

**La Moille Community Unit  
School District No. 303**

**ALLEN GRADE SCHOOL  
LA MOILLE JUNIOR HIGH SCHOOL  
LA MOILLE HIGH SCHOOL**



**2022 – 2023  
STUDENT  
HANDBOOK**

# Student Handbook

## ALLEN GRADE SCHOOL LA MOILLE JUNIOR HIGH SCHOOL LA MOILLE HIGH SCHOOL

### 2022 – 2023 SCHOOL YEAR

This book is based on the most accurate information available at the time that it was published. Check school postings for changes during the year.

This handbook is not inclusive of all regulations and policies of La Moille C.U.S.D. #303. Staff, teachers, and administration's discretion will be imposed at appropriate times. This handbook is not intended to create a contract but is simply intended to generally describe the school and its present policies and procedures. The handbook is intended to be read in conformity with the La Moille C.U.S.D. #303 Policy Manual. In the event of any conflict between Handbook and the Policy Manual, the La Moille C.U.S.D. #303 Policy Manual shall control, which can be found on the school website - [home.lamoilleschools.org](http://home.lamoilleschools.org), under the Board of Education tab on the left hand side of the webpage.

### DISTRICT PHONE NUMBER

<b>Administration Office</b>	<b>638-2018</b>
<b>La Moille Jr./Sr. High School</b>	<b>638-2144</b>
<b>Allen Grade School</b>	<b>638-2233</b>
<b>Bus Barn</b>	<b>638-2550</b>

### MISSION STATEMENT

...is to provide a safe, quality education that promotes critical thinking, problem solving, and effective communication. We strive to inspire life-long learners who are respectful and responsible citizens of a changing world.

### VISION STATEMENT

...is to provide the opportunity for all students to achieve academic and personal excellence. We will challenge and engage our students in a caring, collaborative, learning community through meaningful programs meeting the highest educational standards.

### CORE VALUES

**Partnerships** with Students - Parents - Educators - Community

**Excellence** in Teaching – Learning – Modeling

**Respect** for Education – Environment – Others – Ourselves

**Responsibility** for Actions – Learning – Assessment

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## GENERAL INFORMATION & DISTRICT POLICIES

### 2022 – 2023 SCHOOL YEAR CALENDAR

Fri.	August 12	Teachers' Institute - No classes
Monday	August 15	First full day of school
Wednesday	August 17,24,31	2:00 p.m. dismissal – Teachers' meetings
Monday	September 5	Labor Day – School holiday
Wednesday	September 7,14,21,28	2:00 p.m. dismissal – Teachers' meetings
Wednesday	October 5,12,19,26	2:00 p.m. dismissal – Teachers' meetings
Friday	October 7	Teachers' Institute – No classes
Monday	October 10	Columbus Day – School holiday
Friday	October 14	End of 1 <sup>st</sup> Quarter
Friday	October 21	Parent-Teacher Conferences – No classes
Wednesday	November 2,9,16,30	2:00 p.m. dismissal – Teachers' meetings
Tuesday	November 8	Election Day – School holiday
Tuesday	November 22	2:00 p.m. dismissal for Thanksgiving break
Wed. – Fri.	November 23-25	Thanksgiving break
Wednesday	December 7,14	2:00 p.m. dismissal – Teachers' meetings
Tuesday	December 20	End of 2 <sup>nd</sup> Quarter
Tuesday	December 20	2:00 p.m. dismissal for Christmas break
Wednesday	January 4	Teachers' Institute – No classes
Thursday	January 5	Classes resume from Christmas break
Wednesday	January 11,18,25	2:00 p.m. dismissal – Teachers' meetings
Monday	January 16	Martin Luther King Day – School holiday
Wednesday	February 1,8,15,22	2:00 p.m. dismissal – Teachers' meetings
Monday	February 20	President's Day – School holiday
Wednesday	March 1,8,15,22,29	2:00 p.m. dismissal – Teachers' meetings
Friday	March 10	End of 3 <sup>rd</sup> Quarter
Friday	March 31	2:00 p.m. dismissal for Spring break
Tuesday	April 11	Classes resume from Spring break
Wednesday	April 12,19,26	2:00 p.m. dismissal – Teachers' meetings
Wednesday	May 3,10,17	2:00 p.m. dismissal – Teachers' meetings
Monday	May 29	Memorial Day – School holiday

### REGISTRATION FEES

Current charges for registration fees and activity card are:

\$25.00 K – Grade 3	\$35.00 Grades 4 – 8	\$40.00 High School
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Other fees:	Driver's Ed fee:	\$50.00
	Art fee ( H.S. students only):	\$15.00
	Technology Fees for Grades 4-12:	\$25 per Student (\$50 cap per family)
	PE clothes for Grades 6-12:	\$7.00 shirt -- \$6.00 shorts

You are responsible for all laptops, textbooks and workbooks issued. All textbooks are to be returned to the school at the end of the school year or at the time of withdrawal or dismissal from school. Each teacher will check all books and damages noted will result in extra charges. The District reserves the right to withhold report cards, transcripts, and/or diplomas until all fees or damages have been paid and/or books returned.

### SPORTS PARTICIPATION FEES

Any student who chooses to participate in extra-curricular sports at the high school level will be charged a participation fee of \$25.00 per sport (with a maximum of \$125.00 per family). Any student who chooses to participate in any extra-curricular sport in grades 5-8 will be charged an annual fee of \$20.00 regardless of the number of sports the student chooses to participate in.

### MILK & LUNCH PRICES

Milk	\$0.50	(sack lunch)	Student Lunch	\$3.00	(milk included)
Morning Milk	\$43.50	(per semester)	Adult Lunch	\$4.00	(milk included)
Student Breakfast	\$2.00	(milk included)			

### **LUNCH CHARGES**

If a student must charge a meal, they will not have limitations on the foods they select. Ala carte items and/or extra lunch items may not be charged. Students need to either have cash in hand or have money on account for those items.

If a family needs assistance with paying for their children's meals or debt, please contact the district office. Applications for free or reduced price lunches are available from any of the school offices or the district office. Families can receive assistance with applying for free or reduced price meals by contacting the district office at (815) 638-2018.

### **NOTICE FROM OUR NURSE**

LCUSD #303 requires written documentation from your physician, in accordance with board policy 7:285, on all student allergies and medical conditions. This will allow the nurse and district to better care for your student during school hours. Parent(s) will be required to meet with school nurse and fill out HIPPA release form to obtain the medical documentation required to assist school nurse in making medical 504 plans, health care plan and emergency care plan.

### **IMMUNIZATIONS, DENTAL EXAMS, AND EYE EXAMS**

Proof of health examination and proof of immunization against preventable communicable disease are required upon entry to kindergarten, upon entering sixth and ninth grades, and upon first entry into any school. Proof of dental examination is required upon entry to kindergarten, second, and sixth grade. Illinois law now requires proof of an eye examination by an optometrist or physician who provides complete eye exams upon entry to kindergarten or upon first entry into any school. The school staff will apprise parents of their obligations in these areas and will furnish the necessary forms and keep records of compliance. In accordance with a provision of The School Code of Illinois, students objecting to inoculations on religious grounds shall not be required to submit themselves thereto, if they present to the School Board a statement of such objection signed by a parent or guardian of the student. If the student's physical condition is such that any one or more of the immunizing agents should not be administered, the examining physician shall so state on the health examination form. The Administration is authorized to prohibit a student from attending school until requirements for such immunizations and health examination have been met. If the physical exam and immunizations have not been completed by October 15, the student will not be allowed to attend school until proof of physical exam and immunizations have been submitted.

### **RESIDENCY REQUIREMENT**

(Affidavits for non-resident students)

Full-time non-resident District employees and who are legal guardians can register their child(ren) tuition free based on the approved waiver by the Illinois Legislator (April 28, 2015).

The following groups of students in the La Moille School District must show proof of residency:

1. All kindergarten children
2. All new registrations – this shall include students who have recently moved into the district from other communities.

Parent/legal guardian must provide two of the following as proof of residence:

1. Unpaid utility bill or deposit receipt indicating address
2. Lease agreement or purchase/sales agreement
3. Driver's license or State identification
4. Voter registration
5. Social Services Papers – Social Security, General Assistance, or Aid for Families with Dependent Children
6. Rent receipt including verification of landlord's address and phone number

Parents/legal guardians who register their child(ren) after the beginning of the school year, insisting upon student enrollment in a particular school based on a verbal claim of residency, shall be allowed to register and be given a ten-day grace period to produce proof of residence.

If a student's change of residence is due to the military service obligation of the student's legal custodian, he/she may, with a written request from the legal custodian, maintain his/her residency as determined prior to the military obligation.

## ASSURANCE STATEMENT

All educational opportunities at La Moille High School will be offered without regard to race, color, national origin, sex or handicap. The Superintendent of Schools has been designated by the Board of Education to coordinate activities and to investigate complaints for Title IX and Section 504.

## EDUCATIONAL PHILOSOPHY

The Board of Education of La Moille Community Unit School District No. 303 is committed to offering educational programs that provide each student the opportunity to develop the mental, physical and emotional capabilities necessary to a successful life. The following goals are crucial to the educational mission of all of District 303 schools.

Student will...

- Attain their optimum level of skill in the language arts, social studies, science and mathematics.
- Attain their optimum proficiency in listening, speaking and writing skills.
- Develop an ethical sense, which will help them manifest tolerance, kindness and justice to all others.
- Develop an appreciation for their role in the family and in civic groups.
- Develop skills for effective participation in the democratic process.
- Develop knowledge and understanding of their natural environment.
- Develop economic competence as a consumer.
- Develop saleable skills and vocational competence.
- Explore and develop an appreciation of the arts.
- Develop wise use of leisure time.
- Develop zeal for continuous learning and self-improvement.
- Be exposed to the world of work.

## LEARNER OBJECTIVES

The most important measure of the success of an educational program is the actual learner outcomes achieved. These can be stated as learner objectives. The La Moille School District No. 303 has the following learner objectives:

- To foster in the student self-discovery, self-awareness and self-discipline, enabling them to realize their worth as a human being and to formulate a personal set of values and goals.
- To develop a positive attitude toward and practice of those disciplines which will produce a healthy mind and body.
- To develop awareness of present and past cultures and civilizations, acquainting the student with variations in mankind's cultural patterns and with the evolution of their national and cultural heritage.
- To stimulate intellectual curiosity, guiding the student to learn how to seek further knowledge by familiarizing themselves with the resources and challenges of the world around them.
- To provide fundamental career concepts and skills, developing in the student a foundation for further career training.
- To direct the student in becoming proficient in the art of verbal and non-verbal communication.
- To encourage an appreciation of beauty and to assist the student in developing a capacity for aesthetic perception, creation and judgment.
- To encourage the student to discover and build from their individual strengths and to develop an awareness of the value of striving toward excellence and mastery of skills.
- To help the student learn to deal effectively with other people, encouraging in them sensitivity to the needs and values of others, and a respect for individual and group differences.
- To develop social and personal responsibilities, involving the student in decision-making processes and problem-solving activities as they work toward constructive change.

## ADMINISTERING MEDICINE TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. **Forms can be found in the back of the handbook or on our website at [home.lamoillschools.org](http://home.lamoillschools.org).**

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### Self-Administration of Medication

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

## ADVERSE CRITICISM

In the event of adverse criticism by third parties of teaching methods or materials, and in the event that informal discussion between the parents and certified staff is unsuccessful, the following procedures shall be applied:

- Step 1. The principal shall attempt to informally resolve all problems in such cases.
- Step 2. The principal and superintendent shall attempt to informally resolve all problems in such cases.
- Step 3. If Step 2 is unsuccessful, any objections to the decisions made by the faculty or administration and/or complaints shall be specified in writing by the complainant (who must be a resident of the District and delivered to the superintendent of review).
- Step 4. The complainant shall present the complaint to the Board of Education at their next regularly scheduled meeting. The teacher shall be afforded an opportunity to ask questions and present testimony and documentation of his/her position at the meeting. The decision of the Board shall be final on all parties.

## ATTENDANCE POLICY - KINDERGARTEN – 12<sup>th</sup> GRADE

The administration and teachers of La Moille Community Schools urge all parents and students to be aware of the value of regular school attendance. Attendance and academic achievement are closely related. Students are urged to attend school regularly. A truancy agreement between the district and parent/students will be completed at the beginning of schools.

After the fifth (5<sup>th</sup>) cumulative absence from class, the parent(s) or guardian(s) will be invited to a conference with the principal to discuss the consequences of continued absences. If a student's total absences reach nine (9), the student shall be referred to the Administration and the Regional Office of Education. **Please note that all absences, excused or unexcused, count toward the nine (9) allowable absences per year.** School related absences such as field trips and co-curricular and extra-curricular are not counted in the 9 day limit.

Any student who accumulates nine (9) absences may be prohibited from participating in sports and activities, including clubs and dances, for the remainder of the year. The principal will review special circumstances, such as a medical condition/emergency with a doctor's authorization.



**Family and medical emergencies will be handled on a case-to-case basis by the principal or superintendent.**

Possible consequences of 9 absences:

Letter home and meeting with parents

If the student is under the age of 17 and is truant, a referral will be sent to the Regional Office of Education and/or the State's Attorney will be contacted

Saturday schools for unexcused absences over 5 per semester

Any student absent for sixty (60) minutes during the day will be marked absent a half day.

**TARDINESS**

Unexcused tardiness to school and classes is a violation of school rules. The consequences for tardiness include:

1. Three accumulated tardies will result in a detention.
2. Students receiving an unexcused tardy will not be eligible for a perfect attendance award.
3. 5 minutes late to class is a tardy, anything longer will be considered an absence for the period.
4. Saturday school, or other disciplinary action from the principal, may be issued as a result of excessive tardies.

Continued tardies will result in a parent-administration conference to find a solution to the problem. A great way to be successful in any endeavor is to be on time. Tardiness to school at the beginning of the school day will not be tolerated.

**ABSENCES**

**Excused:**

Excused absences allow the student the privilege of making up work missed due to absenteeism. Examples of excused absences are:

1. Student illness
2. Medical, vision, or dental appointment\* (Try to schedule outside of school hours)
3. Court appearance
4. Funeral
5. Family emergency
6. Death in the family
7. Prearranged family vacations up to 5 days upon building administrator approval
8. Quarantine
9. Religious holiday
10. Written requests approved in advance by the administration
11. College visits for juniors and seniors as approved by the guidance counselor
12. Mental wellness up to 5 days

Students who must be absent due to health or family emergency may return to school with a statement or phone call to the school office from their parent or guardian.

\*Students who must be absent due to medical, vision, or dental appointments must bring back an appointment card verifying the appointment within 3 days of return in order to be excused and a written request or a phone call from their parent or guardian must be on file.

\*\* It is the student's responsibility to make up school work missed due to absences. Students will be allowed to make up assignments or tests that were missed due to an excused absence within at least the number of days missed or as determined by the teacher of each particular class involved. Make-up work that is completed within this time frame will be given full credit. Students may make up assignments, quizzes, projects, and tests for classes missed due to an out-of-school suspension. All work is due upon return from the suspension.

**\*\*\*Prearranged Vacations: Steps for Approval**

Students may prearrange an absence if approved in advance by the principal:

1. Written notice to building administrator at least 2 weeks in advance of vacation
2. Confirm receipt of notice and approval
3. Families must complete Prearranged Absence Form
4. Students are responsible for making up their work through prior arrangements with the teacher before the absence. Students may get work prior to vacation.

\*\*\*\*Mental Health Day Best Practices

Per Public Act 102-0321, which impacts Illinois School Code, 105 ILCS 5/26-1, all students can be excused for temporary absence “with absence for cause by illness being required to include the mental or behavioral health of the child for up to 5 days for which the child need not provide a medical note in which case the child shall be given the opportunity to make up any school work missed during the mental or behavioral health absence and, after the second health day used, may be referred to the appropriate school support personnel.” We believe that taking care of mental health is critical to the overall success of our students. To this end, La Moille CUSD developed this protocol so that our Administration/Guidance Office is actively involved in supporting students using the Mental Health Days. The District will be applying the Illinois School Code to best support our students in the following manner:

1. When a student determines the need to utilize a Mental Health Day, the student’s parent/guardian will report the absence to the Attendance Office and indicate their desire to utilize a Mental Health Day. Reporting this absence will follow the same guidelines as reporting any other type of absence. Per the Illinois School Code, a medical note will not be required for these allotted five (5) days.
2. The Attendance Office will record the absences in TeacherEase using the attendance code of MH to indicate Mental Health.
3. After a student has used the second Mental Health Day, administration and the guidance department will meet with the student on the day of return to the building. During the meeting the staff member will check on the mental health status of the student and will provide assistance as determined necessary by the information discussed during the meeting.
4. After a student utilizes a third Mental Health Day, administration and the guidance department will meet with the student and parents/guardians on the day of return to the building. During the meeting the counselor will check on the mental health status of the student and will discuss counseling services and resources with the parents/guardians and student.
5. Each subsequent day the student uses as a Mental Health Day, a meeting will be required on the day of return where referral to counseling services will be initiated. For instance, a student who has used Mental Health Day absences 4 separate times (not consecutive school days), would have met with administration/guidance a total of three times.
6. Once the student has used the allotted five (5) Mental Health Days, then the student’s absences would return to the regular attendance policies as established in the La Moille Student Handbook.
7. Since Mental Health Days are excused absences, students will be allowed to make-up missed work.

**Unexcused:**

An unexcused absence is an absence from class, which in the discretion of the administration is not for a legitimate purpose. Students have the responsibility to complete and turn in all make-up assignments upon their return. To receive full credit, all work must be handed in upon the students return to school. When make-up work is required because of absences, the student must make arrangements to get his or her assignments. If a student is absent, a parent/guardian should call the school office by 9 AM to request homework, and homework is to be picked up from the school office by 3:30 PM.

Examples of unexcused absences include, but are not limited to

1. oversleeping/alarm failure
2. leaving school during the regular school day without approval of a school official or other non-emergency situation
3. personal grooming appointments (hair, nails, tanning, etc.)
4. employment/job interview
5. shopping/errands
6. skipping class/leaving campus without following the proper procedure
7. family vacations that have not been pre-approved
8. needed at home/babysitting
9. car trouble/repairs
10. missing the bus/ride
11. needing sleep or rest
12. getting your driver’s license

### **Partial Day:**

Students shall not be permitted to leave the school grounds while classes are in session without the consent of the principal or someone acting in the principal's capacity. It shall be the principal's responsibility to make certain that the person calling for a child, or requesting that a child be excused, be authorized by the legal parent or guardian.

1. If students become ill or injured, they may be excused to go home by the principal, providing a parent or other responsible adult is at home or gives consent for the student to go home. Parents should provide transportation if possible.
2. Should it become necessary for a student to leave school, written request from the parent must be brought stating when the student needs to leave, where he/she is going, and clearly defined reason for leaving.
3. Students who arrive at school late or leave school early must check in at the office when arriving or leaving. All students must sign the sign-in/sign-out sheet in the office.
4. **Students must attend school a minimum of 3½ academic clock hours, which must include all PM classes, on the day an activity is scheduled in order to participate in any extra-curricular activity unless a doctor's note or excuse has been provided to the office.**

### REPORTING ABSENCES

Parents should call the office to report a student's absence, or the office will call the parents. Their parents must verify all absences by students. This must be done by:

1. Calling the school office, or by:
2. Providing a note signed by the student's parent/guardian on the first day a student is back to school following an absence. The note should provide the following information:
  - a. Date of note
  - b. Student's name
  - c. Date of absence
  - d. Reason for absence
  - e. Parent/guardian's signature

\*\*If a note, or a phone call, from parent/guardian, is not received within 2 school days after the absence, the absence will be considered an unexcused absence. Absences that are classified as unexcused have no make-up privileges for work missed during the absence.

### PERFECT ATTENDANCE

To qualify for perfect attendance, the following conditions must be met:

1. A student must be at school every day. A student who misses even one class period in one day will not qualify for perfect attendance. Sickness, appointments and working are regarded as absences. In addition, chronic tardiness and/or unexcused tardies will disqualify a student from receiving perfect attendance recognition.
2. Students involved in school-related activities away from campus are not regarded as absences with regard to perfect attendance. Examples of such school-related activities are athletic contests, club or organization activities, field trips, and college visits.

### **BOARD AGENDA REQUESTS**

The District seeks to enhance its communication with those persons wishing to address the School Board members. When the School Board President or Superintendent receives a request from a resident within the District requesting the consideration of a matter before the board, the person shall receive a reply from the Superintendent. The individual who will appear before the Board shall be expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance written notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
3. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
4. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in School Board policy.

**Board meeting agenda and minutes are available on the website at [home.lamoilleschools.org](http://home.lamoilleschools.org) under the District Business tab.**

### **BUILDING SECURITY**

La Moille C.U.S.D. #303 has an Emergency Crisis Response Plan that is updated yearly. The plan is available for inspection and letters will be sent home in the fall and spring. A sample letter is found in the back of this handbook.

The La Moille Community Unit School District No. 303 believes that all of its schools should adhere to uniform safety and security standards. Just as all District-operated schools strive for academic excellence for their children by setting instructional standards, so too should they strive to provide their children with a learning environment that is as safe and secure as possible. With this goal in mind, the following building security measures are employed in each of the District's educational facilities.

1. All school building exterior doors will be locked at all times. Signs will be posted at each external door directing visitors to a "Main Entrance." The Main Entrance will be equipped with either an electronic lock or a buzzer. Visitors will be directed to ring a buzzer to gain entry. Upon a buzzer request, school office staff will make a determination regarding the visitor's admission to the building.
2. Signs will be posted throughout the school building that state "All Visitors Must Report to the Office."
3. All visitors must sign in on a log form in the school office at the time of their entry into the building and obtain a "Visitor Badge," which must be worn at all times during their visit. Visitors conducting activities during the school day are required to have approval from administration. The District reserves the right to provide an escort to the visitor's destination.
4. All visitors must sign out on a log form in the school office at the time of their departure from the building and return their visitor badge.
5. Any person interested in visiting a classroom should call or email the school principal or a designee to inform the school of the impending visit, specifying the date and time of the visit. Teachers will be advised of the planned visitation. Classroom visits should not be allowed to distract from the teacher's instruction of the students. Student progress, student problems, or other subjects for possible discussion between parent and teacher should be held, to the extent possible, outside school hours or during the teacher's conference/preparation period.
6. The District will presume that either parent of the student has authority to obtain the release of the student unless the principal has been provided with a certified copy of a legally binding instrument, such as a court order or decree of divorce, separation, or custody that provides evidence to the contrary. Any early release of a student will be logged by school office personnel or via a sign-in/out log form.
7. All classrooms will be equipped with some form of two way communication with the school office, and have doors that are capable of being locked from the inside.
8. All schools have monitored security cameras for the safety of students.

## SEX OFFENDERS AND VIOLENT OFFENDERS AGAINST YOUTH

La Moille C.U.S.D. #303 is required by State law to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Illinois Sex Offender Registry is on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. The Illinois Statewide Child Murderer and Violent Offender against Youth Registry is on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## VISITS TO SCHOOL BY CHILD SEX OFFENDERS

La Moille C.U.S.D. #303 is required by State law to place restrictions on child sex offenders' access to school property (720 ILCS 5/11-9.3). State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender: (1) is a parent/guardian of a student and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his/her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his/her child regarding special education services, or (iii) attending a conference to discuss other student issues concerning his/her child such as retention and promotion and notifies the Building Principal of his/her presence at the school; or (2) has permission to be present from the Superintendent or the School Board. A child sex offender present on school property must remain under the direct supervision of a school official.

### Instructions for Child Sex Offenders

A child sex offender must complete a *School Visit Request* in order to lawfully visit school property. This form must be completed for each visit to school property.

## **BUS TRANSPORTATION**

Transportation to and from school is a privilege provided for students in La Moille Community Unit No. 303. Your bus driver is responsible for all students on his/her bus. Cooperation will promote a safer and more enjoyable experience for all. Bus drivers should be afforded all of the courtesies and respect due to any district staff member. Bus drivers have the authority to refer students to the principal for disciplinary action. All buses are equipped with security cameras for the security and safety of all our students. Video cameras on school buses will be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. The content of the video digital files will be used in student disciplinary proceedings. Video digital files will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration. Disciplinary action may include the suspension of bus riding privileges.

## BUS SAFETY RULES

Based on our Emergency Crisis Response Planning, bus evacuation procedures will be conducted on a yearly basis at the beginning of each academic year as part of this program.

1. Students are not permitted on the bus unless the driver or an adult advisor is present or has given permission.
2. Student possession of any electronic device is allowed if: it is not a distraction, should be turned off, not seen or used by anyone but the owner of the device, nor any flash or flashlight be used. Athletes or students participating in extra-curricular activities need to check in their cell phones with the coach, sponsor, or office personnel. Any exceptions must require prior approval by building administrators, classroom teachers, or coaches.
3. Use of profane language is prohibited on buses.
4. Windows will not be raised or lowered without driver's permission.
5. No object should be thrown on the bus or from the bus windows at any time.
6. Students will be charged to replace damage done to bus seat covers.
7. No spikes (track, baseball, football, etc) are allowed to be worn on the bus.
8. Riders should not call out the windows to motorists or pedestrians.
9. Students who ride the bus to a game or activity must return on the bus unless written permission from the parent is turned in to the team sponsor/coach.
10. Students should not touch the safety door at the rear of the bus at any time unless they are directed to do so by the driver.

11. Students should remain in their seats at all times when the bus is in motion.
12. All student riders are under the direct supervision of the driver and faculty members who may be riding.
13. Be on time at the designated school bus stop. Once a bus driver leaves a designated stop they are under no obligation to return.
14. Use care when approaching the bus or exiting from it. Do not move toward the bus until the bus has been brought to a complete stop.
15. Help keep the bus clean and orderly.
16. School administrators may restrict or suspend riding privileges to students who fail to comply with these regulations.
17. Do not ask drivers to stop at places other than the regular stops; they are not permitted to do so without authorization from a school official.
18. Students will be let off the bus at their designated stop.
19. Special bus rider circumstances:
  - a. **Any changes in normal busing require a bus pass. Bus passes will only be issued if a written note from their parents and the parents of the student they are going home with has been received by the office.**
  - b. Bus students who are being left off at a stop other than their regular stop must have a bus pass.
  - c. Bus students riding a different bus than they normally would ride must have a bus pass.

#### BUS VIOLATION REPORT

Student(s) Reported: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Route: \_\_\_\_\_ a.m./p.m. Driver (substitute) \_\_\_\_\_

#### Bus Rules and Consequences

**A bus driver's job is one of great responsibility.  
The safety and very lives of all passengers depend on good bus discipline!**

Circle problem area or areas:

1. Students will respect and obey the bus driver.
2. Students will sit in seats assigned by the bus driver.
3. Students will respect the rights of others.
4. Students will not fight on the bus.
5. Students will not make loud noises.
6. Students will be seated while the bus is in motion.
7. Students will not put heads, arms, books, etc. out the window.
8. Students will not bring animals or eat food or drink on the bus.
9. Students will respect bus equipment and other people's property.
10. Students will not use inappropriate language.
11. Students will not throw anything on the bus or out the window.
12. Other violation: \_\_\_\_\_

**Consequences:** Disciplinary consequences for a particular act may include but not be limited to:

1. Student meeting with the building principal and parental notification.
2. 3 – 10 school days suspension of bus riding privileges.
3. 90 school days suspension of bus riding privileges following a formal hearing.
4. Further disciplinary consequences may result in suspension of riding privileges for the remainder of the year.

#### DISCIPLINE POLICY – ADMINISTRATION

Discipline will be administered according to the offense committed and the context in which the violation occurs. All disciplinary measures are intended to remedy inappropriate and unacceptable student behavior. Students are expected to behave in a manner appropriate for public situations, showing consideration for others, and complying with school and classroom regulations.

## GUIDELINES FOR APPROPRIATE CLASSROOM BEHAVIOR

Guidelines for classroom behavior:

1. Be in the classroom and seated before the tardy bell rings.
2. Avoid talking after the bell rings.
3. Bring the necessary books and supplies to class.
4. Listen politely to the teacher's instructions and to other student's recitations.
5. Give and take criticism in a kindly spirit.
6. Refrain from interrupting lectures/discussions within the classroom.
7. Leave the room in good order at the end of the class.
8. No food, gum, candy or drinks, other than water in a clear container, are allowed in the classroom without specific teacher permission.

## PROCEDURES FOR DISRUPTIVE STUDENTS

When a disruptive student is removed from class, they will report to the office, meet with the principal, and may receive an in-school suspension. Discipline notices may be issued to students who are disruptive or interfering with a safe, learning climate. If a student is removed from the class with a written teacher referral, when possible, the parent/guardian and student must meet with the classroom teacher and the principal prior to that student returning to class. Offenders may be subject to a variety of disciplinary measures up to and including suspension or expulsion.

## ACADEMIC DISHONESTY

The integrity of any academic institution depends on the honesty of all those involved in the learning process. The faculty of La Moille C.U.D.S. #303 firmly believes that personal integrity is essential to academic success and that students will reach their full potential only by being honest with themselves and with others and by demonstrating that they can do quality work as a result of their own efforts. Students must learn to recognize the value of other people's work and give credit to the authors and artists whose work they cite. As such, in-text citations are required for all research work and papers submitted, written in the standard Modern Language Association (MLA) style or American Psychological Association (APA) style. Plagiarism is regarded as a very serious offense. Copying or paraphrasing material/text from the work of another student, from published sources, and/or from the Internet without proper documentation constitutes academic theft. The faculty further expects that students will not cheat, collude or lie when completing their assigned schoolwork.

The penalty for plagiarism, cheating, or collusion in any of the forms mentioned above will be:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Student may earn a zero for the assignment<br>Parent contact   |
| 2 <sup>nd</sup> Offense: | Student will earn a zero for the assignment<br>Possible disciplinary sanctions   |
| 3 <sup>rd</sup> Offense: | Student will lose all credit for one semester (in the class the 3 <sup>rd</sup> offense occurred in)<br>Possible disciplinary sanctions<br>Parent/student/administrator/teacher conference |

Teachers reserve the right to not accept an examination, paper, or project submitted by a student that is suspect in some fashion. Students may be given an opportunity to redo the assignment in the teacher's presence, or complete some alternative assignment determined by the teacher. Student refusal to complete an assignment of this type will be considered an admission of guilt and the above penalties will be applied.

## DISCIPLINE SYSTEM

A Discipline Notice may be written when a student violates the Code of Conduct. The discipline system operates on a yearly basis. A teacher, substitute teacher, administrator, or teacher's aide may issue Discipline Notices. Penalties for students become more serious if repeated Discipline Notices are received in the same school.

## DETENTION GUIDELINES

1. No talking is allowed.
2. Teachers in charge will assign seats.
3. Students may be required to complete a writing assignment.
4. Failure to serve a scheduled detention could result in more severe disciplinary actions (i.e. in-school or out-of-school suspension)

## MAJOR OFFENSES

Students may be suspended from any school within the La Moille Community Unit District No. 303 for gross disobedience or misconduct. Suspensions include not only regular classes but also school sponsored and school related activities. The suspensions of a student will be made in accordance with rules described in the Illinois School Code.

The following is a partial list of considered acts of gross disobedience or misconduct:

1. Disobeying rules of student conduct or directives from staff members or school officials.
2. Students who engage in fighting using verbal or physical aggression towards a student or staff member.
3. Using an electronic device, without teacher permission. Using a cellular phone, video recording device, PDA, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.
4. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes and vaping devices.
5. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions.
6. Using, possessing, distributing, purchasing, or selling any illegal, controlled substance (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*), anabolic steroid or prescription drug (when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription), inhalant capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, "look-alike" or counterfeit drugs, or drug paraphernalia.
7. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context with instruction.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an exam, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. Entering school property without proper authorization is prohibited.
12. In the absence of reasonable belief that an emergency exists: calling emergency responders, signaling or setting off alarms indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, bus or at any school activity.
13. Being absent without a recognized excuse.
14. Any type of harassment, including sexual harassment or teen dating violence.
15. Making an explicit threat on an internet website against a school employee, student, or any school-related personnel.
16. Operating an unmanned aircraft system or drone unless authorized by Superintendent or designee.
17. Being involved with any public school fraternity, sorority, or secret society, by being a member, promising to join, pledging to become a member or soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, such as assault, battery, arson, theft, gambling, eavesdropping, or hazing.
20. Engaging in or any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to (a) be a threat (including on social media or internet) or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.



Disciplinary measures may include but not be limited to:

- the notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs, “look-alikes”, alcohol, or weapons,
- suspension of bus riding privileges,
- assignment of all-day supervised study hall,
- immediate suspension,
- or in a serious and/or repeat infraction, recommendation to the Board of Education for expulsion from school.

## EXPULSION AND SUSPENSIONS

The basic difference in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed ten (10) school days; an expulsion is for a period not to exceed a maximum of two (2) school years as defined by the Illinois School Code.
2. The principal or the district superintendent may suspend a student; only the local Board of Education may expel a student.
3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

## SUSPENSION PROCEDURES

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. Suspension begins with notice of suspension and excludes the student from any and all school activities, both on and off school property. A phone call constitutes notice of suspension to both student and parents.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate.

## EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, purpose of the hearing, and a short description of what will happen during the hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, offer evidence, present and cross-examine witnesses, and otherwise present reasons why the student should not be expelled. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

## GANG POLICY

The District follows a zero tolerance policy regarding gangs and gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts. Student involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia, on school grounds or at school related events or within 1000 feet of school boundaries, is strictly prohibited.

No student shall engage in any gang activity, including, but not limited to:

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

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

## HARASSMENT

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student’s race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participated in such conduct. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment as listed in the District’s Policy Manual. The complete policy regarding bullying, intimidation, and harassment can be found at [home.lamoilleschools.org](http://home.lamoilleschools.org) under the District Business tab.

## SEXUAL HARASSMENT POLICY

The policies of La Moille C.U.S.D. No. 303 are intended to provide an educational environment free from 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. Examples of sexual harassment include but are not limited to the following behavior: touching, verbal comments of a sexual nature, name calling with sexual connotations, spreading rumors about someone else’s sexual activities, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking another student’s movement, pulling at clothes, attempting rape and/or rape. Students who feel aggrieved because of sexual harassment should contact the principal or guidance counselor. Disciplinary action will be initiated against violators of this policy and may include, depending on the nature of the conduct, any of the following:

1. Formal warning, possible detentions, and/or all-day supervised in-school suspension.
2. One to ten days out-of-school suspension; parent conference required.
3. Police referral.
4. Recommendation to the Board of Education for expulsion.

## SEXUAL ABUSE

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

## HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

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

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

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

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

## PHYSICAL CONTACT/TOUCHING OTHERS

Students, irrespective of gender, are not permitted to engage in types of physical contact or public displays of affection, which are not appropriate in public, embarrass others, lessen the climate of safety in school, and may undermine the educational mission of the school. Examples of kinds of behaviors which are not permitted are hugging, kissing, sexual touching, body embraces, sitting on laps, cornering movement's et al. If any of these behaviors occur at school or school functions, students may be subject to detentions or in the case of repeat offenses, in or out-of-school suspension. Depending on the circumstances, these types of behavior may also be considered sexual harassment (See Sexual Harassment Policy).

1<sup>st</sup> offense – Warning; 2<sup>nd</sup> offense – Parental contact; 3<sup>rd</sup> offense – Disciplinary action

## SMOKING/TOBACCO PRODUCTS

Smoking or the use of any tobacco or nicotine materials, including without limitation, electronic cigarettes and vaping devices, is not permitted in the school building, on school grounds, on the buses, on field trips, or during a school function. Possible penalties for possession, use, and distribution are in-school suspensions, out of school suspensions, and/or administrative referral to the Board of Education.

## USE OF DRUGS, ALCOHOL AND OTHER CONTROLLED SUBSTANCES

The possession and/or use of alcohol, marijuana, controlled substances, or other drugs which may affect the performance and/or health of the students within this School District, shall not be tolerated, and it is the policy of this Board of Education that the possession or use of the above items shall constitute a serious offense against the other pupils with this District. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. The Board, therefore, adopts the following policy with regard to possession and/or use of drugs, alcohol, and other controlled substances:

A. DRUG ABUSE is the direct involvement, possession, or participation in consuming, using, selling, or giving alcoholic beverages, marijuana, look alike/counterfeit drugs, or other controlled substances during the school day or at school functions. Being in possession of drug paraphernalia is also a violation of school policy. When a student is found to be in possession of, or has used drugs or alcohol, the student may be dealt with as follows:

### B. PROCEDURE IN SUSPECTED CASES OF DRUG ABUSE

#### **Search and Seizure (Board Policy 7:140)**

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

1. In the presence of a school official and one witness, the student shall be asked to empty pockets, purse, locker, glove compartment, basket, trunk, or any container thought to hold drugs, alcohol, or other controlled

substance. If the student declines this request, an attempt will be made to reach the guardian or parent of the student and the student will be so advised.

2. Should the parent or guardian be contacted, the school will request the parent or guardian give permission for the search. Upon request of the parent or guardian, the school shall delay search until the parent or guardian is present.
3. Should the student refuse after permission to search has been obtained, the parent and student will be advised that the police will be contacted to remove the student to the local police station for disposition of the situation.
4. Should a parent or guardian refuse the search request, or should the school fail in its attempt to contact a parent or guardian, the student and/or parent shall be advised that the local police will be called for disposition of the matter.
5. Should the police be notified, the school officials present shall act “en loco parentis” for the student until such time as the parent is present or until the student is removed from the school’s premises.

**As school lockers are the property of the school and not the student, lockers are subject to inspection without notification or permission. Upon finding any substance, the locker shall be sealed and the student brought to the office. The parents and police will be notified.**

#### C. PENALTIES FOR POSSESSION

1. The direct involvement, possession, or participation in consuming or using the above mentioned substances may result in but not be limited to the following penalties: suspension for a period of up to 10 days, risk of expulsion from school, and police arrest.
2. In all cases where substances are found, the police shall be notified and requested to remove the student from the school campus and to institute criminal proceedings.

#### WEAPONS POSSESSION POLICY

Weapons or “look alike” of any kind are prohibited on the campus of any District school or facility. Weapons found will be subject to being confiscated. Persons on the La Moille Schools campus in possession of dangerous weapons or using any item in a way that is threatening towards others or may cause physical harm to persons or property may be subject to arrest. The following actions will be taken for any student found in possession of a weapon:

1. One to ten days out-of-school suspension and immediate removal from campus.
2. Police referral.
3. Recommendation to the Board of Education for expulsion, which could be for the remainder of the present year and all of the next school year.

#### **DRESS AND APPEARANCE**

The dress code of La Moille C.U.S.D. #303 is one, which allows students and their parents or guardians to select responsible styles of dress. However, students are required to meet the following standards for dress and grooming:

1. Students should not wear anything that will impair their health or safety.
2. Students should be neat and clean.
3. Students should not wear anything, which could jeopardize the safety of others or interfere with the educational mission of the school. For example:
  - a. No clothing is allowed which displays drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo or double entendres, tobacco ads, death, suicide, or violent messages.
  - b. No masks, hoods, hats, other forms of head cover or sunglasses are worn in the building after initial entry.
  - c. No jackets, coats, or types of outdoor apparel allowed in the building except when arriving or leaving.

- d. Bare midriff or low-cut tops (no cleavage); halter-tops or spaghetti straps; short shorts, skirts or dresses (showing buttocks); or open mesh clothing are not permitted.
  - e. Holes in clothing in inappropriate places are not permitted
  - f. No undergarments should be showing at any time.
  - g. No wallets with chains are permitted to be worn during school hours or at any school-related event.
  - h. No backpacks or other related bags will be allowed in the classrooms. Computer bags will be allowed.
4. Shoes or sandals must be worn at all times. No “HEELS” or similarly wheeled shoes are allowed. No slippers are permitted.
  5. Students are not to wear or display any clothing, jewelry, emblem, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang or secret society.

Students who report to school inappropriately dressed or below acceptable standards for personal hygiene will be asked to remedy the area of concern by contact of parents/guardian for change in clothes, change into P.E. shirt and/or shorts, reverse a vulgar shirt, etc.

**DRINKING WATER**

The drinking water in the district’s buildings has been sampled and tested in a certified laboratory. The test results certified that the drinking water in all the buildings is safe for consumption.

**DRUG AND ALCOHOL FREE WORKPLACE**

It is the policy of La Moille C.U.S.D. No. 303 School Board that all District workplaces shall be free from drugs and alcohol. All employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. The distribution, consumption, possession of or being under the influence of alcohol while on District premises or while performing work for the District.
3. Smoking or any use of tobacco products is prohibited on school grounds.

**ELECTRONIC NETWORK ACCESS**

The following policies are part of the La Moille CUSD 303 one-to-one technology initiative and refer to the use of an individual student computing device. In addition to these guidelines, students are required to follow all the guidelines outlined in the district’s current “Acceptable Use Policy”, available on the District website: [home.lamoilleschools.org](http://home.lamoilleschools.org)

La Moille CUSD 303 will provide a 1-to-1 technology device deployment. The district will provide the following to its students:

K-2	3-8	9-12
iPad	Chromebook	Laptop
iPad case	Chromebook Sleeve	Laptop bag
charger	charger	charger

**Expectations and Care**

- If the device fails to work or is damaged, report the problem to your school’s administrator as soon as possible. Do not attempt to gain access to the internal electronics or repair the device.
- Never leave a device unattended.

- Never expose the device to long term extremes in temperature or direct sunlight.
- Only clean the device with a soft, dry, lint free cloth.
- Avoid throwing or sliding the device, and do not place any weighted objects on top of the device.
- The device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. The device accessories are the responsibility of the student.
- Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
- All devices are tagged with an asset label. The label is not to be tampered with, modified, or removed.
- Do not lend the device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
- The device is designed for daily use; therefore, each device must be charged and ready for use each school day. The device should be charged at home.
- The device and the case must remain free of stickers, writing, painting, or any other forms of adornment.
- Do not take the device into restrooms or locker rooms.

**Replacement Costs** Here is the average replacement cost by device:

	iPad	Chromebook	Laptop
Device replacement	\$295	\$275	\$310
Screen Replacement	\$110	\$60	\$110
Cord replacement	\$25	\$20	\$20
Case Replacement	\$20	\$9	\$15

**Damaged, Lost, or Stolen Device**

- If the device is damaged or not working properly in any way, you need to notify the office.
- If the device is stolen, the student or parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
- If the device is lost, the student or parent/guardian should immediately notify the school administrator. The student and parent/guardian will assume responsibility for the full replacement cost.
- All devices are tagged with an asset label. The label is not to be tampered with or removed. This information will help us retrieve lost or stolen devices.
- Students who unenroll from the district during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action.

**Student Use of District Technology**

- Students are expected to follow the district's acceptable use policy guidelines.
- The student should be the only one to use the device utilizing school issued login credentials.
- The device comes equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish, post, or transmit an audio recording, photograph or video taken with the device to the Internet to use the device to publish, post or transmit audio-recordings, photographs, or video on the internet.
- Students are to bring the device charged to school every day. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the charged device, the student will be subject to disciplinary action
- Any personalized image, such as a screensaver should be school appropriate. Provocative images, including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and such actions are subject to disciplinary action.
- Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teachers and building administrators.

- The device is designed as a tool for learning; misuses of the device may result in disciplinary action.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including, but not limited to, a home address or phone number, or the address or phone numbers of other students.
- Students should not share their personal log-in information with anyone. Responsibility for the contents/actions of the device rests solely with the individual assigned to the device.
- Students may take the device home at night for school related use, and all care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.

### **EQUAL EDUCATIONAL OPPORTUNITIES, SEX EQUITY**

No student shall, based on his or her sex be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. The principal will act as the complaint coordinator for Title IX and equal educational opportunities, sex equity and any other discrimination issues.

Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination; the principal shall send a copy of the District's written grievance procedure to the complainant. The principal shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The principal may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the principal shall render a written decision, including the steps to be taken for further appeal of that decision. The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent. The decision of the School Board may be appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200-90 (B) of the Sex Equity Rules.

### **NONDISCRIMINATION POLICY – TITLE IX**

As described in Title IX of the 1972 Educational Amendment and Illinois Public Act 79-597 Title II (A) of the Americans with Disabilities Act, La Moille Community Unit School District No. 303 shall treat all persons equally without regard to race, color, creed, national origin, sex, or handicaps related to the function to be performed. This commitment is related to employment practices, the education of children, and relations with the community at large. The District will be in compliance with Illinois Public Act 79-597 and Title IX of the 1972 Educational Amendments and Title II (A) of the Americans with Disabilities Act. Specifically, La Moille C.U.S.D. #303 shall:

- Employ and promote individuals solely on the basis of their qualifications and without regard to those characteristics outlined above.
- Provide for a continuous examination of all parts of the curriculum to make sure that it emphasizes positive human relationships.
- Assign and educate each child without regard to race, color, creed, national origin, sex, or handicaps unrelated to the function to be performed, recognizing that children may be grouped for special education purposes in order to meet special educational needs which children may have.
- Maintain an atmosphere in which all persons can develop aptitudes and skills for effective cooperative living including respect for the individual, regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age.
- Respect cultural differences; respect of the right of others to seek and maintain their own identities, respect economic, and social rights of others.
- Conduct a sex equity evaluation (survey) every four years. The evaluation instrument is available on the District website.

### **EXTRA-CURRICULAR ACTIVITIES & SPORTS**

Extra-curricular activities can valuably augment pupils' studies in the district's academic curriculum. Participation in school sponsored extracurricular activities is a privilege, not a right. Students in grades 5-12 and their parent(s) are required to read and sign the La Moille C.U.S.D. #303 Activity Code, which can be found at the end of this handbook. Students should be aware that this policy is in effect 365 days per year and 24 hours per day.

Extracurricular activities are those activities which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be listed in the administrative procedures which implement this policy.

**Students must attend school a minimum of 3½ academic clock hours (arriving by 10:00 a.m. during shortened schedule days and 11:00 a.m. during regular schedule days), which must include all PM classes, on the day an activity is scheduled in order to participate in any extra-curricular activity, including practices, unless a doctor's note or excuse has been provided to the office. For extraordinary circumstances, the administration will make the decision on the student's participation.**

**Athletes and/or cheerleaders may not participate until proper physical and participation forms are on file and the sport's participation fee has been paid.**

#### NO PASS/NO PLAY POLICY

In order to participate in extracurricular activities, students must meet basic academic requirements. Students who participate in activities must additionally comply with rules regarding academic eligibility.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

1. To be eligible to participate in extracurricular activities, a student shall satisfy basic academic requirements by doing passing work in all of his/her classes of cumulative quarter work per week. Passing work is defined as a letter grade of "D" or higher.
2. Passing work shall be defined as a grade (D) that is on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
3. Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extracurricular activities.
4. Eligibility will be on a week-to-week basis. Eligibility lists are turned in by the teachers each Monday. The coaching staff is then notified of students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday).
5. It shall be the responsibility of the athletic director to determine the eligibility of students involved in extracurricular activities and to advise coaches/sponsors regarding students that are ineligible for participation on a weekly basis.

#### SPECTATOR CONDUCT AT SCHOOL EVENTS

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, at any location used for a School Board meeting, school athletic event, or other school-sponsored event, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year. Examples of unsportsmanlike or disruptive conduct include, but are not limited to:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon or any object that can reasonably be considered , or looks like, a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or School District employee
- Engaging in any activity that is illegal or disruptive

#### *Procedures to Deny Future Admission to School Events or Meetings*

Before any individual may be denied admission to school events or meetings as provided in this policy, the individual has a right to a hearing before the Board. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date. The hearing notice must contain:



1. The date, time, and place of the Board hearing
2. A description of the unsportsmanlike or disruptive conduct
3. The proposed time period that admission to school events will be denied
4. Instructions on how to waive a hearing

### FIRE ALARMS AND 911 CALLS

La Moille C.U.S.D. #303 has an Emergency Crisis Response Plan that is updated yearly. The plan is available for inspection and letters will be sent home regarding procedures, unification and other school safety policies. A sample letter is found in the back of this handbook.

False 911 calls, fire alarms, or tampering with the defibrillator cases are serious offenses and will be dealt with as such. A student who commits such acts will be subject to suspension and arrest, and the Board of Education may recommend criminal charges against that student.

### FIRE & TORNADO DRILL INSTRUCTIONS

We will have several fire and tornado drills each year. The purpose of these drills is to prevent the likelihood of casualty in case of fire or a tornado. Students should follow the drill sheets posted in all rooms in each building. When the fire bell rings, walk quickly to the exit you have been instructed to use. Do not return to the building until the regular bell rings. The same rules apply to a tornado drill, however you are to report to your assigned area and stand quietly until the all clear is given.

### GENERAL STUDENT GUIDELINES

1. **DAILY ATTENDANCE:** Prompt daily attendance is expected for the student to gain the most from the school year. State law requires this. Any absence requires a note from parents, court, or doctor. Please phone the school on the morning that your child is absent. An excused absence entitles the student to make up work missed that day. An unexcused absence will result in zero academic credit for the day.
2. **COURTESY TO OTHERS:** Show respect for and follow directions from all district staff members at all times.
3. **PASSES:** Students in grades 6-12 are issued passbooks which must be carried at all times. Initial passbooks are issued free of charge. Replacement passbooks must be purchased by students.
4. **HOMEWORK:** All class and homework assignments are expected to be completed and returned in accordance with teacher-determined guidelines. Parents are asked to set aside a quiet time in the home each day for students to complete their homework assignments. Computer malfunctions are not an excuse for late homework.
5. **PROFANITY:** Foul language, obscene gestures, and obscene notes are prohibited.
6. **LEAVING SCHOOL:** Students are required to stay on school grounds from their arrival until dismissal. If a parent needs to have a child dismissed early, the school office must be notified in advance.
7. **PERSONAL PROPERTY:** The school is not responsible for money or valuables brought to school by students that is damaged, lost or stolen. Students are strongly encouraged not to bring an excessive amount of money or valuables to school. If a student discovers something is missing and theft is suspected, the incident should be reported as soon as possible to the teacher in charge and/or the office. **No Trading Cards are permitted at school.**
8. **FIGHTING:** No fighting is allowed. Parents will be notified if such behavior occurs. Fighting will result in an in-school or an out-of-school suspension. The district reserves the right to file a criminal complaint.
9. **SCHOOL PROPERTY:** Pupils who are responsible for damage to school property will be expected to pay for any damages they caused. (This includes textbooks and library books). The district reserves the right to file a criminal complaint.

10. **PHONE PRIVILEGES:** Limited to emergencies – Students may be allowed to use classroom phones with teacher approval.
11. **STUDENTS LOCKERS:** All students with assigned lockers are expected to use school-issued locks. Lockers should be kept locked, and students are strongly advised against telling anyone their combination. Students will incur a replacement fee for lost or damaged locks.
12. **DRIVING PRIVILEGES:** Driving in an unsafe, erratic, or irresponsible manner on or adjacent to school property may result in revocation of parking privileges or referral to law enforcement. Faculty parking spaces are always off-limits to students.
13. **iPODS, CELLULAR PHONES & ELECTRONIC DEVICES:** Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to cheat, to take photographs in locker rooms or bathrooms, or otherwise violate student conduct rules is also prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Earbuds are not allowed during passing periods as this constitutes a safety concern with alarms and announcements. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals; (d) at the junior high/high school only – cell phone use is allowed, if used correctly, during lunch – no pictures will be allowed; (e) students in K-6 - should leave cell phones turned off and out of sight during the regular school day.

Consequences for violations:

- 1st offense - verbal warning
- 2nd offense - phone to classroom drop-off zone for duration of class
- 3rd offense - detention

Additional offenses will require a meeting with administration to determine a course of action.

### **HEAD LICE PROCEDURES - PREVENTION AND CONTROL OF PEDICULOSIS (HEAD LICE)**

A student is identified as having head lice after live lice or nits (eggs) are found in the hair. Once identified as being infested, the child's parent/guardian will be called to pick up the student from school. After home treatment, the child may return to class once the building nurse or designee has cleared him/her.

Information of identification, treatment and prevention is available from the school health office.

#### **PROCEDURE**

At the beginning of each school year, the school nurse or designee shall send home information regarding the diagnosis, treatment, and prevention of head lice. Parents will be encouraged to help prevent the spread of head lice by conducting routine head checks on their children and treating when live lice are found.

1. To prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or RN. The school nurse or RN shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for nits or live lice.
2. If nits are found but there are no live (crawling) lice on the hair, the nurse shall re-inspect within 5 school days. **Nurses may use their own discretion in deciding whether to exclude students found to have numerous nits very close ( $\leq \frac{1}{4}$  inch) to the scalp.**
3. If an active infestation is present, based on the presence of live lice or numerous nits less than  $\frac{1}{4}$  inch from the scalp, the parent/guardian shall be notified to arrange pick up of their child from school. The parent/guardian

shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.

4. At the discretion of the school nurse, the student will be asked to bring the empty bottle of lice medication/shampoo. Before re-admittance to the classroom, the nurse will examine the student's head for live lice.
5. If no live lice are found, the student may return to the classroom. If nits are found, the nurse shall periodically re-inspect the student for the presence of live lice.
6. If live lice are found, the student will be sent home for further treatment. The student should be referred to their health care provider if pediculocide resistance is suspected.
7. The nurse shall educate parents on the importance on ongoing daily combing with a metal nit comb until lice and nits are completely eradicated.

Staff shall maintain the privacy of students identified as having head lice.

### **HOME SCHOOLING**

The La Moille Community Unit School District No. 303 recognizes a family's right to choose home schooling as an alternative to a regular educational program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child and discontinue their attendance at a District-operated school the following procedure must be followed:

1. The parent/guardian must submit on written notification of the establishment of the home-based program to the Superintendent.
2. The District recommends that parent/guardians register their child(ren) as a home-schooled student(s) with the Regional Office of Education, 107 S. State Street, Atkinson, Illinois 61235.
3. The District recommends that the home-schooled student receive daily instruction in the core academic subject areas of: language arts, mathematics, science, and social studies.
4. The District recommends that the home-schooled student enroll in an Illinois State Board of Education approved correspondence school to insure that the scope and sequence of instructional material studied is consistent with Illinois Learning Standards.
5. The parent/guardian understands that a home-schooled student is not eligible to participate in any District sponsored extracurricular programs.

When a parent or guardian of a student who has been home-schooled wishes to enroll his/her child into a regular education program, the following procedure must be followed:

1. The parent/guardian must complete a "Registration of Student from Non-Accredited School or Who Has Been Home-Schooled for Course Credit Testing" from for each home-schooled student and submit it to the Superintendent. On this form, the parent/guardian must indicate the grade level at which the student desires to enter. Students will not be placed at a grade level higher than their age-appropriate peers.
2. The parent/guardian agrees to have each home-schooled student tested by District-assigned personnel using the Stanford Achievement Test for determining an overall grade equivalency rating in all subject areas.
3. The Superintendent will make the determination of a home-schooled student's grade placement after reviewing the registration form and Stanford Achievement Test Scores. A student must obtain a score of 60% or higher in all subject areas for the grade level requested before placement at that level will be granted. Each student's overall ability level or composite score on the Stanford Achievement Test will be used in making the final determination regarding the grade placement.

4. The parent/guardian will assume all of the costs associated with the administration and interpretation of the Stanford Achievement Test.
5. A comprehensive equivalency exam to determine credits received will be given to all students entering the high school through home-schooled or other non-traditional educational programs.
6. Only grades earned from another high school accredited by the Illinois Stated Board of Education, or another previous home state will be used in computing grade point averages. Credits that the Superintendent accepts from a non-accredited school or through home schooling will be recorded as either "Pass" or "Fail" on District records. Only students earning credits in accredited school districts will be eligible for senior class grade point average recognition at graduation.
7. Any home-schooled student seeking a District issued diploma must complete one full year of credit at the La Moille Community High School.
8. The parent/guardian has the right to appeal the grade placement decision made by the Superintendent by petitioning the La Moille Community Unit School District Board of Education. The decision made by the Board of Education will be final.

### **PHYSICAL EDUCATION CLASS**

Children in Kindergarten through Grade 8 must have gym shoes to take part in physical education classes. Students in Grades 6 through 12 must also have a school approved gym uniform. The school will sell gym shirts and shorts to the student at the school's cost (\$7.00 shirt/\$6.00 shorts). Students in Grades 6 through 12 will be provided with a combination lock to be used on their locker in the dressing room. Please do not bring your own locks. Parents of students are encouraged to remind their children to take their gym clothes home weekly to be washed.

### **PROGRESS REPORTS**

Each teacher is responsible for developing a procedure for keeping parents/guardians informed about student progress between grading periods. Progress reports will be available for every student at the midpoint of each quarter on the TeacherEase website. The student's current grade and percentage will be posted on all progress reports with areas of deficiency identified. Student's receiving a "D" or "F" in a subject will have his/her progress report mailed to parents.

### **SECURITY CAMERAS**

For the safety and protection of the LaMoille community, your presence may be monitored and recorded by surveillance equipment.

### **SPECIAL EDUCATION**

For students with disabilities at La Moille Community Unit School District #303, in cooperation with the Bureau-Marshall-Putnam Special Education Cooperative offers a full range of programs and services for students with special needs. Students who have physical, mental, or social emotional difficulties which cause problems with learning in school may be eligible for special education. Referral for an evaluation to determine eligibility for special education may be made by the students themselves, their parents, or school personnel. Within 14 school days, the district will determine whether an evaluation is warranted after receiving a request for an evaluation. With parental consent, the special education staff including the teachers, school psychologist, school social worker, and other professionals carries out the evaluation. If a student is found to need special education, an Individualized Educational Plan (IEP) is developed by the staff and the student's parents/guardians. This plan may call for a special class for the student who is having considerable difficulty in school. Modification of the standard program may be recommended for a student who does not require a special class. Each year, the IEP is reviewed by the staff and the student's parents/guardians and plans for the following year are made. More detailed information about the referral and evaluation process or La Moille CUSD special education programming is available through the district office. Information is automatically provided to the parents of all students referred for a special education evaluation. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3

and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the district office. The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator, or a qualified professional retained by or on behalf of a parent or child.

Under the Individuals with Disabilities Education Act, the District must provide students with disabilities with appropriate special education and related services to address their educational needs. If your student receives related services from the District through their Individualized Education Program ("IEP") document, such as occupational therapy, physical therapy, social work, nursing services, and speech and language therapy, you may request copies of related service logs developed and maintained by the District for your child. These related service logs include information regarding the type and duration of related services administered to your child.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provision of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

A student with an IEP has a right to his/her temporary files. These files will be destroyed five years after graduation or permanent withdrawal from school. Temporary files may consist of psychological evaluations, social histories, disciplinary information, and reports of multi-disciplinary staffing's. A student's file does not include the student's permanent record such as academic transcripts, grades, and class rank. The file may be transferred to the student or to the custody of the parents if the student has succeeded to the rights of the parents. These files may be useful for social security or welfare benefits. Parents or guardians desiring to secure these files may phone the district office at 638-2018 to arrange an appointment to obtain a copy of their student's records. If the student is eighteen years of age or older, signature of the student is required before student record information is released. Unclaimed temporary records will be destroyed 60 days from the date of this notice. (End of the first week of October.)

### **STUDENT INFORMATION POLICY**

The La Moille C.U.S.D. #303 policy concerning the sharing of student information with third parties is available upon request at the District office.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Family Education Rights Privacy Act (FERPA) requires La Moille C.U.S.D. #303 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

When these activities are scheduled, a notice will be sent to parents/guardians allowing them the option to excuse their child(ren) from the activity. The entire policy is available for review in the Administration Office.

## STUDENT ACCOUNTS OR PROFILE ON SOCIAL NETWORKING WEBSITES

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

## STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

Illinois School Student Records Act requires that (1) temporary records be retained for at least five years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. 105 ILCS 10/4(e) and (f). The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction.

## **UNIFORM GRIEVANCE PROCEDURE**

Students or their parents/guardians, employees, or community members may file a complaint in accordance with this grievance procedure if they believe the School Board, its employees, or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Individuals with Disabilities Education Act (IDEA) of 1999;
3. Title IX of the Education Amendment of 1972;
4. Title VII of the Civil Rights Act of 1964
5. Section 504 of the Rehabilitation Act of 1973;
6. Claims of sexual harassment under the Illinois Human Rights Act.

The complaint manager will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The complaint managers for the district are Katie Shevokas and Brent Ziegler. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadlines related to the pursuit of other remedies.

### *1. Filing a Complaint*

A person (hereinafter complaint) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with any district complaint manager and may request a complaint manager of the same sex. The complaint manager may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents/guardians of a student. The complaint manager may assist the complainant in filing a grievance.

2. *Investigation*

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant. The complaint manager shall file written report of his/her findings with the superintendent. If a complaint contains allegations involving the superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with section 3 of this policy. The superintendent will keep the Board informed of all complaints.

3. *Decision and Appeal*

After receipt of the complaint manager's report, the superintendent shall render a written decision, which shall be provided to the complainant. In the event the complainant is not satisfied with the decision, the complainant may appeal the decision to the School Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision, which shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

### **WINTER WEATHER SAFETY PLAN**

1. School Closure Announcements - If school will close because of severe weather conditions (i.e. snow, extreme cold), an "All Call" will go out before 6 a.m. in most cases. Parents are responsible for updating the school district on contact information. You may also go to the district website [home.lamoilleschools.org](http://home.lamoilleschools.org) for updates or tune in to one of the following radio stations for the announcement of school closing:

AM Stations

Mendota WGLC 1090 AM  
Princeton WZOE 1490 AM  
LaSalle WLPO 1220 AM

FM Stations

Mendota WGLC 100.1 FM  
Princeton Z-98 98.1 FM  
LaSalle WAJK 99.3 FM

TV Stations

WQAD Channel 8

You may also sign up for e-mail or phone alerts when school is being cancelled due to severe weather by going to [www.bcnews.com](http://www.bcnews.com) and clicking on the link for "Alerts"

2. Early Dismissal of School - Most school closings occur in the morning before school has started. However, occasionally, severe weather conditions develop after school is already in session. In order to assure the safe passage of students home, it may become necessary to dismiss school early. An "All Call" will go out to all explaining the emergency and procedures for dismissing students early. If heavy snow conditions become likely, parents can also tune into one of the radio stations listed above to prepare for emergency early dismissal. For this reason, it is important that parents notify teachers of any changes on student emergency cards (filled out at the start of the school year), especially if employment or other family information changes have occurred. Make arrangements now with family or neighbors so, in case school ever closes early, children will not be left at home unattended.

3. Outside Recess - As a general rule, elementary students have the opportunity for sunshine and fresh air through outdoor recess every day. Indoor recess will occasionally be necessary in the gym when weather conditions are wet, or any combination of temperature and wind chill is below zero degrees. The District will follow guidelines set by the Illinois State Board of Education.

**ALLEN GRADE SCHOOL  
LA MOILLE JUNIOR HIGH SCHOOL**

**BOARD OF EDUCATION**

Jeff Pinter, President  
Larry Forristall  
Jim Scully

Cynthia Shevokas, Vice President  
Chris Leffelman

Nick Pinter - Secretary  
Robin Lovgren

**ADMINISTRATION**

Jay McCracken  
Anne Johnson  
Katie Shevokas  
Janice Klein  
Sharon File  
John Roemer

Superintendent  
Kindergarten – 8<sup>th</sup> grade Principal  
Guidance Counselor  
Bookkeeper  
Secretary  
Athletic Director

**ALLEN GRADE SCHOOL AND LA MOILLE JUNIOR HIGH FACULTY**

Amanda Fischer  
Tara Robinson  
Jennifer Williams  
Lou Finkle  
Linda Troyan  
TBA  
Judith Hart  
Steven Kastorff

Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
6<sup>th</sup> ELA, Title I  
6<sup>th</sup> – 8<sup>th</sup> Grade

TBA  
Joseph Skotzke  
Linda Whitmore  
Angela Wendel  
Sarah Berger  
Jason Kazin  
Rebecca Conley  
Megan Burke

6<sup>th</sup> – 8<sup>th</sup> Grade  
7<sup>th</sup> ELA  
8<sup>th</sup> ELA  
LD Resource  
LD Resource  
Instrumental & Vocal Music  
Physical Education  
Speech Pathologist

**ALLEN GRADE SCHOOL AND LA MOILLE JUNIOR HIGH SUPPORT STAFF**

Linda Beattie  
Samantha O'Brien  
Tori Sadnick  
Lori Sprung  
Cindy Martin

Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Nurse

TBA  
Kenny Shrimplin  
TBA  
Troy Cromwell

Cook  
Custodian  
Part-time Custodian  
Part-time Custodian

**DISTRICT TRANSPORTATION STAFF**

Colleen King  
Vicky Bonnell  
Doug Tuntland

Bus Driver  
Part-time bus driver/sub  
Bus Coordinator/Driver

**DAILY SCHEDULES**

7:30 a.m.	Students permitted in building	12:15 – 1:00	4 <sup>th</sup> – 6 <sup>th</sup> Lunch and Noon Recess
8:00 a.m.	Teachers on Duty	12:15 – 1:00	K – 3 <sup>rd</sup> Lunch and Noon Recess
8:10 a.m.	Classes begin	3:07 p.m.	School dismissed



Morning supervision is not present until 7:30 a.m. at Allen School. Students should not be on school grounds before stated supervision times.

### DAILY ROUTINE

1. Children will not be allowed to enter the school building until the designated time unless requested by a teacher.
2. On pleasant days children will play outdoors before school, at recess, and at noon.
3. No child will be allowed to leave the playground at noon for any reason unless he/she brings a note from home asking permission to leave.
4. Bicycles must be wheeled on and off the school grounds.
5. Tackle football will not be permitted on the playground.
6. Snowballs cannot be thrown on the school grounds.
7. Students will be expected to conduct themselves in a manner that is respectful to teachers, school personnel, and other students.
8. Students are required to leave school grounds immediately at end of day unless otherwise requested by a coach or teacher.
9. Students should use cross walks when crossing streets.

### HONOR ROLL (Grades 5-8)

An Honor Roll is prepared at the end of each quarter. A student's grades in all subjects are applied for consideration to the honor roll.

- Any student receiving a "D" or "F" in a subject shall not be eligible for Honor Roll status.
- Students receiving a cumulative grade point average of 3.51 to 4.0 (on a 4.0 scale) will be named to the High Honor Roll.
- Students receiving a cumulative grade point average of 3.0 to 3.50 (on a 4.0 scale) will be named to the Honor Roll.

### GRADES 6-8 LATE WORK POLICY

The teachers will determine the amount of time and percentages of points lost for students in attendance who fail to submit work by the scheduled date. It is the responsibility of the student to meet all deadlines.

### GRADES K-8 PROMOTION & RETENTION

**Grades K-2:** A student will be promoted to the next grade level if the student has received one or less "Unsatisfactory" marks for each academic area.

If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester. At that time, the teacher, Principal, and other specialists will discuss options for improving the student's academic level. *No student will be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement.* The procedure for averaging semester grades to determine a student's promotion is as follows:

- 4= Excellent
- 3 = Satisfactory
- 2 = Approaching
- 1 = Needs Improvement

**Grades 3-8:** A student will be promoted to the next grade level if the student has received one or less F's on his/her report card for final grades in these six academic areas: Reading, Language Arts (English, Spelling), Math, Social Science, Science/Health, and Physical Education. **The average percentage of the two semester grades must be a 60% or above.**

If a student is in danger of failing, the Principal and parent must be notified at the beginning of the second semester. At that time, the teacher, Principal, and other specialists will discuss options for improving the student's academic level.

No student will be promoted to the next higher grade level based upon age or other social reasons not related to academic achievement.

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 59% or lower

**SCHOOL SUPPLIES NEEDED FOR STUDENTS ENTERING GRADE K-8**

**KINDERGARTEN: (Please have your child’s name written in permanent marker on each individual item)**

- 1 - book bag
  - 1 – set headphones (not earbuds)
  - 1 - 5” x 8” plastic school box for supplies
  - 4 - boxes of 24 regular crayons
  - 1 – scissors
  - 2 - large pink erasers
  - 1 – box of disinfecting wipes
  - 1 – pair of gym shoes, required if your child wears boots, hard soled shoes, or sandals to school
  - 2 - 2 pocket folders, bottom pockets only
  - 1 - wide-ruled spiral notebook
  - 20 - #2 pencils (sharpened)
  - 1 – Mead Primary Journal K-2
  - 1 - family size box of tissues
  - 6 - large glue sticks
  - 1 – box gallon size storage bags
- \*Please send an extra pair of socks, underwear, and shorts/jeans in a plastic bag with child’s name in case of emergency

**FIRST GRADE: (Please have your child’s name written in permanent marker on each individual item)**

- 20 - #2 sharpened pencils
- 20 – pencil top erasers
- 1 – 5” x 8” plastic pencil box
- 3 – boxes of 24 crayons
- 2 – 12-24 box of colored pencils
- 2 – large erasers
- 1 – scissors, sharp with metal blades
- 10 – **large** size glue sticks (no bottles of glue)
- 1 – standard size STORAGE clipboard
- 2 – one subject spiral notebook – wide ruled
- 1 – Mead Primary Journal K-2
- 2 – **PLASTIC** pocket folder with pockets on bottom, not sides
- 1 – set headphones (not earbuds)
- 2 – EXPO dry erase markers
- 1 – book bag or backpack to carry things home
- 1 – pair of gym shoes, required if you child wears boots, hard soled shoes, or sandals to school
- 1 – 150-200 count family size box of tissues
- 1 – box of baby wipes or Clorox wipes

**SECOND GRADE: (Please label all items with child’s name in permanent marker)**

- 2 – box of 24 crayons
- 2 – box of broad line markers (classic colors)
- 1 – standard size clipboard
- 1 – scissors
- 1 – box of 12 or 24 colored pencils
- 1 – Primary Journal K-2
- 2 – pocket folders - pockets on the bottom, not on the side
- 1 – **PLASTIC** pocket folder
- 1 – set of headphones (not earbuds)
- 20 – #2 pencils and pencil top erasers
- 2 – large erasers
- 1 – ruler (centimeters & inches)
- 2 – supply boxes
- 3 - 1 subject spiral notebook – wide ruled
- 6 – large glue sticks
- 1 – pair of gym shoes
- 1 – large family size box of tissues
- 1 – container of disinfectant wipes
- 2 – dry erase markers

**THIRD GRADE:**

- 20 - #2 pencils
- 1 – red pen
- 1 – small supply box
- 1 – pkg. wide-ruled loose-leaf paper
- 5 – glue sticks
- 1 – box of colored pencils
- 1 – box of Crayola broad line markers (classic colors)
- 1 – scissors (sharp, pointed)
- 6 – 2 pocket folders
- 1 – inch/centimeter ruler

1 – family size boxes of tissues  
1 – pair of gym shoes  
1 – package of baby wipes  
2 - wide ruled spiral notebooks

1 – box of 24 crayons  
1 – standard size clipboard  
1 – set of headphones (not earbuds)  
1 - tub of disinfecting wipes

#### **FOURTH GRADE**

20 - #2 pencils  
1 – blue or black ink pen  
1 - red ink pen  
2 - wide ruled spiral notebooks  
4 – highlighters/any color  
3 – glue sticks (no liquid glue)  
1 - box of markers  
1 - black Sharpie marker  
4 - low odor dry erase markers/eraser optional  
1 - set of headphones  
2 - pocket folders  
1 - pkg 150 count wide ruled loose-leaf paper  
1 - accordion folder/minimum of 5 slots  
For Music - 1 red binder, 1 notebook, 1 container of disinfectant wipes, 1 box of tissues

2 - pencil bags  
1 - clear protractor  
1 – boxes of colored pencils/24 count  
1 - large eraser  
1 - pkg 3x5 lined notecards  
1 – pair of student scissors  
1 – clipboard/standard size  
1 – ruler (inches & centimeters)/not flexible  
1 - pkg pencil top erasers  
1 - wireless mouse (optional)  
1 - pair of gym shoes  
1 - container of disinfectant wipes  
1 - box tissues

#### **FIFTH GRADE**

2 – boxes of tissues  
4 - glue sticks  
8 - dry erase markers  
1 - 10 pack of Crayola markers  
1 - pkg of highlighters/5 count  
4 - spiral notebooks  
1 - composition notebook  
1 - pencil pouch  
2 - red pens  
1 - ruler (inches & centimeters)  
1 - pencil box  
1 - box gallon sized Ziploc bags  
For Music - 1 red binder, 1 notebook, 1 container of disinfectant wipes, 1 box of tissues

2 - containers of Clorox Bleach Wipes  
20 - #2 sharpened pencils  
1 - pair of scissors  
1 - colored pencils/24 pack  
1 - Crayola crayons/48 count  
8 - folders  
1 - pkg wide ruled loose leaf paper  
1 - headphones  
2 - pink erasers  
1 - clear protractor  
1 - standard size clipboard  
1 - pair of gym shoes

#### **SIXTH GRADE**

5 - notebooks  
1 - ruler (inches & centimeters)  
pencils & erasers  
highlighters  
2 - pkg loose leaf paper  
5 - pkg of 3x5 index cards  
3 - pocket folders  
3 - boxes of tissue  
1 - headphones

1 - box of colored pencils  
1 - pair of scissors  
blue or black pens  
glue sticks  
markers  
dry erase markers  
1 - clear protractor  
1 - 3 ring binder  
2 - antibacterial wipes

#### **SEVENTH AND EIGHTH GRADE**

3 - notebooks (college ruled)  
1 - ruler (inches & centimeters)  
24 - plain wooden #2 pencils  
4 - highlighters (different colors)  
2 - pkg loose leaf paper  
400 - lined 3x5 index cards  
4 - durable pocket folders

1 - box of colored pencils  
1 - pair of scissors  
blue or black pens  
glue sticks  
markers  
dry erase markers  
1 - clear protractor

4 - boxes of tissue  
1 - headphones  
erasers

2 - 1 inch 3 ring binders  
2 - antibacterial wipes  
Calculator - TI30xs, TI30xlls **or** TI30a

## LA MOILLE HIGH SCHOOL

### BOARD OF EDUCATION

Jeff Pinter, President  
Larry Forristall  
Jim Scully

Cynthia Shevokas, Vice President  
Chris Leffelman

Nick Pinter - Secretary  
Robin Lovgren

### ADMINISTRATION

Jay McCracken  
Emily Leffelman  
Katie Shevokas  
Janice Klein  
Cathy Griffin  
John Roemer

Superintendent  
Principal  
Guidance Counselor  
District Bookkeeper  
Secretary  
Athletic Director

### FACULTY

Jeff Biederstedt  
Taylor Breedlove  
Rebecca Conley  
Laurie DeSchepper  
Ashley Johnson  
Brent Kalsto  
Jason Kazin  
John Roemer  
Joshua Shaw  
Joseph Skotzke  
Linda Whitmore  
TBA

Chemistry, Biology, Physical Science, Physics  
Special Education  
Health  
Business  
Agriculture  
Physical Education, Driver's Education  
Instrumental & Vocal Music  
Art  
Geography, U.S. History, World History  
English  
English  
Mathematics

### SUPPORT STAFF

Janice Geuther  
Karen Carlson  
Alyssa Martin  
Sara Sellers

Cook  
Assistant Cook  
Paraprofessional  
Paraprofessional

Cindy Martin  
Bill Klein  
Stephanie Felton  
Erin Sondgeroth

Nurse  
Custodian  
Part-time Custodian  
Part-time Custodian

### LOYALTY

Being a member of the La Moille High School student body means each student has an obligation and responsibility for the reputation of their school, their class, and any organizations to which they belong. The teams and cheerleaders in all sports deserve your support. All students should learn the school loyalty song.

#### La Moille High School Loyalty Song

On La Moille...On La Moille...  
Fling your colors high...  
Our whole school is backing you  
let's pass that team right by...  
On La Moille...On La Moille...  
Ever loyal be...  
So fight... for La Moille Lions to victory!

### COLLEGE/MILITARY REPRESENTATIVES

Students are encouraged to meet with college and military representatives as they prepare to make their post high school plans. If it is necessary to miss a class for such a meeting, it must be approved at least one day in advance by the counselor and your teacher.

### CORRESPONDENCE/COLLEGE COURSES AND PROFICIENCY TESTS

Correspondence and college courses may be counted for graduation credit. **The High School Principal and Guidance Counselor must approve all such courses in advance.** All students must comply with provisions in the District policy manual. All courses must be relevant to the courses that are offered at La Moille. Only four such credits may be applied toward graduation credit. A college course or a correspondence must be completed within one year following the end of full time attendance at La Moille High School for course credit to be applied toward graduation requirements. Students may not receive any credit toward graduation for any proficiency test.

### DAILY SCHOOL SCHEDULE

Period	Begins	Ends	
1	8:10 a.m.	8:58 a.m.	
2	9:01 a.m.	9:49 a.m.	
3	9:52 a.m.	10:40 a.m.	
4	10:43 a.m.	11:31 a.m.	
5	11:34 a.m.	12:22 p.m.	
LUNCH	12:22 p.m.	12:52 p.m.	
6	12:55 p.m.	1:43 p.m.	
7	1:46 p.m.	2:34 p.m.	
RTI	2:37 p.m.	3:07 p.m.	Buses depart at 3:10 p.m. daily

### HIGH SCHOOL DANCE POLICY

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

- No one 21 years of age or older will be admitted.
- No junior high school student will be admitted.
- La Moille students can bring a non-La Moille guest to Homecoming, Sadie, and Prom. The La Moille student must register their date with the principal and have their date complete and return the appropriate form on the required day preceding the dance.
- Students will remain in the dance area until they are ready to leave and will not be readmitted if they leave.
- All school rules are in effect during dances including the prohibition of tobacco, alcohol, and other drugs.
- In order for a student to attend a dance, he/she must be in attendance by 11:00 am of the day of the dance or if there is no school by 11:00 am of the previous school day and remain in attendance until the end of the day.
- Students are discouraged from scheduling elective medical appointments the day of or the day prior to a dance if it is a non-school day because if a student is not in school by 11:00 am, he/she will not be admitted to the dance.
- The principal may make exceptions, but this will only be done in rare cases where extenuating circumstances are evident.
- The La Moille administration has the right not to admit any student who is not in good standing. Handbook/activity code violations, failing grades and excessive absences may constitute a student who is not in good standing. Homecoming, Sadie, and Prom guests must be pre-approved and in good standing. La Moille administration has the right and responsibility to exclude any student or guest from attending a dance if it believes that this individual poses a safety risk or is disruptive to the educational environment.

### DRIVER EDUCATION POLICY

Effective January 1, 1994, Illinois House Bill 418 (PA88-188) Public and Private School students who desire to take drivers education courses must receive a passing grade in at least eight High School courses during the previous two semesters prior to taking driver education (Each course must be worth ½ unit of academic credit.) The School Superintendent in exceptional situations may waive this requirement.

FEES for DRIVERS EDUCATION:

\$50.00 payable to La Moille High School at registration.

\$20.00 payable to the Secretary of State at the time when students apply for their Learner’s Permit.

**GRADUATION REQUIREMENTS**

A minimum of twenty-four (24) Carnegie Units of credit is required for graduation from La Moille High School. A "Carnegie Unit" equals one full year (two semesters) of successful study in a class. Half units are earned by successful completion in a course for one semester. Students who elect to take Algebra I in 8<sup>th</sup> grade and pass the course will receive H.S. credit but will be required to complete 24 credits in high school to graduate including 3 additional math courses. Participation in the graduation ceremony is an earned honor. Three credits for science (sequence of physical and biology and a third student choice based on what is offered)

The requirements for graduation include coursework from each of the following areas:

English	4.0 units	
Math	3.0 units	(one must include Geometry content)
Science	3.0 units	(one physical and one biological science)
Social Studies	3.0 units	Must include U.S. History, Civics, and pass the U.S. & Illinois State Constitution exam.
Physical Ed.	4.0 units	Required unless exemptions apply (see counselor)
Driver’s Ed.	0.5 units	May be waived due to physical impairment; see guidance counselor for assistance.
Business Life	0.5 units	
Health	0.5 units	
Keyboarding	0.5 units	
Electives	7.0 units	1 credit must be in Art, Music, Foreign Language or Vocational education

TOTAL: 24.0 units

SUGGESTED COURSE SEQUENCE BY CLASS

**Freshman Year:**

- \*English Survey
- \*Math: Algebra I or Geometry
- \*Science: Physical Science or Biology
- \*Keyboarding /Concepts & Software Application
- \*Physical Education
- Band and/or Chorus
- Intro to Ag
- Art
- Foreign Language
- Geography \*One additional Social Studies class is required for graduation

**Junior Year:**

- \*American Literature
- \*U.S. History
- \*Math: Geometry, Algebra II, Pre-Calculus
- \*Science: Chemistry or Physics or Anatomy
- \*Physical Education
- \*Business Life Skills **(Required during the junior or senior year)**
- Info Processing I/II
- Intro to Ag/Horticulture
- Geography or World History
- Band and/or Chorus

**Sophomore Year:**

- \*History in Literature and Foundation of Literature
- \*Math: Geometry, or Algebra II
- \*Science: Biology or Chemistry
- \*Civics
- \*Health (one semester)
- \*Physical Education
- \*Drivers Education (one semester)
- Intro to Ag
- Info Processing I
- Art
- Band and/or Chorus
- Foreign Language

**Senior Year:**

- \*Business Life Skills **(Required for graduation)**
- \*Global English
- \*Physical Education
- Math: Pre-Calculus, Calculus or Trans Math
- Science: Chemistry or Physics or Anatomy
- World History or Geography (3 total social studies classes are required for graduation)
- Information Processing I/II
- Intro to Ag/Horticulture
- Band and/or Chorus

Art  
 Foreign Language  
 Area Career Center Class (see your counselor)

Art  
 Foreign Language  
 Cooperative Occupational Education: Work-study  
 Area Career Center Class (see your counselor)

\* - Indicates Required Courses

**CLASSIFICATION OF STUDENTS**

Freshmen are students with less than 6.0 earned units of graduation credit.  
 Sophomores are students with at least 6.0 earned units of graduation credit.  
 Juniors are students with at least 12.0 earned units of graduation credit.  
 Seniors are students with at least 18.0 earned units of graduation credit.

**ADDING/DROPPING A CLASS**

Once the school year has begun, it is not the policy of the district to permit course changes mid-year. Only with extenuating circumstances and counselor/superintendent approval will a course be changed. If a student withdraws from a class after the first week of the class, an F will appear on their transcript and credit will not be given.

**EARLY GRADUATION**

A senior who has a compelling need to graduate in December will be considered for such by making a written request to the principal by September 1<sup>st</sup> of their senior year. If the student is determined to be eligible (7 semesters attended and meet all graduation requirements plus one semester of Physical Education waived), the student must orally make the request at the next regularly scheduled meeting of the Board of Education. The student must be present at the board meeting to state their reasons for making the request.

**CALCULATION OF GRADE POINT AVERAGE**

Letter grades will be given as follows:

A	95%	4	Excellent	C	73%	2	Average
A-	90%	3.7	Excellent	C-	70%	1.7	Average
B+	87%	3.3	Very Good	D+	67%	1.3	Below Average
B	83%	3	Very Good	D	63%	1	Below Average
B-	80%	2.7	Very Good	D-	60%	0.7	Below Average
C+	77%	2.3	Average	F	0%	0	Failure

\* (I) Incomplete (NC) No Credit

**Dual Credit Weighted Grading Scale**

Percentages	Grade	Regular Grade Points	Weighted Grade Points
100-95	A	4.0	5.0
94-90	A-	3.7	4.7
89-87	B+	3.3	4.3
86-83	B	3.0	4.0
82-80	B-	2.7	3.7
79-77	C+	2.3	3.3
76-73	C	2.0	3.0
72-70	C-	1.6	2.6
69-68	D+	1.3	1.3
67-63	D	1.0	1.0
62-60	D-	.7	.7
59-0	F	0	0

Incomplete grades (I) must be made up within five (5) school days or it will be entered on the student's report card as no credit (NC).

#### **PASS/FAIL OPTION**

Students may elect to take Physics or Calculus as a pass/fail. Students must declare the class as pass/fail prior to the first day of the class. Pass/fail classes will not be calculated in the GPA.

#### **HONOR ROLL**

An Honor Roll is prepared at the end of each semester. To be eligible, a student must be enrolled in no less than four academic credits each semester. A student's grades in all subjects are applied for consideration to the honor roll.

- Any student receiving a "D" or "F" in a subject shall not be eligible for Honor Roll status.
- Students receiving a cumulative grade point average of 3.51 to 4.0 (on a 4.0 scale) will be named to the La Moille High School High Honor Roll.
- Students receiving a cumulative grade point average of 3.0 to 3.50 (on a 4.0 scale) will be named to the La Moille High School Honor Roll.

#### **LATE WORK POLICY**

High School Homework Policy (grades 9-12): The teachers will determine the amount of time and percentages of points lost for students in attendance who fail to submit work by the scheduled date. It is the responsibility of the student to meet all deadlines.

#### **LIBRARY**

The high school library is a reference and resource facility. Instructional materials, printed and audio-visual, are organized and arranged here for the convenience of students and teachers. Central files and system of distribution of equipment have been prepared so that all students and teachers will be able to use the library effectively.

#### **LOCKERS**

All lockers are the property of La Moille High School. No "right to privacy" claimed by a student is recognized with regards to lockers. The Board of Education authorizes the school administration to conduct periodic searches of student lockers and may include searches using a drug-detecting dog. The following rules will be strictly enforced:

- Students will be assigned a locker with a combination lock at the beginning of the school term.
- Students are responsible for keeping their combination confidential.
- Lockers are a place to keep books, papers, coats, etc., but the school is not responsible for any lost or stolen items.
- No open drink/food are allowed in school lockers or locker rooms. Water is the only liquid permissible.

#### **NATIONAL HONOR SOCIETY**

##### **Selection Procedure**

1. The selection procedure should be determined by the faculty council and must be published.
2. The principal appoints the chapter adviser and the five-member faculty council and reserves the right to approve all activities and decisions of the chapter.
3. The chapter advisor will be an ex-officio, non-voting, sixth member of the faculty council. The advisor shall oversee at least one community service activity during each school year.
4. The faculty council shall consist of five voting faculty members appointed annually by the principal.
5. Students' academic records should be reviewed to determine scholastic eligibility.



6. Students who are eligible scholastically should be notified and told that for further consideration for selection to the NHS Chapter they may complete the Student Activity Information Form.
7. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the five appointed members of the faculty council must make the actual selections.
8. The Student Activity Information Form should be reviewed by the faculty council, along with any other verifiable information about each candidate. Some faculty councils may wish to interview candidates personally. Candidates receiving a majority vote of the faculty council should be inducted into the chapter.
9. Parents will be notified by mail of their students' eligibility for NHS membership. Parents will also be notified by mail if their student is selected for NHS membership.

### PHYSICAL EDUCATION EXEMPTION POLICY

The policy of the La Moille Community Unit No. 303 provides that students may request exemption from physical education for the following reasons:

1. An eleventh or twelfth grade student is determined to be an ongoing participant in interscholastic athletics, or any high school student who is enrolled in a for-credit marching band program as certified by appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state and local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credits or one or more courses required by state or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits due to other courses will be eligible to apply for this exemption.
4. Doctor's excuse. (If a student is unable to participate for more than 1 week, that student should be assigned to a study hall.)

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Every student excused from physical education course requirements will be provided with a schedule, which meets minimum school day requirements. Approval of exemptions will be for one semester only but may be renewed for additional semesters if circumstances warrant it. If students drop a sport for any reason, they will no longer be exempt from P.E. Students who choose to be exempt from PE will not receive any credit or grade for this class; it will be waived on the transcript.

### SEMESTER EXAMS

Semester exams will be given to all High School students at the end of each semester. Students are not required to be in the school building during exams if they are not taking an exam. Students are required to be in attendance during the entire testing period.

### STUDY HALL

Students who are not in class are assigned to a study hall; **only one study hall per semester is allowed**. All study halls are held in the library. This is a place to do work, which the teachers have assigned. Proper use of the time allotted in study hall will result in improved class work and grades.

1. Students are to be seated in their assigned seats upon entering the study hall.
2. Bring enough work to remain busy all period.
3. Talking is allowed with permission of the study hall supervisor only.
4. See that the area where you sit is clean and garbage is properly disposed of when you leave.
5. Study hall students should not bother other students that are using the library.
6. Students from other classes using the library should not interfere or interact with students in the study hall.
7. Students are not to congregate near the windows, the magazine rack, et al.
8. Computer use during study hall requires permission from a classroom teacher (for a specific assignment) and the

study hall supervisor.

### TELEPHONE

Telephones are located in all learning environments. With teacher permission, students may be allowed to use them. Emergency calls should be made in the office by a staff member.

### HIGH SCHOOL SUPPLY LIST:

#### **ENGLISH**

Highlighters  
Pencils  
Blue/Black Pens (for turned in assignments)  
Loose Leaf Notebook paper (wide ruled)  
3 ring binder  
Dividers  
Notecards  
Jump drive  
Colored ink pens  
Headphones (turn in to computer lab)

#### **BUSINESS LIFE**

Notebook  
2 pocket folder  
Post it notes

#### **HEALTH**

Highlighters  
Black/Blue Pens (for turned in assignments)  
Colored Pens

#### **ACCOUNTING**

Notebook  
2 pocket folder  
Post it notes

#### **MATH (All Classes)**

Colored Pens  
3 ring bind or folder  
Erasers  
Highlighters  
Loose leaf notebook paper or note book  
Graphing calculator (TI-84+)

### COURSE DESCRIPTIONS

#### **ART**

**ART:** 2 Semesters - 1 credit

**PREREQUISITE:** None

The course is open to all students and is intended to provide basic art skills in a wide variety of media. Classes will learn about art and its many forms in the world today. Students will gain knowledge about the Elements and Principles of Art through traditional art forms such as drawing, painting, and sculpting. They will also explore other art forms such as fiber art, printmaking, stamping, scrap booking, glass etching, among others. Repeating students will be given individual projects based on their experience. After the first year in the course, students may continue their enrollment in subsequent years based on their progress in the class and upon the recommendation of school officials (Art Teacher, Counselor and Principal).

**2-DIMENSIONAL ART:** 2 Semesters - 1 credit

**PREREQUISITE:** Art 1

2-D Art class will focus on 2-Dimensional art, such as drawing, painting, illustrating, and printmaking. Students will explore more in depth the principles of design such as Unity, Movement, Emphasis, Balance, Contrast, Pattern, and Rhythm. They will explore a variety of media including, chalk pastels, charcoal, pen and ink, Scratch art, watercolor painting, acrylic painting, oil painting and printmaking. Students will also be expected to enter contests with their work. This class is for students who enjoy the 2-dimensional art and wish to further explore it. Students will also be required to work in a weekly sketchbook and enter artwork in the annual art show.

**CREATIVE ART 3-D:** 2 Semesters - 1 credit

**PREREQUISITE:** Art I

This class explores both the traditional 3-dimensional art and folk-art skills passed down over generations. This course

will include pottery, sculpture, jewelry making, wood working, weaving, and leather working. In addition, students will learn about various art career fields related to the above. Some other artistic fields that will be explored during the year may include cake decorating, floral design, architecture, and landscape architecture, etc. Students will be working in the 3-dimensional form for the entire year.

**MULTIMEDIA ART AND DESIGN:** 1 Semester – ½ credit

**PREREQUISITE:** Art 1

Student will focus on Art done through and with computers, I Pads, digital cameras, and other forms of technology. Students will work on original product design, carrying through all the way to making advertisements for those products. They will also explore Web Page Design, Claymation, DIY Senior photos, Photography and Illustration of songs or books. Students will also be required to work in a weekly sketchbook and enter artwork in the annual art show.

## **BUSINESS EDUCATION**

**KEYBOARDING:** 1 Semester – ½ credit

**PREREQUISITE:** None-- **Required for freshmen**

This course is designed to enable students to develop the touch method in operating keyboards. Computer skills and business concepts will be merged with typing skills. Emphasis is placed on keyboarding techniques, proofreading, and formatting. Special emphasis is placed on the formatting of business documents and development of employability skills, such as appropriate work habits and personal skills needed for employment.

**COMPUTER CONCEPTS AND SOFTWARE APPLICATIONS:** 1 Semester – ½ credit

**PREREQUISITE:** Keyboarding one semester

This is an orientation-level course designed to develop awareness and understanding of application software and equipment. Students will apply problem-solving skills to hands-on situations using a variety of software applications, such as word processing, spreadsheets, presentation software, and desktop publishing.

**INFORMATION PROCESSING I:** 2 Semesters – 1 credit

**PREREQUISITES:** Keyboarding, Computer Concepts

This course provides intermediate level instruction to students in general computer operations, using a variety of software applications, such as word processing, spreadsheets, database management, web design software, presentation software, and desktop publishing. The class offers many hands-on activities using actual software to accomplish tasks in these areas.

**INFORMATION PROCESSING II:** 2 semesters—1 credit

**PREREQUISITE:** Information Processing I

This course provides advanced level instruction to students in general computer operations, using a variety of software applications, such as word processing, spreadsheets, database management, web design software, presentation software, and desktop publishing. The class offers many hands-on activities using actual software to accomplish tasks in these areas. The Information Processing I class is a pre-requisite for this class.

**BUSINESS LIFE SKILLS:** 2 Semesters – 1 credit

**PREREQUISITE:** None--**Required for juniors or seniors**

The objectives of this course are to introduce students to the world of business and prepare them for independent living. Topics that are included are economics, budgeting, taxes, insurance, saving and investing, banking, credit, and making wise decisions for housing, clothing, transportation, and food. (Required)

**ACCOUNTING:** 2 Semesters – 1 credit

**PREREQUISITE:** None

Recommended for seniors. This class is a study of the processes involved in recording, classifying, summarizing and interpreting financial data. The class contributes to student's ability to earn a living, manage personal and family affairs, and understand the economic activities of businesses. Students will apply concepts using automated accounting technology.

## **ENGLISH**

**ENGLISH SURVEY:** 2 semesters - 1 credit

English I is a year-long required freshman course that stresses the importance of improving the student's communication skills: thinking, listening, reading, writing, and speaking. The study of literature will include a variety of genre studies and includes classical, traditional, and contemporary selections. Emphasis is placed not only on more proficient use of language by students but also their appreciation of literature and the English language. Traditional grammar concepts and vocabulary are covered and much emphasis is placed on writing formal papers, including the science-based research paper.

**HISTORY IN LITERATURE:** 2 semesters – 1 credit

This course provides instruction in basic language skills, integrating reading, writing, speaking, and listening while placing an emphasis on the process of the individual student. This course includes vocabulary building, improving spelling and grammar, developing writing and composition skills, and improving comprehension abilities.

**FOUNDATIONS IN LITERATURE:** 2 semesters - 1 credit

This class explores basic literary elements; determination of theme of intent; and examination of vocabulary and semantics are included in this course content. Writing assignments are required as an additional method to improve understanding and comprehension.

**AMERICAN LITERATURE:** 2 semesters - 1 credit

American Literature (English III) is a chronological approach to the literary works of American authors, poets, and thinkers. Emphasis will be placed on improving students' cultural literacy. Grammar review focuses on usage and punctuation in writing, including skills required for scoring well on the American College Test (ACT). Formal and creative writing are stressed, as well.

**GLOBAL ENGLISH:** 2 semesters - 1 credit

This class is designed to prepare seniors for college and careers. Particular emphasis will be placed on composition skills, higher level thinking skills, and understanding and appreciating classical literature and its connectedness through time. Content includes selected Classical Greek pieces, British literary studies, and 'The Elements of Style' by E.B. White and Wm. Strunk.

**SPEECH:** 1 semester – ½ credit

**PREREQUISITES:** None

This class will help students prepare for and participate in a range of conversations and collaborations and express ideas clearly and persuasively. Students will integrate and evaluate information presented in diverse media and formats including visually, quantitatively, and orally. Students will learn to evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric. Students will also present information and supporting evidence such that listeners can follow the line of reasoning and their organization, development, and style are appropriate to task, purpose, and audience.

## **FOREIGN LANGUAGE**

**SPANISH I:** 2 Semesters - 1 credit  
PREREQUISITE: None

The skills of reading, writing, listening, and speaking the Spanish language will be developed at a basic level. Vocabulary will include common, everyday words and expressions. An awareness of the geography, history, customs, and lifestyles of Spanish speaking people will also be developed.

**SPANISH II:** 2 Semesters - 1 credit  
PREREQUISITE: Spanish I

This class is a continuation of the study begun in Spanish I. Additional vocabulary learned will allow students to discuss music, clothing, food, occupations, and other topics related to their daily lives and those of Hispanic youth. Grammar study will include the pre-requisite tense. The study of Hispanic culture will continue.

**SPANISH III/IV:** 2 Semesters - 1 credit  
PREREQUISITES: Spanish II/III (only offered when there is sufficient enrollment)

Students will concentrate on popular pastimes, families and homes, country life, and urban life. Grammar study will include a continuation of the verb tenses, the imperfect tense and the subjunctive mood. Textbook readings, magazine articles, audio and videotapes will be used in the study of Hispanic culture.

Spanish IV students will learn vocabulary that is related to art, the Native American culture in Latin America, Hispanic festive celebrations, the role of women in the world today, life on the islands, marine life, and your fantasy and imagination. Continued grammar study will include the present subjunctive, future and conditional verb tenses. Current Spanish language newspapers, along with audio and videotapes will be used in the study of the Hispanic culture.

## **HEALTH, PHYSICAL AND DRIVER EDUCATION**

**DRIVER EDUCATION:** 1 Semester - ½ credit  
**Required for all sophomores** unless exempt or Driver's Education will be taken elsewhere.

This course consists of two phases: the classroom phase and the behind-the-wheel phase. All sophomore students 15 years or older are required to take the classroom phase for one semester to obtain 1/2 unit of credit. Student must also successfully complete the behind-the-wheel phase in order to be eligible to take the state driver's license exam. Students must be 15 by December 31 to enroll in second semester Drivers Ed.

**HEALTH EDUCATION:** 1 Semester - ½ credit  
**Required for all sophomores.**

Health Education is required of all sophomores. Students will study units in human ecology, human growth and development, public and environmental health, mental health and illness, personal health habits, alcohol, drug use and abuse, tobacco, nutrition and dental health. The goal of health education is to provide the student with a background in basic health concepts in order to live a healthy lifestyle.

**PHYSICAL EDUCATION:** 2 Semesters - 1 credit  
**Required all four years unless waived;** see the counselor for more information regarding waivers.

Physical Education is required by law in the State of Illinois and is an important phase of education for both boys and girls. P.E. is devoted to physical conditioning, exercise, and games. The class also promotes workplace skills, including setting short and long-term goals, following directions, and working cooperatively with others. Problem solving, communicating, responsible decision-making, and team building skills are emphasized as well. Grades are based on student effort and regular attendance.

## **MATHEMATICS**

**ALGEBRA I:** 2 Semesters – 1 credit

**PREREQUISITE:** Teacher Recommendation

This course is a development of basic algebraic skills needed for more advanced mathematics and provides the background for higher mathematical training. Development of abstract reasoning as it relates to our number system is developed. Algebra I is a prerequisite for Geometry and Algebra II and is the beginning course for college bound students. Topics include the following: order of operations, equations and inequalities, properties of real numbers, solving and graphing linear equations and functions, solving system of linear equations, exponents and exponential functions. This course will include introduction to quadratic equations and functions, factoring and radicals.

**GEOMETRY:** 2 Semesters – 1 credit

**PREREQUISITES:** Algebra I or both Algebra I-A and Algebra I-B

This course is to obtain knowledge of facts useful in every field of scientific endeavor. Geometry helps students appreciate the importance of geometric principles in the world about us, to develop the ability to reason logically and understand the principles governing such reasoning. It is the study of lines, angles and other geometric figures with an emphasis on deductive reasoning and writing proofs related to the logical development of geometry. Topics include the following: points, lines, planes, measurement and relationships of geometric figures, deductive reasoning, development of proofs, parallel and perpendicular lines, triangles and their properties, quadrilaterals, transformations, introduction to trigonometry, circles, and areas and volumes of geometric figures.

**ALGEBRA II:** 2 Semesters – 1 credit

**PREREQUISITE:** Geometry or Teacher Approval

This course is a development of more advanced algebraic skills needed for higher mathematics. It will furnish background for learning trigonometry, analytical geometry and other college mathematics courses. The course uses functions as a unifying theme with emphasis on graphing and the relationship between graphs and equations. Topics include the following: linear equations, systems of linear equations and inequalities, matrices, quadratic functions, exponential and logarithmic functions, trigonometry, and probability and data analysis.

**PRE-CALCULUS:** 2 Semesters – 1 credit (Dual Credit) MTH 1003/1004

**PREREQUISITE:** A grade of C or above in Algebra II or Teacher Approval

**REQUIRED:** Graphing calculator, TI-83 or TI-84 is recommended

This introduction provides the student with the mathematical and technological background needed for calculus. A study of families of functions, including polynomial, rational, exponential, and logarithmic is covered in more detail. Pre-calculus will give the student an in-depth study of trigonometry. Other topics include: sequences, exponents, logarithms, conics, systems and matrices, statistics, and probability.

**CALCULUS:** 2 Semesters – 1 credit

**PREREQUISITE:** A grade of C or above in Pre-Calculus

**REQUIRED:** Graphing calculator, TI-83 or TI-84 is recommended

The class will include exercises in the graphical, numerical, analytical and verbal representation of functions; derivative rates of change and the use of derivatives to solve a variety of problems; and derivative and definite integrals as expressed in both parts of the Fundamental Theorem of Calculus. Students will communicate mathematical solutions both orally and with the written word; use technology to help solve problems, interpret results, and verify conclusions; and determine the reasonableness of solutions.

**TRANSITIONAL MATH:** 2 semesters - 1 credit

Math course framework designed to prepare and transition students directly into college and career pathways requiring general education college level math competencies in quantitative literacy and statistics. The competencies within each domain should include but are not limited to: numeracy (operation sense, estimation, measurement, quantitative reasoning, basic statistics, and mathematical summaries), application based algebraic topics, and functions and modeling. Upon completion students should be able to: demonstrate proficiency and understanding in basic numeracy competencies in whole numbers, integers, fractions, and decimals, use estimation and explain/justify estimates, apply quantitative reasoning to solve problems involving quantities or rates, use mathematical summaries of data such as mean, median, and mode, use and apply algebraic reasoning as one of multiple problem-solving tools, and use functions and modeling processes.

## MUSIC

**CONCERT BAND:** 2 Semesters - 1 credit Class meets Monday, Wednesday, and Friday.

Concert Band is open to all high school students who have successfully completed a junior high band program. Students without previous experience may enroll with permission of the high school band instructor. Participation in all band concerts and Solo and Ensemble Festival are requirements of this class. In addition to instrumental skills, students will also learn about music theory, music history, music culture, and terminology.

**CHORUS:** 2 Semesters – ½ credit Class meets Tuesday and Thursday.

Chorus is open to all high school students with interest and ability in singing. This course exposes students to techniques of singing and provides an understanding of note reading, counting, and a wide variety of musical styles. Participation in choral concerts and Solo and Ensemble Festival are requirements of this class. Choral students will also learn about music theory, music history, music culture, and terminology.

## SCIENCE

**One year each of a physical and biological science is required for graduation.**

**PHYSICAL SCIENCE:** 2 semesters - 1 credit

PREREQUISITE: None

This is a freshman-sophomore level course that covers basic principles of chemistry and physics. Each principle of matter is introduced and thoroughly reviewed. 1<sup>st</sup> semester subjects include properties of matter, physical and chemical changes, mixtures, atoms, the periodic table, and chemical reactions. 2<sup>nd</sup> semester covers motion, forces, fluids, simple machines, heat, electricity, and magnetism. \*Recommended for most incoming freshmen.

**BIOLOGY:** 2 semesters - 1 credit

PREREQUISITES: None

Biology is a freshman-sophomore course that covers cell theory, principles of science and chemistry, genetics, an introduction to botany, introduction to zoology, some microbiology, evolutionary theories, genetics, and human inheritance. Labs include karyotyping, extracting and spooling DNA, dissection of a shark, etc Recommended for advanced freshman or any other student grades 10-12

**CHEMISTRY:** 2 Semesters - 1 credit

PREREQUISITES: Biology, Algebra I, teacher recommendation

This course is designed to look at the fundamentals of matter. Atoms, molecules, and all the processes resulting in chemical reactions are overviewed. There are multiple labs that build upon a growing understanding of an atom's shell of orbiting electrons as well as the properties of bonding. A solid foundation in mathematics is essential. Recommended for college bound students and students entering medical or scientific fields of study.

**ANATOMY AND PHYSIOLOGY:** 2 semesters - 1 credit

PREREQUISITES: Biology and Chemistry or teacher recommendation

This course will cover the 11 body systems, body orientations, medical terminology, and chemistry of the body. It is designed to prepare a student to take a college level course in Anatomy. There will be memorization of new terminology and all of the working parts of each system. Dissections will be done as available for the muscular, respiratory, sensory organs, digestive, and circulatory systems. There are quizzes on the names of all parts dissected. Recommended for students entering the medical or veterinary fields. This course is taught on alternating years with Physics.

**PHYSICS:** 2 semesters - 1 credit

PREREQUISITES: Chemistry, Algebra II, teacher recommendation

This course will look at motion in the world. Students will learn to apply concepts of force, momentum, speed, rotation, friction, and inertia in the real world. An understanding of math is advised. Formulas will be used to calculate the

results of many experiments ranging from the egg drop to rotational inertia. Students will also design and participate in the Bridge Pal program and Bradley University. Recommended for college bound students interested in science, engineering, or architecture. This course is offered on alternating years with Anatomy and Physiology.

**ENVIRONMENTAL SCIENCE:** 2 semesters - 1 credit

**PREREQUISITE:** Successful completion of one science class, teacher recommendation

Students will apply the processes of issue investigations as scientific inquiry to analyze Illinois-specific ecosystems and biomes and their local issues of resource acquisition/conservation/management and/or technological development, accordingly:

- Knowledge: Define the optimum and actual biome setting and conditions and change and stability factors within a local habitat.
- Application: Conduct an investigation of a local habitat/ecosystem which is facing an interaction impact dilemma.
- Communication: Report the findings of the issue investigation associated with the interactions within the local habitat from group work and individual reflections.

## SOCIAL SCIENCE

**CIVICS:** 1 semester - ½ credit

Civics is a semester course designed to make the students aware of the American political system and the citizens' role in it. Students will understand the organizations, functions, and operations of the federal system, and the nature of state and local government. This course will include the historical background of the Constitution and the unique kind of democracy in the United States. Student work will include reading, discussions, lectures, and projects to facilitate learning. This course fulfills the state graduation requirement on the federal and state constitution if a passing grade is achieved.

**CURRENT SOCIAL PROBLEMS:** 2 Semesters – 1 credit

Current Social Problems enable students to study political, economic, and social issues facing the world. This course will focus on current issues, examine selected issues throughout the 20<sup>th</sup> century, and look at historical causes or possible solutions.

**U.S. HISTORY:** 2 Semesters - 1 credit

**PREREQUISITE:** Required for all juniors

Following a review of exploration, there will be the study of colonization and America's Revolution for Independence. The course will cover the creation of the Constitution and national/state governments, political units and conflicts that have shaped the United States and the way we live.

**NOTE:** To fulfill graduation requirements, students must pass the Constitution Exam during this course.

**WORLD GEOGRAPHY:** 2 Semesters - 1 credit

World Geography is the study of the relationship between peoples of the land. Geography is a point of view, a way of looking at people and places. The course focuses on two themes: How do people use the earth, and how does the earth influence the way people live.

**WORLD HISTORY:** 2 Semesters - 1 credit

World History is a survey of the growth of civilization including Western, Non-Western and Latin American historical approaches. Modern links with the past and geographical backgrounds will be discussed. First semester will emphasize early man to the Romans and Greeks.

**PSYCHOLOGY:** 1 Semester – ½ credit (3 College Credits)

**PREREQUISITE:** Counselor Approval, **Additional Fees Apply**

The primary learning objective of this introductory psychology courses is to explore the subject matter of the field and to become familiar with the vocabulary and concepts of the field and with some of the research findings upon which our knowledge of human thought and behavior is based. Furthermore, the primary goal of this class is to emphasize development of critical thinking skills and to prepare you to be a cautious and analytical consumer of information that is proclaimed to be scientific or to be based on research.



## VOCATIONAL EDUCATION

### **INTRODUCTION TO AGRICULTURE:** 2 semesters – 1 credit

Students will explore the world agriculture and ag business through computer-based instruction offered through the Future Farmers of America organization. Hands-on activities and projects will also be offered and emphasized.

### **AG BUSINESS:** 2 semesters – 1 credit

This course is designed to develop student skills in the areas of advanced agricultural business procedures, establishment of agricultural businesses, managing the agribusiness, financing the agribusiness, marketing and advertising, sales techniques.

### **VET SCIENCE:** 2 semesters – 1 credit

The Pre-Veterinary Studies 1 course exposes students to agriculture, animal science, and related career options. Students will have experiences in various animal science concepts with hands-on activities, projects, and problems. Students' experiences will involve the study of animal anatomy, physiology, behavior, nutrition, reproduction, health, selection, and marketing.

### **HORTICULTURE:** 2 semesters – 1 credit

The Horticulture course provides a foundation of plant science knowledge and skills. Through hands-on activities, students will experience various plant science concepts and study plant anatomy and physiology, classification, and the fundamentals of production and harvesting. Students will learn how to apply scientific knowledge and skills to use plants effectively for agronomic, forestry, and horticultural industries. Students will discover the value of plant production and its impact on the individual, the local, and the global economy.

### **AREA CAREER CENTER:** 2 semesters - 2 credits

**PREREQUISITES:** junior or senior standing

**REQUIRED:** Mandatory third hour study hall - Students are not allowed to drive to ACC (Use District Transportation)

La Moille High School is a member of the La Salle Peru Area Career Center. Juniors and seniors who meet admission criteria have the opportunity to enroll in one vocational course a year, which earns two credits. A \$150 enrollment deposit is required. See your Guidance Counselor for more information on specific admission criteria and course offerings. Current classes include the following: Automotive Mechanics, Construction Trades, Child Care/ Early Childhood Education, Computer Aided Drafting, Cosmetology (seniors only), Electronics, Food Service/Culinary Arts, Graphic Communications, Health Occupations (Certified Nursing Assistant), Machine Technology, and Welding.

### **COOPERATIVE OCCUPATIONAL EDUCATION:** up to 1 credit per semester, determined by teacher and counselor

**PREREQUISITES:** Enrollment in Business/Life Skills or teacher permission. Job assignment prior to beginning of the semester, teacher approval, work permit, and age at least 16.

This program provides on-the-job training (OJT) in approved areas. Programs may be one or two years of training with 10-20 hours per week at an approved job site. This training is combined with classroom assignments to reinforce the OJT. The purpose of this program is to provide students with skills, knowledge, and technical abilities, along with related materials so that they may be gainfully employed after high school. Requirements of the COE program include:

1. Occupational recognition: Approved occupation by state code.
2. Training plan and Agreement: Students are accepted into the program on the basis of vocational need and the availability of a work site.
3. Before final acceptance into a vocational program, the C.O.E. Coordinator and the Employer/Trainer must provide and sign a training plan and agreement acceptable for gaining the knowledge and skills necessary for that occupation.
4. Attendance Record: Student's attendance must show reliability.

5. Occupational qualification: To have the background academically, physically, and emotionally for the occupational training area selected.
6. Work permit: This provides proof of age. Students must be 16 to enter this program.
7. La Moille students may not work for family relatives.
8. Student must also have sufficient credits for graduation.

## **PROJECT SUCCESS**

This program is designed for students with an individual education plan. Classes are tailored to meet the individual needs of students with the goal of remaining the general student population and ultimately graduating.

## **STUDENT CRISIS/WELLNESS RESOURCES**

Police/Fire/Medical/Personal Emergency? **DIAL 911**

Any other human service, community resource, civic/public/social service, disaster help, or assistance with social services, housing, food, support groups, or don't know how to find something? **DIAL 211**

(Help and resources are available at any time in any language by dialing 211)

24/7 Suicide/Crisis Hotline: Call 1-800-273-8255 or text "ANSWERS" to 839863

Personal Crisis/Safety Issue/Need Help? Text "START" to 741741 or dial 211

(The text is free, and the text to that number will not appear on a phone bill's list of calls.)

Poisoning or drug/alcohol overdose? 911 & 1-800-222-1222

Sexual assault/rape? 1-800-892-3375-or 1-800-656-4673 or 911

Need a Safe Place? Call 815-433-3953/text "SAFE" & location to 69866 or dial 211

Abused/neglected, or subjected to violence? Call 1-800-252-2873, 1-800-799-7233, 911

Dating abuse/date rape? 1-866-331-9474 or text "LOVEIS" to 22522 or dial 211

Drug/alcohol problem? Want help? 815-391-1000 or dial 211

## EMERGENCY CRISIS RESPONSE PLAN LETTER TO PARENT

August, 2022

Dear Parents/ Guardian,

Should an emergency or disaster situation ever arise in our area while school is in session or in one of our schools, we want you to be aware that we have made preparations to respond effectively to such situations.

Should we have a major disaster or an emergency event during school hours, your student(s) will be cared for at La Moille High School and Allen Grade School or at a pre-established unification place. Our School District has a detailed Emergency Crisis Response Plan which has been formulated with local first responders to respond to a major catastrophe or an emergency event.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.

2. In the event of a serious emergency, students will be kept at school or at a unification site until they are picked up by an identified, responsible adult who has been identified as such on the school emergency registration database (TeacherEase) which is required to be filled out by parent/ guardian at the time of registration. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older.
- He/she is usually home during the day.
- He/she could walk to school, if necessary.
- He/she is known to your child.
- He/she is both aware and able to assume this responsibility.

3. Turn your radio to local stations for emergency announcements. If students are to be kept at school or unification site, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the District Office or going to our webpage: [home.lamoilleschools.org](http://home.lamoilleschools.org). We have the Blackboard Connect Call Out System that will telephone you on major events, schedule changes, and notifications. This system will also notify you in the event of an emergency. You will receive notification via this system so please keep your phone numbers updated.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Registration Form. During an extreme emergency, students will be released at designated reunion sites located on school campuses or a pre-determined unification site. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian.

In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case students need to be moved to another location near the school area or one of our buildings becomes unusable, students will be transported to an off-site location. Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the grounds, report to their rooms or designated area to go to a unification place. In the event we have to seek "Shelter-in-Place" in another building, notification will be made as

to the location of the pre-established place. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Thank you.

## **Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes**

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

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

### Request to Examine Instructional Material

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

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

### Class Attendance Waiver Request

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

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

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

- Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS**
- Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS**
- Instruction on diseases**
- Recognizing and avoiding sexual abuse**
- Instruction on donor programs for organ/tissue, blood donor, and transplantation**

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Student *(please print)*

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Parent/Guardian *(please print)*

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Parent/Guardian Signature

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Date

## Notice to Parents/Guardians Regarding Section 504 Rights

Date: August, 2022

Dear Parent/Guardian:

Re:Section 504 Rights

Section 504 of the Rehabilitation Act of 1973, commonly referred to as *Section 504*, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) ensure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a *physical or mental impairment* which substantially limits a *major life activity* as defined by 34 C.F.R. {104.3.

This notice describes the rights ensured by Section 504 to those disabled students who do not qualify for special education and related services under the Individuals With Disabilities Education Act (IDEA). The intent of this notice is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any decisions in reference to Section 504.

***Please keep this explanation for future reference.***

Parents/Guardians and/or students have the right to:

1. Be informed by the School District of your rights and procedural safeguards under Section 504 in an understandable language. 34 C.F.R. Part 104. The purpose of this notice is to advise parents/guardians and/or students of these rights.
2. A free appropriate public education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. {104.33.
3. Free educational services except for those fees that are imposed on non-disabled students or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 C.F.R.
4. A placement in the least restrictive environment to the maximum extent appropriate to meet the student's needs. 34 C.F.R. U04.34.
5. Facilities, services, and activities comparable to those provided for non-disabled students. 34 C.F.R. }104.34.
6. An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. S104.35,
7. Testing and other evaluation procedures conforming to the requirements of 34 C.F.R. } 104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social and cultural background, adaptive behavior, physical or medical. reports, student

grades, progress reports, parent/guardian observations, anecdotal reports and standardized test scores. 34 C.F.R. 5104.35.

8. Placement decisions made by a group of persons, i.e., a Section 504 committee, including the parent(s)/guardian(s) and persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements for the least restrictive environment and comparable facilities. 34 C.F.R. 5104.35(c).
9. Periodic reevaluation of students who have been provided special education and related services. 34 C.F.R. 5104.35
10. A notice prior to any action by the District in regard to the identification, evaluation, or placement of the student. 34 C.F.R. } 104.36.
11. Examine relevant records. 34 C.F.R. 5104.36.
12. An impartial hearing regarding the student's identification, evaluation, or educational placement including an opportunity for parental participation in the hearing and representation by an attorney, and a review procedure, 34 C.F.R. {104.36.
13. File a grievance under Board policy 2:260, *Uniform Grievance Procedure*, regarding any complaints that allege action prohibited by Section 504.
14. File a complaint with the District's Section 504 coordinator or designee concerning Section 504 matters other than your student's identification, evaluation and/or placement. The Section 504 coordinator or designee will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

To file a complaint with the Office of Civil Rights:

The Illinois regional Office of Civil Rights is located in Chicago at:

Chicago Office for Civil Rights  
U.S. Department of Education Citigroup  
Center  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Phone: 312/730-1560  
Fax: 312/730-1567  
TDD: 877/521/2172  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

If you would like more information about the differences between Section 504 and IDEA, see *Protecting Students with Disabilities FAQ about Section 504 and the Education of Children with Disabilities*, available at: [www2.ed.gov/about/offices/list/ocr/504faq.html](http://www2.ed.gov/about/offices/list/ocr/504faq.html).

Sincerely,  
Jay McCracken  
Superintendent

## **La Moille Community Unit No. 303 Activity Code**

This is a statement of Board guidelines for the benefit of students, parents, sponsors, and coaches. This guideline is not intended to, nor does it create or confer any contractual rights on any person. Nor does this guideline limit the authority of coaches, sponsors, or administrators to set rules of conduct, including suspension, for offenses not listed in these guidelines, such as missing practice, disrupting team activities, or other actions which would tend to disrupt the team or the school's educational environment. Nor does this guideline alter the procedure to be followed under federal and state laws relating to children with disabilities. School discipline for offenses related to the school will not be limited by any decision to invoke these guidelines, which are intended only to maintain discipline within voluntary, extra-curricular activities.

Any student participating in one or more extra-curricular activities at anytime during the school year shall be governed by this policy, beginning with the first day in the first extra-curricular activity for which the student participates and continuing through the last day of the student's senior year. For those programs which begin practice prior to the first day of school, this policy shall be in effect during those times. Should the student violate the rules and regulations and not be participating in an extra-curricular activity at the time, the student suspension will affect the next activity in which he/she is participating.

All offenses against this activity code are accumulated over the student's seven years of extra-curricular activity participation. This policy is in effect 365 days a year and 24 hours a day.

### **Section I: Eligibility Requirements**

1. The student shall be doing passing work in all of his/her classes of cumulative semester work per week. Passing work is defined as a letter grade of **D** or higher.
2. Passing work shall be defined as work of such a grade (**D**) that is on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
3. Weekly grades are to be updated by teachers by Thursday at midnight. Grades are then checked and recorded by administrators. Teachers will be informed about students. Students will be issued a warning for all weekend assignments to be completed. Administrators will make a final grade check on Monday. The coaching staff is then notified of students' grades and any students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday). **Upon a 4<sup>th</sup> week determination of ineligibility in any one sports season, players will be removed from the team to concentrate on academics.**
4. The grading scale for La Moille Community Unit No. 303 is as follows:  
90-100% - **A**, 80-89% - **B**, 70-79% - **C**, 60-69% - **D**, and less than 60% is an **F**.

### **Section II: Activity Policy**

- **Principle 1** – A student representing La Moille Community Unit No. 303 must exemplify the highest standards of moral integrity and good citizenship, both in and out of school and in the community therefore; students shall refrain from activities that could lead to charges or conviction of a misdemeanor offense. Any arrest or conviction of a student participant by law enforcement officials or a court of law for participating in or aiding in any crime will be in violation of the activities policy. Violations may be treated with a written reprimand, temporary suspension or dismissal from the team/activity after a review by the student’s present coach/sponsor (or next coach/sponsor if the student is not presently in an activity).
- **Principle 2** – Any student involved in extra-curricular activities who admits, is seen by or reported by district staff, parent(s) of the student for possession or consumption of alcohol, illegal drugs, or tobacco or is determined to have been in possession or consumed alcohol, illegal drugs or tobacco based on a report from law enforcement officials, court officers, or a newspaper account will be disciplined in the following manner:

**Athletic Activities: Football, Cheerleading, Volleyball, Golf, Cross Country, Flags, Drill Team, Wrestling, Basketball, Track, Baseball, Softball**

**First Offense:** Any student violating this code shall service a suspension of one quarter (1/4) of the athletic season in which he/she is currently participating. The number of games/matches/performances that constitute one quarter (1/4) of each activity is specified in Principle 3. If a student is serving a suspension period during a sports season and he/she quits the team or is removed by the coach/sponsor (injuries and illnesses are an exception), the athlete will be considered to not have served any portion of his/her suspension during that sports season. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next athletic season in which the student participates. The suspension for the next athletic season will be for whatever “percentage” of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. Should the violation occur when school is out for the summer or any other time when the student is not an active member of an athletic team the penalty will begin with the first week of the next athletic season in which the student takes part.

**Second Offense:** Students violating the code a second time shall serve a suspension beginning immediately, and the stated penalty in each subsequent athletic and non-athletic activity in which a student participates for one calendar year from the date of the offense. These suspensions shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents.

**Third Offense:** Students violating the code a third time shall be suspended immediately from ALL extra-curricular activities (Athletic and Non-Athletic) for the remainder of their school careers. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. At the conclusion of one calendar year from the effective date of the suspension, the student may apply for reinstatement. To become eligible for reinstatement, the student must have completed the components in sub-paragraph “A” and have maintained a minimum of a 2.0 GPA for the two previous semesters. A written request for reinstatement shall be submitted to the Athletic Director. The request should outline the changes/improvements made by the student to warrant consideration and a list of activities in which the student plans to participate. A letter of recommendation from a teacher or administrator shall accompany the request for reinstatement. Once the Athletic Director verifies that the above conditions have been met he shall present this to the Board of Education to vote on the request. If the majority of the Board present approves the reinstatement, said student will be eligible for all activities. Any further violations of the code will result in the reversal of the reinstatement. Said student will be permanently suspended from ALL activities for the remainder of his/her career.

**Non-Athletic Activities: Scholastic Bowl, Play**

**First Offense:** Any student violating this code shall serve a suspension of one quarter (1/4) of the activity season in which he/she is currently participating. The number of matches/performances that constitute one quarter (1/4) of each activity season is specified in Principle 3. If a student is serving



a suspension period during an activity and he/she quits the activity or is removed by the sponsor (illnesses are an exception) the student will be considered not to have served any portion of his/her suspension during that activity. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next activity season in which the student participates. The suspension from the next activity season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. Should the violation occur when school is out for the summer or any time when the student is not an active member of an activity the penalty will begin with the first week of the next activity season in which the student takes part.

**Second Offense:** Students violating the code a second time shall serve a suspension beginning immediately, and the stated penalty in each subsequent athletic and non-athletic activity in which a student participates for one calendar year. These suspensions shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents.

**Third Offense:** Students violating the code a third time shall be suspended immediately from ALL extra-curricular activities (Athletic and Non-Athletic) for the remainder of their school careers. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. At the conclusion of one calendar year from the effective date of the suspension, the student may apply for reinstatement. To become eligible for reinstatement, the student must have completed the components in sub-paragraph "A" and have maintained a minimum of a 2.0 GPA for the two previous semesters. A written request for reinstatement shall be submitted to the Athletic Director. The request should outline the changes/improvements made by the student to warrant consideration and a list of activities in which the student plans to participate. A letter of recommendation from a teacher or administrator shall accompany the request for reinstatement.

Once the Athletic Director verifies that the above conditions have been met he shall present this to the Board of Education to vote on the request. If the majority of the Board present approves the reinstatement, said student will be eligible for all activities. Any further violations of the code will result in the reversal of the reinstatement. Said student will be permanently suspended from ALL activities for the remainder of his/her career.

**Sub-paragraph A:** In the case of all offenses the student must complete a chemical dependency assessment that will be set up by the student and the parent/guardian unless the violation was involvement with tobacco. Verification of the chemical dependency assessment appointment must be submitted to the Principal. Cost of the chemical dependency assessment will be borne of the parent/guardian. Failure to submit documentation to the Principal of an appointment and attendance at a school approved substance use agency will result in the immediate dismissal from the team/organization/group for the remainder of the season/year as appropriate. The student will also forfeit the right to any and all awards for the season/year.

#### **Athletic and Non-Athletic Penalty Specifics:**

- |                        |   |
|------------------------|---|
| <b>Football -</b>      | 1 <sup>st</sup> offense is suspension of ¼ of season or 2 ¼ consecutive individual contests, including the state series.  |
| <b>Volleyball -</b>    | 1 <sup>st</sup> offense is suspension of ¼ of season or 5 consecutive individual contests, including the state series.  |
| <b>Golf -</b>          | 1 <sup>st</sup> offense is suspension of ¼ of season or 5 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests. |
| <b>Cross Country -</b> | 1 <sup>st</sup> offense is suspension of ¼ of season or 5 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests. |

- Wrestling -** 1<sup>st</sup> offense is suspension of  $\frac{1}{4}$  of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
- Basketball -** 1<sup>st</sup> offense is suspension of  $\frac{1}{4}$  of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.
- Cheerleader -** 1<sup>st</sup> offense is suspension of  $\frac{1}{4}$  of season or:  
Football – 2  $\frac{1}{4}$  consecutive individual events including the state series,  
  
Basketball – 6 consecutive individual events including the state series.
- Drill Team -** 1<sup>st</sup> offense is suspension of  $\frac{1}{4}$  of season or:  
Football – 2  $\frac{1}{4}$  consecutive events including the state series,  
  
Basketball – 6 consecutive individual events including the state series.
- Track & Field -** 1<sup>st</sup> offense is suspension of  $\frac{1}{4}$  of season or 4 consecutive individual contests, including the state series.
- Baseball/Softball -** 1<sup>st</sup> offense is suspension of  $\frac{1}{4}$  of season or 6 consecutive individual contests, including the state series.
- Scholastic Bowl -** 1<sup>st</sup> offense is suspension for  $\frac{1}{4}$  of season or 2 consecutive individual contests, including the state series.
- Play -** 1<sup>st</sup> offense student will sit out one performance. 2<sup>nd</sup> offense said student will be removed and replaced.
- Student Council -** 21 day suspension from all council activities.

**National Honor Society –**

1. From national handbook – A member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. They are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. (For minor offenses, the advisor may suspend certain chapter privileges.)
2. The advisor will review the standing of members for compliance with NHS standards. The advisor should inform the errant member in writing the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.
3. If the faculty decides that dismissal may be warranted, the member is allowed to present a case before the council.
4. If a member is dismissed, written notice of the decision should be sent to both the member and parents. The member must surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this the matter should be treated as a school disciplinary matter.

- **Principle 3 – Appeals** – If within five (5) days of the ruling, the participant convinces the coach/sponsor or Athletic Director that there is just cause for an appeal, the Athletic Director will arrange for the participants to meet with a Discipline Committee for the purpose of appealing the ruling. This will apply to all violations.
- **Principle 4**
  - A. Any student unexcused will not be allowed to participate in an event that day (including a practice) or at the next activity after the absence has been determined to be unexcused.
  - B. Any student with an unexcused absence will not be allowed to participate the day following the absence (or at least the next regularly scheduled practice or contest) during a vacation period. The Athletic Director, in cooperation with the Principal and Superintendent, reserves the right to make judgments not specifically listed.
  - C. A student, who is legitimately absent, excused with a proper phone call to the school office on the day of the absence, may participate the following day or during a vacation period.
  - D. Students must attend a minimum of 3 ½ academic clock hours (10:00 a.m. on shortened schedule and 11:00 a.m. on regular schedule), which must include all PM classes, on the day an activity is scheduled in order to participate in any extracurricular activity. If a doctor’s note/excuse has been provided to the office, or other extraordinary circumstances occur, administration will rule on the decision.
  - E. Permission to miss any scheduled practice should be secured from the head coach/sponsor in advance, if possible. An unexcused absence may cause dismissal from the squad.
  - F. An athlete who goes to the doctor for any injury must obtain a written release from the doctor before returning to participate. Concussion procedures are established by the IHSA.
  - G. Changing activities within a season is subject to agreement by the coaches/sponsors involved and may not take place after the first interscholastic contest in that season (includes Drill Team squad).
  - H. Quitting an activity is permitted, however, a student will be ineligible to participate in another sport during that same season. A student is automatically ineligible for the next sports season until the current season officially ends (includes Drill Team squad).
  - I. Students who are ineligible will not be allowed to participate in exhibition games, matches, or regular season/tournament contests. Students will not be allowed to practice during ineligibility without the signed consent for the teacher of the ineligible class. Students must report every day until 3:25p.m. for homework help prior to practice. Signed sheets must be delivered to coaches daily.
  - J. These following rules apply only to cases where IHSA rules are not in force. In a case where students are involved in a class where they are receiving a grade for their participation in extra curricular activities and are either academically ineligible or in violation of the activity code, those students will be able to participate in said activities with reduction in participation of ¼ of the activity per violation with their grades impacted by their lack of full participation.

**La Moille Community Unit No. 303  
Activity Code**

**Student Name (please print)** \_\_\_\_\_

**By signing this form we certify that we have read the entire Activity Code and understand its contents.**

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

**This policy must be signed and returned to the school before participating in an activity. This includes the activities practice sessions.**

**La Moille C.U.S.D. #303 School Medication Authorization Form**

*To be completed by the child's parent(s)/guardian(s).*

*This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

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

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

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

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

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:*

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

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

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

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

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

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

Time medication is to be administered or under what circumstances: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

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

*For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:*

**Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?**

Yes  No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

*For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).*

*For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).*

***For only parents/guardians of students who need to self-administer medication required under a qualifying plan:***

**I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.**

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

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

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

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

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

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

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

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

**If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.**

*Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.*

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

***For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:***

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

*Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.*

**Parent/Guardian Initials**

*For all parents/guardians:*

**By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

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

\_\_\_\_\_  
Parent/Guardian Printed Name

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

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

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

\_\_\_\_\_  
Date