

# Lockport Township

## High School

School District 205



*Staff Handbook*

*2020 - 2021*

**LOCKPORT TOWNSHIP HIGH SCHOOL  
DISTRICT 205**

**BOARD OF EDUCATION**

Ann Lopez-Caneva, President  
Lisa Bickus, Vice President  
Della M. Travis, Secretary  
Lou Ann Johnson, Member  
Michael Lewandowski, Member  
Richard Ives, Member

**ADMINISTRATION - DISTRICT OFFICE**

1323 East 7<sup>th</sup> Street, Lockport, Illinois 60441  
815-588-8100

Dr. Robert McBride, Jr., Superintendent  
Anthony Cundari, Assistant Superintendent for Personnel  
Stephanie Croix, Director of Business Services  
Dr. Angela Huntington, Director of Special Education  
Susan Kleffman, Director of Community Wellness Center  
William Thompson, Director of Facilities Management  
Matthew Dusterhoft, Director of Technology  
Michael Dwyer, Director of Athletics

**CENTRAL CAMPUS (Freshman Center)**

1222 South Jefferson Street, Lockport, Illinois 60641  
815-588-8200

Kerri Green, Principal  
Patricia Surman, Assistant Principal

**EAST CAMPUS**

1333 East 7<sup>th</sup> Street, Lockport, Illinois 60441  
815-588-8300

John Greenan, Ed. D., Principal  
Matt Bartley, Assistant Principal  
Dr. Jennifer Webb-Rea, PhD, Assistant Principal

**ACTIVITIES DIRECTOR**

Brian Lessner - Ext. 8230

**DEANS**

Jason Ozbolt- Central Campus - Ext. 8240

Ryan Visser- East Campus - Ext. 8231

Brian Lessner - East Campus - Ext.

Tom Kurzawski - East Campus - Ext. 8344

Travanna Green - East Campus - Ext. 8340

Ryan Russell - East Campus - Ext. 8341

Dan Starkey - East Campus - Ext. 8342

**DEPARTMENT CHAIRPERSONS**

College & Career Applications - Courtney Oxley-Turner - Ext. 8437

English Department - Andrea Cobbett - Ext. 8563

Fine Arts Department - Brian Covey - Ext. 8494

Guidance Services - Grant Ferkaluk - Ext. 8361

Mathematics Department - Marissa Chovanec - Ext. 8479

Physical Education Department - Todd Elkei - Ext. 8419

Science Department - Richard Fullriede - Ext 8519

Social Studies Department - Margo Singletary-Timm - Ext. 8587

Special Education Department - Joshua Oster - Ext 8146

Visual & Performing Arts - Brian Covey - Ext. 8494

World Language Department - Anne Lee - Ext. 8532

**DISTRICT ASSESSMENT COORDINATOR**

Doris Fleckenstein - Ext. 8355

**INSTRUCTIONAL TECHNOLOGY SPECIALIST**

Patrick Deane - Ext. 8314

Kate Fahey - Ext. 8316

Ann King/Help Desk—Ext. 8637

**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. Please use the contact information below for any questions or concerns.

Anthony J. Cundari  
Assistant Superintendent for Personnel  
1323 East 7th Street  
Lockport, Illinois 60441  
815-588-8100

## **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 extracurricular 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.
- Students will be educated in an environment that fosters dignity and self-esteem
- Respect for others and personal responsibilities are essential for creating a productive learning environment.

## **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. Helping students develop self-direction, rational and critical thinking, intellectual curiosity, and independent thought; and;
6. 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, log onto [www.readysub.com](http://www.readysub.com) ASAP! **This must be done before 6:30 am. If it is after this time, please immediately call 815-588-8304 for East or 815-588-8202 for Central.** 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, you must notify your Department Chairperson and the Assistant Principal's office at Ext. 8304 as soon as possible so that arrangements can be made to cover your classes. Please be advised that immediate coverage may not be available.

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.

### **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** - The Principal or designee shall be notified by application form five (5) days prior to the anticipated leave day, when possible. An Employee may request a one-day personal day leave without providing reason. However, a valid reason must be provided if the requested day is during the first two (2) weeks or last two(2) weeks of a semester, is used to extend a weekend, issued to extend a vacation and/or holiday periods or used in conjunction with late starts and/or early release days. Under extraordinary circumstances, the administration reserves the right to limit the number of approved personal days. Emergency situations will be considered for approval by the Superintendent or designee. In these instances, a documented reason must be provided.

## **ABSENCES (NON-CERTIFIED STAFF)**

### **East Campus:**

- Secretarial Staff - If you are to be absent because of illness or emergency, please call (815)588-8304 or email [joverby@lths.org](mailto:joverby@lths.org).
- Special Education Paraprofessionals are to call 815-588-8140 or email [wscupin@lths.org](mailto:wscupin@lths.org).
- All other non-certified staff must call and leave a voicemail message at (815) 588-8304.

### **Central Campus:**

- 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 non-certified staff must call and leave Dawn Bishop a voicemail 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.

### **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 2:58 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, an 18-week semester grade will consist of 80 percent ongoing department-based grade and 20 percent summative department-based semester exam. 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.

- **CLASSIFICATION OF ABSENCE**

All absences will be considered **documented**, **undocumented**, or **exempt**. Excessive absences of thirteen (13) or more countable absences in three (3) or more classes within one semester results in Social Suspension for ninety (90) school days.

Exempt absences are limited to the following:

- College visits (see section on college visits)
- Hospitalization
- Police custody
- Court appearance – Parent phone call required prior to appearance. Upon return student must produce signed court papers.
- Behavior Improvement Center assignments (BIC)
- Illness during which a student is under doctor’s care. **Students must produce documentation from a doctor immediately upon return to school.**
- School sponsored activities
- Homebound
- Religious holidays
- Circumstances beyond control (requires building principal approval)
- Ongoing medical conditions requiring doctors’ notes must be turned in at the start of every school year

**Parents will be required to call in or to “document” their child’s absence by 3:00 p.m. on the day the absence occurs.** An automated phone call will be sent if a student is absent the first two periods of the day. A student 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, which will include social suspension.

Parents calling East campus should dial 815-588-8320 and parents calling Central campus, should dial 815-588-8220.

● **COLLEGE VISITS / JOB SHADOWING**

Juniors and seniors will be allowed a maximum of three (3) non-countable days per school year, from the start of the school year until April 30th, to be used for either college visits or job shadowing.

- A parent/legal guardian 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 ½-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 or job shadowing experiences 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.

● **EXCESSIVE AND/OR CONSECUTIVE UNAUTHORIZED ABSENCE**

The following regulations pertain to students who are over seventeen years of age and who have been absent from Lockport Township High School for a period of five (5) consecutive days or have excessive absences 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:

The student is not ill. (A doctor’s documentation will be required for re-admission.) The student has received a registered letter and has not responded. This letter will inform the student that he or she is being dropped from the high school, that he or she has the right to return within five (5) school days, and his or her return will be contingent upon his or her parent/legal guardian

coming to school with him or her, and that the student will not be permitted to re-enroll in the school until the next semester if the student does not come in within the established five (5) school day period or unless special circumstances require administrative review, and that this option will only be available on a one time basis and that if the student is again absent for five (5) consecutive school days on an unauthorized basis, the student will not be re-admitted until the next semester.

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.

- **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:

- LTHS-approved college visits.
- LTHS-sponsored field trips.
- School Business (A student requested by Attendance, Dean, Guidance, or Principal).

- **STUDENTS ARRIVING LATE TO SCHOOL**

If a student arrives between 8:25 a.m. and 8:40 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 8:40 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 8:40 a.m.); the student will receive two (2) 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 8:40 a.m. with a note or call from a parent explaining that the student was late due to a family emergency, family business, family problems, 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.

The student should arrive at his or her class within five (5) minutes of receiving the "Process Accordingly" slip or admit. Students who are not in class within this time will be referred to the Dean's Office by the teacher.

*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.

- Students are considered tardy if they are not in the classroom when the tardy bell rings. 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.
- Students going to lunch must be in the cafeteria before the tardy bell begins to ring

### **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 both Central and East campuses begins at 8:25 AM for all students.

### **BEHAVIOR IMPROVEMENT CENTER (BIC)**

This is an intervention that temporarily removes the student from their regular class schedule. The Behavior Improvement Center is located at East Campus. Teachers who have students in BIC are to send assignments to the BIC Supervisor via email for those students. 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 without authorization from his or her Dean.

- All students must report to the East Security Office– Door #4 by 8:25 a.m. on the day of their assigned BIC.
- Students who are assigned to BIC will be made aware of BIC procedures and expectations.
- Students will also be expected to arrive at BIC with their Chromebook and all classroom materials needed to work.
- Students are expected to complete all assigned work for the day. Any incomplete work may have academic consequences dependent upon the teacher's discretion.
- All students assigned to BIC are required to serve the number of hours assigned. This policy applies to all students including career internship students and early-dismissal students; no exceptions.
- A student who refuses to serve a BIC assignment will be placed on external suspension.
- Disruption of BIC by a student will be considered a serious offense and will result in further disciplinary consequences.
- If a student is absent during the days when the student has been assigned to BIC, the days absent will not count toward completion of student's obligation. The student will be expected to complete their obligation upon return.
- Excessive BICs– After a student has accumulated 7 incident assignments per semester, further discipline consequences will be determined

### **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 Department's Child Protective Service Unit. The child abuse hotline number is 1-800-25A-BUSE. Any staff member who would like support or assistance with a report can seek out a social worker in their building who will help guide you through the process. A response from DCFS will follow the report describing whether the claim was founded or not. A copy of this report should be forwarded to the student's social worker.

### **COMMON TIME**

Common Time for staff is daily between 7:30 AM and 8:10 AM. Staff should refer to the Common Time Calendar and report to the designated area daily.

### **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 security desk to handle payment of food orders. All food orders must be reported to the security desk at ext. 8745 at least one day in advance. All deliveries must come through the security desk (Door #4). It is NOT the responsibility of the security office to deliver food orders.**

### **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.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

An eligible employee may use unpaid FMLA, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of twelve (12) weeks each twelve-month (12 month) period, calculated on a rolling twelve-month (12 month) basis.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member (defined herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered service member begins.

For further information regarding FMLA, please refer to the Board Policy 5:185 located on the LTHS website.

### **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 ReadySub. 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. Prior to the day of the field trip, turn in a list of students attending the field trip as soon as possible to the Attendance Office. On the day of the field trip, take attendance and notify the Attendance Office before leaving.

### **FUNDRAISING ACTIVITIES FOR CLUBS AND ORGANIZATIONS**

Sponsors of groups wishing to have fundraising activities must first complete the following:

- Form 1-to be completed and turned in by September 1st;
- Form A-due at least 2 weeks prior to the event; and
- Form B-to be completed and turned in after the event.

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 and the Activities and/or Athletic Director.
- 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 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.

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. **All monies collected shall be receipted and accounted for and directed, without delay, to the proper location of deposit. (Cashier's Office).**

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 into 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 of the Athletics Director, fundraising activities are to be used to purchase additional team equipment and support additional activities that District budgets do not provide for.
- Fundraising activities should directly benefit the student athletes and their activities.

Fundraising for a sport can begin two (2) weeks before the start of the season and must conclude three (3) weeks after the season has been completed. **NOTE:** Do not start fundraising activity with athletes until final rosters have been determined.

Fundraising may **not** take place to benefit the following:

- Participation fees for athletes
- Coaches' personal items
- Items not directly benefiting student athletes
- Team apparel that athletes will keep for their personal use

**Do not:**

- Allow non-team members to be involved in selling items
- Allow participation in fundraising to be 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 an LTHS Team Trust Account facilitated through the LTHS Cashiers Office.

CONCESSIONS: Coaches operating concessions for athletic events are to process all purchasing and bill payments through their LTHS Team Trust Accounts.

**All requests must be submitted to the Athletics Director two weeks prior to the anticipated start of the fundraiser. Failure to comply with this deadline may result in the cancellation of the fundraising activity.**

### **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. In 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](http://www.lths.org)). A phone and email blast will also be sent to all District 205 employees.

### **INJURY DOCUMENTATION**

In the event of an accident or injury, regardless of severity, please call the "Company Nurse Hotline" at 855-921-9518 and follow the prompts. For more information regarding how Workers Compensation Law applies to workplace injuries go to <https://www2.illinois.gov/sites/iwcc>.

### **KEYS, KEY CARDS, AND PARKING PERMITS**

Building keys, key cards, and parking permits are issued by the Assistant Principal's Office. To obtain keys, your Department Chairperson must fill out a "Key Request Form" and return to the Principal's Office for the Assistant Principal's approval. 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 provides students and faculty with books, magazines, reference materials, computer materials, and audiovisual materials to enhance the educational program and to support the curriculum. Students are encouraged to use Media Information Services. Please check our website for our most current policies and procedures. Students at Central campus do not need to sign up in advance to use the library. Instead please go directly to the library (room 313) instead of your assigned homeroom classroom in order to check in. Do not be late. Students at East campus must sign up the day before or the morning of the day they would like to use the MIS. The hours are:

#### **East Campus**

Monday -Thursday 8:05 a.m. – 4:00 p.m.	Friday 8:05 a.m. – 3:15 p.m.
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#### **Central Campus**

Monday – Thursday 8:10 a.m. – 3:30 p.m.	Friday 8:10 a.m. – 3:15 p.m.
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### **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 or social worker. In any situation where the student's safety is in question, staff members should seek out support from any available staff member to escort the student to the guidance office to be addressed. **Please do not rely on an email message when dealing with an emergency situation. Ensure that the student has been seen by a member of the guidance staff.**

### **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 and on the LTHS Website.

### **SEMESTER GRADE ASSIGNMENT**

Grades will be recorded on the student's permanent record (transcript) as whole letters A, B, C, D, and F (failure) at the end of each grading period. The course grade is based on participation, class discussion, and activities required by the teacher and established by the department.

All courses will give final examinations at the end of each grading period. Students are not allowed to take exams early without administrative approval. If the student has not made arrangements for the exam to be made up within ten days of the end of the grading period, any exam that is not made up will be posted as a grade of "F".

Grading Periods: Courses are one semester long. The final semester grade reflects 80% for the coursework and 20% for the semester exam.

A dual system of grade weighting will be in effect for all courses. Two grade point averages (GPA) will be computed for eligible students. This dual system will have the option of reporting GPA and Class Rank computed from either system to colleges and prospective employers.

Furthermore, it is the intent of the Board of Education that there be maintained a balance of weighted courses throughout the curriculum to meet the varying needs of our students. Levels of courses will include College Prep, Honors, Advanced Placement, and Dual Credit.

### **SEXUAL HARASSMENT**

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

#### **Making a Complaint; Enforcement**

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy [2:260](#), *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy [2:260](#), *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. 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 the facts are known and potential witnesses are available.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment ; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A violation of this policy will result in discipline, including possible discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

A violation of this policy will result in discipline, including possible discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

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 the facts are known and potential witnesses are available.

**Complaint Managers:**

**Anthony J. Cundari**

**Kerri A. Green**

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.

### **STAFF LANYARD ID'S**

ALL employees of District 205 will be required to wear a lanyard with a Picture ID at all times while in any of the districts buildings.

### **STUDENT ACTIVITY ACCOUNTS**

All money collected from, or on behalf of, students must be deposited at the East Cashier's 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. A cashier's deposit form, which can be found online, must be completed and sent in with each deposit. As a sponsor, if you need to pay an invoice from your account, the invoice must be attached to the check request form.

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.

Do not pay bills or expenses out of money collected. If the organization is sponsoring a dance, all monies collected for tickets, and at the door, are to be deposited as ticket sales. Sponsors are not to use any of this money for decorations, checkroom service, phone calls, etc. Sponsors may requisition cash for individual purchases or a check to cover purchases.

Purchase orders must be requested from the Cashier's office before placing any orders. A copy of the statement from the vendor, which includes items and amounts ordered, need to be included prior to placing the order. If a vendor does not accept a purchase order and a personal credit card must be used, a copy of the bill and credit card receipt must be issued to the Cashier before a refund is issued.

- **DEPOSIT SLIPS**

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

- **REQUISITIONS**

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. Submit all requisitions with a *complete* vendor name and address. Please print clearly

- **CHECKS**

***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. A copy of the ***bill*** must be attached to the check request form in order for a check to be cut. A *student's signature* must be on the requisition form in order for a check to be cut.

- **GENERAL**

- Student Activity Account funds are to be used for students only.
- 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. 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 shoulders to mid-thigh (no bare midriff). Clothing (including jeans and shirts) may not have holes 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 non-religious 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 lanyard and student identification card. Students are required to wear the lanyard and 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 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**

Please refer to the end of this handbook for Bell Schedules.

### **TRANSPORTATION 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.

**No school employee may transport students in school or private vehicles unless authorized by the administration.**

### **VISITORS/GUEST SPEAKERS 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
- 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.

**All visitors to Central or East campus should check in at the Security Office/Desk upon entering the building.**

## East Campus Bell Schedules

East Campus Bell Schedules					
Regular Bell Schedule		Late Start Bell Schedule		Early Dismissal Bell Schedule	
Period	Time	Period	Time	Period	Time
1	8:25-9:16	1	9:25-10:01	1	8:25-8:57
2	9:22-10:13	2	10:07-10:43	2	9:03-9:35
*3A	10:19-10:42	*3A	10:49-11:12	*3A	9:41-10:00
*3B	10:47-11:10	*3B	11:17-11:40	*3B	10:05-10:26
*4A	11:16-11:39	*4A	11:46-12:09	*4A	10:32-10:53
*4B	11:44-12:07	*4B	12:14-12:37	*4B	10:58-11:19
*5A	12:13-12:36	*5A	12:43-1:06	*5A	11:25-11:46
*5B	12:41-1:04	*5B	1:11-1:34	*5B	11:51-12:12
*6A	1:10-1:33	*6A	1:40-2:16	*6A	12:18-12:48
6B	1:38-2:01	7	2:22-2:58	7	12:54-1:25

7	2:07-2:58				
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Central Campus Bell Schedules					
Regular Bell Schedule		Late Start Bell Schedule		Early Dismissal Bell Schedule	
Period	Time	Period	Time	Period	Time
1	8:25-9:10	1	9:25-9:58	1	8:25-8:50
2	9:15-10:00	2	10:03-10:36	2	8:55-9:18
3	10:05-10:50	3	10:41-11:14	3	9:23-9:46
*4A	10:55-11:15	*4A	11:19-11:39	*4A	9:52-10:13
*4B	11:20-11:40	*4B	11:44-12:04	*4B	10:17-10:40
*5A	11:45-12:05	*5A	12:09-12:29	*5A	10:45-11:07
*5B	12:10-12:30	*5B	12:34-12:54	*5B	11:11-11:33
*6A	12:35-12:55	*6A	12:59-1:19	*6A	11:38-12:00
*6B	1:00-1:20	*6B	1:24-1:44	*6B	12:04-12:28
7	1:25-2:10	7	1:49-2:22	7	12:33-12:56

8	2:15-3:00	8	2:27-3:00	8	1:01-1:25
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