

ForEword

Welcome to the Lake Forest High School Family. This is a very special place filled with dedicated teachers and staff who strive each day to provide a positive and challenging learning environment for each of our students. We're proud to offer a wide variety of extracurricular activities designed to enhance your learning experience and broaden your horizons. Whether you're an incoming freshman or a sophomore, junior or senior, I encourage you to take advantage of the abundant and unique opportunities for success that we offer. So join a club, play a sport or volunteer and give something back to your community. This is your high school and from now on, you will always be a part of LFHS History. Have a great year and remember, we're all in this together!

Go Scouts!

Jay Hoffmann,

Principal

Student Vision Statement

Emotional Wellness Initiative

At Lake Forest High School, we positively represent our community. As Scouts we value strong character and ethical actions as opposed to social status. Scouts are accountable for their actions and do the right thing even when no one is watching. Our students and staff embody integrity, empathy, acceptance, and responsibility/accountability. By addressing our problems, asking for help when we need it, and extending a hand to others, we strive not only to be better students and staff members, but better people.

Schedule of Classes

Regular Daily Schedule

Period 1	7:50 - 8:40
Period 2	8:45 - 9:35
Period 3 *	9:40 - 10:35
Period 4	10:40 - 11:30
Period 5	11:35 - 12:25
Period 6	12:30 - 1:20
Period 7	1:25 - 2:15
Period 8	2:20 - 3:10

*5 minutes added to Period 3 for Homeroom
Announcements

Late Start Schedule

Period 1	9:50 - 10:25
Period 2	10:30 - 11:05
Period 3	11:10 - 11:45
Period 4	11:50 - 12:25
Period 5	12:30 - 1:05
Period 6	1:10 - 1:45
Period 7	1:50 - 2:25
Period 8**	2:30 - 3:10

**5 minutes added to Period 8 for
Announcements

Lake Forest High School Fight Song

Cheer, cheer for Lake Forest High
The school whose spirit never dies.
Cheer for the team that has made it famous
In the years gone by.
And we will cheer for the Blue and the Gold,
The colors ever wave on high.
So let's add to the score
And win here once more
Come on and Fight Lake Forest High!
FIGHT, FIGHT, FIGHT, FIGHT, FIGHT
FIGHT, FIGHT, FIGHT, FIGHT, FIGHT

PART I

ACADEMICS

REGISTRATION

All students are required to register for a minimum of 5 credits plus Wellness each semester. The composition of the five classes is to be tailored, with the help of the counselor, to the specific needs of the individual student.

A full description of all course offerings is given in the Student Guide to Courses booklet prepared by the Counseling Department. This guide is available on the web page at www.lfhs.org.

GRADUATION REQUIREMENTS

Nineteen units of credit are required for graduation.

The units are divided as follows:

1. Required Courses

4 units of credit in English

3 units of credit in Mathematics

2 units of credit in Lab Science¹

2 units of credit in Social Studies, including 1 unit of United States History²

1 unit of credit in Wellness (1/8 unit earned for each semester)³

1 unit of credit to be chosen from Art, Business Education, Music, Technology, Animation, Technology Campus Credit

2. Additional Courses

Additional courses may be selected from the entire curriculum.

3. Competency Requirements

United States and Illinois Constitution Tests⁴

Consumer Education⁵

Health Education

Driver Education or equivalent Safety Education Course⁶

Please Note:

¹ Science courses must contain a lab.

² Students are required to take Social Studies courses in three different areas: U.S. History;

Non-Western/Global Studies; Social Sciences.

- 3 Each student is required to be enrolled in Wellness each semester that he/she is enrolled in Lake Forest High School. Exemptions:
 - A. Enrollment in Driver Ed for the first time, during the school year fulfills the Wellness requirement for that semester.
 - B. A student is enrolled in health for the first time fulfills the Wellness requirement for that semester.
 - C. Transfer students are required to have one semester of health.
- 4 Seniors new to the district are not exempt from the U.S. or the Illinois constitution tests. These requirements must be completed by the end of the third quarter of one's senior year.
- 5 The Consumer Education requirement may be met by taking one of the following courses: Applied Communication, Consumer Education, Consumer Math, Economics, Economics-AP, Law 1, Law-H, or Introduction to the Social Sciences or by passing the Illinois Consumer Education Proficiency Test.
- 6 If Driver Education is re-taken or taken in summer school, he/she is not exempt from Wellness. A student must provide a copy of his/her driver's license to the counseling office, if Driver Education is taken privately.

EVALUATION OF CREDITS

1. Credit is given by semester for each course successfully completed - typically 1/2 credit per semester. The amount of credit issued for each course is indicated in the course description.
2. No credit is given, when:
 - a course is repeated after the student has already received credit
 - an honors level is taken after passing the regular level
 - a course is audited
 - a "WF", "F" or "W" is received
3. All credits earned count toward graduation requirements. In order for a student to participate in graduation exercises, the student must have completed all of the graduation requirements.
4. Middle School:

Courses taken in middle school do not receive high school credit. However, placement is granted.

Middle school students taking courses at the high school receive credit toward graduation. Only courses taken at Lake Forest High School are included in the student's cumulative G.P.A.
5. Summer School courses carry credit as indicated in the summer school bulletin.

TRANSFER OF EXTERNAL CREDIT

General Guidelines

Lake Forest High School reserves the sole right to grant credit for work completed at or through other institutions.

These guidelines apply to any academic work to be completed outside LFHS including, but not limited to, summer school at another high school, college level courses, correspondence courses, and special summer programs, institutes, and seminars offered by colleges and universities.

Once a student has enrolled at Lake Forest High School, courses to meet graduation requirements are to be taken at the high school. ***With the PRIOR written approval of the Director of Counseling and the appropriate department administrator***, exceptions may be granted.

Approved external credit (taken at the student's request) will be listed on the Lake Forest High

School transcript with the grade received and a notation regarding the source of the credit. Grades for courses taken outside Lake Forest High School will not be included in the GPA. The GPA will reflect work done at LFHS only.

The costs (tuition, instructional or testing materials, proctoring of examinations, etc.) associated with the class that the student elects to take outside of Lake Forest High School are the responsibility of the student and/or his or her family.

Acceptance of credit for work submitted *post hoc* without prior written approval by Lake Forest High School cannot be guaranteed.

Procedure for Approval of External Credit

Prior to taking the course:

1. The student completes and submits "External Credit Application" to the Counselor.
2. The student attaches course description and/or syllabus (preferred) to application as well as a statement explaining the reasons for taking the course outside of Lake Forest High School.
3. The application is then reviewed by the appropriate department administrator and the Director of Counseling and is approved or disapproved.
4. A copy of the approved/disapproved application is transmitted to the student, his/her counselor to place in student's cumulative folder, and the Registrar.
5. The student may appeal a denial of his/her application for external credit to the Principal.

When the student completes the previously approved external course, he/she will have an official copy of the transcript sent to the Registrar at LFHS to have the credit posted to his/her transcript.

Again, please note that approval of requests for credit for external work that has not been approved in advance through this process is not guaranteed.

DESIGNATION OF COURSES

COLLEGE PREPARATORY (CP)

College Preparatory courses require a mastery of fundamental skills that allows concentration on acquisition and application of new knowledge.

HONORS (H)

Honors level courses provide enriched and/or accelerated curriculum that requires students to possess analytical thinking skills. When calculating grade point average, Honors courses are weighted an additional half point.

ADVANCED PLACEMENT (AP)

Advanced Placement courses are college level courses which adhere to nationally standardized syllabi as proposed by the College Entrance Examination Board. AP courses represent the highest level of performance within a specified area. When calculating grade point average, AP courses are weighted an additional half point.

INDIVIDUALIZED PLACEMENT

Individualized placement into a pre-existing course for which course expectations have been modified to meet the student's educational needs. Instructional Director/Principal approval **required**. If this option is exercised, no grade points will be awarded but credit will be earned. A grade of "IP" will appear on the transcript. The student must be enrolled in the lowest level course offered if they are a non-IEP student.

REGISTRATION

- All students are required to register for a minimum of five classes plus Wellness each semester. The composition of the five classes is to be tailored, with the help of the counselor, to the specific needs of the individual student.
- With a Wellness/Athletic waiver, athletes participating in interscholastic sports may be assigned to an athletic study hall in lieu of taking a Wellness course.

- For incoming freshmen, if a student completes a traditional high school math class (Algebra 1, Plane and Solid Geometry, etc.) in the eighth grade, that student will automatically matriculate into a course at the next level (Plane and Solid Geometry, Advanced Algebra/Tri-H, etc.) at the high school. Exceptions may be made when: 1) the student has a failing grade at the end of the eighth grade, or 2) the eighth grade teacher recommends a change at the end of the year.
- A foreign language skills test will be administered to incoming freshmen to aid in determining placement in the high school foreign language program.

If, due to the difficulty level, a student does not experience success in the high school foreign language program, the student may consider a level change after the ninth week of school.

SCHEDULE CHANGES

Schedule changes will be kept to a minimum and on a space available basis. Schedule changes will be made for those affected by: (1) attendance in summer school, (2) failures, (3) teacher initiated level changes, and (4) recognized special learning needs. **All level changes must be completed by October 28, 2011 for first semester and by March 23, 2012 for second semester.** In the event that a student drops a course from his schedule, designation will be made on the student transcript as follows:

- No indication will appear if the course is dropped before the last date.
- "WF" — Withdrawal with Failure — if the course is dropped after the last date and the failure will be calculated into the student's grade point average.

Change of Class Procedures

1. Parent or student initiates change and indicates their rationale on the appropriate form.
2. Student discusses change with current teacher who may choose to contact the parent before making their written comments and recommendations. Teacher then signs the form, indicating only their recommendation. The signature does not automatically denote approval.
3. Student returns form to counselor, who then e-mails the department administrator. The e-mail should contain all necessary information (student and teacher names, and course # being added, as well as any other appropriate information that the counselor deems necessary).
4. Department administrator e-mails counselor indicating approval or disapproval of the change.
5. Counselor makes approved change, gives student a new schedule signed by the counselor, and student begins new schedule.

Adding a new class:

To add a new course, the request by the student must be made prior to the end of the 10th pupil attendance day of school. Those requests not meeting the timeline shall be rejected.

Dropping a course:

A student may drop a semester course without penalty by October 28, 2011 (1st Semester) or by March 23, 2012 (2nd Semester). If a student drops a fifth course, the student, including seniors, will be assigned to a study hall.

Please see the Student Handbook for other important dates.

GRADING AND REPORTING GRADES

Lake Forest High School uses a 9-week reporting system. Each report card will contain only two grades per semester – the 9-week grade and the final semester grade. At the end of the first 9-week period of each semester, the teacher will assign a mid-semester mark. This is a progress report of the student's performance up to the time of the report. At the end of each semester, the teacher will assign a semester grade indicating the student's achievement for the total semester of work. This semester grade will be recorded on the permanent record.

Letter grades are earned as follows:

A+ A special grade indicating unusually brilliant achievement.

Educational Life Skills

Wellness

Freshmen Experience

Reading Lab

Learning Resource Center

Symphonic Orchestra/Winds

Point value for grades is added and the total is divided by the number of courses attempted.

PASS/FAIL POLICY

The option to take a course on a Pass/Fail basis is extended to seniors who are enrolled in 5 subjects in addition to Wellness. Determining which course may be taken for Pass/Fail is an individual consideration that must be judiciously planned. The intent of this option is to encourage students to enroll in courses that broaden their educational background or continue in an academic area where difficulty may be experienced. Student athletes should select this option carefully and in close consultation with their counselor as it may affect NCAA eligibility.

Procedure

1. The course selected as Pass/Fail must be determined before October 28, 2011 for first semester and by March 23, 2012 for second semester. Such requests are made to the counselor.
2. Once selected, the option may not be changed to another course.
3. The student may reverse the option in order to receive a letter grade. Written notification of reversal must be made within one week of receipt of report cards.
4. If the Pass/Option is used, the student will receive a letter grade on the report card and a "P" or "F" will appear on the transcript.
5. Teachers will be made aware that a student has applied for the Pass/Fail option.

INDEPENDENT STUDY

A limited number of opportunities exist for independent study at Lake Forest High School. Application does not guarantee acceptance. Independent study may be defined as academic work in an area not available in the general course offerings. Independent study allows only seniors with a special interest in a subject to pursue that area of interest in detail or greater depth than the existing curriculum provides. Teachers are under no obligation to be an advising teacher; it is their prerogative. The teacher and the student will jointly plan a specific course of study in the teacher's certified area. The following guidelines will apply to each request as reviewed by the Department Administrator and the Curriculum Committee:

- Only Seniors are eligible for independent study.
- All courses are one semester in length.
- Only one independent study course may be taken per semester.
- Independent study courses may not replace identified courses for graduation requirements.
- Applications must be completed jointly by the student and by the teacher detailing the independent study project.
- The advising teacher must establish and include learning objectives as a means for evaluating the student's progress.
- Proposals must include justification for AP/Honors credit as deemed appropriate.
- The student will be responsible for making a public presentation in order to demonstrate their understanding to a panel consisting of at least the advising teacher, one other member from the respective department and two students.
- The advising teacher must write a summative evaluation providing an assessment of the

student's achievement at the end of the semester.

- A copy of the grade for the course and the summative evaluation will become part of the student's official transcript.
- Applications are available in the Counselors' office and should be completed by the student and teacher involved. Signature of Counselor, parent and Department Administrator should be obtained prior to returning the completed application to the Principal for his review with the Curriculum Committee.
- Advising teacher may be asked to attend the Curriculum Committee meeting during review of independent study proposals.
- The deadline for submitting completed applications to the Principal for first or second semester of the school year is the first Friday in May.

AMERICAN DISABILITIES ACT

Lake Forest High School is prepared to provide an appropriate education for all students with disabilities and prohibits any discrimination against students with a disability. A student with a disability is anyone who has a mental or physical impairment which substantially limits one or more major life activities. Eligibility is determined through identification and evaluation procedures specified in the Americans For Disability Act and Section 504 of the Rehabilitation Act.

An appropriate education for eligible students may consist of education in regular courses with reasonable accommodations and/or supplementary services/programs designed to meet the unique needs of a particular student. Adjustment in academic requirements and expectations may be necessary in some situations.

Section 504 applies to a broader range of students than the Individuals with Disabilities Education Act (IDEA) which governs the delivery of special education services. While all special education students are qualified under Section 504, not all qualified Section 504 students meet special education eligibility requirements.

For additional information, please contact the student's counselor or the Director of Special Education.

FAMILIES IN TRANSITION/McKINNEY-VENTO ACT – HOMELESS STUDENTS

"Homeless" as such term is defined under Federal (the McKinney-Vento Act, 42 U.S.C. 11431) and Illinois (the Illinois Education for Homeless Children Act, 105 ILCS 45/1-1, or IEHCA) laws. Under both Illinois and federal law, school districts have an affirmative duty to identify homeless families within the district. The ISBE Homelessness Policy is available online at: <http://www.isbe.net/homeless/pdf/policy/pdf>.

EARLY GRADUATION

Lake Forest High School encourages every student to complete eight semesters of work prior to graduation, but special consideration will be given to students who wish to terminate prior to completion of eight semesters of high school.

1. After Seven Semesters — If all requirements listed are met by the end of the seventh semester, individual consideration will be given for graduation at this time. Approval in writing must be obtained from parents and the counselor. Students must complete the form detailing rationale for the request. The deadline for such application is December 12. – Counselors will provide an update of the student's credits and the feasibility of early graduation.
2. After Six Semesters — Students meeting requirements and wishing to be graduated at the end of their junior year must follow the same procedure as outlined in (a) above. Individual consideration will be given. Deadline for applications and consideration will be the end of the

third grading period of each school year.

ACADEMIC DISHONESTY

Academic dishonesty refers to cheating, copying, plagiarizing, or representing the work of others as your own through verbal, written, graphic, electronic or other means. Forms of academic dishonesty and plagiarism include, but are not limited to, the following:

- Looking at other students' answers, using inappropriate materials during a test, quiz, or other individual evaluation, or providing other students the means to copy answers
- Copying the work of another student and representing it as your own
- Downloading material from an on-line source and representing it as your own without citing sources or crediting the author
- Copying in any form another person's computer program, program translation, or software file and representing it as your own
- Submitting, and claiming as your own, work received through purchase or transfer
- Copying text in any form from a source, without proper citation, and submitting it as your own
- Altering by any means, or attempting to alter, course grades, test grades, grade point averages, credits earned, or other confidential information about yourself or others
- Acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, or other means for the purpose of giving unfair advantage to yourself or others

A student guilty of academic dishonesty will receive no credit (0%) for his/her assignment or test and will not be allowed to make up the work. Depending on the severity and the number of offenses, the impact on other students and teachers, and/or the curriculum, a student may also lose course credit, be withdrawn from the course without credit, and/or be suspended. In addition to the academic consequence(s), a student may also be removed from positions of trust and responsibility within the school (i.e., class office, club office, NHS, etc.), for such actions are contrary to personal integrity and the values of LFHS.

All cases of academic dishonesty shall be reported to the Superintendent, Principal, the Instructional Director, and to the parent.

CONFLICT RESOLUTION PROCESS FOR ACADEMIC (NON-DISCIPLINARY) CONCERNS

Ideally, issues should be resolved between the student and the teacher. If a situation remains unresolved it should proceed through the following sequence and reach resolution at the earliest level.

When an issue or concern arises between a student and teacher, the student and parent should meet with the teacher. If the issue is not resolved, the student and parent should meet with the Instructional Director/Department Chair. The teacher will be notified of this meeting. If after meeting with the ID/DC, the issue is still not resolved, the next step would be to meet with the Principal. The final step in the appeal process would be a meeting with the student, parent and the Superintendent. Possible invitees to any of the above meetings may include: Guidance Counselor, IEP Case Manager, Dean, Social Worker, Coach, School Psychologist, 504 Coordinator, Health Attendant, Student Resource Officer, other Administrator or Teacher.

HONOR ROLL

The Honor Roll is reported each semester. Full-time students, concurrently taking a minimum of 5 full credit courses, are eligible. Only full credit courses, those issuing 1/2 credit each semester, are used to determine eligibility. High Honors is defined as all "A's". Honors is defined as equal "A's" and "B's" or better.

MAKE-UP WORK

When a student returns to school after an absence, he/she should consult his/her teacher and determine the correct and most convenient make-up procedure. Teachers are available before and after school and during their daily assigned resource center time to give individual student help to those needing assistance.

Work missed during an absence must be made up by the student at the time designated by the teacher, but usually not later than two weeks after the student returns from the absence. ***In cases of extended illness the make-up work will be scheduled by the counselors in cooperation with the teachers involved. Work not completed by the prescribed deadline will not be accepted for credit.***

INCOMPLETE GRADES

Except in cases of extended illness, incomplete grades must be rectified within three weeks after the marking period. In the event this does not occur, the teacher will issue one of the following grades:

- (a) an "F" for the marking period;
- (b) a letter grade determined after averaging in zeroes for the incomplete work.

ACADEMIC PROGRESS CARDS

Academic progress is sent via Power School by individual teachers to keep parents informed of matters concerning the student's academic performance. Progress reports may indicate outstanding or improved performance, excused and unexcused absences, or significant decline of grade.

STUDENT RECORDS POLICY

Lake Forest High School has adopted a Records Policy consistent with the Illinois School Student Record Act of 1975. The Student Record is comprised of a Permanent Record and a Temporary Record.

The Permanent Record contains basic identifying information, grades, attendance, results of college entrance exams, accident reports, health record, and record of release of Permanent Record information. The Permanent Record is maintained for sixty years.

The Temporary Record contains such items as family information, achievement and aptitude scores, anecdotal records, progress reports, schedule changes, written recommendations for college, honors and awards received, and information related to special education needs. Certain items of the Temporary Record are destroyed at the end of each academic year and after graduation. All items of the Temporary Record are destroyed four years after the date of graduation.

The Records Policy provides:

1. That with the exception of a court order or emergency, the parents or student has control of access and release of the Student Record;
2. The right for parents or student to review the Permanent and Temporary Record. Such review shall be in the presence of a counselor;
3. That District personnel such as school administrators, teachers, counselors, school nurses, speech therapists, school psychologists and school social workers who normally have a current and legitimate educational interest in the student shall have access as needed for professional purposes;
4. That the "Directory Information" not be released to the general public;
5. That the Registrar, serving as the official Record Custodian, implements the Student Record Policy. Complete copies of the Records Policy are available in the office of the Registrar.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with

respect to their education records. They are:

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

A parent/guardian or eligible student should submit to the Records Custodian, Principal or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the correct official to whom the request should be addressed.

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

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

SPECIAL EDUCATION PROGRAMS AND SERVICES

Lake Forest High School provides specialized instruction and related services to students eligible for special education. A multi-disciplinary team of professionals including the student, parents and staff determines eligibility. Both state and federal regulations govern the identification, placement and provision of special education programs and services.

Special Education courses are designed to meet individual learner needs and address any

exceptional characteristics that interfere with learning. Each eligible student has a written Individual Education Plan (IEP) that specifies goals and short-term objectives and includes both instructional and related services to be provided. Related services available include speech and language, social work, school psychology, occupational therapy, physical therapy and counseling.

Any parent, staff member or student may request a referral for identifying potential special education needs. Requests should be directed to the student's counselor. Additional information is available by contacting the student's counselor or the Director of Special Education.

PART II

RULES and REGULATIONS

ABSENCES DEFINED

The School Code of Illinois recognizes illness, death in the immediate family, family emergencies and situations beyond the control of the student to be valid cause for missing school. Parents need to seriously consider whether or not the reason for the student missing instructional time is sufficient to warrant the absence. **Parents are responsible for notifying the school according to the absence procedure when a student will be absent. Such notification should occur the day of the absence. If the number of absences becomes excessive, the parents must provide documentation of reason.**

There are three categories of student absence at Lake Forest High School:

1. Excused (E) absences for the following reasons:
 - (a) Illness
 - (b) Family emergency
 - (c) Death in the family
 - (d) Religious holidays
 - (e) Situations beyond the control of the student as determined by school officials
2. School related absences for the following reasons:
 - (a) College visits
 - (b) School suspensions
 - (c) Field trips
 - (d) Athletic contest/ tournaments
 - (e) Pre-arranged appointments with staff members (counselors, psychologist, social worker)
3. Unexcused (U) absences:

Any absence not authorized or school related will be considered an unexcused absence for the student. The absence will also be considered Unexcused if a parent phone call or note is not received within 24 hours of the absence. **Schoolwork missed because of an unexcused absence may not be made up.**

Documentation will be required if absences become excessive. Excessive absences without proper documentation may be considered unexcused and will be subject to the unexcused absence policy.

TRUANCY

The School Code of Illinois states that students shall attend school on a regular basis and be on time for classes. Regular class attendance enhances the probability of successful performance and helps develop good habits of punctuality, self-discipline and responsibility. The school

administration will make every effort to see that all students attend school on a regular basis.

DAILY ATTENDANCE PROCEDURES

Attendance, both punctual and regular, is important to a student's success in school. The following procedures cover student absences:

Parent Responsibilities/Expectations

1. Each day or portion thereof that a student is absent, it is the parent's/guardian's responsibility to call the School Attendance Office at (847-582-7500) and give the reason for absence. The Attendance Office is open from 7:00 a.m. until 3:30 p.m. Parents are requested to call by 9:00a.m. If a call is not received within 24 hours, the absence will be considered unexcused.
2. Parents who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and is to be presented by the student to the Attendance Office prior to the student leaving campus. ***E-mail is not an acceptable form of communication when it comes to absences.***
3. The school will notify the home regarding student truancy. Once this notification is made, however, it is the responsibility of the student and parents to correct the situation.
4. It is the parent's responsibility to notify the Attendance Office if a student is arriving late or will be leaving early. If such notice is not received **before** the student leaves school, the student's absence is unauthorized and therefore, unexcused. The parental note or phone call must indicate the time the student will leave for an appointment and an approximate return time.
5. A parent cannot excuse a student from class when the student is in the building. If a student is in the building he/she must attend all scheduled classes. When a student is in the building any absences from scheduled classes will be considered unexcused.

Student Responsibilities/Expectations

1. Students will report to class or study hall on time. If they are to be excused in order to go to another office (such as Counseling or the School Nurse) the teacher or study hall supervisor will authorize this trip.
2. No student may leave the campus during the school day unless he/she has the permission of the Deans' Office/Attendance Office. All students must sign in and out of the attendance office in order to be excused.
3. Students with notes from parents for appointments outside the building must sign out at the Attendance Office before leaving. Upon arrival back to school students must sign in at the Attendance Office.
4. Failure to follow the above attendance procedures regarding signing in and signing out may result in detentions and unexcused absences..
5. Seniors may report to school at the start of their first class and may leave at the conclusion of their last class. During the interim, seniors are to remain on campus unless authorized to leave campus for one period. (See "Senior Privileges")
6. **Lake Forest High School is a closed campus.** Students are expected to be on campus for the entire school day. (7:50 a.m. - 3:10 p.m.)
7. Students will attend all scheduled classes the school day that they participate in extra-curricular activities.

SPECIAL CIRCUMSTANCES

Wellness

1. A student who finds it necessary to be excused from a Wellness class for a health reason may do so for a **TWO DAY** period by bringing a note from his/her parents to the Wellness teacher. Any medical excuse of more than two days duration must be a written note from the family physician stating the reason for and the expected duration of the absence. These physician excuses go to the Health Office. The School Nurse will place all medical waivers into two

categories:

- A. Type A Medical -- Students with these medical waivers will attend their Wellness class and participate as allowed by physician. For the student who cannot participate with the class in an appropriate activity, that student will report to the Wellness teacher at the beginning of class and will be instructed to complete an appropriate workout or a Wellness instructional packet in the weight room. At the completion of that class period, the student will report to the teacher with a Wellness Resource Center teacher signature verifying the student work completed for the period.
- B. Type B Medical -- Students with these medicals and physical limitations that would warrant excessive time out of school for rehabilitation, surgeries, chemotherapy, radiation, etc., will be assigned by the School Nurse to the Study Hall for the duration of the semester.

Driver Education

1. If students receive driver education instruction from a private driving school, they are advised to make arrangements to do so during non-school hours. Students will not be excused from school for this purpose except during assigned lunch hours. Absences for private driving lessons during times other than those specified will be considered unexcused and the unexcused absence policy will be implemented. A parent note is required to excuse the student from lunch.

Unexcused Absence Procedures

1. When a student has one (1) unexcused absence in any class, the Deans' Office will mail an attendance progress card to the home.
2. When a student has accumulated two (2) unexcused absences in any class, the Dean will assign the student to Saturday Detention (see below). An attendance progress card will also be issued at this time.
3. When a student has accumulated three (3) unexcused absences in any class, the Dean may arrange a conference with the parent, student, teacher, and counselor. Saturday Detention will be assigned and the student's schedule may be restricted by the Dean for 20 school days.
4. When a student has accumulated four (4) unexcused absences in any one class, the student will be withdrawn with failure, "WF", from the class.
5. When 50% of the student's classes have been dropped due to unexcused absences, the student's case may be referred to the Board of Education for an expulsion hearing.

Saturday Detention

The Saturday detention program provides an alternative to suspension and is a further consequence for unexcused absences and other infractions. The program meets on Saturday morning from 7:30 A. M. until 10:30 A. M. Students must remain the entire three hours. If a student arrives late, he/she will not be allowed to complete the Saturday detention.

The first time a student fails to attend the Saturday detention program he/she will be assigned an additional Saturday detention and a one day In-School Suspension. The second time a student fails to serve a Saturday detention he/she will be given an Out-of-School Suspension for insubordination.

Appointments (Doctor, Dentist, etc.)

Parents are requested to hold all such appointments to an absolute minimum during school hours. When appointments must occur during the school day, the parent should call the Attendance Office indicating the doctor's or dentist's name, and the time and location of the appointment.

If the parent is unable to call, the Attendance Office will honor only a written request from the parent. NO "DOCTOR'S APPOINTMENT CARD" will be honored unless it has been signed by a parent.

Students arranging such appointments are requested to bring parent notes to the Attendance Office. Passes will be issued by the Attendance Office. Students will be required to sign out and in at the Attendance Office. The pass to leave the campus will be picked up by the student from the Attendance Office at the time of his/her departure. Doctors should be asked to sign these passes

and the student will return the pass to the Attendance Office upon his/her return to school.

Illnesses in School

Any student who becomes ill during the school day is to report to the Health office.

No student will be permitted to go home because of illness until the School Nurse has made telephone contact with the parents. The School Nurse will not diagnose nor prescribe medication for any illness. This is the responsibility of the family physician.

Leaving Campus

A student may not leave campus at any time during a student's scheduled school day unless he/she:

- (a) receives authorization through the nurse's office to leave ill, or
- (b) receives a pass from Attendance to leave for an authorized reason verified by a prior parent phone call or note and signs out through the Attendance Office

Religious Holidays

A student will be excused for absence caused by his/her observance of a religious holiday.

Tardiness

All students are expected to be on time for all classes. Teachers will keep records of class tardiness and inform the Dean (via progress card) after the third occurrence - which will result in an unexcused absence. The individual teacher will handle class tardiness.

- (a) Teachers are to inform their students during the first week of classes what constitutes class tardiness.
- (b) Students tardy to first period will report directly to class. This tardy must be excused within 24 hours by a parental note. If first period tardies become excessive, a Dean/Teacher/Student meeting will be held before the student may return to class.
- (c) Ten minutes or more of unexcused tardiness will be treated as an unexcused absence.
- (d) Up to ten minutes, unexcused tardiness will be treated as a class tardy. An accumulation of three such tardies will equal one unexcused absence to be applied to the regular unexcused absence procedure.
- (e) The teacher will report chronic cases of student tardiness to the student's counselor and to the student's Dean.

Field Trips

Participation in school-sponsored field trips is a privilege requiring good standing in the classroom and the Deans' office. Students who fail to represent the school in a positive way may lose the opportunity to participate in future trips and/or other school privileges. All school rules apply when on field trips.

STUDENT DISCIPLINE POLICY

Students committing acts of gross disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school, suspended from school, suspended from riding the school bus, expelled from school or otherwise disciplined by authorized personnel. The Superintendent, Principal, or Deans are authorized to suspend a student from school or from riding the school bus. Only the Board of Education may expel a student. Teachers may temporarily remove disruptive students from the classroom.

Psychotropic or Psychostimulant Medication and Discipline

1. No student may be disciplined solely because of the refusal of his/her parents or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.
2. This policy does not prohibit school medical staff, an individualized educational program team, or a professional worker as defined by Section 5/14-1.10 of the School Code, 105 ILCS 5/14.10, from recommending that a student be evaluated by an appropriate medical practitioner or prohibit school personnel from consulting with the practitioner with the consent of the student's parent or

guardian.

Failure to Report to the Deans' Office

Students directed to report to the Deans' Office for a disciplinary matter, but failing to do so, may receive a suspension of up to five days or other disciplinary action.

Detention Procedure

For some infractions of the rules, a student may be assigned detentions. The sole activity permitted during detention is silent study. Failure to report for detentions, or misconduct while in detention, will result in either an increase in the number of detentions to be served or other appropriate consequences. All assigned detentions will be served or a Saturday detention will be issued.

Alternative Supervised Study Program

The Alternative Supervised Study program is used for certain school rule infractions as deemed appropriate by the Deans. A student is removed from the normal school routine and assigned to the quiet study room for a designated number of hours. All required materials should be brought to the study room and students must complete all assignments provided. Students MUST meet all the behavioral expectations of the program. Failure to do so will result in further disciplinary action.

Suspensions from class attendance may be served in-school through the use of the Alternative Supervised Study program. Absences from classes as a result of the Alternative Supervised Study program are considered excused. Students are not permitted to attend any school-sponsored activity until their suspension has been served.

Every attempt will be made to notify the parents on the day of the infraction.

Any student who receives a suspension from school may also be placed on social probation for up to thirty days. This includes, but is not limited to, parking, school activities, and extra-curricular events.

Suspension of Students

The Superintendent, Principal, or Dean shall have the authority to suspend students for gross disobedience or misconduct. Any student who feels his or her rights have been violated may appeal a suspension. Prior to a suspension, the student is entitled to a conference with an administrator. During this conference, the student will be told of the specific complaint against him/her and will have an opportunity to respond. Any student has the right to appeal a suspension by first contacting the Assistant Principal. Every attempt will be made to notify the parents on the day of the infraction.

Students suspended from school may not appear on campus or participate in or attend school-sponsored activities.

The maximum suspension shall be for a period of ten school days or until the next regular meeting of the Board of Education or until the imposed conditions have been met whichever occurs first. All work missed during a period of suspension must be made-up at the convenience of the teacher(s).

A suspension is considered an excused absence and therefore the earned grade of a suspended student will be reduced only insofar as the class time missed alters the grade.

In all cases where suspension is the resultant disciplinary action, the Principal or Dean will:

1. Provide the student's parents with verbal and written notification of the nature of the violation and the intended punishment.
2. Provide the student with a pre-suspension hearing to present his/her case. During this pre-suspension hearing the Principal or Dean will explain the reason for the suspension.

Any student who receives a suspension from school may also be placed on social probation for up to thirty days. This includes, but is not limited to, parking, school activities, and extra-curricular events.

Expulsion of Students

The Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion

can take place only after the parents have been requested to appear at a meeting with the Board of Education or with a hearing committee or a hearing officer of the Board of Education to discuss the situation. Such request by the school will be made by registered or certified mail and will state the time, place and purpose of the meeting. The Board of Education, at such meeting, will discuss the case and its disposition.

Students and their Personal Effects:

Administrators or their designees may search a student and/or the student's personal effects (e.g. purses, wallets, backpacks, book bags, lunches etc.) when they are being carried by the student and when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. in the presence of a school administrator or adult witness; and
3. by a certified employee or administrator of the same gender.

INTERVIEW BY LAW ENFORCEMENT OFFICERS

It is the desire of the high school to cooperate in every way possible with all law enforcement agencies. However, since the primary goal of our school is to educate our students, the following policy has been established for those instances when law enforcement officers request to interview and/or apprehend a student during school hours or on school premises.

1. Law enforcement officers will be permitted to interview students at school only when the topic of discussion involves the school.
2. Parents of the involved student(s) must give their permission for the interview and/or be present during the interview.
3. An official of the school must be present during the interview.

Any actions by persons who are in violation of the criminal statute of the State of Illinois will be subject to disciplinary action by school officials as well as law enforcement officials.

PROHIBITED STUDENT CONDUCT

All of the following activities are forbidden and will result in detentions, suspensions, and other disciplinary measures as determined by the Deans' Office. The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. 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 and are treated as though they had alcohol in their possession.
3. Using, possession, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled

substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous systems; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance but one" (a) that a student believes to be, or represents to be an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale or inject cannabis or controlled substances into the body; and (b) grow, process, store or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" as that term is defined in violation of the Weapons section of this policy or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (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. Prohibited conduct specifically includes without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of one's self or another person through the use of a computer, electronic communication device, or cellular phone.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining text copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy will be used with chronic and habitual truant.
- 12. Being involved with any public school fraternity, sorority or secret society by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or

paraphernalia.

14. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in 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 or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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 in which 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.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall insure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of school grounds before, during or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct 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 or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property.

DISCIPLINARY MEASURES

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

8. Notifying parents/guardians.
9. Temporary removal from the classroom
10. In-school suspension for a period not to exceed 5 school days. The building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment is prohibited. Corporal punishment is defined as slapping paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff or other persons or for the purpose of self-defense of property.

WEAPONS

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year; but not more than 2 calendar years.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18U.S.C. 892), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430ILCS65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club or any other object if used or attempted to be used to cause bodily harm, including "look-alikes", of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent and the Superintendent's determination may be modified by the Board on a case-by-case basis including but not limited to, knives, brass knuckles, billy clubs; or "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended to do bodily harm.

Alternative to Suspension/substance intervention

Opportunity for a first violation of substance abuse policy:

Under certain circumstances, for the first offense only, students in violation of the school substance abuse policies may be offered the option to participate in a recognized, community based alternative to suspension program. An alternative to suspension program is designed to provide education to the student and parents, to encourage the student to evaluate the consequences of drug and alcohol abuse on his/her behavior and education, and to provide support and referral services to students and their families.

Families will receive information on alternative to suspension programs at the time of the conference with the Deans' Office.

1. If a student chooses to enroll in an alternative to suspension program, the parents/guardians must notify the Dean by the following school day of the suspension.

2. If the student accepts the alternative to suspension program, the student is suspended out of school for five/seven days, but allowed to return to school after three/five days, with two days being held in abeyance.

These programs are designed to allow students to evaluate the consequences of drug and alcohol use while also providing education in chemical use/abuse for students and their parents. These programs, conducted by certified addiction counselors, include both assessment and referral components. Participation in these programs is voluntary and at the sole expense of the student

**Substance Intervention Protocol
(Alternative to Full Suspension)**

Illegal Substance Infraction

Consumption, possession, paraphernalia, distribution

Dean Intervention

Meeting with student and parents to discuss consequences and treatment options

Initial School Assessment

Meeting with parent, student, and social worker to assess options and gather information

5 or 7 Day Suspension,

In-house full evaluation

Full battery assessment,

3 individual counseling sessions

focused on substance use and

decision making

5 or 7 Day Suspension,

Outside Intervention/Counseling

Highland Park, Rush, Nicasa, etc.

Intervention Review

Meeting with parents, dean, student, social worker, and case

manager (if applicable) to discuss verification of

attendance, treatment review, and

future recommendations

Option for Continued Group/Individual Counseling

Continued in-school intervention based on student need and parental consent

Subsequent Offense

A student who violates the school substance abuse policy for a second time during his/her high school career will be suspended for 10 days and will be recommended for a substance abuse evaluation.

In the event of a third violation of the school substance abuse policy, the student will be referred to the Board of Education with a recommendation for expulsion.

Implications for Driver Education Students

The following policy is in effect to clarify the Driver Education status of students who are in violation of the above mentioned Drug & Alcohol regulations.

A student who has been declared guilty of an offense of these regulations, will be denied enrollment into the BTW (Behind-the-Wheel) section of Driver Education for one full semester beyond his/her eligibility date. If the student is currently enrolled in Driver Education, he/she will be immediately dropped from the BTW section of the class and will be denied enrollment for the following semester.

BULLYING

Bullying and/or intimidation of others is strictly prohibited by the Board of Education of Lake Forest Community High School District 115. The term "bullying" encompasses behaviors including, but not limited to any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.

The parents/guardians of students who commit any act of bullying will be notified. The School District is committed to early intervention to help prevent acts of bullying and reserves the right to make referrals for these students to appropriate mental health professionals. Students will also be subject to disciplinary action pursuant to the District's disciplinary code.

Fighting/Student Harassment

Physical confrontation is a dangerous and inappropriate method for solving problems. Students are expected to solve problems through proper channels (teacher, counselor, social worker, and Deans' office).

If you are in a fight, you should be prepared to receive the disciplinary consequences REGARDLESS of who started it. Pushing, shoving, wrestling, etc. may be considered as fighting regardless of intent.

Students involved in fighting, agitating to fight or harassment, written or verbal, shall be subject to disciplinary consequences including suspension from school and/or recommendation to the Board of Education for expulsion.

FORGERY

Any student guilty of forging a faculty member's or parent's signature will receive a Saturday detention. Falsifying documents (including pink slips, school passes and parent notes) or impersonating a parent/guardian on the phone is considered forgery. A second offense of forgery will result in a full-day suspension, and a third offense will result in an out-of-school suspension.

Gambling

No card playing or gambling of any kind will be permitted. State law prohibits gambling for money or any other thing of value in public schools.

Tobacco

The Board of Education prohibits student usage and/or possession of tobacco in any form at school-sponsored functions (events) or on school district property when the property is being used for school purposes, including but not limited to scholastic, interscholastic or extra-curricular activities. Students who use tobacco products on school grounds will be subject to a two-day suspension from school. Students who are in possession of tobacco will be subject to a one-day suspension from school and a referral to the school resource officer.

Computer Usage

The use of Lake Forest High School computer networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in The Technology Code of Conduct, the system administrators will deem what is inappropriate use and report their decision to the Deans, who will decide whether to deny, revoke, or suspend specific user accounts. They may also invoke other disciplinary measures. To protect the network, the system administrators may temporarily suspend an account at any time as required.

Hazing of Students

Hazing is defined as harassing, intimidating or coercing another student with the purpose or result of embarrassment, disturbance, or physical or mental endangerment. Soliciting, encouraging, aiding, or engaging in hazing is prohibited.

Students who haze will be subject to one or more of the following disciplinary actions:

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

Students who haze and endanger the mental or physical health of another may also be subject to:

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

Damage to School Property and vandalism

Damage to school property or vandalism (damaging school or personal property and other destructive acts) may result in a suspension of 1 to 10 days and a possible recommendation for expulsion. A student and his/her parents are mutually responsible for such offenses and will also be required to make necessary restitution for all charges pertaining to their act of vandalism or damage to property.

Cell Phones & PAGERS

In recognition that electronic communication devices such as cell phones, beepers and pagers, have become a common mode of communication between parents and students, the Board of Education authorizes the administration to implement procedures that allow students to possess such devices while on school grounds.

In order to maintain a positive educational environment, the use of electronic communication devices shall be limited to certain locations in the building. Students may use cell phones during nonscheduled time in the first floor commons/cafeteria area. In all other building locations, electronic communication devices **must be stored in the off mode (or otherwise incapable of receiving an active signal)** and out of sight in lockers, bags, or purses. Use during after-school extracurricular activities may be prohibited or restricted by the activity supervisor.

Students shall be personally responsible for the security of their electronic communication devices. The District assumes no responsibility for theft, loss or damage of such devices. A first offense will result in 3 lunch detentions, a second offense will result in a Saturday detention and a third will result in suspension.

Profanity/Verbal Abuse

The use of profanities or obscenities will not be tolerated, especially when directed at another individual. The use of profanities or obscenities will result in one or a combination of the following: Student/Dean Conference, detention, behavior contract or suspension from school.

Disruptive or Coercive Activities

Actions of students shall not impede educational activities or the freedoms of other individuals or groups to utilize school facilities.

Skateboards

Skateboards are not allowed on East or West campus at any time.

Public Display of Affection

Public displays of affection are not appropriate in school.

Theft/Possession of Stolen Property

Students involved in the theft of property or goods or the possession of stolen property from other students or school personnel will be dealt with in the best means of remediation determined by the administration. This may include suspension, parent conference, notification to law enforcement officials and financial restitution.

Reporting a Theft

Immediately report any theft to the Deans' office. All reports will be relayed to the School Security Director. Please note that Lake Forest High School does not provide insurance against theft or loss of personal property and cannot reimburse students for such losses. Students are advised not to bring valuables or large amounts of money to school.

STUDENT CONDUCT/EXPECTATIONS

Bus Transportation Behavior

Riding the school bus is a privilege and students must exhibit appropriate behavior in order to ensure a safe and pleasant ride. Students must have ID with bus icon. All school rules apply when riding the bus. Surveillance cameras are installed on school buses. **VIOLATION OF THE FOLLOWING GUIDELINES MAY RESULT IN SUSPENSION OF RIDING PRIVILEGES AND/OR DISCIPLINARY ACTION:**

1. The driver has the responsibility to maintain order and the right to seat students on the bus. Students must follow the driver's rules.
2. Riders are to remain seated when the bus is in motion.
3. Head, arms or legs are not to protrude out of the bus windows.
4. Nothing is to be thrown out of the bus windows.
5. Insubordination or verbal abuse directed toward the driver or other passengers is not acceptable.
6. Riders will be held responsible for any vandalism to the bus and will be billed for damages, including material and labor.
7. The emergency door is to be used only for an emergency.
8. Snowballing of the buses is not acceptable for safety reasons. Discipline consequences can be expected.

Cafeteria Conduct

1. Every student at a table is responsible for the cleanliness of the table.
2. Materials to clean accidental spills are available from the custodian.
3. Students are to remain seated while eating their lunch.
4. Students will return their serving trays, containers and trash to the disposal area and clean up their table as soon as they have finished eating.
5. **NO FOOD MAY BE TAKEN FROM THE CAFETERIA. NO FOOD OR BEVERAGES ARE TO BE CONSUMED IN THE CORRIDORS.**

Corridors - Expected Behavior

Students are expected to:

1. Be polite, courteous and cooperative.
2. Recognize the rights of fellow students and school employees
3. Keep the corridors free of litter. You should place litter in the proper receptacles.
4. Recognize the importance of building maintenance by not writing on any school property including walls, lockers, bulletin boards or water fountains.
5. Be in academic work areas rather than in hallways during class time. Students who are in these hallways during class time may receive discipline consequences as their presence in the hallways may disrupt classes.

EXTRA-CURRICULAR EVENT BEHAVIOR

All school rules apply at all athletic and other extra-curricular events, whether at Lake Forest High School or another school. This includes students representing Lake Forest High School while participating in school sponsored trips/events. Violation of the following guidelines may result in suspension and/or disciplinary action.

1. Use of alcohol, tobacco products and/or other illegal substances.
2. Insubordination or other verbal abuse directed toward supervisors or other spectators.
3. Inappropriate actions directed towards officials and/or opposing teams.

DRESS AND GROOMING

Individual differences among students are recognized and the major responsibility for acceptable dress and grooming will lie with the individual student and his/her parents.

The primary responsibility of the high school is to provide for the maximum learning and growth of each student. It will only be involved with students' dress and grooming as provided by law.

In implementing this policy, the Board of Education expects students and parents to be responsible for a level of student dress and grooming which will not be disruptive to the educational process, will not constitute a threat to the health, safety, welfare or property of self or others, will be in accordance with public decency and civil statutes and which will complement a secondary institution and the community of which it is a part. Students should not wear clothing that has language or pictures that are offensive, inappropriate and/or identify or promote tobacco, alcohol or drugs. Students who violate this rule will be subject to disciplinary action.

STUDENT USE OF NON-ACADEMIC TIME

Students are expected to use their free time in one of the following areas:

- **Commons (Cafeteria)** - is available to senior students during non-academic time and underclassmen during lunch hours.
- **Library** - will be open to students throughout the day. The library should be used for research and preparing textbook assignments. **A student ID card will be necessary to use the library and to check out library materials.**
- **Resource Centers** - will be open throughout the day in all academic areas. Several computer labs, the Special Education area, Weight Room and College Resource Center will be open to students throughout the day. **A student ID card will be necessary to use resource centers.**
- **Study Halls** - are assigned for freshmen, sophomores and juniors. Study halls are also assigned to students who have withdrawn from a class and to students waived from Wellness Class and are to be for quiet study purposes.

PART III

STUDENT RIGHTS AND RESPONSIBILITIES

GENERAL LIMITATIONS

In order to protect the rights of all students and insure the orderly and efficient operation of the schools, all areas of student expression will be subject to the following General Limitations:

- (a) Actions or activities will not interfere with appropriate conduct, involve disorder, disrupt class work, obstruct or interfere with the operation of the school, or be likely to incite disorderly, disruptive acts, violence or violation of the law.
- (b) Activities will not be libelous or slanderous or invade the rights of other students or employees of the district. No activities offensive to the reasonable sensibilities of school personnel or injurious to their professional reputation will be permitted.
- (c) Activities will not be exercised by the use of obscenities, either verbal or written.
- (d) Activities will not advocate a violation of Federal or State Statutes or Municipal Ordinances or official school policies.
- (e) Activities will not include any written material advertising commercial products or services for sale by a profit-making organization unless approved by the Principal or his designee.
- (f) Material will not be circulated or distributed in exchange for any payment or voluntary contribution unless approved by the Principal or his designee.
- (g) No written or visual material will be prepared by use of school equipment or property without written prior approval by the Principal who will also review and approve the finished product prior to its circulation.
- (h) All copies of written materials circulated, distributed or posted on school premises will bear the names of the sponsoring individual or organization. In case of an organization, the names of two of its principal officers and the author of the material will be listed.
- (i) Actions or activities will not advocate the use of any substances or materials which may reasonably be believed to constitute a direct and substantial danger to the health of students, or provide any information as to the availability of such substances or materials.

Violations of the General Limitations will be considered gross misconduct, and offenders will be subject to administrative discipline.

DISTRIBUTION OF WRITTEN MATERIAL AND

CIRCULATION OF PETITIONS

Students may distribute handbills, leaflets, and other written materials, and collect signatures on petitions concerning school matters or other issues subject to the General Limitations and the following regulations:

- (a) All materials will conform to the "General Limitations" listed previously. Based upon the belief in the good judgment of the students of the High School and believing that they will not abuse this trust, prior approval by school officials is not required for the distribution of written materials or the circulation of petitions. The Principal or his designee will be available for consultation regarding the appropriateness of the materials or petitions.
- (b) The time for conducting any of these activities will be designated by the school administration and limited to such times as before school begins, after dismissal, or during lunch periods to prevent interference with the school program.
- (c) The places for conducting any of these activities will be determined by the school administration to assure the normal flow of traffic within the school or on the school premises.
- (d) The manner of conducting any of these activities will be determined by the administration to prevent undue noise levels or to prevent the use of coercion or unreasonable interference with any individual or group of individuals. Students engaged in these activities will be responsible for the disposal of litter resulting from discarded materials.

Buttons, Armbands and Symbols

Students may wear buttons, badges, symbols, armbands, or insignia on the school premises subject to the "General Limitations".

SIGN POSTING

Only signs that have been approved by the Deans' office will be permitted to be posted in the building. Signs are not permitted on the first floor main hallway.

Lake Forest High School

Technology Code of Conduct

STUDENT USERS

Users of Lake Forest High School computers and networks agree to be bound by this Technology Code of Conduct, the policies, rules, regulations and guidelines promulgated by the Board and the administration and by the Acceptable Use policies of Lake Forest College and its Internet Service Provider.

The computers and networks at Lake Forest High School are provided and maintained by the District for educational purposes. Users may access the networks only after submitting a signed Technology Code of Conduct Acceptable Use Agreement (Form 0421ST).

Failure to comply with this code, the Board's policy and/or any administrative regulations and guidelines governing the use of technology may result in disciplinary action by the administration and/or the Board of Education.

Minimum disciplinary action will include a conference or reprimand. Additional actions as deemed appropriate will include: referral to an administrator; loss of access to specific technology and/or designated areas; extended or permanent loss of privileges; confiscation of inappropriate item(s); restoration/restitution; administrative and/or Board of Education action, including such serious consequence as suspension or expulsion.

Activities that violate state, local or federal law may be subject to prosecution.

This is a living document. Changes will be posted to LFHS.org and all users are bound by future updates.

TERMS AND CONDITIONS OF USE

Confidentiality – Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the District. Also, the District reserves the right to log technology use, to monitor fileserver space utilization by users and to examine users' files, e-mails and materials as needed; therefore, users cannot expect privacy from District personnel as to their use of technology. All information stored on Lake Forest High School equipment is subject to review and will be provided to the appropriate authorities should the need arise.

Acceptable Use – Users may access technology only for educational purposes consistent with the educational objectives of Lake Forest High School. Users who access other organizations' networks or computing resources must comply with the rules of such other organizations as well as those of Lake Forest High School.

The actions of users accessing networks through the School District reflect on the District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this Code, Board of Education policies and any accompanying administrative regulations and guidelines. Users must also comply with the rules and regulations of any organizations whose computer networks they access.

Students who use technology will:

- Adhere to rules of copyright. Assume that any software is copyrighted unless it is labeled "freeware" or "public domain."
- Adhere to the licensing agreements governing the use of "shareware."
- Note that e-mail is not guaranteed to be private.
- Be responsible at all times for the proper use of their access privileges and for avoiding

impersonations, anonymity, or unauthorized sharing of security measures.

- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Respect the right of others to use equipment.
- Abide by the policies and procedures of linked networks and systems.
- Respect the privacy of other users and the integrity of the system.
- Report problems and violations of this Code or applicable policies to the Director of Technology.
- Report any appearance of impropriety to the Director of Technology.

Students who use technology will not:

- Use offensive, obscene, inflammatory or defamatory speech.
- Harass others.
- Use the account of another user.
- Misrepresent themselves or others.
- Violate the rights of others, including their privacy.
- Access, download, distribute and/or create pornographic, obscene, or any other inappropriate material.
- Use the network for non-school purposes, including without limitation non-school related purchasing of goods and services.
- Use the District's resources for personal financial gain.
- Vandalize data, programs, equipment, and/or networks.
- Degrade, alter or disrupt systems and/or equipment. Mass mailings, chain letters, mail bombs and pyramid schemes are strictly forbidden. Telnet, Instant Messaging or Online chat are not allowed on any computers at Lake Forest High School. However, Lake Forest High School Chat Rooms on LFHS.org are permitted. Requests for educationally related chat rooms not located on LFHS.org will be considered on an individual basis by the Director of Technology. Users may not access the network operating systems or machine-level operating systems except with the expressed permission of the Director of Technology.
- Damage or alter technology, hardware and/or software. Users may not download and/or install any programs without prior approval from the Director of Technology.
- Spread computer viruses.
- Gain unauthorized access to resources.
- Violate copyright laws.
- Subscribe to list serves or newsgroups unless authorized by the Director of Technology. All such subscriptions must serve a legitimate educational purpose and will be registered with the Director of Technology. All subscriptions will be canceled on July 1 of each school year.
- Use technology for illegal activities.

User Privileges – The use of Lake Forest High School equipment and networks is a privilege and not a right. Inappropriate use may result in the termination of user privileges and possible disciplinary action. The Director of Technology will decide what constitutes inappropriate use, in accordance with this code, and will decide whether to deny, revoke or suspend specific user accounts. The Director of Technology will refer offenders to appropriate authorities who may take other measures. The Director of Technology or designees may temporarily suspend an account at any time.

Liability, Exclusions – Lake Forest High School will not assume liability for:

- Information stored on Lake Forest High School diskettes, hard drives or servers.
- Information retrieved through the Lake Forest High School computers, networks or online resources.

- Personal property used to access Lake Forest High School computers, networks or online resources.
- Unauthorized financial obligations resulting from use of Lake Forest High School resources and accounts to access the Internet.

A Statement regarding Worldwide access-With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials; an industrious user may discover controversial information. Lake Forest High School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

TECHNOLOGY CAMPUS School Busing

All students taking classes at the Technology Campus must ride the bus to and from the Technology Campus on a daily basis unless a parent permission form is signed by both a parent and Dean. If a student misses the bus to the Technology Campus, he/she is to report to the Attendance Office. If, for some reason, a student needs to drive to the Technology Campus, a permit from the Technology Campus must be obtained and signed by the appropriate Technology Campus personnel, parent and Dean. Vocational Campus personnel. The Deans' Office must then approve this permit before the student will be allowed to drive.

COUNSELING

Each student is assigned to a counselor who assists in developing the student's academic program.

At specific times throughout the year, using a Developmental Counseling model, counselors meet with students in small groups for the purpose of providing pertinent information. To more personally discuss plans, students meet individually with their counselor on an as-needed basis. Parents are also encouraged to meet with the counselor when necessary. Other areas of counseling service include: college placement, vocational/career information and personal/social adjustment.

The Counseling Office provides reference materials, college catalogues, interest inventories, scholarship information and a computerized career/college program (Naviance) for student and parent use.

Senior sTUDENT PARKING

Student parking at Lake Forest High School is a privilege offered only to seniors. A lottery, restricted to seniors only, is held to determine how the limited number of spaces is assigned. All student parking, including the use of handicapped parking spaces is restricted to seniors.

Parking Regulations – EAST & WEST CAMPUS

Students must park in areas designated for students only. Students parking in staff, visitor or no parking areas may permanently lose parking privileges or be ticketed and/or towed at owner's expense. Students who use their vehicles to assist others in breaking school rules will be assigned the same penalty as those who break the regulations. The speed limit is 10 miles per hour. Upon arrival, students are to immediately park cars in designated areas, lock and leave their vehicles and enter the building. Parking privileges may be revoked due to reckless or dangerous driving, unsafe or noisy vehicles, continued tardiness to school, or violations of established regulations. Car trouble is never an acceptable excuse for being tardy to school. All motorcycles, scooters, etc. must follow the rules and regulations for automobiles and park in designated areas. Students are expected to wear seat belts when driving on campus.

Parking PERMITS

All motorized vehicles must have a permit to park on school grounds. Vehicles on school grounds without a permit will be subject to ticketing, towing at owner's expense, and/or disciplinary action against the driver. The permit must be displayed on the student's vehicle. Permits may be

purchased through the Deans' Office. Please refer to the parking rules, which can be obtained in the Deans' office. Temporary permits for reasons such as driving a different family car, repairs, parents out of town, etc. will be issued on a limited basis by the Deans' Office.

SEXUAL HARASSMENT POLICY

The Board of Education declares that sexual harassment of students or employees is unacceptable and is strictly prohibited. The purpose of this policy is to eliminate demeaning and disruptive conduct and ensure a workplace free of sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

1. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures or written communications of a suggestive or derogatory nature.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Implying or withholding support for an appointment, promotion, or change of assignment or suggesting that a poor performance report will be prepared. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the career, salary and/or work environment, engaging in coercive sexual behavior to control, influence or affect educational opportunities, grades and/or the learning environment of a student.
5. Offering or granting favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Anyone who is subjected to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the Superintendent or designee(s), who shall be named annually by the Superintendent. Complaints or allegations of sexual harassment will be investigated.

A substantiated charge against an employee of the District shall subject such employee to disciplinary action, which may include warning, censure, suspension or dismissal.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

The Superintendent shall ensure that faculty, staff and students are educated as to this policy on a regular basis.

SERVICES FOR STUDENTS WITH DISABILITIES

Lake Forest High School provides a free appropriate education for all students with a disability and prohibits any discrimination against students with a disability. A student with a disability is anyone who has a mental or physical impairment that substantially limits one or more major life activities. Eligibility is determined through identification and evaluation procedures consistent with state and federal regulations.

Students with disabilities meeting the eligibility requirements of the American For Disability Acts and Section 504 of the Rehabilitation Act will be afforded appropriate accommodations and

supplementary programs or services designed to meet the unique needs of the student. The student, their parents, their academic counselor and other relevant staff will collaboratively develop an annual 504 plan.

Any parent, staff member or student may request a referral for identifying eligibility for accommodations and/or support. Requests should be directed to the student's counselor. Additional information is available by contacting the student's counselor or the Director of Special Education.

PART IV

EXTRA-CURRICULAR ACTIVITIES

STUDENT COUNCIL

The Administration and Board of Education will recognize the Student Council for the purposes of officially representing the student body in matters of mutual concern.

The Student Council will be encouraged to:

- (a) participate in recommending and developing rules and policies that pertain to the general welfare of the student body;
- (b) promote the observance of rules and policies;
- (c) promote the maximum cooperation between the students and faculty;
- (d) coordinate and promote student activities;
- (e) provide all students with a voice in school affairs.

Interested students may obtain copies of the Student Council Constitution from the Student Council advisor.

CLASS OFFICERS

Class officers for each class are elected in the spring, except for the incoming freshmen class, which elects its officers in the fall. Election regulations and procedures are supplied by the Student Council prior to the elections.

STUDENT CLUBS

The Extra-curricular program at Lake Forest High School includes an extensive offering of clubs. Clubs for the current school year will be posted on the website at the beginning of the year and will be available in the Main Office.

Standards for Approval of Student Organizations

Student organizations will be encouraged that have purposes and activities that are consistent with the educational objectives of Lake Forest High School. The chartering of such organizations may be approved by the Principal or his designee who will consider such factors as: purposes of the organization, membership and activities, as set forth in a written constitution.

Activities of student organizations are subject to the same standards as the instructional program with respect to such matters as physical safety, educational and cultural values, intellectual honesty, and freedom from partisanship of a political, religious or ideological nature (except as provided in "Political Activities").

Any affiliation of a student organization with any outside organization must be clearly described in writing, and a charter of the parent club must be made part of the record at the time of application for approval. Membership in the local student organization will be limited to students enrolled in the school.

Open Membership

School organizations will be open to all students in the school in accordance with the purposes and activities established in their charters.

Organization Funds

The Business Manager will serve as the treasurer for all internal funds of the District. The faculty sponsor will approve all financial transactions of an organization. The Business Manager must approve all transfer of funds to or from any outside organization.

Probation and Termination

Any organization, which, in the opinion of the Principal, fails to meet acceptable standards, will be placed on probation and informed as to the cause. Failure to correct the cause will result in termination of the organization.

INTERSCHOLASTIC ATHLETICS

Goals and Expectations

Participation in athletic activities is a privilege.

As representatives of Lake Forest High School, student athletes are expected to conduct themselves in a manner that meets the highest standards at all times. The skills of good sportsmanship and proper behavior are learned by engaging with others, modeling good behavior and by careful instruction. It is the responsibility of the administration, staff, coaches, parents and the community at large to create a climate that fosters the development of these skills by encouraging and modeling positive and appropriate behavior within the sporting environment while striving for excellence.

Expectations for the behavior of athletes, coaches, and parents at athletic contests, practices and events are outlined below.

The Athlete

Student athletes who choose to participate in any sport must agree to read, sign and abide by the athletic code of conduct as a condition of participation. The code of conduct establishes high expectations and standards for all participating student athletes. These expectations embody a total lifestyle approach with emphasis on respect for self, others and property, loyalty to self, teammates, coaches and school, support for the ideals of true sportsmanship, and maturity to fully accept all choices made and the consequences they carry.

The effectiveness of this code depends on a collective commitment from students, parents and school personnel, and a proactive, positive approach to prevention and assistance. Athletes will be governed, at the minimum, by the Athletic Department training rules. Each head coach may establish additional rules for his/her team regarding curfew, attendance, personal conduct and personal appearance.

The Coach

Coaches are required to abide by the following code of expectations:

I will encourage good sportsmanship by demonstrating support for all athletes, coaches and officials at all games, practices and other events.

I will place the emotional and physical well being of my players ahead of a personal desire to win.

I will treat each player as an individual and do my best to provide a safe environment for all players.

I will teach my athletes to play by the rules and to resolve conflicts with civility and without resorting to hostility or violence.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

I will do my best to ensure that the sport is enjoyable for my players and remember that the game is for the athletes and not the adults.

I will be a positive role model for my players and not engage in any unsportsmanlike conduct with any official, coach, player or parent. I will treat everyone with respect and civility.

I will demand a drug, tobacco and alcohol-free sports environment from my players and refrain from their use at all events.

I will establish open lines of communication with players and their parents so everyone understands expectations and can express concerns.

Coaches are also expected to communicate to athletes and parents their coaching philosophy, expectations for all team members, locations and times of practices/contests, team rules and requirements, emergency procedures in case of injury and consequences for violations of rules. Failure to meet these expectations will result in disciplinary action or dismissal.

The Parent

Parents of student athletes are required to abide by the following code of expectations:

I will encourage good sportsmanship by demonstrating support for all athletes, coaches and officials at every game, practice, or other athletic event.

I will place the emotional and physical well being of my child and other student athletes ahead of any personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will support coaches and officials working with my child to provide a positive, enjoyable experience for all.

I will not encourage any behaviors or practices that would endanger the health and well being of athletes.

I will treat other players, parents, coaches, fans and officials with respect and refrain from verbal indignities.

I will teach my child to play by the rules and to resolve conflicts with civility and without resorting to hostility or violence.

I will respect the coaches and officials and their authority during games and will not question, discuss or confront coaches at the game site.

If I have issues or concerns to discuss, I will take time to speak with the coach at an agreed upon time and place.

I will do my best to ensure that the sport is enjoyable for my child and remember that the game is for the athletes and not the adults.

I will demand a drug, tobacco and alcohol-free sports environment for my child and refrain from their use at all events.

Failure to meet these expectations will result in disciplinary action. Consequences may include: removal from the practice/contest/event, written reprimand, one game suspension, season suspension or one-year suspension.

Athlete/Parent/Coach Communication

The LFHS Athletic Department encourages open communication among athletes, parents and coaches. Both athletes and parents are urged to discuss their concerns with the coach in the appropriate setting and at the appropriate time.

Note to parents: Appropriate concerns to discuss with the coach include mental or physical treatment of your child, strategies for improving your child's performance and behavior issues affecting your child. Issues not appropriate for a parent to discuss with coaches include playing time, starting positions, team strategy, play calling and other student athletes.

Participation

It is the goal of Lake Forest High School to provide all students with opportunities to engage in athletic activities that enrich their education and further develop the core values of respect, responsibility, fairness, trustworthiness, caring and good citizenship.

The following sports are available:

BOYS		GIRLS	
Baseball	Soccer	Badminton	Soccer
Basketball	Swimming	Basketball	Softball
Cross Country	Track	Cross Country	Swimming
Football	Tennis	Field Hockey	Tennis
Golf	Volleyball	Golf	Track
Ice Hockey	Wrestling	Gymnastics	Volleyball

Lacrosse

Water Polo

Ice Hockey

Water Polo

Lacrosse

Students must maintain scholastic eligibility to participate in interscholastic athletics.

Athletic Participation Rules

The success of the LFHS Athletic Program depends on the cooperation of the athletes, the parents, and the Athletic Department. It is important that you read and understand the following statements.

THE ATHLETIC PARTICIPATION CARD MUST BE FILED ANNUALLY IN THE ATHLETIC OFFICE BY THE 1ST DAY OF PRACTICE OF THE ATHLETE'S SPECIFIC SPORT SEASON.

Every athlete must adhere to the code of conduct.

FAILURE TO ADHERE TO PARTICIPATION RULES OR FALSIFICATION OF ANY INFORMATION ON THIS FORM IS SUBJECT TO DISCIPLINARY ACTION.

In addition to the interscholastic program, a variety of Intramural activities are available.

COEDUCATIONAL INTERSCHOLASTIC COMPETITION

The Board of Education will not allow boys and girls to compete on the same interscholastic team in contact sports including football, wrestling, baseball, basketball, field hockey, soccer, and softball, nor on the same interscholastic team when there are teams for both boys and girls in the same sport.

When interscholastic teams for both boys and girls do not exist separately in a particular sport, it will be the prerogative of the Lake Forest High School Board of Education to permit or forbid coed membership on the same interscholastic team where athletes compete as individuals or where there is no physical contact with players from an opposing team. However, the Lake Forest High School Board of Education will be guided by the general principle: Only boys on teams designated as boys' sports, and girls on teams designated as girls' sports.

Lake Forest High School - *Student Activities*

The extracurricular program at Lake Forest High School is dedicated to providing students with a special experience, one that complements the classroom.

Participation in extracurricular activities is a privilege that carries responsibilities to the members of the club/organization, the faculty, the student body, the community, and to the individual students themselves.

Participants are encouraged to reflect ideals stated in the Lake Forest High School Vision Statement, to embody values and behavior consistent with being a student leader, and to consider their decisions and actions in relation to their position and the group they represent.

Non-Athletic Extracurricular Program Committee - Adopted April 1997

LAKE FOREST HIGH SCHOOL EXTRACURRICULAR CODE OF CONDUCT

Participation in extracurricular activities at Lake Forest High School is a privilege and demands certain commitments. Lake Forest High School District #115 and the community have a high level of expectation from students who represent our school. Our goal is for students to take pride in themselves and in our high school, and we expect them to take an active role in establishing high standards of conduct for others to follow.

Code of Conduct

A student participating in any non-athletic club or organization will be subject to disciplinary action if any of the three expectations listed below are violated **any time during his/her high school career**. Repeated violations may result in the student's exclusion from the activity for the remainder of the current school year.

Expectations

1. A student must maintain a minimum academic proficiency. Eligibility for participation in non-athletic extracurricular activities will be contingent upon the student passing a minimum of four classes each quarter of the school year. Students who do not maintain this minimum level of academic achievement will not be allowed to participate until the conclusion of the next quarter of the school year. Also, a recommendation for academic support services (i.e., Enriched Study, Freshman Experience, etc.) will be made.
2. A student must not have any violation of the "prohibited activities" as stated in the LFHS Student-Parent Handbook. These rules will be in effect whenever the student is **UNDER THE JURISDICTION OF LAKE FOREST HIGH SCHOOL. (i.e., AT SCHOOL, SCHOOL SPONSORED ACTIVITIES, AND ALL CLUB/ORGANIZATION FUNCTIONS.)**

This expectation is in effect the entire year.

3. General Limitations
 - a. No student participating in a non-athletic activity will knowingly use, attempt to use, possess, sell, or assist any other student in the use of the following:
 - (1) tobacco or tobacco products
 - (2) alcoholic beverages
 - (3) any form of drugs/drug paraphernalia or look-alikes other than those prescribed by a physician.

This expectation is in effect the entire year.

[Note: Laws governing use of tobacco apply until a student is eighteen years old.]

- b. No student participating in a non-athletic activity will exhibit illegal behavior including, but not limited to:
 - (1) theft
 - (2) vandalism
 - (3) assault

The organization sponsor and the Principal together will determine the discipline for infraction of these rules. This may include but is not limited to the following:

- A suspension from participation in all extracurricular activities for thirty calendar days.
- A written apology by the student to the sponsor and all members of the club/organization.
- A referral to the Student Assistance Program or other school support services that would be appropriate will be made.

LAKE FOREST HIGH SCHOOL ATHLETIC DEPARTMENT 2011-2012 CODE OF CONDUCT PHILOSOPHY

The Board of Education, Administration, Faculty, and Coaches of Lake Forest High School believe that our student-athletes represent our highest standards, including our core principles: responsibility/accountability, integrity, acceptance, and empathy. Participation in a sport enhances the overall high school experience and provides exceptional life-learning opportunities. Student-athletes should strive to obtain athletic, academic, and personal excellence.

The code of conduct specifically establishes high expectations and standards for all participating student-athletes. These expectations embody a total lifestyle approach with an emphasis on respect for self, others and property; loyalty to self, teammates, coaches and school; support for the deals of true sportsmanship; and maturity to fully accept choices made and the consequences they carry.

The implementation and effectiveness of this code is dependent on a collective commitment from students, parents, and school personnel, along with a proactive approach to prevention and assistance. While we strive to win as often as we can, we are mindful that how we win or lose tells more about us than the final score.

PERIOD AND SCOPE

The Code applies to student conduct on and off campus, 24 hours a day, seven days a week, 365 days per year.

The Code record and consequences are cumulative, regardless of category, beginning with the student-athlete's and parent's initial signing of this code and continuing throughout the student-athlete's entire high school career.

If the percentage of the sport season remaining is less than the percentage of ineligibility stated for the violation, then the suspension will be extended to the student-athlete's next sport season.

Coaches cannot enforce more severe consequences for a violation covered under this code of conduct.

ATHLETIC CODE VIOLATIONS

Athletics, an integral part of the total educational process, are a privilege. Insubordination, poor sportsmanship, anti-social behavior or violation of policies and rules is detrimental to the individual, team, and school community.

Upon a violation of this code, the student-athlete shall be provided oral or written notice of the Athletic Code Violation. The student-athlete needs to arrange a meeting with the Athletic Director and/or Assistant Athletic Director to discuss the athletic code violation, receive explanation of evidence, present his/her version of the incident, and receive the appropriate consequence.

APPEAL PROCESS

Any student-athlete that feels his/her rights have been violated may appeal the consequences.

The student-athlete must submit to the Principal or designee of District 115 a written rationale for the appeal within three (3) calendar days of the violation consequence. The Principal or designee will convene a committee which will uphold or deny the appeal within three (3) calendar days of receiving the appeal. This committee will consist of the Principal or designee, two (2) coaches, and two (2) student-athletes.

The student-athlete will remain under the violation consequence imposed and follow the provisions set throughout the appeal process.

See reverse side for Code violations and consequences.

CODE VIOLATIONS AND CONSEQUENCES

Category 1

Violations	First Violation Consequences
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<p>Any code violation involving a student-athlete but are not limited to acts of violence, criminal damage to property, vandalism, theft, hazing, bullying and intimidation, and harassment (i.e. hand-written, technology-generated or spoken words).</p>	<p>In Season: 15% of his/her current sport contests and loss of captain status (if applicable) During the suspension, the student-athlete is expected to attend and participate in all required practices and successfully complete the season.</p>
<p>Repeated violation of school policies or rules, gross disobedience, or misconduct resulting in an athlete being suspended may affect a student-athlete's athletic eligibility.</p>	<p>Out of Season: Loss of playing time 0% to 15% in next participated sport, <u>and/or up to 15 athletic service hours, and <u>may not be able to serve as captain in his/her next sport</u></u> The athletic service hours must be completed within 60 days of the code meeting or before the start of the student-athlete's next scheduled sport (whichever happens first). Failure to complete athletic service hours within the time requirement will result in the student-athlete serving the full 15% suspension.</p>

Category 2

Violations	First Violation Consequences
<p>The purchase, possession, delivery, distribution, or use of tobacco products.</p> <p>The purchase, possession, delivery, distribution, use, or being under the influence of alcohol, a controlled substance, other illegal mood-altering and/or performance enhancing drugs or chemicals, or any substance used to obtain an altered mental state or "high".</p> <p>The purchase, possession, delivery, or distribution of look-alike drugs, drug paraphernalia, false identification, or alcohol containers.</p> <p>Hosting or organizing a gathering or providing a venue where minors and any of the above referenced prohibited substances are present.</p> <p>Note: Any picture or on-line image that depicts behavior described above may be used as evidence of a code violation.</p>	<p>In Season: 20% of his/her current sport contests and loss of captain status (if applicable) During the suspension, the student-athlete is expected to attend and participate in all required practices and successfully complete the season.</p> <p>Out of Season: 10% of his/her next participated sport, and 15 athletic service hours, and <u>may not be able to serve as captain in his/her next sport</u> The athletic service hours must be completed within 60 days of the code meeting or before the start of the student-athlete's next scheduled sport (whichever happens first). Failure to complete athletic service hours within the time requirement will result in the student-athlete serving the full 20% suspension.</p>

Category 3

Violations	First Violation Consequences
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<p>Any felony action in which a student-athlete is arrested. Examples include but are not limited to battery with an object, assault with a weapon, possession of controlled substance with intent to deliver, and criminal trespass to a motor vehicle.</p>	<p>Any Category 3 offense is equivalent to 2 violations. This may be considered a 2nd or 3rd violation of the Code. Please see the violation consequences below.</p>
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Second Violation Consequence (for all categories)

In and Out of Season:

40% of the contests in his/her current sport or next scheduled sport and loss of opportunity to serve as a captain of a team for the remainder of his/her high school career

During the suspension, the student-athlete is expected to attend and participate in all required practices and successfully complete the season.

Any student-athlete with a second Category 2 Code violation or any Category 3 Code violation will meet with a school social worker and may be required to participate in a recognized, community-based substance abuse or other corrective program.

Third Violation Consequence (for all categories)

In and Out of Season:

The student-athlete will be excluded from all athletic programs for the remainder of his/her high school career

The student-athlete may petition, in writing, to the athletic director for reinstatement to the athletic program, providing that at least one calendar year of suspension has been completed from the date of the third infraction. Any reinstated student-athlete will be at the second violation level.

PUBLICATIONS

THE FOREST SCOUT

The *Forest Scout* is the school newspaper. Any student interested in journalistic writing may become a reporter or staff member.

FOREST TRAILS

The yearbook, *Forest Trails*, is published annually and distributed in the spring or summer. Students interested in the areas of editing, art, photography, advertising and production may serve on the staff.

YOUNG IDEA

Young Idea, published annually, is a magazine that presents the best and most representative original writing by members of the student body. Poems, short stories, book reviews, and essays are included in this publication.

PART V
HELPFUL INFORMATION

STUDENT INFORMATION AREAS

Various bulletin boards located throughout the school may be used for school activities, out of school activities, or matters of general interest to the student body. Notices should be approved by the Principal and affixed securely to the bulletin boards. Notices should not be "taped" to walls or doors.

Video Monitors are located in the student cafeteria and the lobby of the sports center. Daily announcements, special information and/or notices may be displayed.

Daily Announcements are published and distributed via e-mail each day to all faculty and staff and

are on the web site. Announcements approved by faculty advisors or Principal must be submitted by noon each day to the Main Office Receptionist.

CLASSROOM DISCUSSION TOPICS

If parents find the topic of discussion is a classroom objectionable because of personal or religious reasons, they may request that their son or daughter be given an alternative assignment.

CLASSROOM SPEAKERS

Students will be adequately prepared to participate in discussions of controversial issues before speakers are invited into the classrooms. Topics discussed will be appropriate on the subject matter being studied and sufficient class time and resource material will be available to make the study effective. When controversial issues are involved, teachers' plans will provide that all sides be presented with equal effectiveness. Outside speakers will be chosen by the classroom teachers and submitted to the Principal for approval.

STUDENT ORGANIZATION SPEAKERS

Faculty sponsors of student organizations will consider such factors as student interests, knowledge, and maturity levels in selecting topics to be discussed. Programs will be planned so that all sides of controversial issues are presented with equal effectiveness.

Speakers will be chosen by the faculty sponsor with the assistance of students and submitted to the Principal for approval.

POLITICAL ACTIVITIES

The values of a democratic system of government and the political activities inherent in it will be considered a part of the educational program. Lake Forest High School will provide appropriate experiences and activities to prepare students for responsible citizenship.

Opportunities will be provided to discuss issues and candidates in appropriate classes and in organizations and assemblies. Guest speakers on political issues and candidates will be permitted as provided under "Assembly Speakers".

Immediately prior to elections, students may organize temporary political groups with the approval of the Principal. Each group will have a faculty sponsor. Their activities will be educational in nature. The display of political materials will be limited to specific areas within the school buildings.

LUNCH

If household income is at or below the levels established in the income scale for the State of Illinois Free Lunch Program, students are eligible for either free meals and/or milk. See your counselor for more information.

FREE AND REDUCED-PRICE FOOD SERVICES

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually the US Department of Labor.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration

materials. Parents/guardians enrolling a child in the district for the first time, any time during the school year shall receive the eligibility information.

Non-discrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payment that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlines by the U.S. Department of Agriculture in 7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

DAILY CLASS SCHEDULE

The regular daily class schedule will begin at 7:50A.M. and end at 3:10 P.M. Class periods will be 50 minutes in length with 5 minutes passing time between periods. Each day, Period 3 is extended 5 minutes to provide homeroom and P.A. communication time.

SCHOOL CLOSING DUE TO WEATHER

A weather warning radio system is located in the Main office. In case of extreme weather conditions, the public address system is used to advise students of safely precautions to be taken. In the event that Lake Forest High School will be closed to weather conditions, a recorded message will be on the school telephone (234-3600), Instant Alert automated calling will be done and an announcement will be broadcast over the following radio stations:

WKRS	WMAQ	WLS	WGN	WBBM
1120AM	670AM	890AM	720AM	780AM

SCHOOL VISITORS

Students wishing to bring a visitor to school must have the approval of the Deans' Office and must comply with the following rules. The Principal has the right to refuse any visitor.

1. Prior arrangements must be made with the Deans' Office *before* the day of the visit. A visitor will not be issued a visitor's pass if prior approval is not given.
2. All visitors must register in the Greeter's Office, Room 106D.
3. The guest pass must be displayed throughout the day and shown when requested by any school staff member.
4. The visitor must comply with all school rules and regulations.
5. All persons who are not enrolled in school or who do not work at the school must have a visitor's pass issued from the Greeter's Office, Room 106D. Persons who do not attend or work at Lake Forest High School may not be in the building or on the school property without

permission. Failure to comply may lead to an arrest for trespassing.

TELEPHONE MESSAGES TO STUDENTS

Telephone messages from parents or guardians will only be delivered to students in their classes for **emergency** purposes.

HEALTH OFFICE

The Health Office is open from 7:30am until 3:30pm on days when school is in session.

1. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or nonprescription medication except after the filing with the school district of a completed and signed Medication Authorization Form. This form must be signed by the parent and the physician.
2. All student medication shall be left with the School Nurse during the school day.
3. The parent or guardian will be responsible for bringing and removing all prescription and nonprescription medication in its original labeled pharmacy container.
4. Self administration of insulin, asthma inhalers and epinephrine is permitted provided that the Medical Authorization form is completed and reviewed by the School Nurse.
5. The School Nurse will supervise medication administration. Delegation of medication administration is at the discretion of the School Nurse.

BOOKSTORE/BOOSTER CLUB STORE

Books and supplies may be purchased in the school bookstore. The bookstore hours will be posted at the beginning of the school year.

The Booster Club Store operates each Thursday and Friday of the school year, during the lunch hours. The Booster Club Store is located in the basement of the school.

FEE WAIVER

Required fees and cost of textbooks may be waived for families receiving public aid, students who are a ward of the State, or families experiencing financial hardship. Documentation and application is required prior to purchase of books. Please contact your counselor with questions or to obtain information.

The Superintendent will recommend to the Board of Education for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities and other school fees. Students will pay for loss of school books or other school-owned materials.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State Law and ISBE rule, and that provisions for assisting parents/guardians in complete the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758; C.F.R. part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

The District will give additional consideration where one or more of the following factors are present:

Illness in the family;

Unusual expenses such as fire, flood, storm damage, etc.;

Seasonal unemployment

Emergency situations;

When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

The District will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. The District's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the District Office.

ELEVATOR/HANDICAPPED ACCESS

Handicapped access to the school building is available in four areas; the south, front entrance by the auditorium, the north front entrance at the Commons, the north, rear entrance to the sports center and the rear entrance to the Commons. There are two elevators inside of the building. Students may not use the elevators unless they have a note from the School Nurse.

FIRE DRILLS

Planned fire drills are held periodically during the school year. Emergency Procedures and evacuation routes are posted in all rooms. Upon hearing the alarm, students should pass in an orderly manner from the building via the posted evacuation route.

STUDENT IDENTIFICATION CARDS

The official LFHS Student I.D. card is issued to all students during registration. **Students must carry this photo I.D. card with them at all times.** The I.D. card is required to checkout materials from the library or from telecom, to use the Student Activity Ticket, and for other high school identification purposes. Replacement cards will be issued by the Telecom Help Desk at a cost of \$10.00.

RESOURCE CENTERS

In order to allow students and teachers to meet during the school day, teachers are assigned to academic resource centers. Students are encouraged to meet with teachers to receive special assistance.

LIBRARY

The high school library serves as a learning center for the educational program of the school. The library provides a wide range of books and other instructional materials, which are selected for suitability to the curriculum and the users. Library hours will be posted.

The librarians and teachers work together to select library materials and to plan the utilization of library resources. Students are encouraged to make suggestions for purchase of books and periodicals.

PUBLIC LIBRARIES

All Lake Forest High School students with a current Lake Bluff or Lake Forest library card are entitled to the privileges of using either public library through the Reciprocal Borrowing Program operating between the two public libraries.

LOCKERS

Lockers with locks are provided for students to keep clothing, books or other articles appropriate for school use. The school takes no responsibility for loss of contents.

The lockers are school property and as such are subject to regulations and inspections. Inspections shall be made only in case of emergency or upon reasonable suspicion of violations of school regulations or policies.

Authority to inspect lockers may be granted by the Principal or Dean. Whenever practical, inspection will be made in the presence of the students concerned.

The display of buttons, medallions, insignias, posters, pictures or material considered obscene, or any materials dedicated to the mistreatment or harassment of any racial, religious or other group will not be tolerated.

Students are not allowed to write on, kick or abuse school property or to place stickers inside lockers.

They may be charged a maintenance or cleaning fee for inappropriate use of lockers.

Students are not permitted to share lockers with other students, nor, may they change lockers without the permission of the Dean.

It is the students' responsibility to periodically clean out their lockers to ensure that they are in good condition at all times. The school does not permit individual padlocks to be put on lockers assigned for general school use. If students are having trouble with their locker, they should report the problem to the Deans' Office.

LOST AND FOUND

Lost and Found is located in the Study Hall Room 50.

LUNCH

All students are required to eat lunch at school, unless given an Off-Campus Lunch Pass by the Dean TO WALK HOME for lunch. In order for a student to leave campus during his/her lunch period, he/she must live close enough to walk to and from his/her home, eat and arrive at his/her next class on time. Student should consult with their Dean.

OFF-CAMPUS PASS

Yearly off-campus passes are issued to Seniors only. Seniors may submit a letter from a parent/guardian requesting an off-campus lunch pass for the school year.

SENIOR PRIVILEGES

Currently, seniors at Lake Forest High School have the following privileges:

- Seniors may apply for an on-campus parking spot. (Not all seniors can be accommodated due to limited parking space.)
- Seniors have the option of taking a course Pass/Fail if he/she is enrolled in 5 subjects in addition to PE (p. 13, SPHC)
- Seniors are assigned to lockers in one of the most desirable parts of the building, the second floor, front hall
- Seniors are not assigned to a study hall during unscheduled time, but they may not linger in the halls. They may go to the library, a computer lab, the weight room, or one of the resource centers.
- Seniors who have unscheduled periods at the beginning or end of the day may arrive in time for their first scheduled class and may leave the campus at the end of their last scheduled class.

- Seniors are given a pass and their names are posted in the Deans' Office and are given to the student supervisors who staff the parking lot.

Any of these privileges may be revoked for cause.

Video SURVEILLANCE

Portions of the Lake Forest High School are under video surveillance. Cameras are also present on school buses.