

PURPOSE

The provisions of this handbook are not considered to be irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the practices, and are subject to change. It is the responsibility of both parent/guardian and student to know the contents of this handbook.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote students progress and also with the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of our students through appropriate rules and regulations.

This handbook is a supplement to the District Policy Handbook that is posted annually on the District # 27 webpage.

MISSION STATEMENT

The mission of Lincoln Junior High School is to meet the intellectual, social, physical, and emotional needs of all students through high standards of learning and the development of a sense of community and pride.

WEBSITE INFORMATION

Please make sure to log on to www.lincolnjhs.com or www.lincoln27.com in order to obtain important information that is not contained within our handbook. The website contains links that include, but are not limited to, the following: Student Record Information, Possession of Asthma Inhalers and Epinephrine Auto-Injectors, Physical/Immunization requirements, Dental Examination requirements, Bus Transportation, Safety, & Surveillance Information, Notice to Parents/Guardians of ELL students, Sex Education Instruction & Notice to Parents about the topic, Access to Student Social Networking Passwords & Websites, Sex Equity & Grievance Procedures, Link to the Chromebook Policy, Link to District #27's Concussion Management Policy & Procedures.

ATTENDANCE

Illinois School law and a desire for student success require regular student attendance. Regular attendance is very important for student success. A successful education program requires the cooperation of parents, students, and the entire school staff.

Call In

If a student is absent, the parent/guardian of the student should call the school to give the student's name and reason for being absent. This should be done every school day the student is absent unless other arrangements are made with the office. The school's phone number is 732-3535. Voice mail is available for calls before 8:00 A.M. and after 4:00 P.M.

Parents may request the student's homework when calling the office. Parents must call before 10:00 a.m. in order to have requested homework available for pickup by 3:00 p.m. on the day of a student's absence. The office closes at 4:00 P.M.

Please notify the office of any change to address and/or phone number changes for potential emergency situations. It is extremely important that the school has the ability to reach parents/guardians at all times.

Excused Absences

Absences will be excused for valid causes. **The student is responsible to contact the teachers and arrange to make up any work missed.** The student will have at least as many school days as he/she was absent to make up the missed work.

Suspension is an absence from school, and students who are suspended from school are expected to contact their teachers and complete the missed work. Their grade will reflect their performance on this work.

After three consecutive absences, the office may ask for a doctor's excuse in writing.

Unexcused Absences

Absence without valid cause will be unexcused. Absences with no explanation as to the reason are unexcused. Unexcused absences result in a grade of 0 (zero) for all work on the day or days missed. If a student or parent forgets to call or bring a written statement providing the reason for an absence, an extra day may be given to provide the information in order to avoid an unexcused absence.

Any student who misses more than 10 minutes of a class without valid excuse will be counted absent and unexcused.

Excessive Absences

There is a close relationship between student attendance and academic success. When a student is absent from class, valuable information (some of which can never be made up) is missed. The following guidelines which are intended to maintain an open line of communication between the school and parents will be followed to encourage students to attend regularly. This is not to indicate that a child's absence is not legitimate and each situation will be handled on a case-by-case basis.

Attendance reports will be reviewed weekly. Once a student has missed his/her tenth day, our district truancy officer will be notified. Once a student has missed his/her fifteenth enrolled day, a licensed physician's medical excuse will be required for an excused absence the remainder of the school year. Students who have missed more than fifteen days and are sent home by the school nurse are still required to have an excuse from a licensed physician.

Pre-Excuses

If possible, the parent/guardian should notify the office of absences known in advance. We do not recommend students miss school for extended vacations.

Early Dismissal Procedure

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. This request should be given to the attendance officer between 8:00 and 8:10 in the office. Appointments should be made outside of school hours if possible. A child will be released only to the parent unless the office is notified by the parents that someone else has permission to pick up the student. The parent or authorized person must come to the office and sign the student out of school. Any student leaving school must sign out in the office, and if he or she returns that day, sign back in upon returning.

Illness or Injury During School

If a student becomes ill or injured during the school day, he/she should notify the teacher in charge and get permission to come to the office. An attempt to contact the parent/guardian will be made from the office if deemed necessary. The early dismissal procedure will be followed if it is necessary for the student to leave school. Emergency and work phone numbers are very important in this situation. A student whose parent cannot be contacted will only be permitted to call the person or persons listed as emergency contacts.

Daily Entrance

1. Students normally enter Lincoln Junior High School at 8:00 A.M. with classes beginning at 8:15 A.M. Direct supervision of students may not begin until 8:00 A.M.
2. Students are not to be in the building before school.
The following are the only exceptions:
 - a. Band members may enter the building earlier on days of regularly scheduled practices.
 - b. Any student who has a pass to go see a teacher.
 - c. Any student who needs to do business in the office.
 - d. Students eating breakfast.
 - e. Students attending a practice or club meeting.
3. All students should enter the building using the front doors at the main entrance. Students may exit the building using any of the front doors on Broadway Street.
4. Upon entering the building at 8:00, students will be directed where to go.
5. Students who were absent the previous day and need to present a note to excuse their absence may do so between 8:00 and 8:10 A.M.
6. Students are not to be in the gymnasium, locker room, or other areas of the building without supervision.

Visitors

All visitors, including parents and siblings, are required to enter the building through the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Students are not allowed to bring school-age individuals to school during regular hours.

Visitors must sign in, identify their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any parent or guardian wishing to confer with the teacher must schedule a meeting time outside of school hours or instructional time.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Sex Offender List & Violent Offender Community Notification Laws

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available in the school office or online.

1. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.
2. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SCHOOL CLOSINGS / INCLEMENT WEATHER

If closing is necessary due to inclement weather or other unforeseen circumstance, it will be announced on television stations WAND in Decatur (local cable channel 7) and WICS in Springfield (local cable channel 2).

If severe storm or tornado conditions develop during school hours, students will not be dismissed. We will follow the disaster plan in our building.

CLASS ATTENDANCE

Each student has a schedule and is expected to follow it unless their teacher directs otherwise or an emergency occurs. Students may not leave the school without permission from the office before the end of the school day. Students should be in their classrooms in their seats when the signal for the beginning of each period sounds. If they are not, they are tardy.

Tardies

A student who is tardy to first hour **must** report to the office to sign in as being tardy to school. When a student has three unexcused tardies to a class in a quarter, a detention will be assigned. Additional tardies will result in additional detentions. Teachers will assign the detention and send a copy to the office. Chronic tardiness may result in more severe action.

Leaving The Classrooms

Students should not expect to leave the classroom except in emergency situations. Personal needs should be met between classes. If leaving a classroom is necessary, students must have their agenda booklets with them. Each student is issued an agenda booklet at the beginning of the year to record assignments and use as their hall pass. Students must also sign out when leaving the classroom, noting the time they leave and their destination.

CORRIDOR COURTESY

Keep hallways and stairways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through hallways quietly. Discard trash in the containers provided. Help keep your school clean. Line up for the water fountain along the wall and not across the hallway.

LEARNING CENTER PASSES

A Learning Center Pass should be obtained by the student from the teacher if the student wishes to do work in the Learning Center. The Learning Center consists of the library and the computer lab.

LEAVING THE BUILDING

After dismissal time, students should promptly exit the building and school grounds within fifteen minutes. Students should remain in the building only when supervised by a staff member. Students leaving the building must use the front exits only, **never** the alley doors. At no time, will students participating in an evening game or event be allowed to stay after school unsupervised.

ACADEMIC ISSUES

Grades

At Lincoln Junior High School, grades are based on both daily performances and periodic assessment of achievement over longer time periods. Our school grading scale is:

A+	100	C+	83-84
A	95-99	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	72-74
B-	85-86	D-	65-71
		F	64 and below

In order to stay current with your child's grades and/or discipline, please get activated to use parent portal at registration or by calling the Jr. High office.

Placement for Accelerated Classes

Students will be placed into 7th grade pre algebra, 8th grade algebra, and 8th grade language arts based upon placement tests, teacher recommendation, and/or consideration of achievement test scores.

Report Cards

Report cards are sent home at the end of each nine-week period. It is recommended that parents and pupils take time at home to discuss the grades on the cards. Parents are urged to schedule conferences with teachers when results on report cards are not satisfactory.

Progress Reports

Progress reports on students achieving at the D or F level will be sent home at the mid term of each nine weeks. These reports may be mailed or brought home by the student. Positive reports are not necessarily sent home at mid term. Progress reports may be sent home at other times if necessary.

Promotion Policy

To be promoted, a student may not fail more than one class for the year including P.E. and music. Passing will be determined by the student's cumulative percentage in each class. Consideration may be given to whether or not the student scored at an appropriate level on state and local testing. Students not successfully passing might be placed on a remediation plan or repeat the current grade.

Graduation Ceremony Requirements

1. To receive a diploma and participate in the graduation ceremony, no student may fail more than one class during their 8th grade year. Each student must have fewer than ten days of suspension during grades seven and eight (including in school suspensions). Also, students may have no more than ten days of unexcused absences during grades seven and eight. If a student's attendance improves dramatically during the 8th grade year, administrative approval may be given to participate in the ceremony. Students also must adhere to the required dress code for the ceremony in order to participate. These dress code requirements are posted on our website.
2. Students who are promoted to ninth grade but are not eligible to participate in the graduation ceremony will receive a diploma.

Illinois statute requires successful completion of a "constitution test" (Federal and Illinois) by all students in order to graduate.

Honor Roll

Lincoln Junior High School believes that students who do especially good work should receive recognition from fellow students and the community in addition to the personal feeling of accomplishment. We acknowledge these students' efforts by the Honor Roll. The Honor Roll is published in the communicator, the local newspaper, and is also acknowledged at awards assemblies.

****These are the classifications of the Lincoln Junior High School Honor Roll:**

1. Board Scholars- Pupils with a grade of A in **every** class including PE, Band, etc.

Only academic classes count for the following categories.

2. High Honors* - Pupils attaining an average of at least 3.80.
3. Honor* - Pupils attaining an average of at least 3.4.
4. Honorable Mention* - Pupils attaining an average of at least 3.0.

****Students may not have a grade below a C to be eligible for the Honor Roll.**

Students in Pre-Algebra, Algebra, and Accelerated Language Arts receive a grade that is "weighted" for grade point average purposes.

Academic Awards

Three awards will be presented in each subject area at the end of the school year during the Honors Night. The award winners are determined by classroom performance during the past year. In some subjects, a departmental test may be given during May to determine the winner. The student qualifies to take the examination on the basis of classroom performance. Awards will be given in the following 6th, 7th and 8th grade areas: Health, Science, Social Studies, Mathematics, Reading, and Language Arts.

Awards will also be given for the Daughters of the American Revolution (D.A.R.) History Award and the American Legion Citizenship Award.

Fundraising

Each year the PTO may sponsor a fundraising effort to benefit school programs. Other clubs or organizations within the school may also use fundraising as a means to support programs with the approval of the principal. Only approved fundraising may be done at the school. Students may not sell items at school to raise money for outside organizations without the permission of the principal.

FIRE DRILL INSTRUCTIONS

General Guidelines

1. When the fire alarm sounds, the students should file out in single file. The row closest to the door should go first.
2. The students sitting closest to the windows should close all of the windows.
3. The last person out of the room should close the door.
4. All students should walk, NOT RUN.
5. As soon as students get out of the building, they should form into their room groups so the teacher can check the role.
6. During the fire drill, students should behave as if there is a fire. Students never know when it is a drill or a real occurrence.

Specific instructions will be given by the teacher in each room. Students should become familiar with the correct exit for each classroom.

Disaster Drill Instructions

The same rules should be followed as for a fire drill. Instructions for each room have been posted. Students should become familiar with the instructions for each classroom. Whether a drill or actual disaster, the proper position is to sit on the floor with head between the knees and hands over the back of the neck.

SCHOOL INSURANCE

Accident insurance is made available to all pupils who wish this protection. Information concerning the insurance will be distributed near the beginning of the school year. District 27 does not carry insurance coverage for students who suffer accidents while at school.

When the insured wishes to file an insurance claim with the insurance company the principal will fill out a claim sheet upon parent request. It is the responsibility of the insured to have the claim sheet completed and returned to the office within 30 days of the accident. It will then be forwarded to the insurance company.

All students who plan to try out for a sport must have school insurance or a waiver signed by the parents.

STUDENT INFORMATION

This information supplements the Discipline Policy included on our district webpage and Policy Handbook.

Medication Policy

In order for medication to be distributed to students, the district medication form must be completed and signed by both parent and doctor. This includes any over the counter medication such as Tylenol. A student must bring a note from his/her parent authorizing cough drops. The office will then issue a pass for the student to carry with them throughout the day.

Assemblies

Assemblies are often held at our school when an appropriate educational opportunity arises. Students will sit together as a class in an assigned area and be dismissed as a class. Courteous and cooperative behavior is expected of students at all times.

Elevator

The elevator is for faculty and staff use only. Students are not permitted on the elevator unless they are accompanied by an adult or have obtained written permission in the office.

Breakfast & Lunch

All LJHS students will receive breakfast and lunch at no cost. This service is made possible through the Community Eligibility Provision. Breakfast is served from 7:45 – 8:05 a.m. and lunch is served from approximately 10:53 – 12:23 p.m. each day. Students may eat a regular lunch served by the cafeteria or they may bring a sack lunch. Providing food from outside of school for friends or other students at the lunch table is prohibited. Students are **never** allowed to order food to be delivered to the school from their electronic devices

Breakfast & Lunch Regulations

1. Students should proceed to the lunchroom in an orderly manner and be seated. They should stay in that seat unless they are making a necessary trip.
2. Students may not leave the lunchroom unless a supervisor excuses them.
3. Extra milk will be available in the lunchroom.
4. Soda and energy drinks are not allowed in the school during normal school hours.
5. Courteous and cooperative behavior is expected at all times in the lunchroom. Throwing food is considered serious misconduct and is not tolerated.
6. Talking in a normal manner is encouraged. Shouting is not appropriate.
7. Students will remain in their seats until dismissed by the supervisor at the end of the period.
8. Food or drink, of any kind, is never allowed outside of the cafeteria without permission.

Physical Education Classes

Physical education is part of the curriculum at Lincoln Junior High School. All students participate unless medically incapacitated or presenting religious objections.

The following rules apply in physical education classes.

1. Each student is assigned a locker with a combination lock. Students who lose a lock must pay a \$5.00 replacement fee.
2. Students may be issued a detention in the detention hall at the third incident of unexcused not dressing for class and for each succeeding incident. Chronic failure to dress may result in progressive disciplinary actions.
3. Students must wear an appropriate T-shirt and shorts to participate. All uniforms should be washed regularly.
4. All injuries must be reported to the instructor at once.
5. All articles found are to be turned into the instructor.
6. Valuables should not be kept in gym lockers.
7. Jewelry may not be worn in P.E. classes.
8. Clothes should be taken home Friday for laundering and brought back Monday.
9. Aerosol cans and glass containers are not permitted in the locker room.

*Sixth grade students will not change for P.E. class

Lockers

1. Each student is assigned a locker with a combination lock. The lockers are the property of District 27, and they are subject to inspection by authorized school personnel with or without the student's permission.
2. Lockers should be kept neat, orderly, and locked at all times.
3. Combinations are issued only to the student and **should be kept confidential**.
4. Students should use their own locker.
5. To open locker:
 - a. Turn right two full turns and stop at the first number of the combination.
 - b. Turn left one full turn past the first number and stop at the second number of the combination.
 - c. Turn right to the third number.
 - d. Lift the handle with your hand.

Lockers work best when you open and close them with your hands (not by kicking them).
6. If a locker isn't working the student should see the principal, the secretary, or the custodian.
7. Marking on a locker is vandalism.
8. District 27 does not insure student property or possessions. iPods, C.D.'s, C.D. players, video games, electronic devices, and other such material should be left at home.

Respect for School Property

Each student is expected to treat all school property with respect and care, especially chromebooks, textbooks, and lockers. Students who damage property accidentally are responsible for paying for the damage. Fines for damage to school property beyond normal usage are usually assessed at the end of the year when collected. Students who purposely damage school property are responsible for paying for the damage and may face the very serious consequences of vandalism. Students are also expected to take care of and return all athletic equipment issued to them.

Bullying Policy

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber-bullying, through the use of internet, cell phone, tablet, computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment. This includes forms of retaliation against individuals who report or cooperate in an investigation under this policy.

Such behaviors are considered to be bullying or harassment whether they take place on school property, at any school-sponsored function, in a school vehicle or at any time or place where a student's imminent safety or over-all well being is at issue. Violations of this policy will result in disciplinary actions including, but not limited to, after school detentions, phoning of parents, school counselor intervention, and the issuing of in-school or out-of-school suspensions.

Weapons at School

Lincoln District 27 policy and various statutes prohibit using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other weapon on school property. Very serious penalties have been established including suspension from school including all school-sponsored events and expulsion. Criminal penalties may also apply. Sometimes a student attempts to explain possession or **someone** else placed it there. There can be no explanation for possession of a firearm at school. A student who discovers that he or she has forgotten and brought some other type of weapon or weapons to school must voluntarily report to the administrator or head teacher and surrender the weapon or weapons **before they have been discovered**. Doing so may possibly result in a reduction in the severity of the consequence of this behavior.

Students who are aware that some form of weapon or unauthorized substance has been or is about to be brought to school, or that someone is planning to do so, must report this immediately to an administrator, counselor, or teacher. Students are responsible to protect the safety of everyone at the school by reporting threats or plans that would violate school safety. Failure to report could result in being considered or charged as an accomplice.

Students should not be in possession of any look-a-like toys or sharp objects that might be used as a weapon, including pocketknives.

Alcohol, Tobacco, Controlled Substances

Possession, distribution, and/or use of alcoholic beverages, E-Cigarettes, nicotine gum, tobacco products, controlled substances, or related paraphernalia is strictly prohibited on or near school grounds and is considered gross misconduct. Matches and cigarette lighters are also prohibited. Students who "forget" that they have these materials in their possession on or near school grounds must surrender them voluntarily to a teacher or administrator before discovery if this excuse is to be accepted by school administration. Activity of this nature which violates the law will be reported to the police.

Distracting Objects

The possession and/or use of any objects that are determined to cause disruption to the educational environment are not allowed at school or any school sponsored event.

Cell Phone Policy

Students are allowed to carry their cell phone with them during the school day, but the phone must be turned off or silenced. Students will be allowed to use their cell phone before school in the commons area or gym, during their assigned lunch period, during passing periods, and after school only.

Any use of cell phones/electronic devices is strictly forbidden in all restrooms and locker rooms. Students will not be permitted to use cell phones/electronic devices during after school or lunch detentions as well.

Cell phones, and other personal electronic devices, will be allowed in the classroom setting for educational purposes only and at the discretion of the individual classroom teacher. Unauthorized and/or inappropriate use of a cell phone is considered to be a disruption to the educational environment and will not be tolerated.

Students will only be allowed to text during acceptable times of cell phone use. The making and receiving of phone calls is not permitted at any time unless using the office phone.

Teachers have the right to ask for and take student's cell phones/electronic devices if they are violating the cell phone policy in any manner. If a student refuses to hand over his/her cell phone or electronic device, the administration will be contacted and the student will be disciplined appropriately. District #27 assumes no responsibility for lost, stolen, or damaged articles.

The following disciplinary consequences will result from the misuse of cell phones and/or electronic devices:

1st Offense: Student will be given a warning and instructed to put the phone away.

2nd Offense: The phone will be confiscated by the teacher, returned to the student at the end of the class period, and given a 1 hour detention.

3rd & 4th Offense: The phone will be confiscated and returned to a parent/guardian as well as a 2 Day In-School Suspension issued.

5th Offense and any thereafter: The student will lose the privilege to carry/use their cell phone or electronic device for the remainder of the school year. Students will be required to turn in their phone to the administration on a daily basis before reporting to class.

The administration reserves the right to administer additional disciplinary measures if a student continues to violate the policy on a case by case basis. This can include, but not limited, to the following: Not allowing students to attend field trips, incentive program activities, or any extra-curricular events for the duration of the school year.

Public Displays of Affection

Public displays of affection, either in school or on school grounds, between students are prohibited. Violations will result in disciplinary action, including but not limited, to phoning parents, detentions and Saturday detentions.

Gum, Soda, Energy Drinks, & Coffee

Gum chewing, soda, energy drinks, and coffee are not permitted in the school building during normal school hours. Violations will result in disciplinary action including but not limited to phoning parents, detentions and Saturday detentions.

Bicycles

Bicycles are to be parked in the bicycle racks provided. Students should not ride the bicycle around after arriving at school or loiter around the bicycle rack before school hours. Please do not ride the bicycle on the grass or sidewalks. Students who ride a bicycle to school should follow the safety rules as set forth in Rules of the Road. It is the responsibility of any student who rides a bike to lock up and secure it to a bike rack. LJHS is not responsible for any stolen or damaged bicycles while students are in school.

Telephone

Students may use the office telephone if they become ill or some other emergency occurs. Calling for forgotten P.E. clothes or materials is not such an emergency. Permission from office personnel is required before using the phone.

Discipline Policy

For a comprehensive list of policies for behavior, harassment, bullying, and discipline, please visit the District #27 website at www.lincoln27.com. Student misconduct may result in a detention being assigned. Detentions normally last a maximum of forty minutes but may be extended to sixty minutes if the student exhibits very discourteous or uncooperative behavior or if the student has exhibited a continued pattern of misconduct by recording a number of detentions previously. Unless arrangements are made with the administration, any missed detention will be served the day the student returns to school. After a student accumulates detentions in a semester, they may be assigned Saturday detentions. After a student accumulates Saturday detentions in a semester, they may be given alternative placement (internal suspension) for future referrals. If a student fails to serve an after school detention without valid cause, they may be assigned a Saturday detention, in-school suspension, and/or loss of privileges to attend evening activities. Students are expected to serve the detention on the day the discipline officer schedules it. It is the responsibility of the student to know when a scheduled detention is to be served. All disciplinary information is available on *InformationNOW*.

Electronic Devices

Tablets, Lap-Tops, MP3 players, iPADS, iPods, cameras, recorders, video games, and any other such material brought to school should be turned off and in the student's locker throughout the school day. Violations will be subjected to the same consequences as the cell phone policy for each offense.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and the district. Students who miss more than 5% of the 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including, but not limited to the following:

- 1.) Referral to the truancy officer.
- 2.) Reporting to officials under the Juvenile Court Act
- 3.) Referral to the State's Attorney
- 4.) Appropriate school discipline as determined by the administration

Lost and Found

Lost and found items are located by the north exit of the cafeteria. These items will be donated to Goodwill after the container gets full. Students and parents are encouraged to check this container regularly for their lost personal items. All library books that are sent down to the office will be turned in to the library.

One Block Radius

Students that are prohibited from being on school property must not be within a one block radius of the school.

White Out

Students are not allowed to use correctional fluids(white out).

Field Trip and Class Trips

Students must adhere to guidelines before being allowed to go on field trips or the 8th grade class trip. Guidelines, including criteria for behavior and attendance, will be written and distributed to students in the weeks prior to the trip and be posted on our website.

Bus Rider Behavior

All appropriate bus behaviors/guidelines can be found on District #27's website. Appropriate student behavior on the bus is required of all students. Students are to abide by the following regulations:

1. Obey the driver at all times and refrain from distracting behavior (flash photography from cell phones, etc.)
2. Remain seated at all times.
3. Keep arms and legs out of the aisle and inside the windows.
4. Talk quietly and courteously to students seated near them without turning around in their seats.
5. The student is responsible for all personal belongings brought on the bus.

Sexual Harassment

Sexual harassment and/or "Sexting" are illegal, unacceptable conduct, and will not be tolerated at Lincoln Junior High School. It is a violation of proper conduct for any student or employee to harass another student or employee through conduct or communications of a sexual nature or of a nature that creates a hostile working or learning environment. Reports of alleged sexual harassment should be made to a school guidance counselor, a teacher, or the principal.

Other Prohibited Conduct

Harassment based on race, religion, or sexual orientation that demeans, ridicules, or provokes other students is unacceptable at LJHS and is grounds for disciplinary action.

Behavior of a profane, vulgar, or pornographic nature whether spoken, written, or displayed in some other manner is unacceptable at LJHS and is grounds for disciplinary action as well.

Signs, Banners, and Posters

1. There should be no signs, banners, pennants, or posters placed on the walls or lockers.
2. During special campaigns spaces will be provided for posters and campaign materials.
3. Signs or posters concerning activities other than those sponsored by the school or the Parent Teacher Organization are prohibited.

DRESS CODE

Student Dress and Grooming

Each student should make every effort to be clean and neat in appearance and use good judgment in the selection of proper clothing for school. Student dress should not jeopardize the student's health and safety or the health and safety of others. A student's dress may not provide distractions from the educational activities of school. Any student whose appearance or dress is deemed to be distracting or hazardous will be required to change the affected clothing. The entire teaching staff of the school is responsible for enforcing acceptable standards of dress for the students. Final responsibility shall rest with the building administration. These standards apply to after school events and field trips.

The following are unacceptable:

1. Chains which can be used as weapons, this includes some jewelry (judgment will be left up to the administration)
2. Shoes or sandals that are not securely attached to the foot.
3. The wearing of hats, caps, hoods, or sunglasses inside of the building during the school day.
4. Shorts/skirts that do not extend to mid thigh along with holes in jeans higher than mid-thigh. No skin, undergarments, or shorts may be visible through the pants above mid thigh. Sleeveless shirts, see-through tops, bare midriff shirts, clothing with inappropriate holes, sagging pants, bandanas or sweatbands, shirts with a low neckline, spaghetti-strap tops, pajama pants.
5. Clothing with marking or writing denoting a sexual, vulgar, drug, alcohol, tobacco, or gang affiliation message.
6. Earrings extending beyond the earlobes or nostrils (underneath or behind) that are distracting or dangerous. School personnel may not assist pupils in applying earrings and no pupil may wear earrings in PE class unless authorized by the teachers.
7. Pants, skirts, or dresses that drag on the floor.
8. Clothing that exposes underwear.
9. Shoes with wheels.
10. Shoes with heels of two inches or more.

Note the Following

1. Shirts must be long enough to cover the top of the waistband
2. Students may not wear winter coats or jackets in the classroom.
3. Students may not take book bags, backpacks, or purses to the classroom.
4. Students may not carry book bags, back packs, or purses around the school, including athletic events, unless given permission by the administration.

COMPUTER LAB

In the LJHS computer lab, students will learn various computer application skills using the following software: Learn to Type, Microsoft Office Professional 2003 (Word/ Publisher/ PowerPoint/ Excel/ MovieMaker), Audacity, Adobe Photoshop Elements, and select internet sites.

Each student will be expected to meet the criteria established by the Illinois Business Education Association for keyboarding proficiency. By the completion of 8th grade, students should be able to keyboard 30 words per minute and properly format the following word documents: Standard Memorandum, Block Business Letter, Research Paper, Bibliography, and a PowerPoint presentation. In addition to the keyboarding curriculum at LJHS, students will complete projects that are aligned with the curriculum of the content area teachers.

Projects will be scheduled so that students have time to complete them in class. However, should students need more time to complete projects, they may see if there is space in the library or lab during their homeroom or they may come to the lab after 4:00 P.M. All materials in the computer lab or library may be used after school, when needed. Since the lab is always in use, it is important that students only use the computers for class projects and follow the computer use guidelines written in the Acceptable Use Policy.

LIBRARY

In the library, students may read magazines or newspapers, as well as select and check out library books. Books will be checked out for a one week period and may be renewed only once. If they are late, a fine of five cents per day will be charged until the book is returned. If a book is lost, stolen or damaged, a fine will be assessed to replace the book.

Students may request a book through the Rolling Prairie-Interlibrary Loan Program, if it is not available at LJHS. The library clerk is available to help with the process. To see what books are available at LJHS, please see the LJHS Library Catalog link and instructions on the LJHS Web-Site...lincolnjhs.com.

The library is open every day until 3:35 P.M. and arrangements can be made to stay until 4:00 P.M. with the library clerk.

*Students are not allowed to be in the computer lab or library unless supervised by an adult.

E-READER POLICY

Purpose

Electronic readers, simply called “e-readers”, are devices that can store books, magazines, periodicals, and other electronic media. In an effort to stay up-to-date with modern technologies, Lincoln Jr. High School would like to provide the opportunity for students to use such devices in accordance with the following guidelines. Please be advised that LJHS assumes no responsibility for lost, stolen, or damaged e-readers. This opportunity is viewed as a privilege and therefore, the following guidelines are expected to be followed at all times.

Guidelines for Students

1. E-readers can only be used during teacher approved reading time, and for reading school approved text.
2. E-readers may not be used for any non-educational purpose such as communication, entertainment, music, games, etc.
3. At no time, may the e-reader be connected to the internet.
4. E-readers must not be a source of classroom disruption or cause any student to be distracted from his/her coursework.
5. The student is responsible for knowing how to properly and effectively use his/her e-reader at all times including having them disabled from the internet.

Disciplinary Action

A violation of any of the above guidelines will result in the following action which is similar to our cell phone policy.

1st Offense: The e-reader will be confiscated and returned to the student.

2nd Offense: The e-reader will be confiscated and returned to a parent/guardian as well as a one hour detention issued.

3rd & 4th Offense: The e-reader will be confiscated and returned to a parent/guardian as well as an in-school suspension issued.

5th Offense and any thereafter: Consequence to be determined by the administration on a case by case basis.

Lincoln Elementary School District #27 Internet & Computer Acceptable Use Contract

Each student and his/her parents/guardians must sign the Acceptable Use Policy before being granted network access privileges.

All use of the Network/Internet shall be consistent with the Lincoln Elementary School District #27 goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Acceptable Use Policy does not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

The use of network facilities shall be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Terms and Conditions

Acceptable Use:

Access to Lincoln District #27 Network/Internet must be for the purpose of education, communication or research, and be consistent with the educational objectives of the district as set forth by the Board of Education. Throughout this policy, the term *network* will include all computer and technology use.

Privileges:

The Board of Education establishes that the use of the Internet and other electronic networks is a privilege, not a right. Inappropriate, unauthorized and/or illegal use will result in the cancellation of those privileges and in appropriate disciplinary action. The building principal will make decisions regarding whether or not a user has violated the district Acceptable Use Policy and may deny, revoke or suspend access at any time.

Prohibitions:

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette and federal and state law. Prohibited actions include, but are not limited to:

- * Use of the network to facilitate illegal activity.
- * Use of the network for commercial or for-profit purposes.
- * Use of the network for product advertising or political lobbying.
- * Use of the network for hate mail, discriminatory remarks or offensive or inflammatory communication.
- * Use of the network for unauthorized or illegal installation, distribution, reproduction, modification or use of copyrighted materials.
- * Use of the network to access obscene or pornographic material.
- * Use of the network to transmit material likely to be offensive or objectionable to recipients.
- * Use of the network to intentionally obtain or modify files, passwords and/or data belonging to other users.
- * Use of the network to disrupt the use of other users.
- * Use of the network while access privileges are suspended or revoked.
- * Use of the network for non-academic purposes.
- * Use of another user's account or password.
- * Loading or use of unauthorized games, programs, files or other electronic media.
- * Destruction, modification or abuse of network hardware and software.
- * Posting material authored or created by another user without his/her consent.
- * Use of fraudulent or anonymous identification on the network.
- * Use of inappropriate language or profanity on the network.
- * Unauthorized disclosure, use and dissemination of personal information regarding minors.

Consequences for Inappropriate Use:

Any user violating this policy, applicable state and federal laws or posted classroom, building or district rules will lose network privileges and will be subject to action under the Lincoln Elementary Schools #27 Discipline Policy.

Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to the intentional uploading or creation of computer viruses.

Illegal use of the network, copyright violations or theft of services may be reported to the appropriate legal authorities.

Email

- 1) Lincoln Elementary District #27 students may not access personal student email accounts using District #27 network and/or equipment, except as part of a direct or classroom activity.
- 2) All staff members are expected to use email in a responsible, effective and lawful manner.

Copyright: The illegal use of copyrighted information and software by students and staff is prohibited.

General Conditions and Information:

In compliance with Children's Internet Protection Act (CIPA), District #27 does provide a "technology protection measure" - generally referred to as an Internet filter - to block access to visual depictions deemed "obscene," "child pornography" or "harmful to minors" and to restrict student access to materials that are harmful to minors. Despite the protections provided, it should be understood that not all content can be blocked. Further, Lincoln Elementary School District #27 makes no warranties of any kind, whether express or implied, for the services covered by this policy. The electronic information available to students and staff does not imply endorsement of the content by Lincoln Elementary School District #27, nor does the district guarantee the accuracy of information received on the Internet. Lincoln Elementary School District #27 shall not be responsible for any damages a network user suffers. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network nor for any information that is retrieved via the Internet.

Lincoln Elementary School District #27 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Lincoln Elementary School District #27 reserves the right to log network use and to monitor file-server space utilization by district users, while respecting the privacy rights of both district users and outside users.

Security:

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal and/or district files. To protect the integrity of the system, the following guidelines shall be observed:

- c) Users shall not reveal their passwords to other individuals.
- d) Users shall not access the network using any password other than their own.
- e) Users shall not use a station that has been logged in by another student's or staff member's name.
- f) Users who identify a possible security problem must immediately notify the system administrator. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network.

EXTRA CURRICULAR ACTIVITIES

Band

LJHS has four different bands available for 7th and 8th graders who have previous band experience. They are Marching Band, Concert Band, Pep Band, and Jazz Band.

Rehearsals for Marching Band and Concert Band take place during 7th hour on M-W-F. Marching Band rehearsals begin at the start of each school year and conclude with the annual Homecoming Parade (typically in September). Then, Concert Band rehearsals begin.

All Concert Band members are required to perform in the Marching Band. If you are a Marching Band member, your performance in the Homecoming Parade is **mandatory**, regardless of the other extra-curricular groups in which you may participate.

Participation in Pep Band and Jazz Band is optional. Pep Band rehearses from the beginning of the school year through the end of September. Rehearsals are from 7:30 am until 8:10 am on Tuesdays and Thursdays. This band performs at eight home basketball games each school year.

Jazz Band begins rehearsing in October on Tuesdays and Thursdays from 7:30 am until 8:10 am and continues for the entire school year. In order to be eligible to participate in Jazz Band, you must be a member of the Concert Band.

In order to participate in Jazz Band as a drummer, you must have experience playing drum set and/or be taking private drum set lessons. In order to participate as a guitar or bass guitar player, you must be a member of Concert Band (playing a different instrument) **and** be taking private guitar or bass guitar lessons.

ALL 7th and 8th grade band members with previous band experience are eligible to perform with the Pep Band. However, only the following instruments are used in Jazz Band – saxophones, trumpets, trombones, baritones, drum set, bass guitar or keyboard bass, piano, and guitar.

As band members, students are expected to attend all rehearsals and weekly lessons, to be prompt, to practice regularly, and to follow all of the rules in the LJHS BAND HANDBOOK. Failure to meet these expectations may be grounds for removal from the band program(s).

Band members who are transfer (or beginning band students as a 7th or 8th graders) must audition for placement within each performing ensemble. Students who do not meet the required skill level will be given the option to study privately with the band director, in lieu of participating with the full band.

Band is a graded, curricular subject. It adheres to the District 27 grading scale.

Choir

All 6th, 7th and 8th grade students are eligible to try out for choir. Choir takes place every Tuesday and Thursday during 7th period. Choir students perform at a Winter and Spring Concert as well as other community events.

Circuit Rider

The Circuit Rider is the school newspaper. Circuit Rider staff members are selected from the student body. The staff members write articles for the paper with the help of the faculty adviser. All Circuit Rider additions can be found on the school webpage.

Scholastic Bowl

Scholastic bowl is a team competition of students in 6th, 7th, and 8th grades. Five players at a time, compete by answering questions in matches with students from other schools. Matches are fast-paced and require quick thinking, teamwork, cooperation, and lots of knowledge. Practices as well as matches are held after school, and are generally on Tuesday and Thursday evenings. Members are chosen after test taking and teacher recommendations.

Speech

Speech is a fall activity with auditions held within the first two weeks of the school year. Team members can participate in several categories: solo, duet, improve duet, or small group. Students choose their own script from the school's library of scripts, most of which are comedy acts. Participation in speech requires hard work, but is rewarding and a lot of fun. IESA State Speech Contest is held at the end of October with rehearsals occurring up until that time. All team members compete at the state level.

Builders Club

Builders Club is an organization sponsored by the Kiwanis of Lincoln. It is a service organization that does a variety of community service and school service projects. The Kiwanis sends a sponsor from their organization to attend our meetings and helps organize community projects.

School Play

Each year LJHS does a spring play. Times of tryouts and other important information will be announced at the appropriate time. Students must be academically eligible to tryout for the spring play according to the same guidelines for extracurricular activities.

Student Council

Student Council members are elected from each homeroom. The President, Vice-President, Secretary and Treasurer are elected by the student body in the early part of the year. The Student Council provides opportunities for students to develop and exercise constructive leadership and work for the welfare of the school. A faculty sponsor leads this group.

The Student Council president must be an eighth grader. Other officers may be sixth, seventh or eighth graders. In order to be a candidate for an officer position, a student must meet the criteria in the Student Council Bylaws. These bylaws also contain other criteria regarding membership on the council. Meetings will be held at least every other week during the school year.

This organization, along with Builders Club, sponsors several student dances during the school year. Students who have been suspended (in-school or out of school) since the previous dance are ineligible to attend the next dance.

JUNIOR HIGH SPORTS

Every student enrolling in the sports program must meet the following requirements to participate:

1. Must have a birth certificate on file.
2. A physical examination on file less than one year old signed by a doctor. This must be on file before a student can participate.
3. Have adequate insurance coverage in case of injury (school insurance) or have an insurance waiver signed by a parent or guardian.
4. Completed Certificate of Physical Fitness Participation in Athletics, Medical Authorization Forms and Agreement to Participate. These forms are supplied by the school.

Students who try out for the teams are expected to comply with the following rules:

1. Adherence to the adopted Athletic Code. This Athletic Code is included later in this handbook.
2. Regular attendance at practices.
3. Observance of training rules as explained by the coaches.
4. LJHS will follow the IESA policies concerning eligibility. Athletes / Participants must maintain a passing grade in all subjects. Eligibility is checked weekly, and the result applies to the following Sunday through Saturday period. Eligibility is based on an accumulated grade for the period. Any athlete/participant who is

ineligible for three consecutive weeks, will be removed from the team for the balance of the activity/season.

- a.) Ineligible players will practice with the team as scheduled
 - b.) Ineligible players will attend home games only and sit on the bench or with the squad in street clothes
 - c.) Ineligible players will not attend away games or contests
 - d.) Coaches will make every effort to contact parents of ineligible players to inform them of the player's status
5. Full cooperation with coaches in charge.
 6. Lincoln Junior High School athletic practices are considered closed to any outside guests unless granted permission by the administration or the head coach.
 7. Athletic awards will be presented to all participants who qualify.

Cheerleading

Cheerleaders must meet the same requirements as players. Cheerleaders are to build enthusiasm and support among students of L.J.H.S. for the basketball teams. Cheerleaders are chosen in the spring for the following school year based on procedure and guidelines established by the sponsor. They will cheer at all boys and girls home games as well as post season tournaments.

Pom Pon Members

Pom Pon members must meet the same requirements as players. Pom Pon members perform at boys and girls home games. Approximately \$40.00 is needed to purchase the required materials. Pom Pon members are also chosen in the spring for the following school year based on procedure and guidelines established by the sponsor.

Student's Behavior at Athletic Events

All students should remember that they come to an athletic event to watch that event in a courteous and sportsmanlike manner. Therefore, students should find a seat and remain in it until half time or in between games. Students will not be allowed to leave during the event unless given permission by the supervisor. Remember, if you bring a younger sister or brother to a ball game, you are responsible for watching them. Students are expected to have a ride within fifteen minutes of the end of the games. Those students who exhibit misconduct or unacceptable behavior may be asked to leave the building and/or may be declared ineligible to attend future events.

Students who have been suspended in school or out-of-school, or skipped an after school detention will not be allowed to attend an athletic events on the day(s) of his/her suspension or skipped detention.

School Spirit

Students develop real school spirit through enthusiastic and industrious participation in all school activities. Students who exhibit good citizenship and improved scholarship also show school spirit. Loyal and enthusiastic spectators who back their team also have this quality. Show school spirit!

ACCEPTABLE BEHAVIOR FOR SCHOOL SPIRIT

1. Applause during introduction of players, coaches, and officials.
2. Players shaking hands with opponents while both sets of fans recognize the player's performance with applause.
3. Accept all decisions of game officials.
4. Cheerleaders lead fans in positive support.
5. Handshakes between participants and coaches at the end of contest, regardless of the outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching
8. Applause at the end of the contest for performance of all participants.
9. Everyone showing concern for an injured player, regardless of the team.
10. Encourage surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR FOR SCHOOL SPIRIT

1. Yelling or waving arms during opponent's free throw or serves.
2. Disrespectful or derogatory yells, chants, songs, or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells and antagonizing opponents.
6. Refusing to shake hands or give recognition for good performance.
7. Blaming the loss of the game on officials, coaches, or participants.
8. Laughing or name calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Doing own yells instead of following the lead of cheerleaders.

LINCOLN JUNIOR HIGH SCHOOL SONG

Loyal and true
We pledge allegiance to you.
This is our motto.
We are all for one and one for LJHS.

Here's to our school.
And long and high may she rule.
Forever more you will find us,
Always loyal and true.

Repeat...

LINCOLN JUNIOR HIGH SCHOOL ATHLETIC CODE

The purpose of this code is to establish a uniform policy regarding athletic participation, eligibility, training rules, and other items relating to the administration of the athletic program at Lincoln Junior High School.

Policies or regulations set forth in this code must be supported and enforced by all members of the athletic department.

For the purpose of this code, the term "athlete" is interpreted to mean any student who participates in any IESA sponsored activity, including cheerleading, pom poms, scholastic bowl, and speech.

Athletic Objectives

To place academic endeavors above all other consideration and place athletics second.

To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to win within the ethics of the sport.

To encourage, build, and promote in every way possible improvement in the individual's moral character, spiritual well being, and physical development.

To develop athletic teams of a superior quality by stressing the fundamentals.

Each head coach will hold a meeting to explain the Athletic Code and his/her individual rules to the athletes and their parents/guardians. These meetings will take place prior to tryouts. An athlete's parent/guardian will acknowledge in writing that they received the rules. This permission slip is included for communication purposes. When a student becomes a member of a school team, further communication will be made by the coach/sponsor.

ATHLETIC PARTICIPATION RULES

1. Athletes will not use or possess tobacco in any form.
2. Athletes will not transport, possess, or consume alcohol or other controlled substances or knowingly be in attendance at gatherings that are held for these purposes. Family gatherings or religious ceremonies where alcohol is present are not considered a violation of this rule.
3. Athletes will not participate in gang activity, criminal acts, or acts which are detrimental to the athlete, team, squad, or school.

A student accused of a violation of these rules will be informed of the charges and given the opportunity to explain or respond. Any athlete in violation of these rules on or after the first day of practice of the fall sports season until the end of the school year shall be subject to the following consequences:

Tobacco, Gang Activity, Criminal Acts

First Offense: Suspension from athletic participation for 33% of the games in the present season. If less than 33% of the games remain, the suspension will affect the next season in which the student participates. The student will be suspended from the same number of games as 33% of the previous season. If the infraction occurs at the end of the school year, 6th and 7th graders will be suspended at the beginning of the season in the next school year.

Second Offense: Suspended from athletic participation for one calendar year.

Drugs/Alcohol

Any use, possession, or transporting of alcohol or other controlled substances or knowingly being in attendance at gatherings which are held for these purposes can result in the student being suspended from all athletic participation for one calendar year. Family gatherings and religious ceremonies where alcohol is present are not considered a violation of this rule.

Additional Training Rules

With the approval of the principal, each coach may establish additional training rules for his or her activity in regard to grooming, curfew, missing practice, etc. Copies of these rules shall be given to the athletes prior to the start of each season. Both athletes and parents will be asked to acknowledge in writing that they have received these rules before participation is permitted.

Each coach is responsible for establishing and enforcing fair and consistent penalties for violation of these rules.

Department Policies

1. An athlete who is suspended from participation in one sport may not go out for another sport until the first sport's season has ended.
2. Student requests to be in two sports at the same time or to quit one sport and go out for another will be determined on a case-by-case basis by the athletic director.
3. School equipment issued to the student athlete is his or her responsibility. He or she is expected to keep it clean and in good condition. Loss or damage to any school issued equipment is the athlete's financial obligation.
4. All athletes must travel to and from out-of-town athletic contests in transportation provided by the school. With permission of the coach, athletes may return with their parents or legal guardians: verbal communication by parents or guardian is necessary.
5. An athlete who leaves school or is not in attendance from 12:00 pm to 3:00 pm because of illness on the day of a contest will not be allowed to participate in the contest.
6. An athlete who misses all or part of the day of school because of illness will not participate in practice that day. The athlete may attend if his or her condition permits and the coach desires.
7. If students are involved in a sport as well as cheerleading or poms, the student must play in the game if the two activities conflict.

Parent/Student Sign Off Sheet

Student's Name _____
Please print

Student's Signature _____

Parent/Guardian _____
Signature

Date _____

The signatures above signify that we have received the Lincoln Junior High School Student Information and Expectations book and the District 27 calendar and policy handbook for the year 2017-18.