



Student & Family Handbook

LTC District • Home of LTC High
2026–2027

3358 Big Pine Trail, Champaign, Illinois 61822
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Table of Contents

1. Welcome to LTC High
2. Daily Operations & Schedule
3. Attendance Policy
4. Academic Policies
5. Student Code of Conduct
6. Dress Code
7. Technology & Acceptable Use
8. Health & Wellness
9. Transportation
10. Nutrition & Meals
11. Student Activities & Athletics
12. Student Rights & Family Resources
13. Safety & Emergency Procedures
14. Fees, Fines & Payments
15. Communication with Families

This handbook is a fictional sample created for demonstration purposes. All names, figures, and details are illustrative and do not represent a real institution.

1. Welcome to LTC High

Welcome to LTC High, home of the Timberwolves and the only high school in LTC District. This handbook describes the policies, procedures, expectations, and resources that help our school run safely and fairly for everyone. Students and families are responsible for reading it together and following its guidelines.

LTC District is located at 3358 Big Pine Trail, Champaign, Illinois 61822. The main office can be reached at 000.000.0000 or email@example.com, Monday through Friday from 7:30 AM to 4:00 PM.

Mission

LTC District prepares all students to graduate ready for college, career, and engaged citizenship through challenging academics, strong relationships, and a safe, welcoming environment.

Vision

To be a district where every learner is known by name, challenged by purpose, and supported toward their fullest potential.

Core Values

- **Excellence** — high expectations with the support to meet them.
- **Belonging** — every student and family is welcomed and valued.
- **Integrity** — we act honestly and own our choices.
- **Growth** — we learn from mistakes and improve.
- **Community** — we are stronger together.

2. Daily Operations & Schedule

School Hours

The instructional day runs 8:05 AM to 3:05 PM. Doors open at 7:30 AM. Students not involved in a supervised activity should leave campus by 3:20 PM.

Bell Schedule

LTC High runs an eight-period day with three lunch periods (A, B, and C). On early-release days the day ends at 12:00 PM; two-hour-delay schedules are posted on the website and in the Family Portal.

Arrival & Dismissal

Students arriving after 8:05 AM must sign in at the attendance office. For safety, follow posted traffic patterns in the drop-off and pick-up areas.

Closed Campus

LTC High is a closed campus. Students remain on school grounds for the entire day, including lunch, unless signed out by an authorized adult.

Visitors

All exterior doors are locked during the school day. Visitors must enter through the main entrance, present a photo ID, sign in, and wear a visitor badge.

3. Attendance Policy

Regular attendance is essential to student success. Illinois law requires students to attend school, and LTC District monitors attendance closely to support students and families.

Reporting an Absence

Parents/guardians must report an absence by calling the 24-hour attendance line at 000.000.0000 or through the Family Portal before 9:00 AM. Absences not reported within 48 hours are recorded as unexcused.

Excused Absences

- Personal illness or medical/dental appointments
- Death in the immediate family
- Religious observance
- Required court appearances or legal obligations
- Other absences approved in advance by an administrator

Unexcused Absences & Truancy

Absences without a valid reason are unexcused. A chronic truant is a student with nine or more unexcused absences within a school year. The district partners with families on intervention plans and, when necessary, regional truancy services.

Tardies

Students arriving after the bell are marked tardy. Accumulated tardies result in progressive interventions, from warnings to parent conferences and detention.

Make-Up Work

Students generally have one day per day absent to complete make-up work for full credit. Arrangements are made directly with teachers.

Pre-Arranged Absences

For planned absences such as family travel, submit a pre-arranged absence form to the attendance office at least five school days in advance.

4. Academic Policies

Graduation Requirements

Students must earn a minimum of 24 credits across required subject areas. The Counseling Center reviews each student's progress every semester.

Subject Area	Credits
English / Language Arts	4.0
Mathematics (incl. Algebra & Geometry)	3.0
Science (incl. one lab science)	3.0
Social Studies (incl. U.S. History & Government)	3.0
World Language, Fine Art, or Vocational	2.0
Physical Education & Health	3.5
Consumer Education	0.5
Electives	5.0
Total	24.0

Grading Scale

Letter	Percent	GPA
A	90–100%	4.0
B	80–89%	3.0
C	70–79%	2.0
D	60–69%	1.0
F	Below 60%	0.0

Honors, dual-credit, and AP courses are weighted on a 5.0 scale. Report cards are issued each nine-week quarter; live grades and progress reports are in the Family Portal.

Honor Roll

A 3.5+ GPA earns Honor Roll; a 4.0+ earns High Honors. Recognition is published each semester.

Academic Integrity

Cheating, plagiarism, fabrication, and the unauthorized use of others' work or AI tools violate academic integrity. Consequences include loss of credit on the assignment and disciplinary referral, with increasing severity for repeat offenses.

Schedule Changes

Schedule-change requests are accepted during the first five days of each semester and require counselor approval. Later changes require administrative approval.

Academic Support & Credit Recovery

Free after-school tutoring runs Monday–Thursday in the Library. Students who fail required courses may recover credit through approved programs or summer school.

5. Student Code of Conduct

LTC High uses progressive, restorative discipline that teaches expectations, repairs harm, and keeps students learning while maintaining a safe environment. Consequences consider the severity, frequency, and context of the behavior.

Student Responsibilities

- Attend school and class on time and prepared.
- Treat all people and property with respect.
- Follow staff directions and school rules.
- Use technology responsibly and honestly.
- Help maintain a safe, inclusive environment.

Levels of Misconduct & Responses

Level 1 (Minor): tardiness, dress-code issues, minor disruption. Responses: reminders, conferences, parent contact, detention.

Level 2 (Moderate): repeated Level 1 behavior, skipping class, disrespect, minor academic dishonesty. Responses: detention, restorative conference, parent meeting, loss of privileges.

Level 3 (Serious): fighting, harassment, vandalism, theft, substance possession. Responses: in-school or short-term out-of-school suspension and restorative measures.

Level 4 (Severe): weapons, violence causing injury, distribution of drugs, or repeated serious offenses. Responses: out-of-school suspension and possible recommendation for expulsion, consistent with due process.

Due Process

Before discipline, students are told the allegations and given a chance to respond. Families are notified of suspensions. Expulsion recommendations include a formal hearing and the right to appeal to the Board of Education.

Bullying & Harassment

LTC District prohibits bullying, harassment, hazing, and intimidation in any form, including electronic (cyberbullying), whether on or off campus when it affects the school environment. Reports may be made to any staff member or anonymously and are investigated promptly. Retaliation against reporters is prohibited.

Prohibited Items

Weapons, look-alike weapons, illegal drugs, alcohol, tobacco and vaping products, and any item that endangers safety are strictly prohibited and may result in serious discipline and referral to law enforcement.

6. Dress Code

The dress code supports a safe and respectful learning environment while allowing reasonable personal expression. Students must wear clothing that covers private areas with opaque fabric and is appropriate for school activities.

Not Permitted

- Images or words depicting violence, weapons, drugs, alcohol, tobacco, profanity, or hate speech.
- Clothing that reveals undergarments or is unsafe for labs and physical education.
- Any attire or accessory that materially disrupts the learning environment.

Always Permitted

Head coverings and attire worn for religious or medical reasons are always allowed.

Enforcement

Students out of compliance are asked to change, cover the item, or call home for a change of clothes. Repeated violations are handled as minor discipline.

7. Technology & Acceptable Use

LTC High is a 1:1 district; each student receives a Chromebook for the year. Devices and accounts are provided for educational purposes.

Acceptable Use

- Use district devices and networks for learning and school activities.
- Keep login credentials private; you are responsible for activity on your account.
- Do not access inappropriate content, bypass content filters, or attempt to hack systems.
- Do not record or photograph others without permission.
- Report damage, loss, or security concerns to the Help Desk immediately.

Device Care & Fees

Students must keep devices charged and protected. Repair or replacement fees may apply for damage or loss unless an optional protection plan was purchased.

Content Filtering

District networks and devices are filtered in compliance with the Children's Internet Protection Act (CIPA), on and off campus.

Cell Phones

Personal phones must be silenced and put away during instructional time unless a teacher authorizes use for a specific activity. Misuse may result in confiscation and progressive discipline.

8. Health & Wellness

Immunizations & Physicals

Students must meet Illinois immunization and health-examination requirements. Ninth graders and students new to Illinois must submit a current physical. Sports participation requires a current sports physical on file.

Medications

All medications (prescription and over-the-counter) require a signed authorization form and are stored and administered through the nurse's office. Students may carry an inhaler or epinephrine auto-injector with proper self-carry authorization.

Illness

Keep students home if they have a fever of 100.4°F or higher, are vomiting, or have a contagious illness. Students should be fever-free for 24 hours without medication before returning.

Screenings

State-mandated vision, hearing, and dental screenings are conducted at school; families are notified of any results needing follow-up.

Mental Health Support

School counselors, a social worker, and a school psychologist provide support. Any student in crisis can reach a trusted adult immediately during school hours.

9. Transportation

Bus transportation is provided for eligible students who live beyond the state-defined walking distance or along a hazardous route. Routes are posted in the Family Portal before school begins.

Bus Conduct

- Be at the stop on time and wait safely.
- Remain seated and keep the aisle clear while the bus is moving.
- Follow the driver's directions and treat others respectfully.

- Riding privileges may be suspended for unsafe or disruptive behavior.

Student Drivers & Parking

Eligible juniors and seniors may purchase a limited parking permit with a valid license, insurance, and good standing. Park only in designated student lots.

10. Nutrition & Meals

Breakfast and lunch are served daily; monthly menus are posted in the Family Portal. Funds can be added to meal accounts online or at the cafeteria.

Meal Benefits

Free and reduced-price meal applications are confidential and may be filed any time during the year through the Family Portal or main office. Qualifying families generally also qualify for fee waivers.

Allergies & Dietary Needs

Provide documentation to the nurse and Nutrition Services so meals can be adapted safely. Students may also bring lunch from home.

11. Student Activities & Athletics

LTC High offers 22 athletic teams and more than 30 clubs and activities. Participation builds community, leadership, and school pride.

Eligibility

Student-athletes and many activity participants must meet IHSA and district academic standards, including passing a minimum number of courses, checked weekly. A current physical is required before athletic participation.

Fees & Waivers

An activity/athletic participation fee applies per sport or activity, with waivers available for qualifying families.

Code of Conduct for Participants

Participants represent LTC High and are held to high standards of behavior, academics, and sportsmanship on and off the field. Violations may result in suspension from competition or removal from the team or activity.

12. Student Rights & Family Resources

Equal Educational Opportunity

LTC District does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, religion, or any other protected class. Title IX and non-discrimination inquiries may be directed to the district office at email@example.com or 000.000.0000.

Student Records & Privacy (FERPA)

Under the Family Educational Rights and Privacy Act, parents and eligible students may inspect education records and request corrections. Directory information may be shared unless a family opts out in writing. Permanent records are retained for 60 years; temporary records for at least five years after a student leaves.

Special Education & 504

Students who may need special-education or Section 504 services can be referred through the Student Services office. Families have the right to evaluation, participation in planning, and procedural safeguards under IDEA and Section 504.

Multilingual Learners

English Learner services, language support, and free interpretation and translation for families are available. Contact the EL coordinator for details.

Grievances & Appeals

Families with concerns should first contact the relevant teacher or administrator. Unresolved concerns may be escalated to the principal, then the superintendent, and ultimately the Board of Education through the district's complaint process.

13. Safety & Emergency Procedures

Student and staff safety is our highest priority. LTC High conducts required fire, severe-weather, and lockdown drills throughout the year in coordination with local first responders.

Emergency Notifications

The district communicates through the Family Portal, phone, email, and text alerts. Keep your contact information current to receive notifications.

School Closings & Delays

Weather-related closings and two-hour delays are announced via the alert system, the website homepage, and local media as early as possible.

Reunification

If an evacuation occurs, students are reunited with authorized guardians at a designated reunification site; details are shared through the alert system during an event.

Building Security

Exterior doors remain locked during the day and all visitors check in at the main office. If you see something concerning, tell a staff member or use the anonymous reporting tool right away.

14. Fees, Fines & Payments

Typical fees include registration, course/lab fees for certain classes, athletic/activity fees, parking permits, and optional device protection. A full fee schedule is provided at registration.

Paying & Waivers

Pay online through the Family Portal or at the main office. Payment plans may be available. Fee waivers are available for families who qualify for free or reduced-price meals.

Outstanding Obligations

Unpaid fees, lost books, or damaged devices may hold records or limit participation in certain activities until resolved. Contact the office to arrange payment.

15. Communication with Families

LTC District communicates through the Family Portal, email newsletters, phone and text alerts, the website, and direct teacher messages. Set your preferences in the Family Portal and check it weekly for grades, attendance, and announcements.

Contacting Staff

Email is the fastest way to reach teachers and counselors; staff reply within two school days. The main office is available at 000.000.0000 or email@example.com.

Getting Involved

Families are encouraged to join the Family–Teacher Organization and booster clubs, and to volunteer (a brief application and background check are required). Meeting dates are posted on the website.

Acknowledgement of Receipt

By signing below, the student and parent/guardian acknowledge that they have received, read, and agree to follow the policies in the LTC District Student & Family Handbook. Please sign and return this page to the main office.

Student Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____