers during lunch period and before or after school. Approved student visitors are required to register with the office and pick up a visitor tag. Student visitors are not allowed to sit in on classes.

All visitors are to enter the building through the doors by the gym. Other doors will be locked during the school day for security purposes.

Parents/guardians are welcome in the school. For security purposes it is necessary for all parents/guardians to register at the school office and pick up a visitor tag immediately upon entrance to the building. **Please do not go directly to the classroom or any other part of the building.**

Other visitors, salespersons, etc. must register in the school office and pick up a visitor's tag. Unidentified persons will be directed to the office for assistance. All visitors in our building are expected to display good character. If a person demonstrates inappropriate behavior for the school setting (loud talking, vulgar language or gestures, etc.) the person will be asked to leave. If the person is non-compliant, the police will be called to escort the person from the

building. **Adults need to model appropriate behavior for students.**

### **WEATHER/OTHER NATURAL EMERGENCY PROCEDURES**

If inclement weather develops during regular school hours the administration will decide whether to keep students at school or dismiss early. If tornadoes, severe thunderstorms, earthquakes, or any other type of natural disaster occurs school personnel will take every precaution to ensure the safety of our students, faculty, and staff. Parents/guardians should refrain from calling the school in times of emergency. We will provide updates to the local radio stations to keep you informed.

School closings, early dismissals and/or cancellation of extra-curricular events due to emergencies (weather or otherwise) will be announced on the following radio and TV stations as well as through Skylert and the District Facebook page:

WCIA	TV	Channel 3
WJBC	AM	1230
WIHN	FM	96
WHOW	AM	1520
WBNQ	FM	101.5
WGCY	FM	106.3
WBWN	FM	104.1

Parents/guardians should have an emergency plan in place for students to follow in these situations.

### **INSTRUCTIONS FOR STAFF AND STUDENTS:**

#### **Fire (Alarm will be sounded)**

- Listen to the teacher's instructions.
- Stay calm and quiet.
- Move in an orderly fashion without running or pushing.
- Exit the building as directed in a single file line.
- Stand quietly in a designated area away from the building.

#### **Severe Thunderstorm, High Winds, and/or Tornadoes (Intercom announcement or blasts on the air horn)**

- Listen to teacher instructions.

- Move quickly and quietly to designated hallway areas away from windows and doors with glass panes.
- Assume a sitting position facing the wall with hands locked over your head (sit as closely together as possible as space is limited).
- Leave as much of a passageway in the hallway as possible.
- Remain quiet and listen for further instructions- QUIET is critical to help maintain order and safety.

#### **Earthquakes**

- Listen to teacher instructions.
- Drop to the floor and get under desks.
- Remain quiet.
- Remain under desks until an all clear is sounded.

### **WITHDRAWAL FROM HIGH SCHOOL**

Students seventeen (17) years of age who wish to withdraw from school must obtain a withdrawal form from the Guidance Office. A parent/guardian must co-sign the form with the student to indicate consent for the withdrawal. If parent/guardian consent is not granted, the student will not be withdrawn from school.

Students eighteen (18) years old or older who desire to withdraw from school must obtain a withdrawal form from the Guidance Office and meet with the principal or principal's designee for an exit conference. A copy of the completed, signed form will be sent to the student's parents/guardians.

### **WORK PERMITS**

Work permits may be obtained in the principal's office during regular office hours. A student must have obtained the work position prior to having the work permit approved by the principal. A letter from the employer is required to fill out a work permit. The information to be included in this letter is the name of the business, address, and title of job the student will be doing.

## STUDENT SERVICES

### SPECIAL EDUCATION

LeRoy Junior Senior High School provides Special Education services for all students meeting the criteria as set by Special Education law. Our philosophy is an inclusive philosophy. Students with special needs are included in the regular classroom as deemed appropriate by the multidisciplinary team.

LeRoy CUSD #2 is served by the Tri-County Special Education Cooperative. We have access to a Technical Assistant, Social Worker, and School Psychologist. Parents who desire additional information regarding special education should contact the building principal.

### STUDENT SERVICES COORDINATOR/GUIDANCE

We have a full time student services coordinator/guidance counselor on staff for both the junior high and high school. A full array of academic guidance services are offered. If you have scheduling issues, need record and/or transcript information, college information, and testing information etc. contact the student services office.

## STUDENT CONDUCT AND DISCIPLINE

### ALCOHOL

The consumption, possession, or distribution of alcoholic beverages is not permitted on school buses, in school buildings, or on any school property at any time. This includes all school sponsored and related activities, whether held during or after school hours; on or off school property. Parents will be notified immediately.

Students shall be advised of this policy through the student handbook and in any other manner deemed

appropriate by the building principal. Information concerning the use of alcohol shall be included in the curriculum in compliance with the law.

If school personnel find a student to be under the influence of, using, possessing or distributing alcoholic beverages in violation of this policy, the student may be suspended and/or expelled.

The District may require a medical clearance before a student is readmitted to school after an alcohol-related suspension/expulsion.

### ASSEMBLIES

Students are expected to demonstrate courtesy and appropriate behavior during assemblies. Students should come to the gymnasium or auditorium and sit in the assigned area. Passage to and from the assembly should be quiet and orderly. All students are required to attend scheduled assemblies. Students who leave school grounds during the assembly time will be counted as unexcused. Guest speakers should be shown the utmost respect and attention. Students who choose to behave inappropriately will be removed from the assembly and disciplined according to policy.

### BUS CONDUCT

The bus driver has total responsibility for conduct upon the bus. Improper student conduct on a school bus can directly affect the lives and safety of the other students and the driver. Any students who cause disruptions or vandalize the bus will be subject to discipline measures and may be subject to temporary or permanent loss of bus privileges.

Bus conduct rules apply for extra-curricular trips as well as daily bus routes. Students shall respect the wishes of a competent chaperone appointed by the school.

**The school retains the right to deny bus privileges for those students who constantly misbehave on the bus and/or threaten the safety of the other children and/or driver of the school bus.**

## **DANCES AND OTHER EXTRA-CURRICULAR ACTIVITIES**

Student conduct guidelines that apply at school also apply at dances and extra-curricular activities. Any student in attendance at a dance or other extra-curricular activities who chooses to violate any school policy will be disciplined accordingly (i.e. Smoking or use of tobacco products, alcohol, etc.). This policy applies to events held off school grounds as well as those held on school grounds.

Students are to remain fully clothed during the dance and/or activity. Dancing should be in good taste. If chaperones deem the dancing to be inappropriate they may request a change in behavior. Students are to respect the wishes of the chaperones. Once a student is signed in at a dance or activity, the student must remain within the boundaries of the event. **If the student chooses to leave the boundaries of the event, he/she may not return.** Unacceptable behavior may result in a student being asked to leave the event, not being permitted to attend extra-curricular or any other school sponsored activities for the remainder of the school year and possibly being subject to an out-of-school suspension.

Students will be expected to leave promptly after all school-sponsored activities have concluded. Failure to do so can result in the student from being prohibited from participation in or attendance at other school sponsored activities for an administratively determined amount of time.

## **DRESS AND APPEARANCE**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning environment. Dress and grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

Clothing deemed unacceptable by the faculty, staff, or administration will be changed by the student without question.

The following guidelines apply to student dress:

- Footwear must be worn.
- Midriffs, halter-tops and or tops with spaghetti straps will not be allowed.
- Suggestive t-shirts (low cut, see through, undergarments showing at the straps, armholes or elsewhere, shirts with holes, mesh, and cut out sleeves etc.) may not be worn.
- Clothing, pins or buttons, handkerchiefs, or any other personal articles that display drug, alcohol, firearm and/or tobacco advertisements, artwork or slogans; profane language; vulgar statements; satanic innuendos, death, suicide or violent messages; inappropriate or sexually suggestive artwork or language may not be worn.
- Clothing, pins or buttons, handkerchiefs, or any other personal articles that display any type of symbol that can be construed as representative as discriminatory against any person or group of people (i.e. confederate flag, swastika, etc.) may not be worn.
- Sunglasses (worn on the face, on top of the head or attached to clothing) are not allowed.
- Hats, caps, or any other type of head covering (i.e. bandanas tied in "dew rag" fashion or as a headband) are not to be worn or carried through the building. Hats, coats and backpacks are permitted as a student is entering or exiting the school.
- No chains with links of significant size (this includes chains attached to wallets).
- No underwear as outerwear.
- Shorts and skirts should be of a length such that all body parts are sufficiently covered.
- All tops must be able to be tucked in.
- Cleavage cannot be shown.
- Pants, shorts, and skirts are to be worn at the student's waist and provide appropriate coverage so as to not show undergarments whether the student is sitting, standing, or

bending. Slit pants or pants with exposing holes above mid-thigh are not acceptable.

- Shorts and skirts (to include shorts worn in PE class) must cover from at least mid-thigh.

The dress regulations will be enforced in all settings during regular school hours. Students are advised to use good judgment in regard to appropriate dress while in attendance at extra-curricular events. There will be a degree of leniency applied in regard to hats and other clothing worn at extra-curricular events. There will be no leniency in regard to apparel (hats, shirts, coats etc.) that displays any type of inappropriate message, written or graphic. Students and other fans need to remember they are representatives of this school and should dress in a manner that demonstrates respect and school pride.

Students should consider themselves apprised of the dress policy by reading the information contained in this handbook and by the verbal information provided by the principal at the beginning of the school year. Students should not expect warnings, but should expect to be referred to the office for discipline measures. Dress offenses may be addressed through warnings, being asked to go home and change clothes, or office discipline.

## DRUGS

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of non-medical, medical, and prescription, drugs and the use, possession, or distribution of “look-alike” drugs, and/or possession of drug paraphernalia are not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during or after school hours; on or off school property. Students will not be permitted to attend school or school activities under the influence of illicit drugs. **For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.**

Students shall be advised of this policy through the student handbook and in any other manner deemed

appropriate by the building principal. Information concerning the illicit use of drugs shall be included in the curriculum in compliance with the law.

Parents/guardians and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or “look-alike” drug, the identity of the student shall be given to the proper authorities for prosecution.

If there is any reason to believe that any student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents/guardians.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses, or school property and submit such drugs to the proper authorities for analysis.

If school personnel find a student to be illicitly using, possessing, or distributing drugs or “look-alike” drugs in violation of this policy, the student shall be suspended and/or expelled.

The District may require a medical clearance before a student is readmitted to school after a drug-related suspension/expulsion.

## FIELD TRIPS

Students receiving one or more failing marks will not be allowed to participate on field trips except those directly related to an academic class.

A faculty-student ratio of one certified staff member per 25 students will be observed for any trip over 75 miles. Parent/guardian chaperones will be sought to accompany the faculty chaperones when necessary.

Faculty chaperones will be responsible for checking students prior to boarding the bus to make sure no one is under the influence or in possession of drugs or alcohol. If any student is found in violation of this policy, parents/guardians will be contacted immediately to come and pick up the student.

A student who chooses to violate the policy regarding the use and/or possession of alcohol, tobacco products, and/or any other unauthorized drugs will be disciplined according to the established guidelines.

#### **FIGHTING/PHYSICAL AGGRESSION**

Fighting and/or physical aggression on school property, school buses or during school sponsored activities will not be tolerated.

#### **GAMBLING**

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any money or materials and refer students involved to the office. Disciplinary action will follow.

#### **GANG ACTIVITY**

The presence of gangs or gang-related activities on school grounds is strictly prohibited and will not be tolerated. Student involvement in gangs, as a gang member or associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term *gang* is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the group are antisocial, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and /or community and interferes with the District's educational process or programs.

As use herein, the term *gang member* is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be an associated of gang members. The gang member must actively participate in the group's

antisocial behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term *gang associate* is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as a member of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership, but whose association with gang members is social in nature.

As used herein, the phrase *gang-related activity* is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to matter of dress, use of symbols, gestures, recruitment, harassment, intimidation, threatening, or retaliation.

Some examples of gang-related dress are bandanas worn in "dew rag" fashion, one pant leg rolled up, pins displaying hate symbols, etc.

Students involved with any behavior as related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal actions as deemed necessary.

#### **HALL BEHAVIOR**

Quiet, orderly passing is expected. Students should talk quietly and not yell to other students or adults at the opposite end of the hallway.

Students are expected to pass in the hallways without pushing, shoving, hitting, and/or unnecessarily touching one another. Hallways are sometimes crowded and require a concerted effort on the part of everyone to make the best of the situation.

**HALL PASSES**

Students are not to be in the halls during class periods unless authorized with a pass. Students who are moving about the building with a pass are expected to go directly to and from the intended destination. Students using passes should be quiet and orderly.

**HARASSMENT/INTIMIDATION/BULLYING**

LeRoy Junior/Senior High School strives to maintain an environment in which students can attend school, ride school buses, and participate in activities free from any form of harassment, intimidation, and/or bullying. Harassment, intimidation, and/or bullying of any type will not be tolerated at school or at any school-related activity.

Students must realize that any type of harassment, intimidation, and/or bullying, whether physical, sexual, verbal, or general in nature is against the law and school policy. Students who feel they are the target of harassment, intimidation, and/or bullying are encouraged to report the incident to an adult (counselor, teacher, or principal).

Students found guilty of harassment, intimidation, and/or bullying face disciplinary action here at school and could face legal action, including monetary action, from the courts.

Discipline will be determined based on the specific nature of the offense.

Parents/Guardians will be contacted and recommendations for intervention will be discussed. A systematic and programmatic approach for prevention and intervention will be provided for all students and teachers.

**Sexual Harassment**

The LeRoy School District shall provide students with an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law. Sexual harassment prohibited by this policy includes

verbal and/or physical conduct. The terms intimidating, hostile or offensive include, but are not limited to: conduct that has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of the sexual harassment policy may result in discipline, up to and including suspension. Any student making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including expulsion.

Aggrieved persons should directly inform the person engaging in the sexually harassing conduct whenever possible, that his/her conduct is offensive. Direct the person to stop the behavior.

**HAZING**

Hazing is specifically prohibited and will not be tolerated. Hazing refers to any behavior engaged in by a student or group of students which causes embarrassment, ridicule, or humiliation for another student or group of students. Hazing will be disciplined as a class B offense.

**LOITERING**

Students not participating in an extra-curricular activity and/or not receiving assistance from a teacher must be out of the building by 3:30 PM daily. Students may not enter the building at night or on the weekends unless participating in a supervised activity or as a spectator at a scheduled event, or serving a detention.

**LUNCH/BREAKFAST**

Food must be eaten in the cafeteria or outside during the lunch hour. No students are to be in any portion of the junior/senior high school building during the lunch hour. The only exception to this rule is during times of inclement weather when high school students may wait in the cafeteria during the lunch hour. Students should refrain from gathering and littering on neighboring properties. Students may not leave school grounds at lunch.

### **TREATMENT OF GUEST TEACHERS, TEACHER AIDES, AND NON-TEACHER STAFF**

LeRoy Junior/Senior High School is fortunate to have capable people who assist in the classroom and the school at large. We are also fortunate to have access to competent substitute (Guest Teachers) who temporarily assist us when our regular teachers must be absent from the classroom.

Teacher assistants, secretaries, cooks, custodians, bus drivers, substitute teachers and student teachers are important people in our building and deserve to be treated in a considerate and respectful manner. As responsible students, it is your job to be cooperative in working with all the adults in our school. The school cannot function without the help of these people. We need to make sure everyone feels welcome and respected in our building. Students choosing to be disrespectful and uncooperative will be disciplined accordingly.

### **IMPROPER LANGUAGE**

Students are expected to demonstrate respect for themselves, fellow students, teachers, staff, and administration. The use of profanity, derogatory slang, racial, ethnic, or sexual slurs will not be tolerated. Your words say a great deal about who you are and what you stand for. Words can be very hurtful and damaging to other people.

### **ROMANTIC INVOLVEMENT BETWEEN STUDENTS**

Students should not embrace another student unless as a gesture of friendship and/or kindness. Kissing and other outward demonstrations of affection are not to occur on school property. Students will be verbally warned. Repeated offenses will be disciplined according to policy.

### **SMOKING AND USE OF OTHER TOBACCO PRODUCTS**

Using tobacco products in any form is hazardous to the health of students and presents a safety hazard in the school. Smoking and/or use of smokeless tobacco products or E-cigarettes, vaping products or nicotine products by students, is not permitted on

school buses, in school buildings or on school grounds at any time.

Information about the hazards of smoking and using tobacco products shall be included in the curriculum.

Students in violation of this policy will be disciplined accordingly and parents/guardians will be notified.

Students are NOT to stand across the street and use tobacco products. Students leaving school property without permission throughout the school day to use tobacco products or for any other reason will be counted as unexcused. School officials may report those students who are underage and in possession of tobacco products to local law officials.

### **SYMBOLS**

Symbols that may be interpreted as symbols of hate and intolerance (i.e. the confederate flag and swastikas) will not be allowed to be displayed on school grounds or during school events. This includes vehicles parked on school property, lockers, notebooks, and any other personal belongings. Our goal is to assist students in increasing their understanding, tolerance, and acceptance of diversity.

### **TREATMENT OF SCHOOL PROPERTY**

Your parents/guardians and all taxpayers are legally required to pay taxes to build and maintain the public schools. Damaging or vandalizing any type of school property (buses, buildings, lockers, books, equipment, desks, etc) with or without intent, becomes a burden of responsibility for everyone in the community. It is the responsibility of every LeRoy student to treat the school and school property with respect. It is also the responsibility of students to report anyone seen damaging or vandalizing school property. **The care of the school and school property is the responsibility of everyone!**

**Any student found guilty of damaging school property may be subject to discipline procedures up to, and including, remuneration to the district and expulsion.**

### UNAUTHORIZED PRANKS

We do not approve nor condone unauthorized pranks by any individual or groups of students. Class pranks, a tradition in the past, negatively affect the culture of the school, disrupt the normal educational flow, and cost the taxpayers money for the clean-up process. Discipline for any class pranks will include reimbursement to the district for any time/materials needed to return the building and its contents to its normal condition.

### TRESPASSING

It is a Class A misdemeanor for a person to enter or be found in a public or nonpublic elementary, middle, or secondary school building unless the person:

- a. is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- b. has permission or an invitation from a school official to be in the building;
- c. is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- d. has reported the person's presence in the school building in the manner required for visitors to the school.

It is also a misdemeanor for a person to be on the roof of a public or nonpublic elementary, middle, or secondary school building unless the person has permission from a school official to be on the roof of the building. Violations of the above will be punishable with repercussions up to and including expulsion.

### VEHICLES

Students are to park only in spaces designated for students. **STUDENTS ARE NOT TO PARK IN THE VISITOR'S PARKING SPACES.**

### WEAPONS

Weapons are not allowed on school property or at any school sponsored event that is held off school property. Any object that can be used to physically harm another person can be construed as a weapon.

## STUDENT DISCIPLINE

*Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, they stand in the relations of parents/guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents/guardians—Illinois School Code*

It is the firm belief of the LeRoy CUSD #2 Board of Education, Administration and Staff that firm, fair, and consistent discipline along with high standards of moral conduct are necessary requisites for effective teaching and learning. In holding with this premise, disobedience and/or misconduct will be dealt with promptly and firmly. All discipline policies are established in accordance with Illinois law, Illinois School Code, and Board of Education Policies.

Cooperation among parents/guardians, teachers, staff, and administration is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Students will more readily accept responsibility for their actions when they recognize that home and school are working together toward the same goals.

**Each student is responsible for his/her own behavior. Students who choose to violate classroom and/or school rules and policies that come under the jurisdiction of this handbook and/or choose to remain in a situation where rules and policies are being violated will be held accountable for the actions taking place.**

### DUE PROCESS

The Board of Education will extend to students their full rights as provided by the law. It is the Board's desire that the exercise of authority in a school setting be fair and that the students' rights are fully protected. To that end, if during the course of investigating student disciplinary situations, it becomes evident that law enforcement authorities are likely to become involved, the investigating administrator will notify the parents/guardians of the student's suspected involvement prior to contacting the enforcement authorities.

### **DISCIPLINARY PROCEDURES**

Standards and procedures for individual conduct and classroom management need to be developed and implemented in order to maintain an environment conducive to learning. In all disciplinary action, however, the staff should be mindful of the fact that they are dealing with individual personalities, and that it is sometimes more important to discover the causes of misbehavior than merely to react and punish. Discipline should be fair and constructive, not arbitrary or excessive. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility.

Each student is responsible for his/her own behavior. If a student's classroom behavior is inappropriate, the classroom rules will be in effect. If a student refuses to adhere to the classroom rules the student will be referred to the dean of students and/or the principal.

### **TEACHER DETENTIONS**

Teachers are responsible for assigning teacher detentions based on non-compliance of classroom rules. Teacher assigned detentions are to be served Monday through Friday before or after school at the convenience of the teacher. Teachers are expected to supervise their own detentions. Parents/guardians should be notified prior to the detention being served. **Students are expected to serve teacher assigned detentions.**

### **SCHOOL DETENTIONS**

Failure to serve a teacher detention will warrant a referral to the office for a school detention. Students who miss a school detention that was assigned due to not serving a teacher detention will receive one Saturday detention. School detentions are assigned by the dean of students and/or the principal.

The following apply to School Detentions:

- Parents/guardians must be notified prior to the student serving the assigned detention (A written notification is sent, but may not reach the parent/guardian prior to the date the detention is to be served).
- School detentions are 3:20-4:20 Tuesday and Thursday
- Students may be given a day's notice to make arrangements
- Students are required to bring school related work to detention and use the time productively. Students who do not bring work to do will be removed and referred for the next step in the discipline procedure
- Any unexcused absence from a scheduled detention will result in the rescheduling of the detention and one Saturday detention.
- Students removed from detention for disruptive behavior or not following the detention rules will receive one Saturday detention.
- Detentions may be rescheduled one (1) full day in advance and only due to medical or judicial appointments. Work, family vacations, etc. are not acceptable reasons for missing a detention.
- Students have three (3) weeks from the time the first school detention is assigned to serve any and all detentions that have resulted from the first detention assigned. Failure to serve the detention (s) in the allotted time will result in one Saturday detention.

### **SATURDAY DETENTIONS**

Saturday detentions will be assigned from 8:00 a.m. to 11:00 a.m. one week from the time of the offense. Failure to serve Saturday detention will result in a two day OSS. **IF YOU SKIP, WHEN YOU COME BACK TO SCHOOL ON MONDAY YOU WILL BE GIVEN AN IMMEDIATE OSS.**

Student will be excused from Saturday detentions for a medical or a court appearance only one time. The same rules for school detentions will apply to Saturday detentions.

## **SUSPENSIONS**

The Superintendent, the building principal, and the principal's designee are authorized to issue out-of-school suspensions.

Out-of-school suspensions are issued to students guilty of gross disobedience or misconduct. Students who are suspended are suspended from school during the regular school day and from all school functions.

Out-of-school suspension is used to stress to the student that his or her behavior can in no way be tolerated. A student may be suspended for up to ten (10) school days by the building principal or superintendent.

- A student serving an out-of-school suspension is not allowed on the school campus at any time for any reason during his/her suspension.
- A student is not allowed to attend or participate in any extra-curricular or school sponsored activities during the time of his/her suspension.
- A student will receive no credit for assignments or exams from each class missed each day of the suspension.
- Parents/guardians will be notified before an out-of-school suspension is assigned. Any parent opposed to the recommendation will be informed of the legal due process procedure available to them found in board policy.
- A student who tries to attend school during an out of school suspension will be considered trespassing. If the student refuses to leave, the police will be notified and the student will be charged with trespassing.

Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges

are denied the student shall be given an explanation of the evidence against him an opportunity to present his/her version of the incident.

Prior notice and hearing as stated above may not be required of the student immediately suspended when the student's presence poses a continuing danger to persons or property or any on-going threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

An oral or written report for a suspension shall be given to the parents/guardians of the student prior to the suspension being served. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.

**IN THE EVENT OF A REQUEST FOR REVIEW, THE PARENT/GUARDIAN SHALL NOTIFY THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS ON THE DISCIPLINE APPEAL FORM WITHIN 5 DAYS OF NOTICE OF SUSPENSION. STUDENTS WILL SERVE THE SUSPENSION. IF UPON REVIEW OF THE SUSPENSION IT IS DETERMINED THE SUSPENSION IS TO BE OVERTURNED, ALL RECORDS RELATING TO THE SUSPENSION SHALL BE EXPUNGED AND THE STUDENT WILL BE MARKED "EXCUSED". THE STUDENT SHALL BE AFFORDED EVERY OPPORTUNITY TO MAKE UP ALL LOST EDUCATIONAL OPPORTUNITIES, INCLUDING BUT NOT LIMITED TO, TEST MAKE-UP ALL LOST EDUCATIONAL OPPORTUNITIES, INCLUDING BUT NOT LIMITED TO, TEST MAKE-UPS.**

Upon request of the parents/guardians, a hearing shall be conducted by the School Board or a hearing officer appointed by the Board to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If the Board appoints a hearing officer, he shall report to the Board a written summary of the evidence

heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action, as it finds appropriate.

### **EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term and/or up to two school years, as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designed in the notice and conducted by the Board or a hearing officer appointed by it. The student will remain in suspension until such notice.

If the Board appoints a hearing officer, he shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.

The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.

During the expulsion hearing, the student and his parents or guardian may be represented by counsel, present witnesses and other evidence on this behalf. The Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charges. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Expulsion will be used for gross disobedience or misconduct. As with suspension the student and parents have a right to appeal. In many cases, expulsion could follow the fifth period of an out-of-

school suspension but as stated above, with the appropriate degree of seriousness, expulsion may supersede any state of suspension.

Expelled students are not allowed on the school property at any time during their expulsion, and may not attend or participate in any extra-curricular activities.

In order for a previously expelled student to re-enter school, the student and parent must schedule a conference with the building principal.

### **DISCIPLINE LEVELS, OFFENSES, AND CONSEQUENCES**

**The following list of offenses and consequences is meant to be a guide and is not inclusive of every offense that may occur. The building principal or the principal designee has the authority to exercise discretion in increasing or decreasing punishments according to the circumstances.** Depending on the situation, this could mean possible expulsion for the first offense.

The various offenses will be separated into the following classes and consequences:

#### **CLASS A OFFENSES (Possible Offenses would include):**

- Removal from class
- Profanity, improper language
- Harassment/Sexual Harassment
- Missing teacher detention
- Unauthorized cell phone possession
- Snowballs
- Leaving school grounds
- Gambling
- Inappropriate display of affection
- Electronic equipment
- Dress code violation
- Improper hall behavior

#### **CLASS A CONSEQUENCES**

- 1<sup>st</sup> Offense----2-3 detentions**
- 2<sup>nd</sup> Offense----1 Saturday detention**
- 3<sup>rd</sup> Offense-----2 Saturday detention**

**4<sup>th</sup> Offense----Class B Offense**

**CLASS B OFFENSES (Possible Offenses Include):**

- Fighting
- Tobacco, E-Cigarettes, Vaping products, and Nicotine products
- Fireworks
- Vandalism, damage to school property
- Theft
- Defiance of school rules/Teacher authority
- Sexual Harassment
- Pocketknife possession

**CLASS B CONSEQUENCES**

- 1<sup>st</sup> Offense----2 Day OSS**
- 2<sup>nd</sup> Offense----4 Day OSS**
- 3<sup>rd</sup> Offense----6 Day OSS**
- 4<sup>th</sup> Offense----Class C Offense**

**CLASS C OFFENSES (Possible Offenses Include):**

- Defiance of/disrespect to/threatening administration or Dean of Students
- Verbal threat to a staff member or another student
- Drug and/or alcohol possession, sale or distribution
- Under the influence of illicit drugs or alcohol
- Possession of drug paraphernalia
- Setting off the fire alarm

**CLASS C CONSEQUENCES**

- 1<sup>st</sup> Offense----6-10 day OSS**
- 2<sup>nd</sup> Offense----Expulsion**

**CLASS D OFFENSES (Possible Offenses Include):**

- Possession or use of a weapon
- Assault/battery to a staff member or another student
- Bomb threat
- Setting a fire

**CLASS D CONSEQUENCES**

**Expulsion Hearing before the Board of Education**

**IN THE EVENT OF SERIOUS INJURY OR SERIOUS THREAT TO STUDENTS OR STAFF, THE BOARD HAS THE DISCRETION TO EXPEL.**

**SUCH AGGRAVATED SITUATIONS OVERRIDE THE PROGRESSIVE DISCIPLINE PROCEDURES OUTLINED IN THIS HANDBOOK.**

**REWARD PROGRAM**

The reward system described below applies to only acts of misbehavior in Class A. The reward system works as follows:

Once a student has been disciplined within the established guidelines, his/her next punishment may be reduced one step for each thirty (30) calendar day period in which he/she does not obtain a repeated Class A violation.

**LEROY JUNIOR/SENIOR HIGH SCHOOL  
EXTRA-CURRICULAR ATHLETICS AND  
ACTIVITIES  
PARTICIPATION RULES AND GENERAL  
POLICIES**

The Extra-Curricular Athletics and Activities are part of a well-rounded curriculum offered at LeRoy Junior/High School. As such, the development and maintenance of standards of behavior that represent good citizenship are an integral part of these programs. It is our desire for students who participate in Athletics and other Extra-Curricular activities to accomplish the following three objectives:

- The strengthening of personal character, sportsmanship, responsibility, self-discipline and personal work ethic
- Acquisition of new skills and abilities and improvement of acquired skills
- Enhance the overall quality of the school environment by contributing to school spirit and loyalty through their talents and leadership abilities

It is the intent of LeRoy Junior/Senior High School to ensure that you, students and parents, are fully aware of the rules and policies that govern extra-curricular athletics and activities at our school. We hope that with your knowledge of these rules and policies, students will be encouraged, with parental support to adhere to said rules and policies.

At the first practice or parent meeting of a given sport or activity, the coach or sponsor will review all

participation rules and policies with the participants and their parents. Each student and parent will be expected to read the policy in its entirety and sign the attached Participation Contract. The Contract must be returned signed by both students and parents to the appropriate coach or sponsor before the student is allowed to participate in his/her respective sport or activity. The Participation Contract signifies that all parties (students, parents and school officials) understand and will cooperate in the enforcement of the rules and policies.

**HIGH SCHOOL AREAS OF PARTICIPATION (BASED ON FINANCIAL STATUS)**

Baseball	Key Club*
Basketball	Madrigals*
Cross-Country	National Honor Society
Football	Scholastic Bowl
Golf	Spanish Club*
Softball	Speech Team*
Track	Student Council
Volleyball	WYSE
Wrestling	Class/Club Officers
Cheerleading*	Music Contests
FFA	Musical/Play
	Band
	Chorus

**MIDDLE SCHOOL AREAS OF PARTICIPATION**

Cross Country	Basketball
Volleyball	Baseball
Track	Wrestling

**SCHOLASTIC ELIGIBILITY**

Criteria for all State sanctioned extra-curricular activities and/or athletic contests and school recognized co-curriculars:

- A. Must be passing every course in which enrolled.
- B. Any student participant failing to meet the above academic criteria will be placed on probation for one week. After the probation period, any student not meeting the established academic criteria will

continue to be ineligible until the academic criteria is met.

- C. Eligibility is computed on a quarterly basis.
- D. At the end of each quarter a student failing any subject for the quarter (quarter grade) will be declared ineligible for the first three weeks of the following quarter.
- E. At the end of the semester a student failing any subject for the semester (semester grade) will be declared ineligible for the first five weeks of the next semester.
- F. Ineligibility pertains to any State Sanctioned athletic contest or sponsored activity that is held during any portion of a school day, after school and/or on the weekends of the week in which a student is ineligible.

Criteria for all Non-State Sanctioned sponsored extra-curricular and co-curricular activities:

- A. FFA members who are scholastically ineligible are allowed to participate in FFA events, given the events are considered for academic credit.
- B. Students involved in a musical/theatrical production cannot be considered academically ineligible within one week of the production date.

**GENERAL POLICIES AND RULES FOR BEHAVIOR AND CONDUCT**

**Spectator Code of Conduct:**

Each year LeRoy Junior/Senior High School schedules an active and highly competitive sports program for both male and female athletes. We also provide for a variety of Fine Arts and other Extra-Curricular activities. We encourage your attendance at all of our Extra-Curricular Events. However, we do expect certain standards of conduct at all events and activities. Listed below are some rules and regulations that must be followed

by all students and adult fans attending either athletic contests or other extra-curricular events:

- A. Profane language and inappropriate gestures or behaviors will not be tolerated (All cheers at athletic events must be in good taste)
- B. Fans and/or attendees are expected to demonstrate respect for school property
- C. Fans and/or attendees are expected to show respect for school officials and/or athletic officials
- D. No objects are to be thrown
- E. Spectators attending athletic events should remain in the bleachers while the game is in progress.

**Student Participants must observe the following:**

- A. Shall conduct themselves with good sportsmanship at all times. This includes, but is not limited to disrespect for school personnel, profanity, vandalism, stealing, or destruction of school property or school equipment. Offenses will be considered and consequences administered on an individual basis by the Athletic Director, Principal and/or Superintendent.
- B. Must be in attendance a minimum of one-half (1/2) school day (2 academic blocks) and present a medical or judicial note to excuse any absence in order to participate in that day's contest, performance or activity. The only exception will be by administrative approval.
- C. Must be in complete compliance with academic and general eligibility rules as defined by the LeRoy CUSD #2 Board of Education and the Illinois Elementary/High School Association. (By-Law 3.000)
- D. Shall be held responsible for all rules covered in the LeRoy Junior/Senior High School Student Handbook.

- E. Members of any athletic squad shall not play on independent teams when it conflicts with the State-Sanctioned rules.
- F. Student athletes are not permitted to play more than the equivalent of one game per evening except as permitted under State Sanctioned rules.
- G. Students who are failing one or more subjects will not be allowed to miss school to participate in a contest, activity or practice.
- H. Students receiving two or more suspensions will not be allowed to miss school for a contest, activity or practice.
- I. High School students are allowed to participate in more than one (1) sport during any one sport season. The seasons are defined as follows:
  - J. 

FALL	WINTER	SPRING
Football	Boys Basketball	Boys Track
Golf	Girls Basketball	Girls Track
Volleyball	Wrestling	Boys Baseball
Cross Country		Girls Softball

(See Athletic Handbook for complete "Dual Sport" Policy)
- K. A student shall be eligible through the age of nineteen (19) unless the student shall become twenty (20) during a sport season, in which event, eligibility shall terminate on the first day of such season.
- L. No student shall be permitted to engage in practice or participation in an interscholastic athletic contest unless he/she has filed a certificate of physical fitness issued by a competent physician. The exam must be completed less than a year prior to the start of such practices or contests. The athlete must use association forms.
- M. Must ride to and from contests, performances and activities not held within the LeRoy School District on school provided transportation under the supervision of school personnel.  
EXCEPTION: Students may return by

means other than school provided transportation with parent/guardian if the parent/guardian is in attendance at the event and personally informs the coach/sponsor in writing. However, the coach/sponsor maintains the right to deny any or all such requests.

- N. Must abide by any general team/group rules instituted by the Head Coach or sponsor. These rules and the consequences must be in writing, have prior approval of the Principal and/or Athletic Director and be on file with the Principal (non-athletics) and Athletic Director (Athletics). A written copy of these rules shall be distributed to each participant at the beginning of the year and/or season of participation. A written letter of receipt, understanding and agreement to these rules shall accompany these rules. The letter must be signed by the participant and his/her parents/guardian and returned to the Head Coach or Sponsor.

#### **PARTICIPATION RULES**

The following rules will apply to all students in the above sports and activities 365 days a year and 24 hours a day, beginning with the first day of high school attendance and continuing through the last day of the student's senior year. Failure to adhere to the rules and policies will result in a participant's suspension from participation in a sport or activity for a specified period of time.

For those sports or activities that begin participation or practice prior to the first day of school or following the last day of school, this policy shall be in effect during these times. A student who continues to participate in sports and/or activities following his/her graduation will remain under the same participation guidelines that applied pre-graduation.

Should a student violate these rules at a time of non-participation in a sport or activity, the applicable

suspension will affect the next sport or activity in which he/she is a participant.

#### **STUDENT PARTICIPATION OFFENSES AND CONSEQUENCES**

A Student Participant:

- A. May not use or be in possession of tobacco or tobacco products.  
First Offense: Suspension from participation in 20 % of contests, performances and/or meetings and activities.  
Second Offense: Suspension from participation in 50 % of contests, performances and/or meetings and activities.  
Third Offense: Suspension from participation in all contests/activities for one calendar year.  
Subsequent Violations: A fourth or additional violation of a category A will result in suspension from participation in sports or activities for one (1) additional calendar year.
- B. May not use, be in possession of, or distribute alcoholic beverages, or be in attendance at a public or private gathering (excludes parental/guardian supervised family events such as weddings, receptions etc.) where alcoholic beverages are present as per police report.  
First Offense: Suspension from participation in 20% of the contests, performances and/or meetings and activities.  
Second Offense: Suspension from participation in all contests/activities for one (1) calendar year.
- C. May not use, be in possession of, sell or distribute any prescription or non-prescription drugs, controlled substances and/or "look alike" drugs, be in possession of drug paraphernalia,

or be in the presence of non-prescribed controlled substances as per police report.

First Offense: Suspension from participation in all athletics and/or extra-curricular activities for one (1) calendar year.

Second Offense: Suspension from participation in all athletics and/or extra-curricular activities for the remainder of the student's school career.

- D. May not be in violation of the Illinois Criminal Code.  
Offenses will be considered and consequences administered on an individual basis by the Board of Education. Misdemeanor offenses could result in suspensions from participation in a minimum of one contest, performance, activity or more. Felony offenses could result in suspensions from participation in a minimum of 20% of contests, performances and/or activities or more.

#### **INCOMPLETE SUSPENSIONS**

In the event that a student cannot complete a suspension during an athletic season, the student will complete the suspension during the next athletic season. The suspension will be based on the number of contests/performances appropriate to each of the sports affected.

#### **CONTESTS/PERFORMANCE CLARIFICATIONS**

- A. Percentages of contests/performances will be based on the number of contests/performances scheduled as of the first contest/performance of an activity. Contests/performances added to the schedule after the first contest/performance is held will not be included when calculating the number of contests/performances of a suspension.
- B. Guaranteed games or matches within a regular season tournament will count as one (1) contest when calculating the

number of contests/performances of a suspension.

- C. The State Sanctioned State Tournament Series will not be counted when calculating the number of contests/performances of a suspension. Each level of the State Sanctioned State Tournament Series will be counted as one (1) contest/performance of a suspension, providing LeRoy Junior/Senior High School is participating at the level of the affected sport or activity. A Super Sectional contest will be considered part of the State Finals level.
- D. All percentages will be calculated mathematically and rounded upward to the next whole.  
EXAMPLE: 20% of 10 contests would equal 2 contests.
- E. Levels of activities will be ranked as follows from highest to lowest: Varsity, Junior Varsity, Fresh/Soph, Freshman. Discipline will be based on the highest level of performance. A student may not participate at the lower levels until the suspension is completed at the higher level of competition.
- F. A cancelled or postponed contest/performance will not be counted when calculating the number of contests/performances of a suspension served by a student.
- G. An athletic/activity suspension will run concurrently with a school suspension. A student will not be allowed to practice, participate or attend school-sponsored events during an out-of-school suspension.
- H. Suspension time will not be credited while a student is academically ineligible.
- I. Students receiving school discipline for any of the offenses named in this policy will automatically be subject to the provisions of the "Extra-Curricular Athletics and Activities Participation Rules and General Policies."

## **DISCIPLINE PROCEDURE**

- A. The coach/sponsor shall report known offenses to the Athletic Director (athletics) or the Principal (all other extra-curriculars)
- B. The Athletic Director or the principal will report the offenses to the parents/guardians if verified by police report.
- C. Offenses will be formally reported in the following order: Athletic Director, Principal, Superintendent, Board of Education (Athletic Offenses) and Principal, Superintendent, Board of Education (Other Extra-Curriculars).
- D. Any dismissal from a team or other school sponsored group or organization shall require the Board of Education's approval.
- E. Student discipline shall be based on an official Police Report for illegal offenses (such as outlined in B, C and D of Student Participant Offenses and Consequences) or direct observation of a discipline offense as outlined in section A of Student Participant Offenses and Consequences) by school personnel (Administrator, Teacher or Coach).
- F. Parents/Guardians may appeal a discipline decision to the Athletic/Extra Curricular Board.
- G. The Athletic/Extra Curricular Board shall determine if policy was followed in regard to the discipline action taken by the Athletic Director and Principal
- H. The Athletic/Extra Curricular Board will provide the Superintendent and Board of Education with their findings
- I. The Board of Education will determine the final outcome of the discipline decision.

## **ALTERNATIVE CONSEQUENCES**

### **Proposed addendum to 1-year suspension...**

1. Suspension to be served as defined in the handbook. One calendar year without the privilege of athletic (or co-curricular) participation.

2. Suspension to be reduced to one semester with the privilege of participation, assuming the following requirements has been met:
  - a. Participates and fulfills all expectations of their respective teams or organizations.
  - b. Remains off the academic ineligibility list.
  - c. Does not violate the rules of participation, (the calendar year will be in effect from that day forward, there will be no credit for time served)
3. Suspension to be reduced to six weeks (once contests begin), assuming the following requirements has been met:
  - a. Participates and fulfills all expectations of their respective teams or organizations.
  - b. Remains off the academic ineligibility list.
  - c. Does not violate the rules of participation, (the calendar year will be in effect from that day forward, there will be no credit for time served)
  - d. Attends a certified evaluation and counseling program, either through the private sector or through Chestnut Health Systems.

- e. Waives their right to privacy and allows random drug testing for a period of time equal to one semester. The testing will be done at the expense of the student or family. The number of tests, not to exceed five.

*\*The Principal maintains primary authority over all related activities and tests.*

**Proposed addendum to the one semester academic suspension...**

Any student who receives a failing grade for a semester may be declared eligible after 9-weeks, if at the end of the next 9-week period they have a GPA of 3.0 or above. (Applicable to a student who fails only one class, any student who fails two or more classes will be ineligible for the semester per the policy)

**COMMUNICATION WITH POLICE AGENCY**

The student and guardian recognize that extra and co-curricular participation is a privilege and not a right. In order for student discipline to be based on an official police report, the guardian of any student 17 years of age or younger must give consent for the police agency to communicate with the school district. This communication will be limited to issues as outline in B, C, and D of the student offenses. Direct observation by school personnel shall also determine a violation of the participation rules.

**ATHLETIC/EXTRA CURRICULAR BOARD**

This board shall consist of the head coach of a sport other than the sport in which the student athlete is involved and/or a teacher sponsor of an organization other than the one in which the student participant is involved, the Athletic Director, Principal, one teacher designated by the Principal to serve for the duration of the case, one male and

one female team captain (for athletic discipline issues) or one male and one female officer of an organization (for non-athletic extra curricular discipline issues). The Superintendent shall officiate Athletic/Extra Curricular Board sessions.

**DISCLAIMER**

The administration and/or Board of Education will deal with any irregularities or any situation not specifically covered by this policy.

**GENERAL INFORMATION**

**ASBESTOS CONTAINING BUILDING MATERIAL**

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for LeRoy Community Unit School District No. 2 have been completed and submitted. Asbestos Real Estate Consultants, Chicago Illinois, conducted the inspections and developed the management plans. That firm has also conducted awareness training for our custodial and maintenance personnel.

The reports were studied by the school board to plan appropriate response actions, and to begin implementation of the management plans. The management plans will be available upon request for public inspection by contacting the district office and/or the specific building principal.

The findings of the inspection indicate that safe conditions exist in all buildings: however, operation and maintenance programs will maintain and monitor the district continually to sustain this safety standard.

If you should have any questions concerning this matter, please do not hesitate to contact the principal's office or the superintendent's office.

**BREAKFAST**

Breakfast is served in the cafeteria from 7:45- 8:05 A.M. Student academic performance improves with the consumption of breakfast. If students do not

have time to eat breakfast at home prior to coming to school, we encourage them to take advantage of our breakfast program. There are free breakfasts for those who qualify.

### **CRISIS PLAN**

LeRoy Junior /Senior High School has an established crisis plan. Students will be informed of the safety codes and procedures. The procedures will be practiced periodically to help ensure the safety of students and staff in the event a crisis situation develops. We have a crisis team in place to lead the crisis response.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal or other appropriate official, written requests that identify the records they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that the official should advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student 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.

(3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's records, except to the extent the FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company, with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

(4) 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:

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous agency or institution attended

**Fee Schedule for SY2018-2019**

Lunches 7-12      \$2.75  
 Breakfast 7-12    \$2.50  
 Adult Lunch        \$3.00  
 Milk                 \$ .30/carton  
                          \$26.25/semester; \$52.50/year  
 Reduced Lunch     \$ .40  
 Reduced Breakfast \$ .30

Book Rental 7-8     \$125.00 + \$40 Tech fee  
 Book Rental 9-12   \$150.00 + \$40 Tech fee  
 Administrative Fee \$150.00 + \$40 Tech fee  
                          For Hammitt and Alternative School

Driver's Ed Fee     \$150.00

JH Sports Participation Fee \$ 50.00/sport  
 HS Sports Participation Fee \$ 75.00/sport  
 \$250 family cap (no fee for 3<sup>rd</sup> sport for individual student)

Admission Prices for Athletics  
 High School-Students-\$3.00\*  
 High School-Adults-\$4.00  
 Junior High-Students-\$2.00\*  
 Junior High-Adults-\$3.00

\*LeRoy students who show a school ID will not be charged to home contests

**SCHOOL SONG**

Hep, hep, hep three cheers for our  
    old high voices ring  
 Hep, hep, hep just see the colors fly,

While we're full of pep and everything,  
 So forward march, let this our motto be,  
 Victor....y

Through all kinds of weather,  
    We shall jog together  
 True and loyal we shall ever be...ee.  
    Char hee, cha ha, cha ha ha ha  
 LeRoy High School, rah, rah, rah.  
    (Repeat first verse)

**2018-2019 SCHOOL CALENDAR**

08/13/18	Opening Teacher's Institute- No Student Attendance
08/14/18	Teacher Institute- No Student Attendance
08/15/18	First Day of Student Attendance
09/03/18	No School-Labor Day
10/03/18	Parent/Teacher Conferences- 11:30 Student Dismissal
10/04/18	Parent/Teacher Conferences- 11:30 Student Dismissal
10/05/18	Not in attendance- Full Day Parent/Teacher Conferences
10/08/18	Columbus Day – Not in Attendance
10/19/87	End of 1 <sup>st</sup> Quarter

		05/22/19	Last day of student attendance if NO Emergency days are used
11/21/18	Not in attendance		
11/22/18	Not in attendance – Thanksgiving Day	05/23/19	No School – Teachers Institute
11/23/18	Not in attendance	05/27/19	No School – Memorial Day
12/07/18	No student attendance – Full Day School Improvement	05/29/19	Last day of school if ALL Emergency days are used
12/21/178	End of 2nd Quarter		
12/22/18-01/06/19	No School-Winter Break		
1/07/19	School Resumes		
01/21/19	No School- Martin Luther King Jr Birthday		
02/18/19	Emergency Day – may attend if snow days are used		
03/01/19	No student attendance – Full day School Improvement		
03/08/19	End of 3 <sup>rd</sup> Quarter		
03/25/19-03/29/19	Not in attendance -Spring Break		
04/19/19	Not in attendance – Good Friday		
04/22/19	Emergency Day – may attend If snow days are used		