



**Lincoln School**

**Student Handbook**

**2022-2023**

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## 1. Mission Statement

Lincoln School provides a supportive learning environment for students to succeed academically, socially, and behaviorally in order to reach their highest potential. Focusing on a goal of high standards for all, Lincoln School encourages the development of higher level learning, good citizenship and personal responsibility.

### Lincoln School Objectives

1. Provide students a safe school environment
2. Develop a personal education plan for all students
3. Address social, emotional and behavioral needs
4. Create a successful transition plan to the student's home school district

## 2. Admission Criteria

Lincoln School is comprised of three alternative learning programs. The Safe School Program (RSSP) serves students who have been removed from their home school district as a result of multiple behavior issues and/or in lieu of expulsion. The Alternative Learning Opportunities Program (ALOP) and Truants Alternative Optional Education Program (TAOEP) at Lincoln School serve students who have been referred due to chronic truancy issues, social and emotional needs, and for credit recovery.

Students who enter the RSSP, ALOP and TAOEP programs must have completed referral forms from the home school district and completed enrollment forms upon conclusion of the intake, which include emergency contact information. In order for the student to be enrolled, the parent/guardian and the student must attend an intake meeting conducted by a Lincoln School representative. During this meeting, parents/guardians will be given an overview of the program, academic and behavioral expectations will be discussed, an Individualized Optional Education Plan or Student Success Plan will be developed and the parent/guardian will provide Lincoln School personnel with all required information.

## 3. School Fees

All fees must be provided in cash and are utilized to cover the cost of school supplies (including headphones). The fee is \$30 for one semester and \$50 for the school year. Additional fees will apply if school property is misused and restitution is deemed necessary by administration. Fees may be waived for those families that qualify. Qualification for free and reduced will be determined by the student's home school. Qualification will be strictly determined by the Illinois Free and Reduced program.

## 4. School Hours

Lincoln School is open from 8:30-4:30 each student attendance day.

Normal School Days 10:00-4:00

Arrival 10:00

Dismissal 4:00

School Improvement Days 12:00-4:00

Arrival 12:00

Dismissal 4:00

## **5. SIP Days (Late Arrival)**

On School Improvement Days (SIP Days), students will arrive to school at 12:00 PM and will be dismissed at 4:00 PM. Students are expected to follow transportation rules and policies as outlined within the handbook.

## **6. Rights and Responsibilities**

Lincoln School, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society.

Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. While education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements. Every student who gives evidence of a sincere desire to remain in school, to be diligent in academic work and compliance with behavioral expectations, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

### Student Rights:

- To attend school.
- To appropriately express his or her opinion one-on-one with a teacher, counselor or administrator.
- To expect that the school be a safe place for all students to gain an education.
- To not have their rights infringed upon by another student

## **7. Student Responsibilities**

Students are required to sign the Student Responsibilities Agreement upon completion of the intake. Student agreement upon the responsibilities of participation at Lincoln School is necessary for success in the program. Please see the Student Responsibilities Agreement for additional information on specific student responsibilities for continued student placement at Lincoln School.

## **8. Parent Responsibilities**

Parents are required to acknowledge receipt of student handbook. Parents are required to sign the Parent/Guardian Responsibilities Agreement upon completion of the intake. Parents are a vital component of student success at Lincoln School. Please see the Parent/Guardian Responsibilities Agreement for additional information on specific parent responsibilities for continued student placement at Lincoln School.

## **9. Student Records**

Lincoln School does not maintain permanent student files. The student's home school holds all permanent student records. Lincoln School maintains temporary files on each student for 5 years. Parents may view and/or obtain copies of their child's record(s) upon request. All official record requests, pertaining to items within the student's permanent file, need to be sent to the student's home school for future enrollment opportunities.

## **10. Withdrawal**

Students may only be withdrawn from Lincoln School by a parent/guardian. Student withdrawal must be done in person with a building administrator at Lincoln School. Students 17 or younger may not withdraw themselves from Lincoln School without parental permission, unless he or she is emancipated. If a student withdraws from Lincoln School, all of his or her records are sent to their home school.

## **11. Medication**

Prescription and non-prescription medication (for example painkillers, cough drops, birth control pills, Visine/eye drops, herbal supplements, vitamins, etc.) are not permitted at Lincoln School without a valid Medication Authorization Form. If non-prescription medication is brought to school with a valid Medication Authorization Form, it must be brought to school in its sealed original package. If prescription medication is brought to school with a valid Medication Authorization Form, it must be brought to school in its original bottle stating the student name and doctor name with the number of pills clearly labeled on the outside. All medication must be surrendered to a Lincoln School Staff member upon arrival and will be kept by administration during the school day. If medication must be taken during the school day, a staff member will escort the student and monitor the administration of said medication.

## **12. Building Security**

Lincoln School upholds strict requirements of all students to maintain security and safety in the building. Students must exit and enter the building from the designated locations only. The school is locked following arrival. Students are not allowed to loiter outside the building before arrival or following dismissal. Lincoln School is a closed campus.

In order to maintain a safe learning environment, all students who attend Lincoln School will:

- check in all electronic devices
- pass through a metal detector and comply with all staff requests to remove objects/possessions
- have all of their personal items searched, and seized, if not permissible

This policy and the above procedures are non-negotiable under any circumstances. Failure to comply may result in possible removal or denial of program services.

### **12A. Search and Seizure**

All students will be searched upon arrival and are subject to searches throughout the school day. Searches will include the use of a metal detection wand as necessary. Requests to remove coats, shoes, turn out pockets, etc. given by a staff member or police officer are to be followed immediately. Failure to comply will be treated as non-compliance. Searches may occur in addition to the search performed at arrival at any time during the school day. School administrators may request the assistance of the police officer on duty and law enforcement at their discretion. Students should have no expectation of privacy in regards to any personal belongings brought into the building. If the search produces evidence that the student is in violation of the law or Lincoln School policy, such evidence may be kept by school administration and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **12B. Police On Duty at Lincoln School**

Police officers on duty at Lincoln School are not school employees. Their role at Lincoln School is to maintain a safe environment for all students and staff. All students are expected to treat officers with respect and obey all requests made by the officer. When required by a situation, a police officer will perform his or her responsibilities as an extension of the Joliet Police Department. These duties include, but are not limited to, restraining students and arresting students who exhibit violent or aggressive behavior towards any person within the school building. In the event that a Joliet Police Officer, in the process of performing his or her responsibilities, takes control of a behavioral situation, the situation becomes a matter of law enforcement and is no longer under the jurisdiction or responsibility of Lincoln School staff, Lincoln School or any other persons/programs/agencies affiliated with Lincoln School.

### **13. General School Policies**

The policies set forth in this manual will be regarded as the minimum behavioral and procedural requirements necessary for attendance at Lincoln School. Successful students will maintain at least these minimum expectations. Students will meet these minimum expectations for continued attendance at Lincoln School and successful transition back to their home school.

The following behaviors are considered unacceptable under any circumstance at Lincoln School and will not be tolerated. The following behaviors, or involvement in the following situations, may result in removal from Lincoln School and the involvement of law enforcement authorities. These behaviors include:

- Disrespect (including inappropriate language/conversation, threats and attempts to intimidate) directed towards any staff member or any student
- Noncompliance/Defiance of any staff direction
- Harassment or intimidation towards any person upon that person's gender, color, race, religion, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status
- Verbal and/or physical aggression and/or confrontation, either actual or threatened, including instigation of conflict. This includes throwing objects at other students.
- Gang identifiers, symbols, graffiti, signs, drawings, or discussions of gang involvement
- Possession of lighters, weapons, tobacco, alcohol and/or mind altering substances or "look-alike" drugs of any kind
- Attending school under the influence
- Leaving school property without permission
- Misuse or destruction of school property
- Engaging in inappropriate conversations such as drugs, gangs, violence, sexual connotations, etc.
- Other behaviors deemed inappropriate at the discretion of Lincoln School Administration

### **14. Point System**

Students at Lincoln School earn points during the course of the school day and may earn up to 10 points per day. Students earn points for attending school, demonstrating positive behavior, progress, participation in Service Learning, Physical Education, and meeting goals. Lincoln School staff will inform students regularly of their point status as a means to motivate students. Students who earn a determined number of points during the course of the week will be eligible for incentives. Students who do not earn points during the course of the week may be placed on the Intervention System. Student questions regarding points must be asked of the classroom teacher in a one-on-one setting.

## 14A. Student Incentives

All Lincoln School students have the opportunity to earn points to be used toward weekly incentives as recognition for their positive behavior choices and success in meeting classroom expectations. These incentives can include, but are not limited to, school store, pizza party, and movie days. School store includes items such as snacks and or beverages which may be “purchased” using points that have been earned during the week. Students are not eligible for any big incentive if they are absent or placed in BMR during the week.

## 14B. Intervention System

Students who do not earn 60% or more of points in a week may be placed on the Level Intervention System. There are 4 Levels in the Intervention System. Students who are placed on a Level will have 5 school days to show improvement. At the conclusion of 5 school days, an Intervention Review Meeting will take place to determine if the interventions have been effective and to review the student’s behavior choices. Students who demonstrate positive behavior choices and earn 60% or more of their points may be placed down a Level on the system. Students who do not show improvement may be placed on the next Level. The following is a list of the Levels:

**Level 1 Intervention:** Any student that falls below 60% if the possible points will be placed on Level 1. Students who are placed on Level 1 will meet with their teacher to discuss their choices that were made the previous week. During the meeting, an intervention plan will be put in place--consisting of Lincoln Staff responsibilities and student responsibilities—that will assist the student in making better choices. Parents will be notified if their child is placed on Level 1. Students who show improvement for the 5 school days after interventions are put in place may be taken off the Intervention System, though the interventions may remain in place.

**Level 2 Intervention:** Students who show little or no improvement from the interventions in Level 1 may be placed on Level 2. A Level 2 meeting will include the student, teacher, counselor and a phone conference with a parent/guardian. As with Level 1, interventions will be put in place in order to help the student improve his/her choices. Students who show improvement for the 5 school days may be moved back to Level 1.

**Level 3 Intervention:** Students who show little or no improvement in their behavior after Level 1 and Level 2 may be placed on Level 3. A Level 3 conference will include the student, parent(s)/guardian(s), and possibly the home school administrator. The student’s continued behavior choices will be discussed during the Level 3 conference and interventions will be put in place to assist the student. The student’s home school administrator will be notified that the student is placed on Level 3. Students who show improvement for 5 school days may be removed from Level 3 and placed back on Level 2. Students who do not show improvement may be placed on level 4.

**Level 4 Intervention:** Students who do not show improvement in their behavior choices during the prior three Intervention Levels may be placed on Level 4. Once on Level 4, the student is eligible for removal from the program. Students who are placed on Level 4 may have a 5 day placement in BMR. A Level 4 conference must include administration, student and parent/guardian(s) and may include counselor and/or teacher. A total review of the student’s behavior will be discussed at this meeting. The Will County Regional Office of Education will be contacted to determine if Lincoln School is the proper

placement. The outcome of the meeting may be a final contract, referral to a different program, or removal from Lincoln School.

## **15. Step System**

Students who engage in serious behaviors, as referred to in Section 13, may be placed on the Step System. Once a student is placed on a Step, they cannot be removed from that Step. Only administrators can place a student on a Step. The Step System consists of four steps. The following is a list of Steps:

**Step 1:** Students who are placed on Step 1 will meet with an administrator to discuss their behavior choices. During the meeting, a behavior contract and/or consequences for the behavior will be put in place that will assist the student in making better choices. Parents will be notified if their child is placed on Step 1.

**Step 2:** As with Step 1, consequences will be put in place in order to help the student improve his/her behavior choices. An additional behavior contract and/or consequence plan may be developed. Parents will be notified if their child is placed on Step 2.

**Step 3:** As with previous Steps, consequences will be put in place in order to help improve his/her behavior choices. Additional behavior contracts and/or consequences may be developed. A phone conference with a parent will take place, at minimum, to discuss the student's behaviors and choices. A meeting with stakeholders may be scheduled. An administrator from the home school may be invited to attend the meeting. The Will County Regional Office of education will be informed any time a student is placed on Level 3.

**Step 4:** The student is eligible for removal from the program. A mandatory meeting with the student, parent, and principal will be scheduled. A total review of the student's behavior will be discussed at this meeting. The Will County Regional Office of Education will be contacted to determine if Lincoln School is the proper placement. The outcome of the meeting may be a final contract, referral to a different program, or removal from Lincoln School.

## **16. Behavior Management Room (BMR)**

Lincoln School prefers not address behavior concerns through external suspension. However, there are some behavior choices that warrant removal from the classroom and more intensive intervention from staff in order to maintain a peaceful and safe learning environment for all students. The Behavior Management Room is a smaller classroom setting which allows more one on one work with a staff member in order to process decision making and discuss positive choices. A student may be placed in BMR if they have engaged in significant classroom disruption, demonstrated disrespect or have been involved in a serious behavior (for example, physical aggression, threatening another person, etc.). Expectations of work completion will remain consistent with those in the regular classroom as well as behavioral expectations.

Students will be placed in BMR at the discretion of administration. Refusal to go to BMR will be treated as non-compliance and students may be considered for removal from Lincoln School. Parents/guardians will be contacted if a student is placed in BMR. If the student's behavior does not improve in BMR, parents/guardians may be required to pick the student up from school. It is important that students have a successful day while in BMR. Academic work should be completed and there should be no significant disciplinary issues. If a student does not have a successful day, he/she may remain in BMR until he/she achieves a successful day. Administration will determine what constitutes a successful day on an individual basis.

While in BMR, the student may only be eligible to earn progress, goal, PE and attendance points. Any student placed in BMR for disciplinary reasons will not be eligible for any incentive that week.

Students may not request to go to BMR.

## **16. Attendance**

Attendance at Lincoln School is mandatory for student success. Academic work can be completed when students are not in attendance. However, priority for checking assignments will be given to those students that are in the building. No tests or cumulative exams may be taken outside of the school building. Daily attendance is the responsibility of the student and parent/guardian as determined by the School Code of Illinois. Absences must be reported by a parent/guardian to the counselor prior to 10:30 AM in order to be marked excused. Excused absences do not include waking up late, missing the bus, work, keeping a student home to care for family members, and/or family vacations. Students cannot miss a day or a portion of a day for employment reasons.

Excused Absences are only allowed for:

- Illness (school has the authority to ask for a doctor's note)
- Death in the Family
- Observance of a religious holiday
- Family Emergency
- Court Date

Parents/guardians will be contacted by a counselor if their child is not in attendance and have not been notified by the parent. Students must maintain at least an 85% attendance rate. Students who do not maintain an 85% attendance rate may be subject to an attendance contract, home visit by Lincoln School staff and/or the Will County truancy officer and may be subject to removal from the program. More than 3 days of consecutive absences due to illness require a doctor's note upon student return. If a student reaches 3 consecutive days of non-attendance with no contact made by the parent/guardian to report the absences the student may be subject to removal from the program. If a student reaches 10 consecutive days of non-attendance with a parent/guardian reporting the absence, the student may be subject to removal from the program. Lincoln School may reserve the right to ask for documentation for excused absences.

## **17. Transportation**

All students will arrive to school and leave school at the end of the school day by school bus or with a parent/guardian. Parents may request that their child be picked up by a designee only if a verbal request is given to Lincoln School by a parent/guardian. Discussion of transportation concerns will not take place during dismissal. All students will take the bus unless previous arrangements have been made. These arrangements must have administrative approval and must be made prior to 3:00 p.m. that day. Students are prohibited to drive themselves to school under any circumstances. Students are not permitted to take public transportation or any taxi type of service, including ride sharing services, unless administrative permission has been granted to or from school.

Lincoln School is not responsible for any transportation issues. Any issues regarding transportation should be directed to the home school of the student. These concerns include, but are not limited to, pick up/drop off times, missed bus, and disciplinary issues that occur on the bus. Behaviors that occur on the bus will be treated with the same disciplinary level as

those that occur at School. Contact information for all transportation department may be obtained on the Lincoln School website.

## **18. Parent Sign In & Out**

Any student arriving to school after the beginning of the school day **must be signed into school in the main office by a parent, guardian, or emergency contact**. If a student is dropped off and not signed in by a parent/guardian it will be considered as an unexcused tardy to school. Students may not enter the school late without a parent/guardian accompanying them into the office. Any student that does not utilize the bus and arrives after 10:15 will be considered tardy. Students who leave prior to the end of the school day may only be picked up by a parent, guardian, or designated emergency contact. Students leaving school prior to the end of the school day must be signed out in the main office before they are allowed to leave the building. All visitors are required to present a picture ID at the Main Office after entering the building.

## **19. Personal Electronics**

In order to maintain a quiet and distraction-free learning environment, students are not allowed to be in possession of any electronic devices at Lincoln School under any circumstances. These devices include but are not limited to cell phones, smartwatches, cameras, hand held video games, radio, etc. Students are encouraged to leave all electronic devices at home. Students who bring electronic devices to school shall have no expectation of privacy with regard to that device while on school property.

All electronic devices must be turned off and handed to school staff upon arrival. The device will be checked in and returned to the student upon dismissal. **Lincoln School is not responsible for any electronic items that are brought onto school property under any circumstances, including items that are turned in upon arrival.**

Students found in violation of this policy concerning the possession and use of electronics will have the device confiscated by staff. If staff believe that a student may be in possession of an electronic device, either through observing use of the device, observing the device in the student's possession or hearing the device, they will request that the student hand in the device. Students are expected to comply with this request. If the student does not comply, they may be subject to a pat down search as well as close search of their personal belongings.

If an electronic device is confiscated from a student during the school day, either through compliance with staff requests to turn over the device or as a result of search, a parent/guardian will be contacted. The electronic device will be returned to the student at the end of the day for the first offense. A second offense of this policy will result in the electronic device being confiscated. A parent or guardian may be asked to come to the school to pick up the electronic device and meet with school personnel. Students found in violation of the electronics policy may lose the option of bringing electronic items to school in the future. There are absolutely no exceptions to the above policy and procedures.

## **20. Backpacks, Purses & Personal Items**

Students are not allowed to bring backpacks into the building. All personal belongings must fit in a disposable plastic bag. This includes items for snack break as well as purses or any other personal items. All coats, bags, purses and other personal

items brought into the classroom must be placed on hooks or shelves as instructed by the classroom teacher. Students are not allowed to bring pens, pencils and/or calculators. With the exception of a single purse, no personal belongings may remain with the student (at their desk, hung on the chair, etc.) during the school day. All personal belongings are subject to search at any time. Students who do not comply with this policy will not be allowed to bring personal belongings into the building. No external speakers will be allowed into the building. While students will be issued a set of headphones for use throughout the day, they may feel free to bring in their own headphones or ear buds. No wireless headphones or ear buds are permitted in the classroom. These will be confiscated and returned to the student at the end of the day like any other electronic device.

## 21. Dress Code

1. All students are expected to be covered from shoulder to mid-thigh.
2. Students must wear footwear that is suitable for P.E. Gym shoes must be worn. Students are required to wear athletic shoes as we may be doing physical PE activities on certain days.
3. Examples of unacceptable attire include, but are not limited to: Clothing that advertise alcohol, drugs, gangs, tobacco, gambling, promoting violence, or obscene or vulgar language
4. No undergarments are to be seen - (an undergarment is anything under your shirt/top or pants/jeans/shorts).
5. Crop tops, low necklines, see-through clothing, including lace, tube tops, spaghetti straps, loose-fitting tank tops, one-shoulder tops, or halter tops are not allowed.
6. No skirts or dresses permitted, due to P.E. purposes.
7. Midriffs front and back must be covered.
8. Any item of clothing, shoes, jewelry, accessories, book bags, purses and other similar items may not be worn or brought to school on which any of the following appear:
  - a. any reference to alcohol, tobacco, drugs, weapons, etc., including advertisements
  - b. any symbol, image, word, etc., that is obscene, vulgar, lewd, or profane
  - c. any reference, symbol, image, word, etc., to violence or gang activity
9. Outerwear is not to be worn in school - sunglasses, gloves, scarves, hats, etc.
10. **Hoodies and jackets are not permitted to be worn in the classroom.** Students are permitted to wear these to school, but they must be hung up in the classroom in an area designated by the teacher. Jackets and hoodies are not to be kept at the student desk. Sweatshirts without hoods are permitted to be worn in the classroom.
11. Purses are allowed as long as they are smaller than a sheet of paper.

Lincoln School staff reserve the right to determine at any time if any piece of clothing, jewelry or anything worn by the student is unacceptable in the school environment and may ask the student to change or remove it. Students are required to comply with all staff instructions regarding dress and appearance.

## 23. Food/Beverage

Lincoln School does not have a cafeteria. Students are strongly encouraged to bring healthy snacks to eat at a designated time during the school day. Students may purchase small snack items from the Snack Shop. **Students may not eat at their own leisure. Students have a designated snack time. All food will be kept in an area designated by the teacher. Students are not allowed to store any food at the computer. Students may have a water bottle with them at the computer.** Students do not have access to a microwave or refrigerator. All snacks are subject to search. Lincoln School does not provide eating utensils: students need to supply their own plastic utensils. Metal utensils are not permitted at any time. Students may not bring any candy or gum into the building. Candy and gum will be disposed of immediately upon entry in to the building. Candy and gum will not be returned to the student.

The only beverages students may have in school are water, juice or sports drink (Gatorade, Propel, Vitamin Water, etc.). Students' water bottles must be sealed upon arrival to school. All unsealed water bottles will be discarded or emptied if the student chooses to keep the bottle. Students may elect to bring plain flavored water, provided that the bottle is sealed. Energy drinks and carbonated drinks are not permitted in the classroom. All flavor additives are prohibited, including flavored water packets. **Students are not permitted to share or purchase snacks for other students.**

## **24. Classroom Expectations**

Students are expected to be kind, courteous and respectful of one another and staff members in order to maintain a peaceful and productive learning environment. For this reason, disruption and/or defiance of any kind will not be tolerated at Lincoln School. Classroom expectations include the basic requirements for attendance of Lincoln School as laid forth in this handbook and additional rules as laid forth by the classroom teacher. Rules set forth by the classroom teacher are expected to be followed. Questions about classroom expectations not explicitly defined in this handbook should be directed to the classroom teacher or an administrator.

### **24A. Classroom Disruption**

Examples of "disruption" include, but are not limited to, talking, shouting, singing or rapping, whistling, being out of seat without permission, dancing, creating loud noises or banging on equipment, tapping, eating at times other than the designated snack period, throwing objects, inappropriate language at any volume, etc. Students who engage in classroom disruptive behaviors will not earn points and may be subject to removal from the classroom at the discretion of Lincoln School administration. Students are not allowed to have conversations with other students during the computer directed instruction portion of the school day. This will be considered a classroom disruption and the student may not be able to earn applicable points.

### **24B. Defiance/Disrespect**

Examples of "disrespect", also called "defiance", "insubordination" or "non-compliance" include a refusal to follow directions as they are given, talking back, use of inappropriate or abusive language (including swearing, socially rude words and disparaging remarks), ignoring teacher directives, arguing and general disregard for classroom rules. Students who exhibit any of these behaviors or are determined to be defiant by the classroom teacher may be removed from the classroom at the discretion of Lincoln School administration. All school policies, including those set forth in the classroom, are non-negotiable.

## **25. Hallway Expectations**

Quiet passage through the hallway is important to maintaining quiet and calm in the nearby classrooms. Students are to be quiet when in the hallways. Students that are potentially disruptive to other classrooms in the hallway will not be able to earn applicable points and may be subject to disciplinary consequences. Loitering in the hallways is not permitted. Students must be quiet before they may enter the hallway. Students must be in view of an adult at all times. Unwarranted and/or tampering with fire alarms or fire extinguishers by any student is illegal and subject to legal prosecution. Students who play with, attempt to play with or tamper with fire alarms or fire extinguishers may be subject to arrest and removal from Lincoln School.

## **26. Conflict Resolution**

Conflict in the classroom is disruptive to the learning environment and will not be tolerated. If the conflict cannot be handled within the classroom, the student(s) may be removed by a staff member (counselor, administrator, etc). Students who are asked to leave the classroom must do so. Students who refuse to comply with this direction may be removed by the police officer, as decided by administration. Mediation between the student and other person(s) involved may occur if the conflict is not quickly resolved or warrants student removal from the classroom. Mediation to be conducted by the counselor may be requested by administration.

## **27. Harassment/Bullying**

Harassment/bullying is disruptive to the learning environment and will not be tolerated at Lincoln School. No person shall harass or intimidate another person upon a person's sex, color, race, religion, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Lincoln School will not tolerate harassing or intimidating conduct whether verbal, physical or visual that affects tangible benefits of education, unreasonably interferes with a student's education performance or creates an intimidating hostile or offensive educational environment for the whole school community. Examples of prohibited conduct include, but are not limited to: name calling, throwing objects at others, using derogatory slurs, gestures, writings/graffiti, wearing/possessing items depicting or implying hatred or prejudice toward one of the characteristics stated above.

Complaints of harassment or intimidation will be handled by an administrator in combination with the counselor. Administration shall use reasonable measures to inform staff and students that Lincoln School will not tolerate harassment/bullying. All students should make every effort possible to report harassment/bullying to a staff member, whether they are the target of such harassment, have witnessed above mentioned behavior or have reasonable suspicion that it may be occurring.

The perspective of the alleged victim will take precedent over the perspective of the alleged perpetrator. Any individual that feels that they are being bullied by another individual is being bullied or harassed even if it is not the intent of the perpetrator.

### **27A. Cyberbullying**

Lincoln School recognizes the rights of students who choose to participate in online social networking and other communication in electronic form. However, information produced, shared, and retrieved by students that is related to other students or staff is subject to Lincoln School's policies and any student engaging in actions that are deemed inappropriate, by any measure, are subject to disciplinary action even if the communication did not take place on school property and/or during the school day.

### **27B. Sexual Harassment**

Sexual harassment is strictly prohibited at Lincoln School. An employee, school authority or student is engaged in sexual harassment whenever he or she makes sexual advances, requests sexual favors, engages in verbal/physical conduct of a sexual or sex based nature and/or any other conduct on the basis of sex that has the purpose/effect of:

- substantially interfering with a student's educational environment,
- creating and intimidating, hostile, or offensive educational environment,
- depriving a student of educational aid, benefits, services, or treatment,

- and/or making submission to, or rejection of, such unwelcome conduct the basis for academic decisions affecting a student

The terms "intimidating," "hostile" and "offensive" include all conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to: touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and/or spreading rumors related to a person's sexual activities.

Sexual harassment is defined by the Illinois Administrative Code as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment interferes with a student's right to learn, study, work, or participate in school activities in a comfortable, respectful environment. According to state and federal laws, sexual harassment of students or school employees is illegal and is prohibited in Illinois Public Schools.

To determine whether a situation or encounter is sexual harassment, it is helpful to ask yourself the following questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or anyone near you feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or participate in school activities?
- Does the behavior involve one person trying to have some sort of power over another person?
- Is the behavior part of a repeated behavior?

Types of Sexual Harassment:

- Verbal- Requests for sexual favors, lewd comments, inappropriate jokes, name calling, unwanted sexual comments
- Physical- Unwanted touching, kissing, cornering, massaging, rape (assault/battery)
- Visual- Leering or displaying sexually explicit photos, drawings, or objects, gestures with hands or body of a sexual nature, revealing body parts in a sexual nature

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are strongly encouraged to discuss the matter with administration, counselor or other building staff. Students may choose to report to a person of their same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation of harassment of one student by another will be referred to the building administration for appropriate action which may include removal from Lincoln School.

## **29. Physical Contact**

Engaging in inappropriate physical gestures and/or contact with another student or adult, either consensual ("playing") or nonconsensual, is strictly prohibited. The student may be removed from the classroom if at any time the student or teacher feels uncomfortable or threatened by actual or threatened physical contact. Physical contact may be unavoidable and/or

required in certain situations that puts anyone at risk or in danger. This may include restraint and possible arrest by the police officer on duty.

### **29A. Physical Aggression/Fighting**

Physical aggression towards any person is unacceptable. Lincoln School has zero tolerance for physical aggression. Actions involving physical contact where injury may occur (hitting, kicking, punching, hitting with an object, hair pulling, scratching, slapping, etc.) will have severe consequences. Consequences for physical aggression/fighting will be determined by Lincoln School administration, including removal from the program. Students who engage in physical aggression/fighting may be subject to arrest by the Joliet Police Officer. Actions which may not cause physical harm but threaten the safety of students and staff (aggressive behavior other than fighting, instigation of a fight, threats of violence, etc.) will have severe consequences up to and including removal from the program and/or reporting to local law enforcement.

### **30. Weapons**

All students are searched upon arrival to Lincoln School to ensure the safety of all students. A component of this search is to ensure that no students are in possession of any weapon or object capable of causing bodily harm. Any object capable of causing bodily harm and/or look-a-like weapons are not allowed at Lincoln School. Students who are in possession of a weapon or look-a-like weapon may be subject to arrest by the Joliet Police Officer and removal from Lincoln School.

### **31. Drugs and Alcohol**

Drug and/or alcohol use is strictly prohibited at Lincoln School. Students are not permitted to bring illegal drugs, alcohol, THC, prescription medication (including birth control pills), over the counter medication, drug paraphernalia, cigarettes, vape pens, lighters, “look-alike” drugs or any other materials related to drug/alcohol use. Students in possession of the above items may be subject to removal from Lincoln School and legal consequences. If a search produces evidence that a student has violated or is violating the policies of Lincoln School, such evidence may be seized and kept by school administration. When appropriate, such evidence may be transferred by administration to law enforcement authorities.

Students suspected of being under the influence of any substance are subject to a field sobriety test at the discretion of administration, to be performed by the police officer or administration. Students suspected of being under the influence of drugs and/or alcohol, or determined to be under the influence, will be sent home for the day and must be picked up by a parent/guardian. The parents/guardians of the student that is suspected to be under the influence will be notified by administration after the field sobriety test has been administered. Consequences for coming to school under the influence of drugs/ alcohol will be determined by an administrator.

### **32. Computer Equipment**

In the classroom, each student will be assigned a work station and all of their computer equipment will be checked out to them, including but not limited to the laptop and headphones. Students are responsible for their assigned computer items and will be held liable at all times for any damage which may occur to them. If the equipment is misused and subsequently damaged, the parent/guardian of the student to which the equipment was assigned will be responsible for paying the cost of the equipment as restitution. “Misuse” of the equipment includes but is not limited to altering (or attempting to alter)

computer settings, writing/marking on any computer equipment, removing/rearranging keys, etc. Failure to comply with these policies (including internet use policy) may result in removal from Lincoln School.

### **32A. Internet Use**

Computer equipment is provided to the students solely for the purpose of academic work. Any use of the equipment for purposes other than academic work will not be tolerated. Access of any website other than Edgenuity is prohibited unless express permission has been given by classroom teacher or an administrator. Disciplinary action will be taken if students do not comply with this policy. Laptops that are taken home by the student will still be subject to the same Internet filtering as if the student was in the building.

### **33. Grading System**

Lincoln School uses a straight scale, meaning that no “plus” or “minus” is given. Grades are reported to parents/guardians during the progress report period (October and March). Parents/guardians and the home school are given final grade report (December and May). Lincoln School staff will stay in regular contact with parents/guardians regarding student progress and grades. Parents/guardians are strongly encouraged to attend parent/teacher conferences held during the progress report period. Parents receive a report from Edgenuity if they provide Lincoln School a valid email address.

Failure to complete any course, assigned with a reasonable amount of time in order to complete the course, will result in the student earning an “F.” All students are expected to complete two academic courses every 35 school days (end of each quarter and semester). Any course not completed by the end of allotted time will result in a failing grade for the class. Incompletes are only given if the student is assigned a course that will carry over to the next Semester.

Lincoln School Grade Scale:

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

### **34. Physical Education (P.E.)**

All students are expected to participate in Physical Education (P.E.) at Lincoln School. Behavior in the gym must be appropriate and orderly. Students may not engage in horseplay, ignore staff direction, use equipment in any aggressive fashion or misuse any of the equipment in any fashion that risks the safety of any/all students/staff.

Upon entering the gym for P.E., students should wait quietly for instruction from the teacher. Refusal to participate in P.E. may result in loss of opportunity to earn credit. When P.E. is outside, no student, under any circumstance, may go outside the perimeter of the gates. Students who do not comply with P.E. rules and policies will lose the opportunity to participate.

In addition to assigned days for P.E. in the gym, students are required to complete online coursework as a supplement. Students who do not complete the online supplemental program will not earn P.E. credit. Students who do not participate in the physical activity assigned will not receive credit for P.E.

**34A. Use of Heggie Park for P.E.**

When weather permits, P.E. may take place outside of the school boundaries at Heggie Park to provide students additional space for activities. All school rules apply when at Heggie Park.

**35. Concussion Policy- Administrative Procedure**

Program for Managing Student Athlete Concussions and Head Injuries

Definition of Concussion -A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See Concussion in Sports, [www.cdc.gov/concussion/sports/index.html](http://www.cdc.gov/concussion/sports/index.html). This site contains excellent resources for the recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at: [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx).

<p>Superintendent or designee</p>	<p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its Protocol for NFHS Concussion Playing Rules, and its Return to Play Policy. Available at: <a href="http://www.thsa.org/Resources!SportsMedicine/ConcussionManaement!SchoolResourceS">www.thsa.org/Resources!SportsMedicine/ConcussionManaement!SchoolResourceS</a>.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p>
<p>Building Principals or designee</p>	<p>Instruct staff members who are responsible for students to review and abide by the IHSA protocols, polices, and by laws regarding concussions and head injuries. <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManaeement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManaeement.aspx</a>.</p> <p>Require that:</p> <ol style="list-style-type: none"> <li>1. A student who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) is removed from participation at that time.</li> <li>2. A student who has been removed for a possible concussion or head injury is not allowed to return to that activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.</li> <li>3. Parent contact will be made before the student is allowed to go home for the day. Parents will be encouraged to take their child to a physician.</li> </ol>

**36. Group Counseling**

Group Counseling is an important and mandatory part of the program at Lincoln School. The function of Group Counseling is to guide students to making better decisions and life choices. The program is led by the counselor and will cover topics

such as drugs/alcohol use, bullying, sexual harassment, anger management, goal setting, careers/college, communication and other topics to be determined by the counselor as needed.

Though credit is not given for the program, non-participation is not an option. All students will participate in the program and activities: there are no exceptions to this policy under any circumstance.

Behavioral expectations will be set by the counselor. If student are unable to comply with these expectations, they may be removed from group and may also be subject to removal from the program.

### **37. Transition**

All students able to transition back to their home school district will receive transition counseling to best prepare them for continued school success upon return. A transition meeting conducted by the counselor in conjunction with the parent, student and home school administration will be scheduled prior to the student's transition. Any parent and/or student concerns regarding transition back to the home school district can be directed to the counselor.

### **38. Student Review Meetings**

Student review meetings will take place at the end of the Spring semester for all RSSP students who will return to Lincoln in the fall. All ALOP and TAOEP students will have a review or transition meeting each semester. A student review meeting is conducted by the counselor in conjunction with the parent, student and home school administration. The purpose of this meeting is to review attendance, behavior and academic performance. Any parent and/or student concerns regarding student review meetings can be directed to the counselor.

### **39. Student Council**

The Lincoln School Student Council is a student-led organization committed to student life at school through projects that promote the general welfare of our school and community, while developing leadership among its members. Each classroom votes for a council representative and an alternate representative. Some of the responsibilities of council representatives are as follows:

- To give input about program policies
- To plan special events or projects
- To fundraise for student activities or the program in general
- To support students
- To give the student body a "voice"
- To socialize with other students
- To work as a team with peers
- Show positive leadership initiative

Student Council members must behave in a manner that is respectful, accountable and honest. Representatives need to be mindful and respectful of other members' opinions and work well as a team. Arguing or bullying attitudes are not allowed at any time. Violation of these guidelines will lead to the student's removal from Student Council and the alternate will take the representative role. If a member of Student Council is placed on Step 2, they will be disqualified from membership. If a member of Student Council is placed on Level 2, they may be disqualified from membership for that semester.

#### **40. Pest Control**

Emphasis is placed on inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions inside and outside of the school that could cause pest problems. Non-chemical devices will be used to help monitor and control pests. Lastly, applications of least toxic materials such as insect and rodent baits, and bacterial cleaners are made only when necessary to eliminate a pest problem in the safest and smallest quantity possible. Regular spraying is not part of the program.

In the rare instance that it becomes necessary to use pest control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there were an immediate threat to health or property such as bees and wasps. The notice will be posted as soon as practicable. Parents/guardians can request written notice by contacting the main office.

#### **41. Compliance**

Parents/guardians and students are expected to read and comply with school rules and policies stated in this handbook. However, this handbook is not all inclusive and situations may arise that are not addressed within. Administrators have the final authority in making decisions in order to ensure a safe learning environment for all students.

**Revised: 8/2/2022**