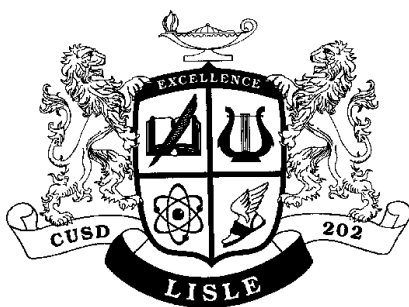


# LISLE HIGH SCHOOL HANDBOOK ADDENDUM 2019-2020

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## ***“Learning for Life”***

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## INTRODUCTION

Welcome to Lisle High School!

On behalf of the Board of Education and Lisle School District 202, we would like to welcome you to the 2019-2020 school year and all the promise and opportunity of a new beginning.

As the administration prepares for a successful school year, we encourage all students and parents to read and review the accompanying handbook and planner. This document will answer many of the questions you may have and will provide clarity and transparency about the Lions' guidelines, rules and procedures.

School Board Policy Numbers that support this information are indicated in parenthesis () adjacent to each section. In addition, the complete handbook is comprised of the District Handbook *and* the Lisle High School Addendum.

As a staff and community, we are proud of the rich traditions at Lisle High School and will continue to provide students with the rigorous academic and engaging co-curricular opportunities that our community has come to expect. We look forward to working together to achieve your goals this coming year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey Howard', with a stylized, cursive script.

Jeffrey Howard  
Principal  
Lisle High School

## ATTENDANCE PROCEDURES AND DEFINITIONS

### 7:70 – Attendance and Truancy

CROSS REF.: [6:110](#) (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), [6:150](#) (Home and Hospital Instruction), [7:10](#) (Equal Educational Opportunities), [7:50](#) (School Admissions and Student Transfers To and From Non-District Schools), [7:60](#) (Residence), [7:80](#) (Release Time for Religious Instruction/Observance), [7:190](#) (Student Discipline), [7:340](#) (Student Records)

### Attendance (7:70)

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We at LSHS strongly feel that daily attendance is necessary to insure the greatest success and maximum learning for each of our students. Every effort should be made to attend school each day, consistent with Section 26-1 of the **Illinois School Code.**” Compulsory school age-Exemptions. Whoever has custody or control of any child between the ages of 7 and 17 years (unless the child has already graduated from high school) shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.” When absences cannot be avoided the following procedures should be followed:

1. The parent or guardian is requested to phone 630-493-8399 by 10:00 A.M. and to give the **specific** reason for the student’s absence. This procedure should be followed each day the student is absent from school. Parents are responsible to call in within 24 hours of the absence, preferably the night before or the day of the absence. Any absence which is not phoned in by this time or is not for a recognized school function will be regarded as unexcused and may be assigned appropriate detention time.. Students who accumulate excessive unexcused absences will be reported to the county truant officer. If a student’s daily absences become excessive due to illness, the school may request the parent to provide a physician’s documentation indicating that the student’s illness necessitated his/her absence from school.
2. If a student returns to school after an absence the previous day, the student will go directly to class. If returning to school on the same day of a partial absence, the student is responsible to sign in at the attendance office.
3. Students who leave the building during the day must follow the process in 2 below. Failure to do so may result in assignment of behavioral consequences.

For the sake of clarification and mutual understanding, the following definitions should be in effect.

1. Excused Absence (7:70) – These absences are the result of illness, observance of a religious holiday (LCUSD Release Time for Religious Instruction/Observance Policy 7:80), court appearances, death in the immediate family, family emergency, medical/dental appointments, and pre-arranged family vacations, or other reasons as approved by the Superintendent or designee and shall include such other situations beyond the control of the student as determined by the school administration.
2. Early Dismissal (7:90) - If a student feels sick in school, that student is to get a pass from the classroom teacher to go to the Nurse’s Office. Once there, arrangements will be made if the student is to be dismissed early. For other predictable needs to leave school early, such as doctor/dentist appointments, etc., parents are responsible to call the Attendance Office phone 630-493-8399 at least **one hour prior** to the time the parent wishes to pick up the student from school. Lisle Senior High School recognizes that emergency situations, requiring immediate access to a student or students occur. In these cases, please call 630-493-8305 and let the office person assisting know that such an emergency exists and all will be done to locate and retrieve the student for the parent as quickly as possible.
3. Pre-arranged Absences (7:90) – Occasionally, permission for excused absences may be arranged prior to the absence. i.e. college visits and family vacations. **Lisle District 202** discourages such absences but realizes at times that they are unavoidable. A parent/guardian must contact the Attendance Office by phone at least 72 hours in advance to arrange a prearranged absence. The student then must secure the pre-arranged absence form from the attendance office, complete the form and submit the completed form to the Dean of Students for approval.
4. Unexcused Absence (7:70) - An unexcused absence is any absence that does not conform to the standards of 1-3 above. **The school reserves the right to decide when an absence is excused.** Unexcused absences will be recorded and consequences assessed for reasons including, but not limited to the following:
  - a. Oversleeping.
  - b. Student leaves school during the school day without the parent notifying the attendance office in advance of the student’s departure.
  - c. Car trouble.
  - d. Staying in class A or anywhere else in the building or with any teacher when the student is supposed to be in class B without the express permission of the teacher of class B.

- e. Reporting to class more than 5 minutes after the period begins.
  - f. Student choosing not to attend class.
  - g. Leaving the building and/or grounds without proper permission, for example, to go to lunch.
  - h. Going to the DMV to get a driver's license, learners permit, etc.
  - i. Missing the bus
  - j. Truancy
  - k. Household responsibilities
5. **Tardy** - A student who is less than five minutes late to class is tardy. Students who are more than five (5) minutes late to class are truant (unexcused absent). A student is on time to class if he/she is in the classroom with all necessary materials before the bell to begin class stops ringing. A student who does not meet this standard is tardy or truant under the conditions in the first two sentences.

### **Tardy Policy (7:70)**

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All class time is important to student success. Punctuality is a value that benefits the practitioner. In addition, tardiness is disruptive to the teacher and other students in the class. Any student who is not at least in the classroom by the time the tardy bell stops ringing is tardy. Any student in that position should consider her/himself to be at least tardy, and if more than 5 minutes late to class, absent.

The recording of tardies starts over each semester.

The purpose of the consequences is to influence students to learn and practice punctual behavior. If the tardiness persists, progressive consequences will occur including but not limited to after school detention, Saturday detention, In-School Intervention, loss of privileges, and social suspension.

A conference will be convened at the request of any of the following: classroom teacher, the principal's designee, the counselor, the parent, and/or the student to address student tardiness. The purpose of such a conference will be to support the student and help the student adopt punctual behaviors.

**Tardy to School** - Lisle High School understands things may happen in the morning that cause a student to be late to school, therefore every student will be afforded six warning tardies to school per semester. Tardy to school includes being late to school up to the end of first period. On the 7th and succeeding tardy to school a student will be referred to the Dean's office which may result in consequences. Parent phone calls will not excuse a student for being tardy to first period. A physician's note will excuse all absences.

**Tardy to Class** - Every student will be given a total of six warning tardies to class per semester. Tardies to class includes the total amount of tardies ranging from 2nd period through 7th period. On the 7th and succeeding tardy to class a student will be referred to the Dean's office which may result in consequences.

Any student tardy to school or class must report to the attendance office to receive a pass to class. Students are responsible to access Power School to understand how many tardies they have accumulated.

### **Truancy (7:70)**

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#### **1. Chronic Truancy defined**

- a. The state of Illinois defines chronic truancy as absence by a student greater than 5% of the previous 180 school days without a "valid cause".
- b. Students who meet this definition may be reported to DuPage Regional Office of Education Truancy for action. These actions may include, but are not limited to letters to parents, hearings at the Regional Office of Education, court appearances and actions by the county court including but not limited to fines and/or detention.

#### **2. Truant to class**

- a. Students who do not attend class without "valid cause" are considered truant to that class or classes. They are marked absent unexcused for that class. Parents are informed.
- b. Behavior Consequences for unexcused absences to class:
  - 1. Single period unexcused absence
    - a. Students attendance will be marked as a class cut which may result in discipline consequences.

**Truancy (7:70) *cont.***

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2. Multiple period unexcused absences (2-3 periods)
  - a. Student may be assigned the number of detentions equal to the number of classes unexcused.
3. All day unexcused absences (4 periods or more) or unexcused absence from T.C.D.
  - a. Student may be assigned five hours of detentions at discretion of the Dean of Students.
4. A conference will be convened if requested by the Dean of Students or designee, student, parent, teacher(s), and/or counselor to problem solve unexcused absences after any number of unexcused absences.
5. If the applied consequences and interventions above do not result in an end to unexcused absences by the student, other consequences may be applied, including but not limited to:
  - a. Loss of Privileges
  - b. Social Suspension
6. Students whose attendance violated Illinois Truancy Law will be reported to DuPage County Truancy.

## BEHAVIORAL EXPECTATIONS

### **Academic Integrity Policy**

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CROSS REF.: [2:240](#) (Board Policy Development), [5:230](#) (Maintaining Student Discipline), [6:110](#) (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), [7:70](#) (Attendance and Truancy), [7:130](#) (Student Rights and Responsibilities), [7:140](#) (Search and Seizure), [7:150](#) (Agency and Police Interviews), [7:160](#) (Student Appearance), [7:170](#) (Vandalism), [7:180](#) (Preventing Bullying, Intimidation, and Harassment), [7:200](#) (Suspension Procedures), [7:210](#) (Expulsion Procedures), [7:220](#) (Bus Conduct), [7:230](#) (Misconduct by Students with Disabilities), [7:240](#) (Conduct Code for Participants in Extracurricular Activities), [7:270](#) (Administering Medicines to Students), [7:310](#) (Restrictions on Publications and Written or Electronic Material), [8:30](#) (Visitors to and Conduct on School Property)

### **Belief Statement (7:190)**

Lisle High School believes that learning best occurs in an atmosphere of honesty in which students have developed a high sense of responsibility and exhibit a strong sense of integrity. This is accomplished through the cooperative efforts of parents, students, and teachers. Although society places pressure on students to excel, Lisle High will not tolerate nor condone academic dishonesty.

Students are expected to conduct themselves according to school rules prohibiting cheating and will perform in a manner which reflects their knowledge of and commitment to these rules.

Parents are partners in the educational process and must support the values of honesty and integrity as administered by the school to create and maintain an ethical environment.

Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and model ethical behavior. They will be consistent in the implementation of consequences for cheating.

### **Definition of Cheating/Dishonesty (7:190)**

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own. Examples of cheating include but are not limited to the following:

1. Copying from another student's test or helping another student during a test.
2. Providing other students with information regarding a test.
3. Submitting another's work as one's own.
4. Stealing copies of tests or answer keys.
5. Copying another student's homework, test, quiz, project, book report, assignment, or take home test.
6. Allowing another student to copy the work in #5 above.
7. Plagiarizing or presenting material taken from another source without appropriate documentation.
8. Changing answers on a test, assignment, project, etc. after grading.
9. Altering any educational records of the school electronically
10. Using electronic devices to access information in a manner not specified by the teacher

"Cooperative Learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher will clearly explain this to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be treated as cheating.

### **Consequences of Cheating/Academic Dishonesty (7:190)**

There is a range of academic dishonesty violations. Each individual case should be referred to the Dean of Students by the teacher, and the teacher and administration team may assign behavior and/or academic consequences appropriate to the violation.

### **Technology Policy: See Acceptable Use Policy**

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### **Bring Your Own Device Policy**

Students are expected to use the district issued Chromebook in the classroom. Personal student devices may be used outside of the classroom as needed. Any deviation from or violation of these rules, or at the discretion of the building administrator or the Technology Department, may result in further consequence from the Dean of Students. Lisle District 202 shall not be held responsible for any loss, damage or theft of student owned devices. The student alone is solely responsible for his/her device(s). The Technology Department will not provide hardware or software technology support beyond the initial connection of the device to the BYOD network.



## Assemblies

All rules pertaining to student conduct apply. Students must remain seated except when participation is warranted and must refrain from throwing objects and pushing other students. Courtesy and attention to all speakers and performers are expected.

## Backpacks and/or Book Bags

Backpacks and/or Book bags are NOT to be carried from class to class during the school day. From the start of the day until the end of the last period, these things are to be in student lockers. A book bag/backpack is defined as an item used to carry books, notebooks, and other like school supplies. In addition, other bags, such as but not limited to, those used to carry athletic equipment or clothes are NOT to be in classrooms or other educational areas.

## Chromebook Program, Policies, and Procedures

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"><li>• I will not attempt to repair the Chromebook laptop.</li><li>• I will report to the school any problems with the Chromebook laptop.</li><li>• I will ensure that my son/daughter recharges the Chromebook laptop battery nightly.</li><li>• I will ensure that my son/daughter brings the Chromebook laptop to school every day and follows guidelines established by our District Acceptable Use Policy.</li><li>• I agree to ensure that the Chromebook laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Lisle CUSD 202.</li></ul>	<p>Your Chromebook laptop is an important learning tool and is for educational purposes only. In order to take your Chromebook laptop home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"><li>• When using the Chromebook laptop at home, at school, and anywhere else I may take it, I will follow the District's Acceptable Use Policy and abide by all local, state, and federal laws.</li><li>• I will treat the Chromebook laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li><li>• My Chromebook laptop is my responsibility and will stay in my possession or be kept in a secure location at all times.</li><li>• I will not modify any software on the Chromebook laptop.</li><li>• I will not release personal information to strangers when using the Chromebook laptop.</li><li>• I will bring the Chromebook laptop to school every day.</li><li>• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li><li>• I will recharge the Chromebook laptop battery each night.</li><li>• I will return the Chromebook laptop when requested and upon my withdrawal from Lisle CUSD 202.</li><li>• I will place the Chromebook laptop in its protective case when not in use and when it is being moved.</li></ul>

## **Detention Policy (7:190)**

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1. Detentions are held on Monday, Tuesday, and Thursday from 2:45 to 3:35 P.M. in the library. Students will have access to Learning Lions (teacher tutors and assessment center) during their assigned detention.
2. Saturday detentions range from one to five hours, starting at 8:00 A.M, and are served in the library.
3. Failure to attend a scheduled detention without prior communication to the Dean of Students may result in further consequences.
4. Students who misbehave in detention or Saturday detention will be removed. They will not be given credit for any detention time that day. They are subject to additional behavioral consequences for the actions that led to the removal from any detention. Students who choose to leave detention before their assigned time is up will not be given credit for any detention time served.
6. Students are notified of their detention by the Dean of Students. Once notified, students are responsible to know when their detentions are scheduled.

## **Dress Code & Student Appearance (6:20)**

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Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Please refer to the District Handbook section for specific guidelines.

## **Consequences other than Detentions**

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### **1. Loss of Privilege**

Students at Lisle High School have the right to a free and appropriate public education in a safe environment. Participation in extracurricular activities is an important part of the high school experience, but one that may be limited if student conduct or academic progress warrants. In order to earn and/or keep privileges students are expected to perform at reasonable levels in academics, behavior, and attendance.

Loss of Privilege may serve as an alternative to or in addition to other behavioral consequences, such as Saturday Detention and/or out of school suspension. As students advance through Lisle Senior High School they receive certain privileges. Examples of privileges for Lisle Senior High School student may include, but are not limited to dances, prom, class activities, attendance/participation in extracurricular activities, driving privileges, use of school facilities before and/or after school, and attendance on field trips. Students may lose any/all privileges for violations of the Code of Student Conduct (which consists of the Lions' Code, the "Behavioral Expectations and Consequences" section of the Student Handbook, and the "Extra-Curricular Activity Code of Student Conduct"), extreme absenteeism, and/or lack of academic success/progress.

### **2. Social Suspension**

Social Suspension may serve as an alternative to or in addition to other behavioral consequences, such as Saturday Detention and/or out of school suspension.

A social suspended student may not attend or participate in any school and/or district functions, including field trips, except attendance to her/his classes while on social suspension. A socially suspended student may be in the building for 20 minutes before the student's schedule begins (For example, if class starts at 7:50 am, the student may be in the building from 7:30 am. If the scheduled ends at 2:37 pm, the student must leave the building by 2:57 pm). A student with a legitimate reason to be at school outside those hours must have expressed permission from the principal or his designee.

Student and their parents are given written notice of the social suspension, the length of the suspension, the reason for the suspension and any review dates included in the suspension.

Repeated or serious violations of the discipline code may also result in social suspension. Students may also be socially suspended for inappropriate behavior at any district event or on any district property, and may be barred from attending similar events, including but not limited to dances, athletic events, and activities for up to and including the rest of a student's high school career.

### **3. Suspension (7:200)**

Temporary removal from school by Superintendent, Principal, or Assistant Principal, for a period not to exceed ten (10) school days.

- a. In-School Intervention (7:190) – In-school intervention, for a period of up to ten days will be held in a classroom for a period of not less than five hours, not including lunch time. Students will be supervised by an appropriately certificated staff member as they do their daily work. All students will be informed of the lunch procedure in advance. Students must arrive on time with all appropriate educational materials. School rules apply. Student misconduct is prohibited and may result in an out-of-school suspension or other behavioral consequences.

- b. Out-of-School Suspension (7:20) - During these dates the student may not enter the school building, be on the school grounds, or attend any school function. The student is encouraged to contact teachers for readings, assignments and other work the student may do to stay current in the class.

In case of unscheduled school closings during a suspension, the suspension is extended by the number of school days the district or school is closed during the assigned days of suspension.

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

- c. Hearing (7:20) - In accordance with the provisions of the Illinois School Code, you are provided the right to a suspension review hearing conducted by a school official appointed by the District 202 Board of Education. If you wish to appear before a hearing officer, please call within five (5) days of receipt of this letter, or eight (8) school days after the date of the mailing, whichever is earlier. A request for a review hearing does not postpone or delay the dates of suspension. The starting day/time of a suspension is decided by the Principal or Principal's designee.

If a review hearing is held you have the right to have up to five (5) witnesses present in addition to your child. You may also be represented by an attorney should you so desire. You must notify the hearing officer at least 48 hours prior to the scheduled hearing time if you anticipate having an attorney present. Failure to do so will result in a postponement of the hearing from its scheduled time. The school administration is granted the same privileges. All witnesses are subject to questioning by both parties.

During the review hearing, it is the responsibility of the hearing officer to listen to information provided by both the school administration and the parents/student in regard to the suspension. The hearing officer records the information and then presents a summary of the facts in a written report to the Board of Education. The hearing officer does not make a recommendation or give an opinion as to what action should be taken. The Board of Education will review the report and makes a final determination of the appropriateness of the suspension.

#### **4. Expulsion Procedures (7:210)**

Expulsion is removal from school by School Board action for a period of greater than ten (10) school days and not more than two school years. In cases of Expulsion, the Superintendent shall implement expulsion procedures that provide, at a minimum, for the following:

- a. Notice of Hearing (7:210) – Before a student may be expelled, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board of Education or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- b. Procedures (7:210) – During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. 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.

#### **Electronic Device/Cell Phone (7.190)**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPad ©, iPod ©, laptop computer, tablet computer, smart watches, electronic accessories like headphones/earbuds, or any other similar device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building administration.

During class time including Accelerated Learning Class, Resource Study Halls, and Intervention Study Halls, students may not have interaction with their electronic device as they should be silenced and out of sight unless:

- a. permission is granted by an administrator, teacher or school staff member
- b. a student is in the cafeteria during lunch or in the hallways during the passing period
- c. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

For the purpose of this policy, interaction includes but is not limited to: use of electronic device; use of accessories such as headphones/earbuds; hands on electronic device; electronic device making any noise; and/or electronic device visible in student workspace.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. using the device to take photographs in locker rooms or bathrooms
2. cheating
3. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or dissemination of private sexual images (i.e. sexting)
4. using the device in the hallway, bathrooms, and/or common areas during a class period
5. using the device during any loss of privilege time including detentions and in-school suspensions

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

Students in violation of this procedure are subject to progressive disciplinary consequences determined by the Dean of Students.

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

### **Managed Behaviors Chart**

The table below identifies which behaviors will be initially addressed by staff members with students and which will be referred to administrators. Any behaviors which are or become chronic and/or gross will be referred to an administrator. Definitions of chronic and gross are included in this handbook.

Staff Managed Behaviors	Office Managed Behaviors
<ol style="list-style-type: none"> <li>1. Excessive Talking / Disruptiveness</li> <li>2. Off Task Behaviors</li> <li>3. Inappropriate Communication</li> <li>4. Food &amp; Liquid Beverages</li> <li>5. Missing/ Incomplete Homework</li> <li>6. Academic Referral Process</li> <li>7. Backtalk/ Arguing with Teacher</li> <li>8. Formative Cheating/ Plagiarism</li> <li>9. Minor Property Damage</li> <li>10. Dress Code Violations</li> <li>11. Sleeping in Class</li> <li>12. Physical Horseplay</li> <li>13. Disobeying Given Classroom Rules</li> <li>14. Public Displays of Affection</li> <li>15. Throwing Objects</li> <li>16. Minor inappropriate Behavior</li> </ol>	<ol style="list-style-type: none"> <li>1. Chronic Tardiness / Absences</li> <li>2. Insubordination</li> <li>3. Gross Disrespect</li> <li>4. Fighting</li> <li>5. Vandalism/ Major Property Damage</li> <li>6. Weapons</li> <li>7. Gang Issues</li> <li>8. Leaving Classroom/ School Without Permission</li> <li>9. Failure to Serve Detention</li> <li>10. Theft</li> <li>11. Summative Cheating/ Plagiarism</li> <li>12. Failure to Identify Oneself</li> <li>13. Truancy</li> <li>14. Possession/ Distribution/Use of OTC Medication, Controlled Substance, Tobacco, or Alcohol</li> <li>15. Chronic Violation of Staff Managed Behaviors</li> <li>16. Security Threat -Fire/ Bomb</li> <li>17. Directed Profanity to an Adult or Another Student</li> <li>18. Criminal Offences</li> <li>19. Grossly Inappropriate Student Communication</li> <li>20. Possession of Drug Paraphernalia</li> <li>21. Falsifying Parent Contact (Attendance, Documents)</li> <li>22. AUP Policy</li> <li>23. Misbehaving for substitute</li> <li>24. Chronic and Grossly Inappropriate Dress Code Violations</li> <li>25. Chronic Public Displays of Affection</li> <li>26. Other Major Inappropriate Behavior</li> </ol>

# GENERAL SCHOOL PROCEDURES AND STUDENT INFORMATION

## Address Changes

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When a student changes telephone numbers or residence, the registrar should be contacted immediately. These changes may be handled during regular school hours.

## Announcements

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Each day announcements are communicated to students and staff. Occasionally, student organizations will have information that they would like to have conveyed to the student body.

In order to maximize time for student learning, special announcements will NOT be made to release students from class during the school day for contests, activities, etc. Teachers and students will know in advance from the sponsor/coach what time students are to leave class.

## Beverages on Campus

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Students are encouraged to consume all liquids in the cafeteria area during their lunch period. Drinking fountains are available in each of the academic hallways and in the cafeteria for use at other times of the day. In all educational settings outside of the cafeteria, and at all events of the school day, supervising teachers will create expectations for possession and consumption of beverages for students under their supervision. When shared with students, these expectations become part of school rules.

If students choose to drink beverages in hallways or other areas of the building at any time they are responsible to do so in a safe and appropriate manner and to properly dispose of the containers and any remnants of the beverage.

## Closed Campus

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Lisle High School has a closed campus. Students will not be permitted to leave the building or campus for any reason once students arrive on school grounds on school days without permission from the Administration.

## Concussion Information Sheet

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A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul> | <ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul> |
|--|--|

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

***During the On-Line Registration Process, both parents and athletes electronically sign verifying this information has been provided and understood by both parent and athlete. Copies of this document may be printed or saved by the participant electronically.***

### **Dances and Prom (6:190)**

CROSS REF.: [4:170](#) (Safety), [7:40](#) (Nonpublic School Students, Including Parochial and Home-Schooled Students), [7:240](#) (Conduct Code for Participants in Extracurricular Activities), [7:300](#) (Extracurricular Athletics), [7:330](#) (Student Use of Buildings - Equal Access), [8:20](#) (Community Use of School Facilities)

Each year Lisle High School sponsors dances at school and prom for its students. Dances take place on Saturday nights in the school cafeteria. These events are for Lisle High School students and their approved guests. Guests must be in high school or no older than 20. Students inviting a guest must secure the approval of the Dean of Students BEFORE tickets are purchased. Guests at Lisle High School dances must have proper identification with them.

All dances are school sponsored events. All school rules, including those regarding illegal and harmful substances and smoking, are in effect at all school sponsored activities including dances and prom. Please see articles on "Illegal and Harmful Substances" and "Smoking" elsewhere in this handbook for specific explanations. Reasonable behavior (including style of dance) is expected. Students identified as dancing inappropriately, (which will include but is not limited to "grinding") and/or behaving in an inappropriate way will be warned the first time such behavior is observed. Any second occurrence will result in removal from that dance and possible future dances. Parents will be notified by the school if their student is removed. Through announcements and other publicity, examples and explanations of reasonable behavior at dances will be shared with students.

Prom follows the same procedures as above. At Lisle High School, juniors and seniors are eligible for prom. Freshmen and

sophomores may attend if invited by a junior or senior.

All Lisle High School dances, including prom are private events. School administration reserves the right to deny admission to any person who is not a student at Lisle High School. No person over the age of 20 who is not a student at Lisle High School may attend any LHS dance including prom. LHS students may lose the privilege of attending dances and/or prom due to Social Suspension and/ or Loss of Privileges.

### **Early Dismissal (7:90)**

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Students may not leave campus during the school day without authorization from the attendance office. Failure to procure such authorization will be considered a cut and will be treated as an unexcused absence.

Early dismissals will be granted only in an emergency or for a medical appointment. An early dismissal from school requires a phone call from a parent or legal guardian prior to the time of dismissal. If the dismissal occurs during a class period, the student must stop in the attendance office before school or between classes to secure a slip which will dismiss him at the proper time when presented to his teacher. In the case of an emergency, a student will be summoned to the attendance office after parent contact has been made. **ALL STUDENTS MUST CHECK OUT IN THE ATTENDANCE OFFICE BEFORE LEAVING SCHOOL. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE AND IN DISCIPLINARY ACTION.** Schools reserve the right to verify appointments by telephone.

**When an accident or illness occurs during the school day, students are to report it to the school nurse who will contact a parent and arrange dismissal if it is deemed necessary.**

### **Excused Absence Make-Up Work (7:70)**

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Students should refer to the Departmental Absence, Late Work and Deadline policies for missing work. It is the student's responsibility to request and complete all tests and assignments within the allotted time. Any questions regarding these policies should first be directed to the teacher, then Department Head, then Assistant Principal of Curriculum and Instruction, and finally Principal. Parents and guardians of any student who is absent due to hospitalization or extended illness should request homework from the Guidance Office @ 630-493-8310 and contact the student's teachers individually to request makeup work. That work will be gathered and picked up in the Guidance Office. Parents please allow 24 hours from the time of the request to the time of pickup.

### **Field Trips**

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Field trips on school time are to be educational in nature. Each trip should be critically appraised by teachers before application is made for approval. There must be considerable educational value in any all-day trip if it is to compensate for the time taken from the classes each student must miss. All field trips must be approved in advance by the Assistant Principal of Curriculum & Instruction.

Students must meet these criteria to be eligible for field trips

1. Attendance greater than 90%, measured multiple times and tallied in each semester
2. Grades of C or better in all classes as measured by weekly eligibility reports
3. Parental permission in writing
4. Two or fewer behavioral referrals in the present semester
5. Student is responsible for all work/information/activity missed.

The Attendance Secretary will provide teachers with a regular attendance report so teachers have the information. Students may appeal exclusion from a field trip to the Dean of Students. Performance requirements for a given class are not considered field trips for the purpose of exclusion.

### **Final Examination**

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Students are not allowed to take their final examinations early. A requested change in the test date and/or time needs the approval of the Principal or Assistant Principal of Curriculum and Instruction. Once approved the student needs to arrange an acceptable date with the teacher.

In the second semester, makeups for finals not taken by the end of the school year will be supervised by the assistant principal during the summer. Please call the office to arrange make up dates.

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## **Guardianship (7:160)**

Students, under 18, not living with either parent but with a resident of Lisle, must show proof of residency as well as legal documentation showing court appointed guardianship. This documentation must be presented before the student will be allowed to enroll.

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## **Identification Cards**

All students are issued an ID card each school year. A student who doesn't receive an ID card should contact the Attendance Office. Students are expected to carry their ID cards. They are used to access materials in the LRC, the automated school lunch program, gain entrance to sporting events and other school functions, and to identify one's self as a student.

Replacement ID cards may be obtained through the Attendance Office. The cost for a replacement ID is five dollars.

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## **Learning Resource Center (LRC)**

Students who wish to use the LRC may do so during their study hall or as a class activity supervised by their teacher. On most school days the LRC is open before and after school. The Lisle High School LRC collection contains in excess of 20,000 volumes. Information is available in both print and non-print media. Although the majority of the LRC collection is designed to supplement the curriculum, there are many materials designed for casual reading. Specific rules and regulations concerning LRC use will be explained to all students during the first week of school.

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## **Lisle Literacy Strategies**

Six practices used by good readers have been identified. These will be taught and reinforced in all classes to enable students to read more effectively and increase student achievement. These practices are:

1. Activating Background Knowledge
2. Asking Questions
3. Determining Importance
4. Making Inferences
5. Synthesizing
6. Visualizing

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## **Lockers**

Each student has been assigned and issued a locker, lock, and a lock combination both in the academic hallways and in the locker room. Students are expected to use only their assigned lockers and keep both lockers locked with a school issued or approved lock. Students are advised to share neither their locker nor locker combination with anyone. Students are to keep both their gym and academic hall lockers closed and locked whenever they are not present. Lockers are school property; they are loaned to students for their use. Lockers and the contents therein are subject to search by school authorities, including administrators. Students are not to display unethical or morally offensive material on or in lockers. Students are prohibited from posting on or in lockers any material that is inconsistent with the school's educational mission (for example, material promoting use of tobacco, alcohol, or illegal drugs). Throughout the year locker inspections will be scheduled. Students should keep their locker as neat and clean as possible. When students clean and empty their locker of all contents, they should take the lock with them to reuse the next school year. A cleaning fee may be assessed for students who do not comply.

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## **Lost and Found**

A Lost and Found is located in the main office. Items that are found should be turned in here; students may claim lost items after first checking with the main office staff.

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## **Notice of Nondiscrimination**

The Lisle Community Unit School District #202 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding Title IX, Section 504 and Title II compliance:

Dr. Linda Kotalik  
Assistant Superintendent  
5211 Center Avenue  
Lisle, IL 60532  
(630) 493-8000



For further information on notice of non-discrimination, visit the [Office of Civil Rights website \(http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm\)](http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Admission to Lisle School District 202 is open to all school-age children residing within the District's residential boundaries.

The following career and technical education programs are offered to Lisle High School students (juniors and seniors) at the Technology Center of DuPage as part of the DuPage Area Occupational Education System:

1. Auto Body Repair and Refinishing
2. Automotive Technology
3. Computer Information Systems & Game Design
4. Construction Trades
5. Cosmetology
6. Criminal Justice
7. Early Childhood Education and Care
8. Electronics Technology
9. Emergency Medical Technician
10. Fire Science
11. Healthcare Foundations
12. Heating, Ventilation, AC & Refrigeration
13. Medical Terminology and Healthcare Careers
14. Multimedia and Television Production
15. Nursing Assistant Training Program
16. PLTW Pathway to Engineering
  - Introduction to Engineering Design (IED)
  - Principals of Engineering (POE)
  - Civil Engineering and Architecture (CEA)
  - Computer Science Principles (CSP)
  - Digital Electronics (DE)
  - Engineering Design and Development (EDD)
17. Precision Engineering & Design Technology
18. Professional Cooking, Baking & Service
19. Residential Wiring
20. Welding Technology

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### **Nurse (7:270)**

An Illinois certified School Nurse supervises the health office at the high school. The Nurse or a health aide is usually in attendance in the health office during regular school hours. Any student needing medical attention should obtain a pass from his/her teacher and report to the health office. **If a student must go home during the school day for health reasons, he/she must see the Nurse.** PLEASE BE SURE THE INFORMATION ON THE EMERGENCY CARD IS ACCURATE. STUDENTS WILL BE DISCHARGED FROM SCHOOL ONLY WITH THE CONSENT OF A DESIGNATED EMERGENCY CONTACT PERSON.

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### **Parking**

Use of the school parking lot is a privilege for Lisle High School students. Parking for students at the high school is available, but limited. It will be available to students under the following conditions. Students who do not meet these conditions and drive their vehicles to school are responsible for the legal parking of their vehicles on property other than school property.

1. Juniors and seniors who hold valid drivers' licenses will be able to purchase a permit tag to park in the school lots after meeting the rest of these conditions.
2. A permit for parking must be secured from the attendance office. The tag must be properly displayed whenever a student vehicle is parked on school property during the school day. Failure to do so will result in a ticket issued by the Lisle Police.
3. Students are to park in the North and West lots in the numbered space assigned to them. Parking in the east (front of the school) will result in a ticket from the Lisle Police.
4. No student will drive, use or in any manner enter a vehicle until the end of the regularly scheduled school day except with

permission from the Dean of Students.

5. Vehicles must be driven to conform to all appropriate statute, ordinances, and regulations. A vehicle may be searched by school administration or law enforcement officers at any time it is parked on District property without consent of the student and/or vehicle owner.
6. Excessive tardies to school, failure to follow school rules, and/or make reasonable academic progress may lead to loss of parking privileges.
7. The school will limit the number of parking permits issued based on available parking spaces.
8. By administrative decision, permits may be made available to sophomores. If issued, sophomore parking may be assigned to the Park District lot south of Short Street.
9. The Dean of Students has the discretion to issue temporary permits to park. Students must arrange in advance with the Dean of Students to use temporary parking.
10. Students may NOT share or redistribute parking tags/spaces.
11. It will cost five dollars to replace any lost parking tags.

## **PowerSchool**

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It is recommended that parents regularly review student progress by accessing the PowerSchool Portal on the high school homepage at [lisle202.org](http://lisle202.org) for current grades and attendance. Log in information is communicated to students and parents. Parents may call 630-493-8000 to request log-in information. Students should come to the main office if they need their login information.

Teachers will update information in as timely a manner as possible after tests, assignments, projects, etc. are graded. Posting time will vary depending on the nature of the test/assignment. Parents are encouraged to contact the teacher if there are specific questions about a grade. (E-mail addresses are the teacher's first initial, last name, and followed by [@lisle202.org](mailto:@lisle202.org).)

## **Parent-Teacher Conferences**

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Parent-teacher conferences are held in October. However, parents should feel free to contact teachers at any time for conferences if they have concerns about a student's progress. Conferences should be arranged directly with the teacher. These will generally be held before or after school.

Any student complaint, suggestion or idea should be voiced directly to the teacher, if it can not be resolved contact the school administration.. They will then investigate the situation and return an answer to the student.

## **Physical Education Class Exclusions (Medical Waivers)**

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1. If a student is unable to participate in P. E. class, a parent may write a note exempting the student from class for a maximum period of three consecutive school days. Students should present parent notes directly to the nurse.
2. If a student requires P. E. exemption for a period of time greater than three consecutive school days, then that student must present a written statement signed by a licensed physician specifying the need for P.E. exemption and the length of the excuse. This physician statement should be brought to the Nurse's office during the student's P. E. period. The student will be assigned a study hall for the duration of the exemption. A student will not be allowed to return to PE class/extracurricular athletics without the physician's consent once a medical PE waiver has been initiated.
3. If a student can participate in some but not all P.E. activities, a modified P.E. form should be obtained from the Nurse's office. This modified P.E. form needs to be completed each school year.
4. Any student on a P.E. waiver for medical reasons will also be excluded from extracurricular athletics for the length of the medical excuse.

## **Physical Education Uniform Requirement**

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1. Gray with navy blue print tee shirt and shorts
2. Gym shoes
3. White socks.

All freshmen and sophomore students will be required to wear the LISLE Physical Education uniform while participating in a regular activity class. Juniors and seniors may wear appropriate "work out gear" or the LISLE Physical Education uniform.

Students may wear sweat shirts and/or sweat pants on the outside of their uniform: **No torn, cut or altered gym uniform will be acceptable. Dress code regulations apply to Physical Education clothing. No street clothes may be worn over gym suit. No jacket or coats may be worn outside for physical education class participation.** Students should be prepared for indoor and outdoor activity each day.

## **Procedure for Non-Dressing**

Failure to wear the LISLE Physical Education uniform and participate in the activities for the day may affect a student's grade and

possible enrollment in the class.

### **Physical Education Exemption Requirement**

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12th grade students can be exempt from Physical Education due to ongoing participation in an interscholastic athletic program.

#### **Guidelines**

- A student cannot have two study halls. If opting out gives students a second study hall, they cannot opt out.
- A student must have a passing grade in order to opt out.
- Students who choose to opt out of P.E. during an athletic season will only receive a pass/fail grade, which will not count towards their Grade Point Average. If the student elects to stay in P.E, the student will receive the grade from the P.E. teacher.
- Fall Only Athletes: Out of PE for 1st Semester
- Winter Only Athletes: Out of PE from November through 2nd Semester
- Spring Only Athletes: Out of P.E. from March through 2nd Semester

### **Residency (7:60)**

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All new students to District 202 must submit proof of district residency and guardianship. Acceptable forms of proof are listed in the New Student Registration packets available through the Guidance Office. The registration of new students cannot be completed until all requested information is provided.

### **Study Halls**

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Standards of classroom behavior apply to study hall conduct. The profitable use of study time will be monitored closely. Students must bring appropriate study materials with them. Talking, sleeping and playing games or electronic devices will not be allowed. Students may access the library or work with another teacher during their study hall according to procedures established. All other students are to be IN the study hall during the entire period.

### **Telephone Calls and Emergency Messages**

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Students are not to use their cell phones during the school day to make such calls and/or text. If a medical emergency or any emergency appears, the student is to report to the Attendance Office or Nurse's Office to make such a call in the prescribed manner.

## STUDENT SERVICES

### ACT Testing Dates

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September 8, 2018  
October 27, 2018  
December 8, 2018  
February 9, 2019  
April 13, 2019  
June 8, 2019  
July 13, 2019

To register please go to [www.actstudent.org](http://www.actstudent.org)

### SAT Testing Dates

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August 25, 2018  
October 6, 2018  
November 3, 2018  
December 1, 2018  
March 9, 2019  
May 4, 2019  
June 1, 2019

To register please go to

<https://collegereadiness.collegeboard.org>

### Academic Excellence

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Any student upon completion of their 7th semester with an accumulated grade point average of 5.0 or higher will be recognized at an end of the year banquet.

### College Admission Information

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Students planning to enter a college or university need to be aware of admission policies regarding coursework, testing, and rank in class. It is imperative that students check the specific entrance requirements of schools of particular interest to them and that they meet these requirements. This information can be obtained from your guidance counselor.

#### STATEWIDE ADMISSION REQUIREMENTS

The Board of Higher Education has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering community college transfer programs and public universities.

- 4 units English (written and oral communications, literature)
- 3 units Social Studies (history and government)
- 3 units Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 units Science (laboratory science)
- 2 units Foreign Language, music, or art, or CTE

Individual public universities and community colleges may have other subject requirements in effect as well as other requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements.

### College Visits

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Juniors and seniors are encouraged to visit colleges and universities during vacation periods and on weekends. In fact, most colleges/universities offer campus visits days when LHS is not in attendance. To check visit days go to colleges/ universities website.

Visits requiring an absence from school must involve prior approval from the **Dean of Students**. Juniors and seniors are allotted TWO school days throughout the school year for college campus visits, as long as the visit has pre-approval from the Dean.

College visit request forms can be obtained from the Attendance Office.

### Community and School Service

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Community service is an unpaid activity whereby a student provides a needed service for individuals in need and/or charitable organizations that directly benefits the community or an organization within. Any community service performed at school must take place during hours when school is not in session. Additionally, School Service hours is for the benefit of the school. This service is given over a quarter/semester/season on a regularly scheduled basis. Community and School Service is not a requirement for graduation. Service hours must be completed during the student's high school career.

Lisle High School recognizes the importance of community service in the growth and development of our students and as an element of the college admissions process. For these reasons, LHS will post on the transcript any student community service completed totaling thirty hours or more. Students may have multiple postings of community service on their transcript. All postings of community service will contain at least thirty hours of community service.

Forms for reporting and information on the procedures for community/school service hours are available through the Assistant Principal's Office or on the high school webpage under "Community and School Service Forms". The process requires a written record of the service completed, hours worked, a student signature attesting the validity of the report, and contact information for the supervisor of the community service. Once service hours are reviewed, a transcript notation is completed. Students are expected to keep copies of all community and/or school service they submit.

## **Counseling Assignments**

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Counselors have been assigned to students alphabetically. Students with the last name beginning with

A through L will see Mrs. Irvine

[kirvine@lisle202.org](mailto:kirvine@lisle202.org)

(630)493-8309

M through Z will see Mrs. Meyer

[kmeyer@lisle202.org](mailto:kmeyer@lisle202.org)

(630)493-8308

## **Credit for Proficiency**

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The Board of Education has approved the earning of some credits through Administrator approved online courses to be applied toward graduation. This type of study may be used to make up credits, to pursue course not offered at district 202, to help solve schedule conflicts or to earn college credit. Information regarding this approach may be secured from your counselor.

Information is also available regarding taking college courses while enrolled at Lisle Senior High School.

The following will determine classification status for students at Lisle Senior High School:

### **The following will determine classification status\* for students at Lisle High School:**

Freshman: Less than five high school credits

Sophomore: Five or more credits

Attainment of a passing grade in both Algebra (which may be satisfied in eighth grade) and English I or English I Honors.

Junior: Eleven or more credits

Attainment of a passing grade in both Geometry (Applied Geometry, Geometry, or Geometry Honors) and English II or English II Honors.

Senior: Sixteen or more credits

Attainment of passing grades in United States History or Advanced Placement United States History, English III and Algebra 2.

*\*locker assignments are based on classification status*

## **Grade Point Average**

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Final Grade Point Average (GPA) is based on all semester grades earned from 9th through 12th grade. All courses are included in determining the GPA. Honors and Advanced Placement courses have weighted grades and receive an additional point for a semester grade of A, B, or C. All student academic, attendance, grade and credit information is available at the student's PowerSchool Portal.

LHS uses a four point grading scale: A=4, B=3, C=2, D=1, F=0. An accumulated grade point average of 2.50 lies between a B and a C. Honors and Advanced Placement course grades are weighted so A=5, B=4, C=3.

## **Grades**

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### **GRADING UNDERSTANDINGS**

The grading philosophy of Lisle Senior High School is based on the following Grading Understandings. We hope this aligns our approach to assessing students and their acquisition of learning standards.

1. Grades communicate student achievement of learning standards; students' grades should not be reduced or inflated due to student behaviors outside of the standards.
2. Standards are clearly communicated to students with clear indicators of proficiency and exemplars.
3. Grading policies are consistent among teachers of a course and common assessments are utilized to measure student achievement.
4. Students learn at different rates and should have multiple opportunities to demonstrate their knowledge of standards; students are expected to take steps to correct errors of knowledge, understanding or skills.
5. Formative assessments are used to provide timely and descriptive feedback in order to allow students to self-assess progress towards a standard.

### **GRADING SCALE**

Below is the general grading scale for Lisle Senior High School:

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 50-59

Other Information related to grading practices:

1. If a student does not complete any work on a given task or assignment, the teacher may assign a zero.
2. The only value on the grading scale below a 50% is 0 for Summative Assessments. Formative assessments will have a grading scale of 0-100.
3. If a student has an excused absence from class, an incomplete will be the placeholder until the deadline.
4. Grades accumulate throughout the semester. All communication will focus on the student's semester grade-to-date.
5. A student's GPA will still be determined by the semester grades.
6. Rather than utilize a quarter system, parents will be notified of mid-term progress in October and March when a student's grades will be completely updated in PowerSchool.
7. Eligibility will be determined on a weekly basis throughout the semester

## **Graduation Requirements**

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Graduation requirements must include a minimum of 22 credits and meet the goal in the areas following:

- 4 credits of English
  - Each English course meets the requirements of a writing intensive course
- 2 1/2 credits of Social Studies including:
  - 1 credit - U.S. History,
  - 1/2 credit - American Government /Civics
- 2 credits of Science
- 3 credits of Mathematics
  - One of which must be Algebra 1 and one of which must include geometry content
- 1/2 credit of Health Education
- 1/2 credit of Consumer Education
- 3 1/2 credits Physical Education
- 1 credit from Career and Technology Education, (CTE), Music, Art, Foreign Language
- 5 Elective Credits

## **Honor Roll**

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Two honor rolls will be announced following the completion of each nine week grading period. The Honor Roll is for students with grade point averages from 4.00 – 4.99. The High Honor Roll is for students with grade point averages of 5.00 or more. Only students carrying five or more credits courses as full time students will be considered for the honor roll.

## **Incomplete Grades**

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A first semester grade of "Incomplete" must be resolved within the first week of the 2<sup>nd</sup> semester. A second semester grade of "incomplete" must be resolved by the end of the second week after graduation. Failure to complete the work in the time allotted may result in the "incomplete" being changed to a failing grade.

## **Intervention Study Hall**

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Students who earn D's or F's in any classes (as measured by the Weekly Eligibility Report) may be assigned to Intervention Study Hall. This study hall will be significantly smaller than the other study halls. It will be supervised by a teacher. The purpose of the Intervention Study Hall is to provide a more structured learning environment to better facilitate student academic success.

Students will be scheduled out of Interventions Study Hall when they no longer have any D's or F's on the Weekly Eligibility Report.

All student assigned are required to report to the study hall each day.

## **National Honor Society**

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Application for membership in the Athenian Chapter of the National Honor Society is open to all junior and senior students with a cumulative grade point average of 3.25 or above. Information on the application process and all applicable forms are available through a link on the school's web site. The National Honor Society was founded in 1921 by the National Association of Secondary

School Principals to honor and encourage excellence in the areas of Scholarship, Leadership, Service, and Character.

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### **Overload Schedules**

A student schedule must consist of 6 classes to be considered a full time student. Students may enroll in 7 classes in a semester provided that they have passed all of their classes in the previous semester.

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### **Schedule and Course Selection Changes**

Changes to a schedule must be requested during the spring designated times announced by the school in mailings and other news releases. Student-initiated changes are NOT permitted after May, unless one or more of the following exceptions apply:

1. Graduation or college entrance requirements necessitate a change
2. A student has been academically misplaced and is performing poorly with no hope to pass a particular class.
3. A student who is taking an overload is experiencing academic difficulties which necessitate a change. This includes first and second semester.

Students must complete a "Student Schedule Change Request" form that can be found in the main office.

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### **Student Ambassador Program**

The Student Ambassadors program was started in 2008. After experiencing a Challenge Day at LHS, it was clear that students can help each other if they are willing to sit down and talk with each other. Every student has the right to feel safe, loved, and celebrated. Juniors and seniors possess a wealth of knowledge that can help new students to adjust to LHS. This program involves older students talking with younger or transfer students about the everyday "ins and outs" of LHS. In addition to leading freshmen/new students, Student Ambassadors are leaders in the classroom. It is just as important to help classmates as it is to help incoming freshmen/new students. Ambassadors are a valuable resource and can earn "School Service Hours" on their transcript for their participation in the program.

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### **Technology Center of DuPage (T.C.D.)**

Lisle High School offers students the opportunity to participate in afternoon classes at the Technology Center of DuPage (TCD). With many areas of study available, TCD provides training in areas not offered at Lisle High School. TCD students are expected to succeed in their core academic courses at Lisle High School, attend TCD every day it is scheduled, and succeed academically at TCD. Students may attend TCD both junior and senior year. Students who make good academic progress and attend school regularly will be considered for participation in the TCD program. A listing of courses offered to at TCD can be found at [www.tcdupage.org](http://www.tcdupage.org).

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### **Transcripts**

Copies of transcripts, which contain all important information about a student's school career, can be requested in the Guidance Office. Copies are provided free of charge upon the receipt of a signed records release form or transcript request form.

## EXTRA-CURRICULAR ACTIVITIES

### Extra-Curricular Activity Code of Conduct (7:240)

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Since it is our belief that a student who leads a disciplined life and follows rules is more likely to perform to the best of his or her ability, a clearly defined Code of Conduct will promote consistency in behavior that will result in better overall performance for students involved in extra-curricular activities. Further since any student who is performing for Lisle Senior High School represents the school, an effective code of conduct helps insure that the school is portrayed in a positive fashion. Being involved in extra-curricular activities is a privilege and not a right. By adhering to this Code of Conduct, students develop not only specific skills and talents, but also habits and behaviors that can be very valuable for the remainder of their lives. It is expected that all students who desire to participate will abide by these rules. This Code is in effect at all times for the full calendar year.

#### I. Conduct, Cooperation, and Personal Integrity

1. Participants shall always display appropriate conduct as further set forth herein.
2. Infractions of school rules that result in administrative suspension from school will automatically remove a participant from his or her activity as stated in the school handbook.
3. Reasonable training rules related to, but not limited to, general conduct during practices, games and trips, as well as policies dealing with dress codes and curfew may be established by the head coach/sponsor, subject to the approval of the principal or designee. Copies of all such rules are provided to the participants and published in this student handbook.
4. A student must be in school attendance at least three clock hours on the day of a contest in order to participate in that contest. Excused, anticipated absences would be exceptions. This paragraph does not apply to activities that are held on Saturday or Sunday or other non-attendance days as designated on the official school calendar.

#### II. Incidents Related to Conduct, Cooperation, and Personal Integrity

Students involved in incidents of insubordination, disrespect, harassment, fighting or improper behavior are subject to any or all of the following consequences:

- Temporary suspension from practice and/or contests
- Suspension for all or part of the season
- Withholding of awards and honors
- Restitution

#### III. Chemical Use/Possession and Illegal Activities

A student shall not use, consume, possess, buy, sell or give away, or knowingly remain in the presence of students using or possessing the following: alcohol and/or alcohol products, tobacco products, or any controlled substance or look-alike substance including electronic smoking/vaping devices and materials, regardless of the quantity. In addition, student displays of conduct determined by school officials not to be in the best interests of the team or school such as theft, vandalism, gang-related activities, and other illegal activities are a violation of this Code of Conduct. Infractions of these rules as determined through an investigation by school officials will result in the following:

1<sup>st</sup> Incident: Any or all of the following consequences based on severity of the infraction:

- Community Service
- Temporary suspension from practice and/or contests
- Suspension for all or part of the season
- Withholding of awards and honors
- Restitution

2<sup>nd</sup> Incident: Suspension from all extra-curricular contests/performances for a minimum of 45 days of school attendance.

A student involved in a 2<sup>nd</sup> incident may qualify for a reduction in the length of suspension from extra-curricular activities by voluntarily completing an approved substance abuse assessment, an approved program of community service, and/or an approved counseling program. Unserved suspension time will carry over to new activities. If a student is suspended during his/her participation in one activity and elects to participate in another activity prior to the conclusion of the suspension; the suspended student must complete his/her participation in the new activity for the suspension to be valid.

3<sup>rd</sup> Incident: Suspension from extra-curricular participation at LSHS for one year.

NOTE: Any suspension from activities, withholding of awards or honors, or requirement of restitution as a result of Section II or III must be reviewed and approved by the building administration.