



LOCKPORT TOWNSHIP HIGH SCHOOL

STAFF HANDBOOK

2009 - 2010

**LOCKPORT TOWNSHIP HIGH SCHOOL
DISTRICT 205**

BOARD OF EDUCATION

Ronald Savara, President
Susan L. Forbes, Vice President
Lou Ann Johnson, Secretary
Angela Kamely, Member
Michael Lewandowski, Member
John Lukasik, Member
Cindy Polke, Member

**ADMINISTRATION
DISTRICT OFFICE**

1323 East 7th Street * Lockport, Illinois 60441 * 815-588-8100

Garry W. Raymond, Ph.D., Superintendent
Peter Sullivan, Assistant Superintendent for Curriculum & Instruction
Todd Wernet, Assistant Superintendent for Personnel
Richard A. Lesniak, Director of Business Services
Julie Hulbert, Director of Special Education
Susan Kleffman, Director of Community Wellness Center
Kimberly A. Brehm, Director of Development/Public Relations
William J. Thompson, Director of Facilities Management
Matthew Dusterhoft, Director of Technology
Randall Konstans, Director of Athletics

CENTRAL CAMPUS (Freshman Center)

1222 South Jefferson Street * Lockport, Illinois 60441 * 815-588-8200

Dennis Hicks, Principal
Thomas Kurzawski, Assistant Principal

EAST CAMPUS

1333 East 7th Street * Lockport, Illinois 60441 * 815-588-8300

K. Brett Gould, Principal
Kerri A. Green, Assistant Principal
K. Patrick Olmsted, Assistant Principal

ACTIVITIES DIRECTOR

Brian Klene - Ext. 8230

DEANS

Brian Klene - Central Campus - Ext. 8230
Patricia Surman - Central Campus - Ext. 8240
Donald Markelz - East Campus - Ext. 8344
Stacy McLaughlin - East Campus - Ext. 8340
John Meyer - East Campus - Ext. 8342
Lawrence Thompson - East Campus - Ext. 8341

DEPARTMENT CHAIRPERSONS

Business & Technology Education Departments - Charles Anderson - Ext. 8437
English Department - Thomas O'Brien - Ext. 8563
Family and Consumer Sciences Department - Courtney Oxley-Turner - Ext.. 8453
Fine Arts Department - Mary Ann Meyers - Ext. 8619
Foreign Language Department - Nola Lara - Ext. 8532
Guidance Services - Bruce Lane - Ext. 8364
Mathematics Department - Julia Hudson - Ext. 8479
Physical Education Department - Stephen Stanicek - Ext. 8419
Science Department - Richard Fullriede - Ext 8519
Social Studies Department - Margo Singletary-Timm - Ext. 8587
Special Education Department - Craig Potempa - Ext 8484

DISTRICT ASSESSMENT CLERK

Doris Fleckenstein - Ext. 8355

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Jacob Cooper - Ext. 8314

NON-DISCRIMINATION STATEMENT

Lockport Township High School ensures all educational and employment opportunities will be offered without regard to all legally protected categories including but not necessarily limited to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, sexual orientation, and military status or unfavorable discharge from military service.

Todd Wernet
Assistant Superintendent for Personnel
1323 East 7th Street
Lockport, Illinois 60441
815-588-8100

Gender Equity (Title IX)
Disability (Section 504)
Minorities (Title VI)

MISSION STATEMENT

Lockport Township High School District 205 will create a nurturing and challenging environment in which all students achieve success, develop personal responsibility, and become lifelong learners. We will promote a partnership with students, parents, businesses, and community; utilize effective teaching methods and current technology; and provide quality, comprehensive academic, career, and extra curricular experiences.

PHILOSOPHY

Lockport District 205 believes that:

- A quality education is essential to a democratic society.
- Students reach their full potential through the cooperative efforts of the school, community, and family.
- Education is a lifelong process that provides the foundation upon which success is built.
- Students need to learn to be adaptable in a changing world.

GOALS

District 205, a comprehensive high school district, will strive to provide for all students the best possible education through:

1. Programs based on sound learning theories that promote academic, social, physical, and career development and enrichment in a rapidly changing world;
2. Proper counseling in making decisions regarding their education, careers, and future responsibilities as independent learners;
3. Participation in school and community programs that will enhance the understanding of the democratic principles of our society;
4. Opportunities, which contribute to self-awareness and positive relationships through creative expression, aesthetic appreciation, physical activities, and good health;
5. Students will be educated in an environment that fosters dignity and self-esteem.
6. Respect for others and personal responsibilities are essential for creating a productive learning environment.
7. Helping students develop self-direction, rational and critical thinking, intellectual curiosity, and independent thought; and;
8. Encouragement for students to develop a well-defined set of values that include a recognition and appreciation of the multicultural, multiracial heritage of American society.

ABSENCES (CERTIFIED STAFF)

- **ILLNESS** - If you are to be absent because of illness or emergency, please call AESOP at 800-942-3767 or log onto www.aesoponline.com ASAP! **If you start your day with a 1st Period class, please call prior to 5:30 a.m. If you start your day with a 3rd Period class, please call prior to 6:30 a.m. If it is after these times, please call 815-588-8304 immediately.** It is important to make early notification, as there are a limited number of substitutes. If an outside substitute is not available, then it will be necessary to find sufficient staff members to cover your classes period by period.

If you become ill at school, please notify the Assistant Principal's office at Ext. 8304 as soon as possible so that arrangements can be made to cover your classes.

Teachers should make provisions for student work on days of absence so that the substitute may fulfill the teaching assignment in the best interests of the school. Teachers should also call attention in the substitute handbook to the location of attendance sheets, seating charts, plan books, grade books, names of students leaving class early to go to the other campus, and any other material which may be needed by the substitute. In some instances, teachers may need to contact their Department Chair with specific plans.

ABSENCES (CERTIFIED STAFF) (continued)

The Teacher's Responsibility

An accurate seating chart must be available for every class and study hall the substitute will handle. include first and last names. Place this chart in the substitute folder.

A plan book showing the work to be done, what has been done in recent weeks, and an outline of future work to be accomplished should be available.

The class grade book should be available.

Pupil cooperation with substitutes is usually good in classes where previous discipline has been good.

- **PERSONAL LEAVE** - If you are requesting Personal Leave, please place FULL DAY requests on AESOP for consideration. If you are requesting PARTIAL DAY personal leave or two (2) consecutive personal days, please use the online form and turn in completed copy to Principal's office. When requesting two (2) consecutive days, a reason for absence must be given

All personal leave notices shall be applied for five (5) days prior to leave date if possible.

ABSENCES (NON-CERTIFIED STAFF)

East Only: Secretarial Staff - If you are to be absent because of illness or emergency and need a substitute, please call Kathy Kleivo at home. All other East Campus non-certified staff must call and leave Kathy a voice mail message at (815) 588-8304.

Central Only: Secretarial Staff - If you are to be absent because of illness or emergency and need a substitute, please call Betty Koleno at home (815-838-3486). All other Central Campus non-certified staff must call and leave Dawn Bishop a voice mail message at (815) 588-8202.

If you know that you will be absent prior to your date of absence, please notify the Principals' office at your respective campus.

- **PERSONAL LEAVE** - If you are requesting a FULL DAY personal leave, PARTIAL DAY personal leave or two (2) consecutive personal days, please use the online form and turn in completed copy to Principal's office. When requesting two (2) consecutive days, a reason for absence must be given

All personal leave notices shall be applied for five (5) days prior to leave date if possible.

AFTER SCHOOL ACTIVITIES

In the interest of student welfare and to provide proper building security, it is necessary that no student remain in the building after 3:44 p.m. unless supervised by a faculty sponsor.

Whenever a group of students remains after school to work on any project, the faculty sponsor must be present with that group. There will be no exceptions to this policy. The faculty sponsor shall remain with the group until the students have been dismissed and have left the building.

No meetings or activities involving students should be scheduled on days when faculty or department meetings are scheduled.

ANNOUNCEMENTS AND DAILY BULLETINS

If you have information that you would like to have announced or to place an item in the daily bulletin, please contact the Faculty Services Secretary at either East or Central campus.

ASSEMBLY SUPERVISION

Teachers must either stay with their class during an assembly or go to their assigned section (usually by Department).

ATTENDANCE POLICIES AND PROCEDURES (FOR STUDENTS)

The ILLINOIS SCHOOL CODE requires that teachers must record daily class attendance in their grade books. It recommends that students do not take attendance in classes.

Lockport Township High School policy requires that teachers must record daily class attendance. Under no circumstances are students to take attendance.

It is the responsibility of Lockport Township High School to provide each student with the best education possible. It is the responsibility of the student to take advantage of the excellent educational opportunities offered at our campuses, and it is the combined responsibility of the student and parent/guardian to ensure the student’s daily attendance. The learning, which occurs in the classroom, is a vital, valuable component of the student’s educational experience and cannot be duplicated in any other manner.

Lockport Township High School cannot be responsible for the educational progress of a student who fails to maintain regular attendance habits and/or who is removed from the school setting for extended periods of time contrary to law or effective educational practices. The law specifically states that parents/guardians must cooperate with the school to ensure that regular, daily attendance is maintained.

To obtain the most from the educational opportunities provided and because a student’s attendance record is part of the student’s permanent record, it is necessary that the student be in attendance on a regular basis. **Therefore, a 10% participation grade (that includes attendance and other factors) is a component of each semester grade for every class. Each educational department has its own rubric for determining the 10% participation component.** Students and parents should realize that any absence may have an adverse effect on the student’s grades and every effort must be made to keep absences to a minimum.

To achieve regular student attendance patterns, students having absences (except for those noted below) beyond **six (6) during a quarter** will receive a **zero** for any missed work. Therefore, students with excessive absences should expect to receive a failing grade in each of their classes.

CHARACTER COUNTS

Character Counts Initiative: We are committed to providing quality academic, educational experiences and fostering the development of students of good character. We expect students to display trustworthiness, respect, responsibility, fairness, caring, and citizenship while at school and all co-curricular activities. At LTHS, ‘CHARACTER COUNTS!’

CHILD ABUSE REPORTS/MANDATED REPORTING

All school personnel having reasonable cause to believe a child known to them in their official or professional capacity has been subjected to any physical, emotional, or sexual abuse or neglect, shall immediately report or cause a report to be made to the Department of Children and Family Services. This report must be made immediately by phone or in person followed by a report in writing within forty-eight (48) hours sent to a Departments Child Protective Service Unit. The child abuse hotline number is 1-800-25A-BUSE. Any person who acts in good faith in reporting shall be immune from any liability resulting from said reporting. Please notify DCFS liaison in Guidance Department of information immediately.

CLASSIFICATION OF ABSENCES

***Students must produce documentation of a doctor's attention immediately upon return to school.** Students who have chronic medical conditions (i.e., asthma, bronchitis, etc.) must have a yearly verification from a doctor on file in the Nurse's office.

- School Sponsored Activities
- 1st External Suspension
- Homebound
- Religious Holidays
- Circumstances

Parents will be required to call in or to "document" their child's absences by 3:00 p.m. on the day the absence occurs. Students absent without documentation will be referred to the Dean of Students to verify their absence. Failure to produce parental documentation of an absence may result in appropriate disciplinary action. Parents call East Campus should dial (815)588-8320 and parents call Central Campus should dial (815)588-8220.

EXCESSIVE AND/OR CONSECUTIVE UNAUTHORIZED ABSENCE

The following regulations pertain to students who are over sixteen years of age and who have been absent from Lockport Township High School for a period of five (5) consecutive school days without parent, guardian documentation and attendance office notification.

Students who are absent for a period of five (5) consecutive school days will be dropped from the high school if the following conditions have been met:

- This applies to students that are not ill. (A doctor's documentation will be required for re-admission.) The student will have received a registered letter and not responded. This letter will inform the student that he is being dropped from the high school, that the student has the right to return within five (5) school days. The student's return will be contingent upon a required parent or guardian conference at the school. If a student and parent do not come to the school within the five (5) school day period, the student will not be permitted to re-enroll in the school until the next semester. Special circumstances may require administrative review.
- A parent conference may be required for those students with excessive absences prior to returning to class.

EXTENDED ILLNESS

To safeguard the health and safety of all students, a student who is absent due to illness five (5) or more consecutive days must submit a doctor's excuse to return to school. If no such excuse is brought in by the student, the student will be sent to the nurse who will contact parents regarding the health problem. When a student is to be absent for a long period of time, parents should contact the counselor and nurse.

COLLEGE VISITS

Students will be allowed a maximum of three (3) non-countable college visitations during their junior/senior years.

- A parent request must be made to the office of Guidance Services at least three (3) days before the visitation.
- Approval for visits to local colleges (i.e. JJC, Lewis, Moraine Valley, St. Francis, etc.) will be granted only on a 1/2-day basis.
- Upon returning from a college visit, the student must present a school-approved college verification form to the Attendance Office.
- No college visitations will be approved after **April 30**. Lockport Township High School retains the right to place a cap on the number of students involved in college visitations on any given day.

PERFECT ATTENDANCE

To receive perfect attendance recognition upon graduation, a student must be in attendance of all courses, each period, each day, all four years. The following are the only absences that do not affect perfect attendance status:

1. LTHS approved college visits.
2. LTHS sponsored Field Trips.
3. School Business (A student requested by Attendance, Dean, Guidance, or Principal)

ATTENDANCE RESPONSIBILITY

All students are required to be in their assigned building the entire day with the exception of those students who are in academic programs that provide for a late start or early dismissal as part of their specific academic assignment. The school day for Juniors and Seniors at East Campus is 6:50 a.m. to 1:44 p.m. The school day for Sophomores at East Campus and Freshmen at Central Campus is from 8:44 a.m. to 3:44 p.m.

STUDENTS ARRIVING LATE TO SCHOOL

If a Junior or Senior arrives between 6:44 a.m. and 7:00 a.m., the student must report to the Attendance Office to pick up a "Process Accordingly" slip. If a Freshman or Sophomore arrives between 8:44 a.m. and 9:00 a.m., the student must report to the Attendance Office to pick up a "Process Accordingly" slip. This is taken to class within five (5) minutes and presented to the teacher. Students who are not in class within this time will be referred to the Deans' Office by the teacher. The teacher either will record a first tardy or will write a referral and assign a detention if the student has previously been tardy.

If a student arrives after 7:00 a.m./9:00 a.m., the student must report to the Attendance Office.

When a student arrives with an excuse of oversleeping, car trouble, heavy traffic, etc., the dean will give the student a verbal warning that upon the next late arrival (after 7:00 a.m./9:00 a.m.); the student will receive three (3) detentions. The dean will record this information in the student's disciplinary record. Students who drive to school and are repeatedly late may have their driving privileges revoked.

When a student arrives at school after 7:00 a.m./9:00 a.m. with a note or call from a parent explaining that the student was late due to a family emergency, family business, family problem, or personal illness, the student's absence will be recorded with the appropriate codes for the period(s) missed that day. If there is a question regarding a specific situation, a dean will be contacted.

As stated in the Illinois School Code, students who attend 300 or more minutes of instruction per normal school day will be counted as present for the entire day. This means that students must attend school for at least six periods. Students who attend 150-299 minutes of instruction (three-five periods) per normal day will be counted as present for only half a day. Students who attend less than 150 minutes of instruction (one or two periods) per normal school day will be counted as absent for the entire day.

TARDIES

The classroom teacher is responsible for keeping a record of the number of tardies that a student has accumulated.

1. Students are expected to be in their respective classes before the tardy bell begins to ring. Classroom teachers will record the students' cumulative tardies. Students should go directly to their respective classes and not to the Attendance/Deans' Office when they are tardy. Upon the second tardy to an assigned area, the teacher will fill out a detention notice form, assign a detention date, (either current date or next day date), and give the student a copy. Each future tardy during that semester to that assigned area will result in one (1) detention being issued.
2. Students going to lunch must be in the cafeteria before the tardy bell begins to ring.

BEHAVIOR IMPROVEMENT CENTER (BIC)

The Behavior Improvement Center is located at Central Campus. Seniors and Juniors assigned to BIC should ride the Sophomore/Freshman bus from home to East. Students should report to the Cafeteria; they will be bussed to Central. BIC starts at 9:44 a.m. and ends at 3:44 p.m. **NO East Campus students are permitted to drive to Central Campus.** It should be understood that students who are assigned to BIC would be externally suspended if there were no BIC program. It should be understood that BIC students are restricted from attending classes.

Under no circumstances are students to be taken out of BIC to participate in regular class activities or any other activity during the school day.

Teachers who have students in BIC are to furnish assignments to those students. Teachers must either email or interoffice mail the work to the BIC supervisor. Students are expected to arrive at BIC with regular school materials as well as any books that would be needed to complete assignments for the day. Arriving at BIC unprepared will be considered a serious offense and will result in a Saturday Detention and/or external suspension. In addition, the student will also be expected to make up any missed BIC days. Students are to receive full credit for work completed in BIC. If a teacher wishes to have a student who is in BIC take a test on a particular day, the BIC supervisor can give the test. If this is not desirable, the student may take the test before or after school, or when they have completed their BIC assignment.

CONSUMPTION OF FOOD ON CAMPUS

Consumption of all food and beverages shall take place only in designated areas. Students are permitted to have food and beverage (not contained in glass bottles/containers) before school, during passing periods, and after school. It is up to the individual classroom teacher's (rules and regulations) discretion whether this will be allowed in their classroom or not. Food and beverages purchased during the designated lunch periods may not leave the lunchroom area. LTHS expects everyone to help to keep the facilities clean and in good condition. Keeping the building and campus free of litter is the responsibility of every student.

Teachers that order food from an outside source (i.e.: pizzas, etc.) must pre-pay for the order. It is not the responsibility of the Dean's Assistant at the Information Desk to handle food orders. All food orders must be reported to an Assistant Principal at least one day in advance.

DISCIPLINE PROBLEMS AND PROCEDURES

Teachers are encouraged to handle their own discipline problems in a consistent and reasonable manner.

Standards of conduct shall be maintained to establish the orderly operation of the school and to secure the safety and welfare of all students and staff.

FIELD TRIP PROCEDURES

Field Trips will be limited to the core curriculum. Discuss the proposed field trip with your department chairperson prior to making any arrangements. Create an absence through AESOP. Each teacher needs to complete his/her own form, with only one teacher completing the Transportation information. The form must be submitted **at least three weeks before** the planned field trip. Please check the school calendar for conflicts. **All field trips beyond a 200-mile radius of the school, including out of state, or extending overnight must have the prior approval of the School Board. Any field trip utilizing other than LTHS transportation must complete an ISBE Transportation Form.**

Once the form has been completed, it will be sent electronically to the Assistant Principal for approval. The ISBE Transportation form must be turned into the Assistant Principal. After the forms have been approved, you will receive an email confirming the field trip. After the approval has been received, please verify the date of the field trip with a secretary in the Principal's Office.

File parent consent slips and field passes for all students making the trip with the Attendance Office before the trip is to begin. Parent consent slips and field passes may be obtained in the Attendance Office.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

It is the policy of Lockport Township High School to comply with the provisions of the Federal Family and Medical Leave Act of 1993. Employees are to be able to participate in early child rearing of their children, to care for family members with serious health conditions, to be absent from work due to their own serious illness, to care for an injured or ill covered service member or because of a qualifying exigency arising from a covered military member's active duty or order to active duty without being forced to choose between such family obligations and their job security. Accordingly, all eligible School District employees shall be entitled to a Family Medical leave and/or Military Family Leave, on a gender neutral basis, provided the leave is taken in accordance with the provisions of the policy. Additional information regarding employee rights and responsibilities under FMLA can be obtained by contacting the Personnel office or via the personnel page on the district web site.

FUNDRAISING ACTIVITIES FOR CLUBS AND ORGANIZATIONS

Sponsors of groups wishing to have fundraising activities must first complete a fundraising request form and submit this form to the Assistant Principal.

If approval for the fundraiser is granted, the sponsor should fill out a requisition to order the desired merchandise. A student officer's signature is required on the requisition.

No fundraising materials should be ordered by phone or without first receiving approval from the Assistant Principal.

The sale of candy is restricted to the passing periods. **No fundraising items are to be sold during class time.**

All fundraising activities will be handled through Trust (Student Activity) Accounts (see section 27), and students should be instructed that any checks they receive should be made out to Lockport Township High School. The sponsor should receive a receipt for all deposits.

FUNDRAISING ACTIVITIES FOR CLUBS AND ORGANIZATIONS (continued)

Sponsors of groups having fundraising activities should, for sponsor and students' protection, deal only with vendors who have been approved by the administration who have been given an approved vendors' card.

An inventory sheet, to be used for the purpose of helping sponsors keep accurate records during the fundraising activities, is available in the mailroom.

The following recommendations are made to help control problems, which could affect fundraising activities:

- Any students involved in a fundraising activity should be informed that they are **totally** responsible for any item they receive. This statement should include loss, theft damage. Etc.
- Each student should sign his/her name verifying that the student has accepted the stated amount of items to sell as listed on the inventory sheet.
- Students should be allowed to take only a minimum (established by the sponsor) until all items are sold items are accounted for. Second and third orders, etc., should be at a set quantity and signed for by students when they receive the items.
- Students should turn money in to the sponsor only, and a written transaction should be recorded while the student is present.
- Fundraising activities should be avoided during the two weeks prior to the end of the semester to concentrate on the return of money or unsold items.

FUNDRAISING ACTIVITIES FOR ATHLETIC GROUPS

Coaches are to follow the fundraising activity guidelines for clubs and organizations and complete the Fundraising Request form before any activities are started.

With the approval to the Athletic Director, fundraising activities are to be used to purchase additional team equipment and support additional activities that District budgets do not provide.

Fundraising activities should be directly benefit that student athletes and their activities only.

Fundraising for a sport is to take place within a time period that is two (2) weeks before and three (3) weeks after the IHSA season limitations. **NOTE:** Do not start fundraising activity with athletes until final squad selection has taken place.

Do not raise money for:

Participation fees

Coaches' personal items

Items not directly benefiting student athletes

Do not:

Allow non-team members to be involved in selling items

Allow participation in fundraising to be a criteria for team selection or dismissal

Conduct fundraising in such a manner that raises questions of accountability and/or integrity of persons involved

All transactions are to be processed through a trust account.

CONCESSIONS: Coaches operating concessions for athletic events are to process all purchasing and bill payments through their team trust accounts.

INCLEMENT WEATHER PROCEDURES

Inclement weather may necessitate some changes in the operation of the school buses. Every effort will be made to keep our schools open and eliminate the use of "Emergency Days" to meet state attendance requirements. If the event of a severe storm, Joliet radio station (WJOL 1340 AM) will broadcast school closing information. School closings are also posted on the LTHS web site (www.lths.org).

INJURY DOCUMENTATION

In the event of an accident or injury, regardless of severity, please obtain an Employee Accident Report from the Principal's Office. Please complete form and return to Director of Business Services as soon as possible.

KEYS AND PARKING PERMITS

Building keys and parking permits are issued by the Assistant Principal's Office. Keys for desks and filing cabinets are issued by Department Chairpersons. **Any lost keys should be reported at once to the Assistant Principal's office. Building keys that are found should be turned in to the Assistant Principal's office.**

UNDER NO CIRCUMSTANCES should any staff members give their keys to students to use or have duplicate keys made for themselves or others. If a key is no longer needed, it should be returned to the Assistant Principal's office. **Please do not give building keys to another staff member.**

MEDIA INFORMATION SERVICES

Media Information Services supplies audiovisual equipment and videos to staff members. To check out equipment, please contact Media Information Services for an equipment loan. There are facilities in Media Information Services for previewing films. Teachers are encouraged to preview videos before showing them.

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MINI-FACULTY MEETINGS

Mini –Faculty Meetings will be scheduled during school days to provide professional communication. Attendance during Conference and Planning periods is mandatory. If unable to attend, see building administrator.

REFERRALS TO SOCIAL WORKER OR PSYCHOLOGIST

There are times when staff members become aware of social, psychological, or emotional problems confronting students. Such students may require immediate attention. Whenever staff members feel assistance is needed, they should make a referral to the student's counselor, and the counselor will determine what assistance is necessary. The staff member who referred the student will receive feedback within five (5) school days as to the action that will be taken. The counselor dealing with the student will provide such feedback.

ROOM/FACILITY USAGE

Staff members who wish to use a room other than their classroom, during the school day or after school, must fill out an APPLICATION FOR USE/RENTAL OF FACILITIES form. These forms are available in Faculty Services.

SEXUAL HARASSMENT (continued)

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure , Board policy 2.260. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Complaint Managers:

Todd P. Wernet

Julie M. Hulbert

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.

SMOKING POLICY

As per state law, smoking on school property is prohibited. School property includes buildings, athletic fields, parking lots, vehicles, etc.

STUDENT ACTIVITY ACCOUNTS

All money collected from, or on behalf of, students must be deposited at the East Cashiers office. This includes money collected for dues, flowers, dances, plays, transportation, field trips, and fundraising activities, etc.

Money shall be banded and labeled with the name of the student activity account before depositing.

Money shall be turned in daily, even when more money will be forthcoming. A receipt will be given to the individual within 24 hours and a regular student activity receipt will be issued to the sponsor covering the total amount deposited when all has been collected.

DEPOSIT SLIPS

1. ***Always*** submit a deposit slip with your deposits. Deposit slips maybe found online under Faculty Forms
2. Please print clearly.

STUDENT ACTIVITY ACCOUNTS (continued)

REQUISITIONS

1. A student's signature and club sponsor must be on **all** requisitions. Choose one or two particular students, captain or co-captain, for example, to sign **all** requisitions.
2. Submit all requisitions with a **complete** vendor name and address.
3. Please print clearly.

CHECKS

1. **All checks must be requested two (2) days before they are needed.** Please do not ask the Cashier to make an exception in your case. She needs the time to check the requisition and bill, cut the check, makes copies of the check, and get the required signatures on the requisition and check.
2. A copy of the **bill** must be attached to the requisition in order for a check to be cut.
3. A **student's signature** must be on the requisition form in order for a check to be cut.

GENERAL

1. Student Activity Account funds are to be used **for students only**.
2. **We are tax exempt. Therefore any tax paid is non-reimbursable.**

STUDENT AIDE GUIDELINES

All student aides must be registered as an aide with the Registrar's Office.

- Student aides must have a hall pass or wear an Aide's badge.
- Aides should report to their designated work area on time. Aides must remain in their designated work area until the end of the period. Aides will not be given permission to leave early.
- No food or drink! **Please** - no eating or drinking in the classrooms or office areas. Student lunches should be eaten in the cafeteria only.
- Aides will keep all observations confidential.
- Aides **must be respectful** of teachers, students, and classes at all times. They are not to disturb classes and should deliver passes as quickly and quietly as possible.
- Aides are to avoid socializing in the offices, hallways, or by the front desk. When delivering passes, aides should go directly to the area intended and return back to the Office without delay.
- Aides should act and dress appropriately at all times. They should be polite and well mannered.

STUDENT DRESS CODE

Attire should be in good taste and appropriate to wear to school. Inappropriate clothing that causes a disruption to the educational process to staff and/or students may not be worn. Clothing displaying vulgar language, obscene gestures, advertising alcohol, or containing references to drugs (including tobacco), sexually offensive and/or suggestive, or violence may not be worn in school. Tank tops, low necklines, and see-through clothing are not allowed. Male and Female **students must be covered from shoulder to mid-thigh (no bare midriff)**. Clothing (including jeans and shirts) may not have holes or slits in them. Clothing made of spandex or similar material (biking shorts for example) may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Hats and other headwear are not to be worn at indoor school activities. Inappropriate jewelry and/or accessories are not to be worn.

STUDENT IDENTIFICATION CARDS

All students will be issued a student identification card. Students are required to carry their student ID card at all times.

STUDENT PASSES

The only times hall passes should be issued to students are for washroom use (teacher's discretion and one student at a time) or to go to the nurse's office. Students should not be issued passes to use the phone, go to their lockers, go to other classes, or to run errands. If counselors, deans, or administrators need to see students, they will send a pass to your room.

Teachers will not issue passes to students during the time a student is assigned to another class. Passes are not to be issued to students to an area where they will be unsupervised. Teachers should not sign passes in advance of issuing them.

STUDENT RESIDENCE REQUIREMENTS

Students whose parents or legal guardians live within the Lockport Township High School District 205 boundaries are entitled to attend Lockport Township High School. The student's legal home is where the parents live unless there are extenuating circumstances. If at any time you learn that a student does not belong in the District or have reason to doubt his/her right to attend Lockport Township High School, report the student's name to the Assistant Principal's Office.

For a student to attend Lockport Township High School, the student's parent or legal guardian must reside within the school district at the beginning of the school year. Students whose parents or legal guardians move out of the Lockport Township High School District 205 boundaries during the school year may finish that school year at Lockport Township High School, but must transfer to the new school district the following year.

Tuition students may be allowed to attend Lockport Township High School as long as tuition is paid.

STUDENT SAFETY

When in the judgment of a staff member, a condition exists in or around the school building that might cause an accident or injury to a student or staff member, it should be reported to the Assistant Principal's Office immediately. The following is recommended:

- Teachers should maintain safety files for those classes requiring special rules.
- Instructors should duplicate safety directions and distribute them to the students before an activity is undertaken. This essential when students are required to operate specific machines in the technology education shops.
- Safety rules should be repeated a number of times so that students become safety conscious.
- Safety posters should be placed in key areas throughout the classroom.

All students and visitors who are taking part in the following courses will wear safety glasses that are approved by the State Board of Education:

- Chemistry
- Technology Education
- Metal Shop
- Wood Shop
- Auto and Power Shops
- Building Trades
- Other shops when machines are being operated.

Laboratory experiments in science classes where acids or harmful chemicals are employed also require the use of safety glasses.

TIME SCHEDULES

Central and East Campuses operate on different time schedules. Seniors and Juniors at East Campus begin class at 6:44 a.m. Sophomores at East Campus and Freshmen at Central Campus begin class at 8:44 a.m. Please refer to the end of this handbook for Bell Schedules.

TRANSPORATION OF STUDENTS

- The following regulations are in effect for student bus transportation:
- If students reside more than 1 ½ miles from the campus they attend, they are considered eligible bus riders.
- Students are assigned to bus routes and stops prior to the start of each school year.
- Faculty superiors will supervise the loading and unloading of students in the morning.
- The bus driver is in full charge of the students and the bus. The right of all students to ride the bus is conditional on their good behavior as determined by school officials.

VISITORS TO LOCKPORT TOWNSHIP HIGH SCHOOL

Outside Speakers for Classroom Activities

No one shall be asked to appear before a group without approval of the Principal/Assistant Principal's. The person making the request shall give the name of the person and the reason for the visit. Upon receipt of a request from a faculty member, an evaluation will be made and the visitor will be approved or disapproved. Guest speaker forms are available at each campus.

All visitors to Central or East campus should check in at the Information Desk at the time visitor enters the building.

Student Visitors - Former students of Lockport Township High School will not be issued a visitor's pass unless it is to see a teacher during the teacher's planning period and with the permission of the teacher. Former students who return to either campus to visit student friends will not be issued visitor passes.

LOCKPORT TOWNSHIP HIGH SCHOOL			
2009 - 2010			
EARLY DISMISSAL BELL SCHEDULE			
EAST CAMPUS		CENTRAL CAMPUS	
PERIOD	TIME	PERIOD	TIME
1	6:44 – 7:12		
2	7:18 – 7:46		
*3B	7:52 – 8:20	3	7:52 – 8:15
*4A	8:26 – 8:47	4	8:19 – 8:42
*4B	8:53 – 9:14	5	8:46 – 9:08
*5A	9:20 – 9:41	*6A	9:12 – 9:34
*5B	9:47 – 10:08	*6B	9:39 – 10:01
*6A	10:14 – 10:35	*7A	10:06 – 10:28
*6B	10:41 – 11:02	*7B	10:33 – 10:55
7	11:08 – 11:36	*8A	11:00 – 11:22
8	11:42 – 12:10	*8B	11:27 – 11:49
9	12:16 – 12:44	9	11:54 – 12:17
		10	12:21 – 12:44

*Lunch Period – Students should report to the Cafeteria during their lunch period.

LOCKPORT TOWNSHIP HIGH SCHOOL 2009 - 2010 REGULAR BELL SCHEDULE			
EAST CAMPUS		CENTRAL CAMPUS	
PERIOD	TIME	PERIOD	TIME
1	6:44 – 7:38		
2	7:44 – 8:38		
*3A	8:44 – 9:14	3	8:44 – 9:30
*3B	9:20 – 9:44	4	9:34 – 10:20
*4A	9:50 – 10:14	5	10:24 – 11:10
*4B	10:20 – 10:44	*6A	11:14 – 11:38
*5A	10:50 – 11:14	*6B	11:43 – 12:07
*5B	11:20 – 11:44	*7A	12:12 – 12:36
*6A	11:50 – 12:14	*7B	12:41 – 1:05
*6B	12:20 – 12:44	*8A	1:10 – 1:34
7	12:50 – 1:44	*8B	1:39 – 2:03
8	1:50 – 2:44	9	2:08 – 2:54
9	2:50 – 3:44	10	2:58 – 3:44

*Lunch Period – Students should report to the Cafeteria during their lunch period.