

PARENT & STUDENT HANDBOOK

2010-2011

LAKEVIEW JR. HIGH SCHOOL
701 PLAINFIELD ROAD
DOWNS GROVE, IL 60516
www.ccsd66.org

Homework Hotline: 630-985-8306

Attendance Line: 630-783-5180

Office Phone: 630-985-2700

ATTENTION PARENTS & STUDENTS:

This publication contains important information regarding school policies, rules, procedures, and standards governing all Lakeview students.

Lakeview Junior High School
CENTER CASS SCHOOL DISTRICT 66
STRIVING FOR EXCELLENCE

August 2010

Dear Parents and Students,

On behalf of the teachers and staff of Lakeview Junior High School, I would like to welcome you back to school. We at Lakeview hope to make this a pleasant and rewarding year for you.

This handbook is provided to all students and parents in order to acquaint them with rules, regulations, procedures, and other information necessary for the orderly functioning of Lakeview Jr. High School. In addition, this handbook provides for the safety and well being of all students through necessary and appropriate rules and regulations.

If I can be of any help or assistance to you, please contact me at any time, and I will be glad to talk with you.

I wish you much success in the coming year.

Yours truly,

Paul J. Windsor
Principal

LAKEVIEW JUNIOR HIGH SCHOOL
PARENT HANDBOOK

TABLE OF CONTENTS

GENERAL INFORMATION	1
FACULTY DIRECTORY	2
PHILOSOPHY	4
ATTENDANCE/ABSENCE PROCEDURES.....	6
LUNCH PROGRAM	9
GRADING SYSTEM/STUDENT RECORDS	11
TRANSPORTATION/BUSING	18
HEALTH SERVICES/MEDICATIONS	19
EXTRA-CURRICULAR/ATHLETIC PROGRAMS.....	24
STUDENT DISCIPLINE	26
MISCELLANEOUS POLICIES	39
LAKEVIEW JR. HIGH SCHOOL SUPPLY LIST 2010-2011	45

GENERAL INFORMATION

Lakeview Main Office

Phone: (630) 985-2700
Attendance: (630) 783-5180
Activities: (630) 783-5280
Fax (630) 985-1545

School Hours: 7:50 a.m. - 2:56 p.m.

Office Hours: 7:00 a.m. - 4:00 p.m.

District Office	630-783-5000	Fax: 630-910-0980	
Elizabeth Ide	630-783-5200	Fax: 630-971-3367	Attendance: 630-783-5199
Prairieview	630-783-5100	Fax: 630-910-0803	Attendance: 630-783-5290
Lakeview	630-985-2700	Fax: 630-985-1545	Attendance: 630-783-5180 Activities: 630-783-5280

VISITORS: The administration and staff welcome parents to our school. In the interest of safety and security, all visitors must register at the main office upon entering the school. Parents wishing to tour the school and/or visit the classes are asked to call for an appointment.

Daily Time Schedule: (Grades 6-8)

Periods		
	<i>7:50 (1st Bell)</i>	
Homebase	<i>7:52 - 8:10</i>	18 minutes
1	<i>8:12 - 8:52</i>	40 minutes
2	<i>8:55 - 9:35</i>	40 minutes
3	<i>9:38 - 10:18</i>	40 minutes
4	<i>10:21 - 11:01</i>	40 minutes
5	<i>11:04 - 11:44</i>	40 minutes
A Lunch	<i>11:47 - 12:17</i>	30 minutes
B Lunch	<i>12:18 - 12:48</i>	30 minutes
6	<i>12:50 - 1:30</i>	40 minutes
7	<i>1:33 - 2:13</i>	40 minutes
8	<i>2:16 - 2:56</i>	40 minutes

HOMWORK HOTLINE: Grades 6-8 630-985-8306 (After 4:15 p.m.)

FACULTY DIRECTORY

In an effort to increase communication between home and school, we encourage the use of e-mail messages to contact the faculty. Our recent experience with e-mail messages between home and school has proven to be a very effective and efficient mode of communication. If you have any questions or concerns about your child's progress, feel free to contact the teachers via e-mail. Of course, telephone messages are always accepted and encouraged.

Below you will find a copy of e-mail addresses and voice mail extensions for the Lakeview Jr. High School faculty and administration.

Main Office

Name	Position	Voice Mail	E-mail
Mr. Paul J. Windsor	Principal	985-2700	pwindsor@ccsd66.org
Mrs. Kimberly Liles	Assistant Principal	985-2700	kliles@ccsd66.org
Mrs. Jennifer Lechner	School Secretary	985-2700	jlechner@ccsd66.org
Mrs. Maria Gannon	School Secretary/ Health Aide	985-2700	mgannon@ccsd66.org

District Office

Name	Position	Voice Mail	E-mail
Mrs. Joanne Blaze	District Secretary	783-5155	jblaze@ccsd66.org
Mrs. Nancy Panfilio	Accounts Payable	783-5156	npanfilio@ccsd66.org
Mrs. Carol Tedeschi	Business Manager	783-5154	ctedeschi@ccsd66.org
Mr. Jay Tiede	Superintendent	783-5153	jtiede@ccsd66.org

Faculty

Name	Position	Voice Mail	E-mail
Joanna Bergmann	Spanish	783-5014	jbergmann@ccsd66.org
Jennifer Berman	Music	783-5038	jberman@ccsd66.org
Lisa Boyer	LA/Reading (8th) Team Leader	783-5016	lboyer@ccsd66.org
Judy Bretl	Consumer Ed.	783-5034	jbretl@ccsd66.org
Donna Cirjakovic	Art	783-5015	dcirjakovic@ccsd66.org
Andrea Conley	Health Encore Team Leader	783-5013	aconley@ccsd66.org
Joy Coppoletta	LA/Social Studies (6th)	783-5023	jcoppoletta@ccsd66.org
Mia Crews	LA/Reading (6th)	783-5033	mcrews@ccsd66.org
Marilyn DeYoung	Speech Pathologist	783-5157	mdeyoung@ccsd66.org
Thomas M. Dodd	P.E.	783-5025	tdodd@ccsd66.org
Dawn Douvris	Special Education	783-5019	ddouvris@ccsd66.org

David Dvorak	P.E./Health	783-5123	ddvorak@ccsd66.org
Annie Enzbigilis	Math (7th)	783-5008	aenzbigilis@ccsd66.org
Becky Foellmer	Computers	783-5006	foellmer@ccsd66.org
Susan Hagensee	Librarian	783-5009	shagensee@ccsd66.org
Shannon Hayes	LA/Reading (7th)	783-5007	shagensee@ccsd66.org
Jan Heckman	School Nurse	783-5161	jheckman@ccsd66.org
Jake Little	Social Studies (7th)	783-5029	jlittle@ccsd66.org
Jennifer Maass	Social Studies (6th)	783-5003	jmaass@ccsd66.org
Lauren Mastny	LA/Reading (7th) Team Leader	783-5002	lmastny@ccsd66.org
Valerie McCaffrey	Social Work	783-5106	vmccaffrey@ccsd66.org
Amelia Mesker	Special Education	783-5115	amesker@ccsd66.org
Kristy Mixon	LA/Reading (8th)	783-5001	kmixon@ccsd66.org
Erika Myers	Math (8 th)	783-5018	emyers@ccsd66.org
Colleen Nino	Special Education	783-5114	cnino@ccsd66.org
Elizabeth Nyhlen	Girls P.E.	783-5122	enyhlen@ccsd66.org
Brian Ohlsen	Music	783-5064	bohlsen@ccsd66.org
Paul Rodda	Applied Tech.	783-5119	prodda@ccsd66.org
Mark Safranski	Social Studies (8th)	783-5028	msafranski@ccsd66.org
Lisa Schuyler	Special Education	783-5022	lschuyler@ccsd66.org
Elizabeth Schwenkel	Science (8th)	783-5011	eschwenkel@ccsd66.org
Karen Snodgrass	Math (6th) Team Leader	783-5030	ksnodgrass@ccsd66.org
Tom Tedeschi	Band	783-5124	ttedeschi@ccsd66.org
Kim Travis	Psychologist	783-5112	ktravis@ccsd66.org
Michael Urbas	Science (6th)	783-5035	murbas@ccsd66.org
Sarah Wagner	Science (7th)	783-5017	swagner@ccsd66.org

PHILOSOPHY

MISSION STATEMENT

The mission of Lakeview Junior High School is to provide a positive environment and a sound educational program that allows each child to achieve his/her academic and social potential for living a productive, rewarding, and purposeful life.

BELIEFS

The Lakeview Junior High School community believes that students in the pre- and early adolescent years are at a crucial and unique stage in their maturation process. These youngsters require a special middle school program that properly responds to the rapid physical, intellectual, social, and emotional changes common to the pre- and early adolescent years. Further, the school program must also provide a smooth and rewarding transition between the elementary and high schools.

The curriculum of this middle or junior high school must be composed of a common body of knowledge needed for successful membership in a democratic society. Emphasis should be placed on mastery of basic skills at a level commensurate with a child's abilities. In addition, the curriculum must provide various opportunities to explore new horizons in the academics, the arts, physical education, and social relationships.

The learning environment of Lakeview Junior High School must provide children with a feeling of success, security, and stability, while maintaining enough flexibility to allow for the differing learning styles and interests of students. Students shall be gradually given more independence and opportunities to make choices and decisions that are relevant to life situations.

NEEDS

In order to help create a positive climate for learning and exploration at Lakeview, emphasis shall be placed on:

1. Development of the small school team approach to instruction which provides for optimum teacher-student interaction and permits a smaller security group with which each student can identify.
2. Development of each child's unique abilities by providing a diversified curriculum, co-curricular and extra-curricular experiences.
3. Development of a growing sense of responsibility, integrity, self-discipline and proper deportment.
4. Surrounding each child with caring adults who are interested in each student's social and academic development, as well as his/her physical and mental well-being. These adults shall foster an atmosphere of security and mutual respect.
5. Employment of teachers who focus on the learning needs of pupils by using a variety of teaching techniques that actively involve all students.
6. Provisions for the continuous evaluation of the context, methods and procedure used to implement this philosophy.

Finally, it is believed that the responsibility for education as a life-long process is shared by educators, parents, community and students. It is only through the combined efforts of these groups that truly effective education will be attained.

ATTENDANCE/ABSENCE PROCEDURES

ABSENCES & ATTENDANCE

Good progress in school is directly related to regular attendance. When a student is too ill to attend school, parents should inform the school secretary prior to 8:30 a.m. each day of non-attendance. If an absence call is not received, parents will be called to determine their child's whereabouts. A student who is unable, because of the observance of a religious holiday, to attend classes on a particular day shall be excused. Any makeup work will be established per school policies. Please call 630-783-5180 to report an absence. The school office will send attendance letters home when a student accumulates 10 or more days of absences. Students may be excused from school for religious purposes or observances. Makeup work will be subject to established school policy (See Absences and Makeup Work).

TRUANCY

The Illinois School code defines a "truant", as a child who is absent without valid cause from school. Valid causes for a child being absent from school include illness, religious observances, and family emergencies. A chronic truant is defined as a student who has missed 10% of the previous 180-school days. Families of children experiencing attendance problems will be contacted by the school at the occurrence of the child's tenth (10th) absence to explore reasons for these absences. The truant child may also be referred to appropriate school personnel in an attempt to improve his/her attendance. If all local interventions fail to improve the truant student's attendance, he/she will be referred to the DuPage County Superintendent of Schools.

Attendance Monitor Plan

Days Absent	Action Taken
3 Days	3 consecutive days – child referred to Principal's Office for review
10 Days	Contact by Principal, Social Worker or School Nurse
15 Days	Strategies to improve attendance developed: Contact by School Social Worker or School Nurse
20 Days	Truancy referral considered Review strategies to improve attendance Referral to Pupil Personnel Team Parent Conference Contact by School Administrator or School Nurse
24 Days	Review case Truancy referral filed with DuPage County Truancy Officer Parent Conference Notify Superintendent of Schools Contact by School Administrator

ABSENCES & MAKEUP WORK

It is the responsibility of the student to makeup school work during periods of non-attendance. Daily homework assignments can be obtained by calling the Homework Hotline at 630-985-8306 after 4:15 p.m. or by calling a classmate. Teachers will provide lists of missing work for students who are absent for three (3) or more school days, however, in all such cases, a twenty-four (24) hour notice is required. In order to allow the child to properly complete makeup assignments, it is strongly recommended that parents pick up books and materials from their child's locker during periods of illness.

It is also recommended that students complete makeup work at home during their absences from school; however, if the child is too ill to do school work, he/she will have an equal number of days to complete missed class work. For example, a student who is absent for two (2) school days will have two (2) school days to complete and submit assignments. Special makeup arrangements may be made for absences that exceed five (5) school days. Failure to complete makeup work within the time requirements will result in lowered grades. For vacation absences, see "Absence Due to Vacations" below.

ABSENCE DUE TO VACATION

If an absence due to family vacation is unavoidable, parents should contact the principal one (1) week prior to the scheduled vacation period. Upon notification, each teacher will attempt to assemble whatever work can be organized in advance.

It is the responsibility of the student to contact the Homework Hotline (630-985-8306) to determine any additional work, including tests and quizzes, which must be made up within one (1) week of the student's return. Students should check with their individual teachers to obtain necessary handouts, information, directions, etc. as specified by the Homework Hotline log.

ABSENCES/LONG TERM

If a child's absence from school is due to a prolonged or serious illness, exceeds ten (10) school days, special tutoring arrangements may be needed. Parents are asked to discuss such matters with the school principal as soon as possible.

EARLY DISMISSAL

If a student is to leave the school building during the school day, a note should be sent to the office stating the date, time, and reason for the early dismissal. Parents must sign the child out at the school office prior to leaving the building.

TARDY TO CLASS

1. Each student must be on time to all classes.
2. Students will be allowed two (2) tardies to class during each trimester. Additional tardies will result in an after-school detention for each tardy.
3. Students will receive one (1) after-school detention for each tardy over the limit for each trimester.
4. Students must be in their assigned seats by the sounding of the bell to be considered on time to class.
5. Students with chronic tardy problems will be scheduled for a conference with the assistant principal or principal.

TARDY TO SCHOOL

1. Students tardy to school must report to the office for a pass to class.
2. A tardy to school will be considered excused if a note from the parent is received within twenty-four (24) hours. All unexcused tardies to school will be treated as a class tardy (see above). In cases of chronic (excused or unexcused) or repeated tardies (twelve (12) or more), a detention will be assigned for each additional tardy to school. Tardies due to late school buses will be automatically excused. Tardies due to doctor, dentist or orthodontist appointments will be exempt from this policy only if written documentation from the service provider is submitted to the school.
3. The principal or assistant principal will discuss chronic tardy to school problems with students and their parents.

LUNCH PROGRAM

Since the lunch period is only 30-minutes in length, students are required to eat lunch at school.

Congress passed the Child Nutrition and WIC Reauthorization with the objectives of improving the school nutrition environment, promoting student health and reducing childhood obesity (PL 108-265, Sec. 204). In addition, Public Act 094-0199 requires the Illinois State Board of Education to establish a state goal that all districts promote the improvement of the school nutrition environment.

In response to these guidelines, the Aramark a la carte selections at Lakeview will be moving toward healthier and smaller portioned snacks. At this time we will be limiting the number of snack items that students are allowed to purchase to two (2) items per lunch period.

FOOD DELIVERIES (From Outside Establishments)

Students may **not** order food for delivery at school from restaurants or other establishments. The office staff or faculty will not accept delivery of food items for students from outside vendors.

In accordance with the state goal of promoting good nutrition, parents are discouraged from bringing “fast food” in for their child’s lunch. Parents who do choose to bring in “fast food” for their children’s lunch may do so only for their own child. Food for a group of students is not permitted.

FORGOTTEN LUNCH

Any student who forgets their lunch will be given a lunch and the amount of \$2.50 will be deducted from their lunch accounts. If a student’s account becomes negative, a note will be sent home. If the student owes for more than 3-lunches, no lunch can be given and the student’s parent or guardian will be contacted immediately. Parents and/or guardians will need to replenish the account or bring a lunch to the office. If you have any questions about this policy please call the school.

HOT LUNCH

District 66 offers hot lunch Monday through Friday. Students may purchase a hot lunch everyday. Milk is included in the price of a lunch. Parents may add money to a child’s lunch account via the Internet using their NutriKids account or by sending a check to school made payable to Center Cass District 66. Students who do not wish to purchase a hot lunch but would like to drink milk at lunchtime may purchase milk for 35¢.

LUNCHROOM DISCIPLINE

Student cooperation in basic lunchroom rules will ensure a neat and pleasant place to eat.

1. Loud talking, moving around the lunchroom, breaking milk cartons or bags, or throwing food or objects will not be allowed.
2. Tables must be cleared and all rubbish picked up before students will be dismissed.
3. All trash must be placed in the trash containers.
4. Food is not to be taken out of the lunchroom.
5. The lunchroom supervisors maintain the right and authority to assign student seats and locations during the lunch period.
6. No glass containers may be brought to school.

FREE MILK / LUNCH

The school district offers free/reduced lunch and textbook fees to those residents who qualify. For information about this program, please contact Ms. Blaze in the District Office at 630-783-5000.

SHARING OF FOOD (Allergies)

Since many students suffer from serious food allergies, sharing of lunches is discouraged. Parents must inform the school if their child is subject to a serious allergic reaction from certain foods.

SNACK TIME

All students are encouraged to bring a healthy snack from home to eat mid-morning. The following foods may be eaten at snack time: fruits, vegetables, cheese, and fruit juice. Please no "junk food". Food should be ready for consumption and not require peeling, washing, slicing, etc. There is only a limited time for snacks. Your cooperation is greatly appreciated. Help us to keep snack time "healthy".

GRADING SYSTEM/STUDENT RECORDS

REPORT CARDS, MID-TERM PROGRESS REPORTS AND CONFERENCES

Report cards are issued on a Trimester (12-week) basis. In an effort to improve communication regarding academic progress to parents, progress reports will be available online at anytime throughout the school year. Information to access your child's academic progress was distributed at registration. If parents are unable to access this information they should contact the main office. Report cards will be issued according to the following schedule:

First Trimester

Sept. 10 th	3-week progress reports
October 1 st	Mid - Terms – All Students
October 22 nd	9-week progress reports
November 12 th	Trimester Ends
November 12 th	LV Grades due 8 a.m.
November 15 th	Encore Classes Switch
November 16 th	Report Cards Issued

Second Trimester

December 10 th	3-week progress reports
January 14 th	Mid - Terms – All Students
February 4 th	9-week progress reports
February 25 th	Trimester Ends
February 25 th	LV Grades due 8 a.m.
February 28 th	Encore Classes Switch
March 1 st	Report Cards Issued

Third Trimester

March 18 th	3-week progress reports
April 15 th	Mid - Terms – All Students
May 6 th	9 week-progress reports
May 31 st	LV Grades due 8 a.m.
June 3 rd	Report Cards Issued

Parent Teacher Conferences

October 21 st	4:30 - 8:30 p.m. Teacher Requested
December 2 nd	5:00 - 8:00 p.m. Parent Requested
March 3 rd	5:00 - 8:00 p.m. Parent/Teacher Requested

REPORT CARDS

Parents are asked to review all Trimester report cards, retain the report card at home, sign the report card envelope, and return the envelope to the Homebase teacher.

GRADING SYSTEM (GRADES 6-8)

A – Outstanding achievement

B – Above average achievement

C – Average achievement

D – Below average achievement

F – Failure

I – Incomplete: class requirements not completed due to excused absences; requirements must be completed within two (2) weeks.

MX – Requirements altered due to established medical condition

A	91.5	C	71.5
A-	89.5	C-	69.5
B+	87.5	D+	67.5
B	81.5	D	61.5
B-	79.5	D-	59.5
C+	77.5	F	0

HONOR ROLL

The honor roll at Lakeview Jr. High School is designed to recognize and promote academic excellence amongst the student body. Students are rewarded for their academic accomplishments at three (3) levels: Honors, High Honors, and Academic Excellence. Incompletes (I) appearing on a report card do not allow a student to have honor roll privileges.

To achieve Honors, students must earn a grade point average of at least 4.33 and have no D or F grades. Students earning High Honors must attain a grade point average of at least 4.5 and have no C, D, or F grades. The Academic Excellence Award is reserved for students who earn a grade point average of 5.0, all A's. Plus (+) minus (-) are not used for computing honor roll.

PROMOTION/RETENTION POLICY

It is the goal of the faculty to help every student achieve his/her academic potential. In addition to passing grades, students are expected to show academic competency and meet established district standards on the ISAT tests and various local measures, according to the school's promotion matrix. Every effort will be made to provide students with extra help and support services when needed. In the event that a student does not respond to instruction, retention in the grade level may be recommended.

Parents may contact the principal for more details concerning this policy and the school's promotion matrix.

BIRTH CERTIFICATES

In accordance with the Missing Child Act, a certified copy of a birth certificate must be provided the first time a child registers for school in District 66. If no certificate is presented at registration, parents will have 30-days to produce a certified birth certificate. After 30-days, the district is required by law to notify local authorities to make them aware of the missing birth certificate. If no certificate is produced within ten (10) additional days, local authorities will again be notified for appropriate action.

STUDENT RECORDS

Center Cass District 66 has an extensive policy on student records. Questions regarding student records should be directed to the building principal. The following is a summary of the Student Records Policy:

The District maintains two (2) types of school records for each student: permanent record and temporary record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics
- No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60-years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The *temporary record* may include:

- Family background information
- Intelligence test scores, group and individual
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary achievement level test results
- Honors and awards received
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified information of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18-years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15-school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18-years of age have the right to inspect and copy only their permanent record. Students 18-years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges 35¢ per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

- 2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4-years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place

- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30-days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

- 7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

HOMELESS CHILDREN AND YOUTH

Information and/or questions pertaining to the educational rights of homeless children and youth in Illinois should be directed to the District Homeless Liaison, Kimberly Liles at 630-985-2700 or kliles@ccsd66.org.

TRANSPORTATION/BUSING

BUS CONDUCT

To insure safety of all bus riders, it is of the utmost importance that all students conduct themselves in a well-disciplined manner when riding the school bus. The following general rules of conduct must be obeyed by all students:

1. Students must sit in their assigned seat at all times
2. Students will remain seated at all times
3. Students may not change seats once they board the bus
4. Students will obey the bus driver at all times
5. Students will keep all limbs and head inside the bus
6. Students may talk to those around them but may not shout, scream, or sing on the bus
7. Students will be courteous and respectful to other students on the bus
8. Students may not engage in conduct that interferes with the safe operation of the bus
9. No food or drink on the bus

Students failing to obey the bus rules of conduct will be subject to disciplinary measures. Such measures may include warning letters, after-school detentions, suspension from the bus, suspension from school and possible revocation of all bus riding privileges. School officials also reserve the right to change students' assigned seats for all or part of the school year. Parents wishing more complete information concerning bus discipline guidelines should contact the principal at Lakeview Jr. High School (630-985-2700).

BUS TRANSPORTATION

Pupils will be assigned to a specific bus for transportation to and from school. Pupils cannot ride other than their regular route without permission from the principal. If a special change is required, the school office must be contacted. Changing routes to accompany another child home for social play, parties, etc., will not be approved.

VIDEO MONITORING SYSTEM

Center Cass School District #66 has purchased a video monitoring system for the District school buses. This equipment allows the District to monitor students and drivers behavior to aid in the enforcement of the District discipline and safety policies.

This additional monitoring measure is meant to supplement the written disciplinary reports issued by the bus driver.

HEALTH SERVICES/MEDICATIONS

AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

To comply with the Illinois Automated External Defibrillator Act and District 66 Board of Education Policy, each of our buildings are equipped with an AED located near our gymnasiums. Trained staff members are present in the building at all school events and are aware of our emergency medical procedures and know how to operate the AED machines.

COUNSELING SERVICES

Counseling and/or social work services are available to students and parents. Students or parents wishing to obtain such services should contact the school principal.

HEAD LICE

Lice infestation may occur in any segment of the population, i.e., children, as well as adults, regardless of their personal hygiene. Here are some ways to prevent transmission of head lice in the school environment:

1. Discourage your children from using combs, brushes, or other grooming/hair aids belonging to others.
2. Discourage the sharing of caps, other headgear and clothing, especially coats and sweaters.
3. Check family member's heads regularly.
4. If lice or nits are found, keep children home from school until treated. **Please notify the school.**

Any time a student shows evidence of head lice, either with the presence of live lice or the presence of new nits, the student will be excluded from school until treatment has been completed. Upon readmission, the student's head will be re-inspected by school staff a week to 10-days later. If there is evidence of live lice or additional nits at that time, the process of exclusion and treatment will be repeated. After this second treatment, if evidence of lice persists, the parent/guardian should discontinue use of the product and try a different product, again following product directions. If after this regimen, live lice or new nits remain, the parent should contact a physician for further advice.

If you have questions, please contact the school nurse.

HEALTH SERVICE

Lakeview Jr. High maintains the services of a part-time school nurse and full-time health aide. The school nurse assists with vision and hearing testing and supervises the health services for our students. Parents having health or school attendance questions should call the school nurse or health aide at 630-985-2700.

The school nurse will also monitor the attendance of all students. Students with undocumented or unexplained absenteeism will be referred to DuPage County school officials.

ILLNESS OR INJURY AT SCHOOL

If a student becomes ill or has an injury at school, he/she should report to the school office. If a student is injured during P.E., he/she must inform the P.E. teacher.

MEDICATION

There are definite restrictions on the use of medication in schools. Special requirements must be met before any medication can be administered by school personnel. These restrictions are outlined below. Please consult with the school nurse or school health aide (630-985-2700) **before** sending **any** medication to school with your child.

A. CONTINUOUS MEDICATION

Prior to giving continuous medication at school, the SCHOOL MEDICATION PERMISSION FORM shall be completed by the parent and physician, authorizing the school to administer the medication. Permission forms must be renewed every year and filed in the student's health record.

B. SHORT TERM MEDICATION

This is medication prescribed by a physician for a period of less than 15-days following an acute illness. The parental portion of the medication permission form must be completed and signed by the parent authorizing the school to administer the medication.

All medication must be sent to school in a container with a pharmaceutical label clearly indicating the name of the child, the physician ordering the medication, medication name, and the dosage and dosage interval for the medication. Non-prescription medication must be sent to school in its original container with the label indicating the ingredients and the student's name affixed. Students are not allowed to take any form of medication unsupervised. All medications are to be kept in the Health Room.

C. SELF MEDICATION POLICY FOR ASTHMA AND SEVERE ALLERGIC REACTION

In accordance with state law, the self-administration of an asthma medication and/or an epi-pen is permissible. Permission for self-administration is effective for the school year for which it has been granted. A student with asthma or severe allergy may possess and use his/her medication while in school or at school-sponsored activities. It is recommended that you provide an additional dose of the medication to be kept in the health office in the event that your child forgets or loses his/her medication. A signed permission form for self-medication must be on file in the school office. If you have any questions about this policy, please contact the school office. Our school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

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Our school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

BOARD OF EDUCATION POLICY

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No school District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a school medication authorization form. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the school District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

(Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.)

A student's parent/guardian must indemnify and hold harmless the school District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

PHYSICAL AND IMMUNIZATION REQUIREMENTS

State law mandates full compliance with physical and immunization requirements in order to attend school. All children entering kindergarten and sixth grade are required to have a current physical with immunizations updated. All children entering kindergarten, second and sixth grade are required to have a current dental exam. The same requirements shall apply to all students (irrespective of grade) transferring into the Center Cass District 66 schools, who have not previously been examined in accordance with the aforementioned in another Illinois public school.

It is imperative that your child be in full compliance with the State law to remain in school. If your child does not fully meet State of Illinois regulations by August 24, 2009, he/she will be dropped from our attendance rolls until full compliance is achieved.

STUDENT ILLNESS

Parents are responsible for keeping children, who are ill, at home. In some cases, the school will ask that the child's physician determine the cause of symptoms that may indicate a communicable disease. The Illinois Department of Public Health Rules and Regulations for the Control of Communicable Disease are used by schools to determine how long students must remain out of school with diseases like chickenpox, impetigo and strep throat.

The County Health Department epidemiologist can help the school interpret the state regulations. Here are some guidelines for parents to use in deciding when a child is too ill to be in school.

1. If a rash is present that has not been evaluated by a doctor.
2. If the child's oral temperature exceeds 100 degrees Fahrenheit or 1-2 degrees above the child's normal temperature. Children with such fevers should remain home for 24-hours after the temperature returns to normal.
3. If the child vomits and continues to experience nausea and/or vomiting.
4. If the child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
5. If the child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a doctor.
7. If there are open sores that have been evaluated by a doctor.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

The school nurse may be consulted by parents who are not sure about whether to send a child to school; but parents should not send a child to school for the nurse to make the decision – unless a plan has been made with the school for such assistance. A call or visit to the child's physician is usually appropriate when the parent is in doubt.

To help control outbreaks of communicable disease, the school works closely with the DuPage County Health Department. Parents can help by letting the school know whenever a communicable disease is diagnosed or suspected when calling to report a child's absence.

EXTRA-CURRICULAR/ATHLETIC PROGRAMS

Lakeview Jr. High students are able to participate in a full slate of activities. Listed below are some of the activities students may want to join:

Football	Jazz Lab Band
Cross Country	Jazz Band
Volleyball	Choir
Cheerleading	Student Council
Basketball	Flag Squad
Softball	Yearbook Club
Soccer	Intramural Sports
Science Club	Drama
Swimming	Make-A-Difference Club
Newspaper	Scholastic Bowl

Extra-curricular activities are defined as activities that are not part of a graded class and will include: team sports, intramurals, clubs, student council, choir, drama, flag squad and jazz band.

ATHLETIC PHYSICALS

All students wishing to participate in the interscholastic athletic program must have a physical form signed by a doctor on file PRIOR TO TRYOUTS. These forms are available in the school office and from the P.E. instructors and online.

EXTRA-CURRICULAR ELIGIBILITY

Students must achieve passing grades in all subjects in order to participate in any extra-curricular activities.

A student will become ineligible for extra-curricular activities if he/she has an "F" on an interim report, progress report, failure warning letter, or report card. Eligibility will be determined after the 3rd, 6th, 9th, and 12th week of the trimester. Students who are found to be ineligible at the 6th, 9th and 12th week will be suspended from that activity for three (3) weeks, until the next academic reporting period. Students that are determined ineligible based on three (3)-week reports will return to their activity when their grades reflect a passing status.

EXTRA-CURRICULAR ELIGIBILITY AND DISCIPLINE

Students involved in extra-curricular activities are expected to have an excellent disciplinary record to maintain membership in an extra-curricular activity or team. Students involved in any disciplinary action resulting in suspension from school (in or out) will be suspended from a team, activity or club for a period of one (1) to twelve (12) weeks at the administrator's judgment, based on the frequency and seriousness of the infraction.

EXTRA-CURRICULAR ELIGIBILITY - TRYOUTS

Students currently with one (1) "F" on an interim report, progress report, failure warning letter, or report card will be allowed to tryout or seek membership in a team/activity. Should the student establish membership in that team/activity, he/she will **not** be allowed to participate until the next formal report of progress is issued (approximately three (3) weeks). At the end of that three (3) week period, if the student is passing all classes, he/she will be allowed to participate in that team/activity. After the initial three (3) week period following the tryouts or membership meeting, students who continue to have failing grades will not be allowed to maintain membership in that team or activity.

Students with two (2) or more "F" grades will not be allowed to tryout for a team or activity.

INSTRUMENTAL MUSIC

An instrumental music program is offered to students at Lakeview. Students will receive a 1/2-hour of lesson time per week during class. It is the student's responsibility to makeup all missed classroom work due to band lessons. Failure to makeup missed work because of band lessons may result in reduced academic growth and lower grades. Students must notify the band teacher when they will miss a lesson due to a test.

STUDENT DISCIPLINE

STUDENT DISCIPLINE MISSION STATEMENT

The staff of Lakeview Jr. High School believes that the behavior of students attending the school should reflect standards of good citizenship as expected of the members of a democratic society. Self-discipline, the highest form of discipline, should be a goal for every student.

It is for good citizenship and to help provide an equal opportunity for achievement for all students that the discipline rules have been established. Basic to all rules of discipline is the clear understanding that both teachers and students will exercise respect and courtesy.

Students must keep in mind that teachers are responsible for the overall welfare and safety of their students and are, consequently, given the authority to maintain proper student behavior as outlined in our guidelines for student conduct.

The teachers and administrators at Lakeview Jr. High School do reserve the right to decide whether or not student behavior is in violation of the established rules of conduct and good citizenship. In all cases of disciplinary action, the goal is to take corrective action that will change and improve the misbehavior.

When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous disciplinary record, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. The following pages contain a listing and explanation of our discipline guidelines. The disciplinary responses listed in this handbook serve merely as a guide for students and parents. Disciplinary responses are not limited to the actions described in this publication.

All school rules of conduct are officially extended to all field trips, extra curricular activities, and all other school sponsored social activities and/or educational events. Students engaging in misconduct in activities before and after school and on the way to and from school are subject to normal disciplinary action.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

District 66 is beginning to implement a district-wide approach to discipline called Positive Behavior Interventions and Supports (PBIS) this year. PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff.

ALL LAKEVIEW STUDENTS ARE EXPECTED TO:

1. Conduct themselves in an orderly fashion, using good manners and proper language at all times
2. Treat other students and adults with respect and courtesy
3. Cooperate with all school personnel
4. Take proper care of books, school property, and the property of others
5. Avoid running, pushing, and loud talking in halls, classrooms, and Learning Center (IMC)
6. Be prompt to school and to all classes
7. Refrain from fighting at all times
8. Participate in the academic process with dignity and respect by rejecting copying of work or cheating on tests
9. Avoid throwing any object which may endanger others or property (e.g. rubber bands, staples, paper clips)
10. Obey all school, classroom, and bus rules

DISCIPLINE AUTHORITY

Each teacher and staff member is authorized to impose disciplinary measures, other than suspension, expulsion, or corporal punishment, in accordance with Board of Education policies and school rules. All staff members, certified or non-certified, may use reasonable force as needed to maintain the safety of other students, school personnel, and school property.

DISCIPLINARY OPTIONS

The following are possible disciplinary options used by the administration and staff at Lakeview Jr. High for most cases of student misconduct and disobedience. Depending on the seriousness and frequency of the offense, the penalty may be more severe. All disciplinary matters, however, will be reviewed and handled on a case-by-case basis.

1. Student conferences or counseling
2. Warnings and discussions
3. Parent notification and parent conferences
4. Removal from classroom
5. After-school detentions
6. Full-day detentions
7. Behavioral contracts and probationary status
8. Loss of social privileges - social adjustment
9. Removal from extra-curricular activities, practices, events, or functions
10. Suspension from the school bus
11. In-school suspensions
12. Seizure of contraband
13. Out-of-school suspensions
14. Expulsion from school
15. Notification of the police

BULLYING

Everyone at Lakeview Junior High School is committed to making our school a Safe and Caring place for all students. We will treat each other with Respect, and we will Refuse to tolerate bullying of any kind at our school.

The Lakeview Junior High School definition of bullying is as follows:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Threatening to hurt another person
- Teasing someone in a hurtful way
- Ganging up on someone
- Leaving someone out on purpose or trying to get other kids not to play with someone
- Using put-downs, such as insulting someone's differences or making fun of someone
- Spreading rumors or lies about someone
- Stealing, damaging or touching another person's things

Students at Lakeview Junior High School will follow the 3 R's of bullying:

RECOGNIZE

Recognize when bullying behaviors occur

REFUSE

Refuse to bully others

Refuse to let others be bullied

Refuse to watch, laugh or join in when someone is being bullied

REPORT

Report bullying to an adult immediately

Teachers and staff at Lakeview Junior High School will do the following things to prevent bullying and help children feel safe at school.

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports and incidents
- Provide immediate consequences for retaliation against students who report bullying
- Assign consequences for bullying based on the severity of the situation and the following guidelines*
- In some cases, fill out "Think About it Form"

***Based on the degree and nature of the incident, discipline could include Parent Notification, Detentions, Suspension or Expulsion. Refer to Guidelines for Student Discipline on pages.**

CHEATING/PLAGIARISM

Cheating in any form or manner, e.g. possession of a test, unauthorized use of a calculator, use of notes or note cards, sharing of information, or copying information, will cause all participating students to receive a “zero” on the assignment, test, or project on which the cheating occurred. Additional acts of cheating may result in further disciplinary action.

The definition of plagiarism is the practice of copying words, sentences, or ideas in a written or oral assignment or examination without proper credit or attribution to the source.

When it is determined by a teacher or administrator that an assignment has been plagiarized, the student will receive a failing grade for that assignment. Students who provide their own materials to other students for the purpose of plagiarism may also be subject to disciplinary action.

CHEMICAL ABUSE POLICY

The Board of Education recognizes that student use of any mood altering chemical substance, including alcohol, is **illegal** unless prescribed by a physician. The unwarranted use of such substances is detrimental to individual development and undermines the good order of the school.

Being under the influence of any chemical or illegal substance, as defined above, is prohibited by the Board of Education. In addition, student use, possession, planning to possess, sale, or transfer of drugs, drug paraphernalia, look-a-like drugs, tobacco, alcohol or other controlled substances on school property, while traveling to and from school, at school-sponsored activities, or on school buses, is also prohibited. Possession of an illegal substance is also defined as having “reasonable access” to the material or paraphernalia.

Any student found in violation of this policy is subject to a ten-day (10) out-of-school suspension and possible expulsion from school. In all such cases, a report will be filed with the local police department when a state or local ordinance has been violated. Further, students found in violation of this policy shall forfeit membership in any extra-curricular activities for a period up to twelve (12) weeks, and they will be placed on social adjustment for a period of time determined by the administration.

If the parent or guardian chooses (at personal expense), the student can elect to participate in a substance abuse evaluation at a district approved prevention facility. If this choice is made and the student follows through with the recommendations from a certified drug and alcohol counselor, the suspension will be reduced to five (5) days. This option is only offered on the first offense.

CORPORAL PUNISHMENT

The use of corporal punishment by school staff members is expressly prohibited. However, physical restraint (maintaining control by holding a student to prevent harm to self and others) is permitted where absolutely necessary in specific situations.

CUMULATIVE DISCIPLINE

In an effort to monitor student behavior throughout the course of the school year, the administration will take into account repeated or frequent discipline problems of a minor nature. Such repeated or frequent minor disciplinary infractions that occur will be considered a major disciplinary infraction and subject to the gross disobedience or misconduct policy.

DETENTION (AFTER SCHOOL)

Students involved in minor disciplinary situations may be assigned to serve an after-school detention from 3:00 to 3:45 p.m. During the detention period, students will be required to complete detention work packets. Students failing to attend an assigned detention will be required to serve one additional detention. Detentions will not be scheduled for student convenience or around sporting events or activities. A detention must be served when assigned. Students earning five (5) detentions at any time during the school year will be placed in a full-day detention for one (1) day.

Students are **not** invited to attend or participate in sporting events on days when after-school detentions have been served; however, students may attend practices and rehearsals for activities at the discretion of the sponsor or coach.

DETENTION (FULL DAY)

Students will be issued a “full-day detention” for every five (5) after-school detentions assigned during the school year. Whenever possible, this detention will be scheduled on the same day that the fifth (5th) detention is to be served. In all such cases, parents will be notified.

FIGHTING

Any student involved in fighting behavior in school, on the school bus, or at a school sponsored activity may be suspended for a period of time up to ten (10) days. Involvement includes, but is not limited to: swearing, verbally provoking, hitting, wrestling, or any other form of threat or intimidation as viewed significant by school officials. Repeated involvement will be viewed as grounds for a recommendation for expulsion. The school will assume no responsibility for establishing the origin of the dispute, nor the extent of involvement.

GANG-RELATED ACTIVITIES

Membership in or affiliation, with any gang will not be tolerated at Lakeview Jr. High School. Any student involvement in any unauthorized social groups, gangs, and/or gang-related activities on school grounds or at school-related events, including the solicitation of students to become gang members, the display of gang colors, "gang-type dress," symbols, paraphernalia, and gestures is strictly prohibited. Students participating in gang-related activities or activities of unauthorized social groups will be subject to discipline which will result in suspension and/or possible expulsion from school.

GROSS DISOBEDIENCE AND MISCONDUCT

Gross disobedience and misconduct is any conduct or behavior which causes, or may reasonably lead school authorities to forecast, substantial injury, or disruption of school activities or the rights of other students, school personnel or related personnel. Gross disobedience or misconduct may occur on the school grounds, on a school bus, or at school-related functions. It may also occur away from school grounds, provided that a direct relationship exists between the conduct of the student and the school's educational function. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school, as determined on a case-by-case basis.

GROUNDS FOR DISCIPLINARY ACTION

The following grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On or within sight of school grounds before, during or after school hours or at other times when the school is being used by a school group;
2. Off-school grounds at a school-sponsored event or activity;
3. Traveling to or from school or a school activity or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes.

GUM CHEWING

Gum chewing is left to the discretion of the individual classroom teacher.

HALL PASS

Students are required to have a pass to be in the halls during class periods.

HARASSMENT/BULLYING

Harassment of any type (verbal, physical, sexual) will not be tolerated at school, traveling to school, or at any school sponsored activities. Acts of harassment or bullying should be reported immediately to the school administration. Students harassing or bullying others will be subject to school discipline. In severe repeated cases, police involvement will be sought.

INAPPROPRIATE LANGUAGE

Expressions or statements which are offensive to any racial, ethnic or religious group are strictly prohibited. Students who fail to exercise care over their choice of language will be subject to disciplinary action.

LEAVING THE BUILDING

Students may not leave the building without permission from the principal or his designee. Students may receive an early dismissal for medical, dental, or emergency situations. A note from the child's parent or guardian stating the reason and time of the early dismissal must be given to the office before school begins. Students must check out through the office for all early dismissals. Parents or other authorized adults must enter the school and sign the early dismissal log before the child will be allowed to leave school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection will not be tolerated in school or during school-related activities. Students engaged in such activities will be subject to school discipline.

SOCIAL ADJUSTMENT/BEHAVIORAL CONTRACTS/PROBATION

Students who are unable to conduct themselves within the stated guidelines may be placed on social adjustment, behavioral contracts, and/or probation. During this period of time, the student may be unable to attend and participate in student extra-curricular activities such as: dances, parties, sporting events, trips, concerts, assemblies, or other social or extra-curricular events. These events also include graduation ceremony and any other 8th grade social activities, such as, but not limited to, the 8th grade graduation dance and class trip. Students who violate school rules while engaging in school sponsored social activities will be placed on social adjustment for a period of time determined by the administration.

STUDENT DRESS AND APPEARANCE

Students are expected to dress in a manner appropriate for school. Student dress and grooming must not present a health or safety hazard or a disruption to the educational process or school environment. The following serves as a guideline for parents. Parental cooperation with dress guidelines is needed.

1. All students clothing should be sufficiently modest, and appropriate for the age, gender, and maturity level of the child.
2. Blouses or shirts should be full in length-no bare midriffs, bare shoulders, open sides, or open backs. All shirts or blouses must have sleeves. Tank tops, sleeveless tops, or tops with "spaghetti" straps *are not allowed*.
3. Shorts *and skirts must be an appropriate length* (**an appropriate length is defined as at least mid-thigh**). Spandex shorts may be worn only under skirts or appropriate shorts.
4. Shoes must be worn at all times.
5. Sundresses (with bare backs and/or shoulders) may be worn only with the addition of a T-shirt, blouse or sweater.
6. Under garments of any type must not be exposed.

7. Clothes with suggestive or explicit pictures or slogans, drug or alcohol advertisements, profane wording or sexual innuendoes, depictions of violence, and gang-related clothing or symbols will not be allowed.
8. Coats, hats, bandanas, and jackets may not be worn in the school.
9. Chains or chain-wallets may not be worn.
10. Clothing, jewelry, adornments, or cosmetic treatments which may be a distraction to the educational environment of the school or a health or safety hazard are forbidden.
11. Clothing or jewelry that is related to an unauthorized social group or gang is forbidden.

Students who are judged by the administration to be in violation of the above guidelines for student dress will be required to change clothes or make necessary adjustments in their appearance. Students refusing to make recommended adjustments will be subject to school discipline.

NOTE: Student dress guidelines have been reviewed by our parent advisory committee.

STUDENT SAFETY & STUDENT KNOWLEDGE OF RULE VIOLATIONS

Students are **required to inform** the faculty or administration about all matters of school safety and school rule violations. This includes knowledge of weapons, drugs, and threats to do harm to students, faculty, the school, or its property.

SUSPENSIONS/EXPULSIONS FROM SCHOOL

Students involved in acts of serious misconduct may be given in-school or out-of-school suspensions for a period of one (1) to ten (10) days. (See Guidelines for Student Conduct) Students suspended from school will be issued assignments and are expected to have completed assignments upon return to regular school attendance. Students suspended from school may not attend any after-school or evening activities on days they have been suspended. Suspensions also affect extra-curricular eligibility. (See Extra-Curricular Eligibility and Discipline)

Students committing acts of gross misconduct may be expelled from school for a period of up to one (1) school year but not more than two (2) school years.

TECHNOLOGY MISUSE

Students will be subject to discipline for inappropriate use of computer technology and equipment. This includes, but is not limited to, unauthorized and inappropriate use of computers, scanners, modems, printers, E-mail, software, and the Internet. Students are not allowed to load or otherwise use unapproved software at school.

THREATS

Any student making threats or planning to make threats of bodily harm, force, coercion, intimidation, bullying, fear, or similar conduct toward any member of the student body, faculty, staff, or the school in general will be subject to disciplinary action under the category of Gross Disobedience and Misconduct. Threats may be verbal, written, or electronic in form. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school. The principal or his designee shall notify the police in all such matters involving threats of bodily harm or similar action.

WEAPONS

Students are forbidden to have weapons of any kind at school, on school grounds, on the school bus, or at any school-related events or activities. A student who uses, possesses, or transfers a weapon (or look-a-like weapon) or any object that can reasonably be considered to be a weapon may be expelled for a period of time of at least one (1), but not more than two (2) calendar years. The School Board may modify the expulsion period on a case-by-case basis. A weapon is defined as **any** object which may be used to cause bodily harm, including, but not limited to: firearms, knives, brass knuckles, billy clubs, etc. Other items such as baseball bats, pipes, locks, pens, bottles, and pencils may be considered as weapons if used or attempted to be used to cause bodily harm. The principal or his designee shall notify the police if any student is found in possession of a firearm or other dangerous weapon.

Guidelines for Student Discipline

The following is a list of various acts of student misconduct and subsequent consequences for such behavior. This list is to serve as a guide to parents and students and does not encompass every possible act of student misconduct or consequences in this category. Depending on the seriousness and frequency of the misconduct, the penalty may be less or more severe. The school administration will assign consequences in response to student misconduct in accordance with Board of Education policy and rules.

Category A

Violation

Consequence

Actions that disrupt the educational process and good order of the school (Excessive talking, distracting others, pushing, tripping, etc.)	Warning/Parent Notification Detentions (1 - 5) Suspension (in-school, 1-3 days) Suspension (out-of-school, 1 - 3 days)
Violation of dress code	Warning (<i>change of clothes</i>) Parent Notification Detention (1-2)
Tardies	Detention (per tardy policy) Full-day detention
Truancy	Parent Notification and One detention per period missed Referral to truancy officials
Failure to serve detention	One additional detention assigned Full-day detention
Throwing or projecting objects	Detention (1 - 3) Suspension (1-3 days)
Defacing or damaging another student's property	Parent Notification and detentions Restitution Detention (1-3)
Defacing school property	Parent Notification Suspension (1 - 3 days) Restitution
Computer Misuse	May range from suspension from computer use, detention, suspension
Theft of student property	Detention (1-3) Suspension (1-3) Restitution
Forging or altering documents	Parent Notification Detention (1-3)
Possession of Laser Pointer	Parent Notification Detentions (1-3)

Using disrespectful, vulgar, and/or abusive language or gestures toward students	Parent Notification and Detentions (1-3)
Using disrespectful, vulgar, and/or abusive language or gestures toward adults	Parent Notification and Suspension (1-3 days)
Insubordination Possession of pornographic, sexually explicit or material violent in nature	Parent Notification/Warning Detentions (3-5) Suspension (1-5 days)
Inappropriate behavior toward a substitute teacher	Detentions (1-5) Suspension (1-3 days)

Note:

Depending on the seriousness and frequency of the misconduct, the administration may assign suspensions for *Category A* as in-school suspensions for first offenses.

Category B

Violation

Fighting/Physical contact of an insulting or provoking nature towards another student

Consequence

Detention (1-5)
Suspension (1-3 In-school)
Suspension (1-3 Out-of-school)
For repeated offenses - *Expulsion may be recommended*

Possession or use of tobacco or related paraphernalia

Suspension (3-5 days)

Possession, use, or being under the influence of a controlled or illegal substance, for alcohol, look-a-like drugs, or related paraphernalia during school, on school grounds, during school activities, or while traveling to and from school

Suspension (5-10 days)
Suspension may be reduced:
1st offense if student enrolls in and completes a substance evaluation and follows up on recommendations from a drug/alcohol counselor.
2nd offense – *Expulsion may be recommended*

Sale, attempted sale, delivery, transfer of alcoholic beverages, unlawful drugs, controlled or look-a-like substances during school time, on school premises, or during school-sponsored activities

10 day Suspension
Expulsion may be recommended

Causing a false fire alarm, bomb threat, or other such emergency

10 day Suspension
Expulsion may be recommended

Arson	10 day Suspension <i>Expulsion may be recommended</i>
Theft of school/staff property	1-5 day Suspension, Restitution
Possession or use of a weapon or look-a-like weapon or object which can reasonably be considered to be a weapon during school time, on school premises, or during school-sponsored activities	5-10 day Suspension <i>Expulsion may be recommended</i>
Possession of a firearm - firearms include, but are not limited to, guns, bombs, poison gas or grenades	10 day Suspension <i>Expulsion may be recommended</i>
Physical contact of an insulting or provoking nature towards an adult	10 day Suspension <i>Expulsion may be recommended</i>
Reckless conduct that endangers student safety	5-10 day Suspension <i>Expulsion may be recommended</i>
Intimidation/Harassing others (including racial, ethnic or sexual)	Parent Notification and Detention (1-3) Suspension (1-5 days)
Possessing or using incendiaries (e.g. fireworks, matches)	5-10 day suspension <i>Expulsion may be recommended</i>
Committing any act which furthers gang activity: (wearing, displaying, gesturing or communicating a sign or symbol of evidence or affiliation with a gang)	5-10 day Suspension <i>Expulsion may be recommended</i>
Vandalism of school property	1-10 day Suspension, Restitution <i>Expulsion may be recommended</i>
Threats or intimidation/Bullying	Warning 1-10 day Suspension <i>Expulsion may be recommended</i>
Sexually inappropriate conduct	5-10 day Suspension <i>Expulsion may be recommended</i>

Note: Possession is defined as having reasonable access to and would include, but not be

limited to: placement in a locker or book-bag, or on the student's body.

Depending on the seriousness of the misbehavior, students will be placed on Social Adjustment for Category B misconduct (See page 35, 36).

Illinois law requires that all criminal offenses committed by students be reported to local police.

MISCELLANEOUS POLICIES

BICYCLES

The administration discourages the riding of bicycles to school due to heavy vehicle traffic in the community. To insure the safety of all the students, bicycles must be “walked” when on school property. The school is not responsible for the security of bicycles. All bicycles must be parked and locked in the bike rack.

BIRTHDAY RECOGNITION

Students' birthdays are recognized and celebrated during Homebase class. Students are not allowed to have balloons at school or decorate lockers to celebrate birthdays.

BOOK BAGS

Students are allowed to carry their books and materials to and from school in book bags; however, students will **not** be allowed to use and carry book bags from class to class.

BUILDING SECURITY

To control access to the school building and to provide a measure of security for our students only the front door near the school office is unlocked during school hours. All visitors **must** use this door and report to the office where they will be issued a visitors pass which must be worn at all times while visiting in the building.

COMPUTER EDUCATION

Lakeview Jr. High has a strong commitment to the advancement of computer-based education. Students will have many opportunities to work on computers throughout the school year. A formal computer literacy program is taught as a part of the "Encore" block. Students have access to the computers before school, during study hall, and after school on selected days.

COUNSELING SERVICES - SOCIAL WORK SERVICES

Counseling and/or social work services are available to students through Lakeview Jr. High School. Students or parents wishing to obtain such services should contact the school principal.

EXTRA HELP FOR STUDENTS

Teachers often request that students arrive early or remain after school for additional help with their studies or for makeup testing. Parents will be notified prior to such sessions. In all cases, parents must provide transportation for the pupil. Students needing extra academic help must make an appointment with his/her teacher as soon as possible.

HOMEBASE PROGRAM

The Homebase or advisory program is a regular part of the Lakeview school day. For the Homebase program, students will be randomly grouped into classes of 15-17 students with one (1) teacher/facilitator, meeting each day for eighteen (18) minutes. The overall purpose of the Homebase program is to provide a smaller, caring environment to accomplish the following goals:

1. To demonstrate a positive working relationship between and among peers and adults;
2. To encourage positive social behavior among all students;
3. To encourage students to react positively toward their school experience;
4. To build self-esteem and self-worth;
5. To assist students with the necessary skills for achieving self-management and personal organization;
6. To celebrate the personal successes, accomplishments, and birthdays of students.

These goals will be achieved in a variety of ways, such as: group activities, guided discussions, goal setting, goal checks, and student planning and decision-making, etc. A great deal of emphasis will be placed on providing students with the opportunity to make decisions that will impact their lives while at Lakeview Junior High School.

HOMEWORK

Students will be given sufficient and appropriate homework assignments. Although some study time is available at school, assignments will need to be completed at home. It is suggested that a specific time be set for homework. Homework is important; it is the responsibility of the student to see that all homework is completed. Students not completing required homework assignments will ultimately suffer lower grades and reduced academic progress.

The Lakeview Jr. High Staff believes that learning should continue after school hours. Homework is assigned to encourage and extend learning. Parents can assist with successful homework completion by:

7. Reinforcing the value of homework
8. Providing their child with a suitable study environment
9. Reserving a time for homework

It is the responsibility of students to complete all homework assignments. Teachers are available to provide students with homework assistance. Students can make an appointment with their teacher for assistance.

HOMEWORK HOTLINE

As a special service to parents and students, nightly homework assignments are recorded on a telephone answering machine called the **HOMEWORK HOTLINE**. Students absent from school should call the hotline to obtain daily homework. Books and materials may be picked up by parents or classmates. Homework assignments are posted on the school website at www.ccsd66.org.

THE HOMEWORK HOTLINE PHONE NUMBER IS 630-985-8306.

IDENTIFICATION CARDS

In accordance with state law, any person on the school premises is required to show identification when requested to do so by any faculty or staff member. Students are required to carry a current, valid Lakeview identification card at all times. There will be a \$3.00 charge for replacement I.D. cards.

IMC (Library)

The IMC (Instructional Materials Center) is the automated library and media center at Lakeview Junior High. It contains many kinds of materials to use - books, magazines, encyclopedias, vertical File, computers, CD-ROMs, Internet access, and much more. Most books can be checked out for 2-weeks, and reserve materials are available for overnight checkout.

The IMC is open daily during school hours (7:50 a.m.-3:00 p.m.) including study period, before school (7:30 a.m.-7:50 a.m.), Tuesday through Friday.

INTERNET USAGE AND ACCESS

It is the school's goal to include the use of the Internet as a part of the instructional program to promote educational excellence by helping with resource sharing, innovation, and communication. Teachers may use the Internet throughout the curriculum during the school year.

Any use of the Internet must be consistent with the curriculum adopted by the District, as well as with the many instructional needs, learning styles, ages, and abilities of the students. Internet usage must at all times comply with the selection criteria for instructional materials or media center (library) materials.

All use of the Internet at school must be in support of educational goals or research. At Lakeview, the use of the Internet is a privilege for students, not a right. General rules for behavior, conduct, and communication apply when using the Internet at Lakeview. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for student use of the Internet. It is important to note that electronic communications and downloaded material may be monitored or read by school officials at any time.

Each user of the Internet must sign the District's Authorization for Internet Access as a condition for using the school's Internet connection. Each student and his or her parent must sign the Authorization form before being granted use of the Internet. The failure of any student to follow the terms for proper Internet usage will result in the loss of Internet privileges and/or disciplinary action.

LOCKER USE/LOCKER OWNERSHIP

To avoid being late to class, students should carry books and materials for the entire morning or afternoon. Frequent trips to the locker area may result in excessive class tardies and detentions. Students should not give their locker combinations to other students. Each student is personally responsible for textbooks and personal materials contained in his/her locker. Students are not allowed to enter the locker of another student.

Suggested locker times are: before school, before lunch, after lunch, and after school. Students are not allowed to go to their lockers during class time, unless special permission is granted by the principal, only school locks may be used on lockers. Students may not decorate the exterior of their lockers or the lockers of other students in any way.

The school lockers remain the property of the school and are accessible to school authorities at all times. The administration reserves the right to inspect all school lockers.

NUTRITION

Congress passed the Child Nutrition and WIC Reauthorization with the objectives of improving the school nutrition environment, promoting student health and reducing childhood obesity (PL 108-265. Sec 204). In addition, Public Act 094-0199 requires the Illinois State Board of Education to establish a state goal that all districts promote the improvement of the school nutrition environment.

PARENT VOLUNTEERS

Parent volunteers are invited and welcome at Lakeview. All adults who volunteer in the schools or chaperone field trips must have a Volunteer Information Form on file at the school. Forms are reviewed by school personnel. These forms are in the registration packets and are available in the office. For more information refer to School Board Policy 6:250.

PERSONAL PROPERTY

Students are discouraged from bringing personal items such as radios, computer games, cameras, or CD players to school. Personal items of this sort are not allowed in the classrooms or the lunchroom. These items will be confiscated and returned to the parent if misused. Students should not carry these items with them during the school day. The school is not responsible for any personal property brought to school.

PHOTO RELEASE

From time to time photos are taken of school events and activities. A photo release permission slip is provided during registration.

SEX EQUITY – Title IX

In compliance with federal law, Lakeview Junior High School does not discriminate against anyone on the basis of sex, race, or religion. If you feel you have experienced discrimination of this nature, please contact the office of the Superintendent of Schools at 630-783-5000.

SPECIAL SERVICES FOR STUDENTS

Center Cass District 66 provides a full range of special support services for students. These services include special education instruction, gifted and talented programs, speech and language therapy, social work, physical and occupational therapy, remedial reading (grades K-2), Title I remedial reading (grades 3-5) and academic learning strategies support at the junior-high level. If you feel that your child may need any of these services, or if you have concerns about your child's school progress or adjustment, please contact the building principal for assistance and/or information regarding the referral process for special services.

STANDARDIZED TESTING

Students in grades 6 and 7 will be administered the Measure of Academic Progress (MAP), and 8th grade students will take the Explore examination. These results will be available to parents. In addition, grade 7 students will be administered the Otis-Lennon Test of Mental Abilities. Students will also be required to take the *Illinois State Achievement Test. (ISAT)*.

STUDY HALL

Students not involved in certain activities will be assigned to a 30-minute study hall during the lunch hour. Students can request extra help from teachers during this time period or can complete assignments and other class work. Students must bring work or reading material to study period.

TELECOMMUNICATION DEVICES (cellular phones, pagers, and other devices)

The possession of a cellular phone at school is discouraged. Cellular phones are to be turned off during school hours. The use of a cellular phone during school hours is forbidden unless an emergency situation that threatens the safety and well being of the student, other students, or staff members exists. The school is not responsible for lost or missing cellular phones.

TEXTBOOKS AND EQUIPMENT

Every student is responsible for the proper use and care of school equipment and books. If books and/or equipment are lost, damaged, or defaced, a charge will be assessed to the student.

TRANSPORTATION OF STUDENTS

To insure safety, bus service is provided for all students.

VISITORS TO SCHOOL

For security purposes, all visitors must check-in at the school office.

Visitors wishing to attend any student assemblies must have prior approval from the administration.

Lakeview Jr. High School does **not** accept non-enrolled student visitors in classes or at school-sponsored activities, dances, class trips, athletic contests, etc.

YEARBOOK

The Lakeview Spartan will be published in the spring and distributed near the end of the school year. Advance orders for yearbooks will be taken.

LAKEVIEW JR. HIGH SCHOOL SUPPLY LIST 2010-2011¹

Every Lakeview student needs the following school supplies on the first day of school.

- 1 3-ring zipper or Velcro binder with seven 2-pocket folders

OR

- 1 accordion file
- 1 set of colored pencils
- 1 hi-lighter
- 1 pkg. of graph paper
- 3 boxes of facial tissue
- 1 two-pocket 3-ring folder (Health only)
- 1 flash drive

Additionally, each day a child enters Lakeview, he needs to have the following per grade level.

6 th Grade	7 th Grade	8 th Grade
<ul style="list-style-type: none"> • notebook paper • 6" metric ruler • 1 calculator w/ sq. root • #2 pencils w/ erasers • blue/black pens • red pens • 1 set of fine point markers • 1 pink eraser (approx. 2") • 4 single subject spirals 	<ul style="list-style-type: none"> • notebook paper (loose leaf) • 1 calculator w/ sq. root • #2 pencils w/ erasers • blue/black pens (erasable) • red pens • dry erase markers • 9 single subject spirals • 1 one-inch, 3 ring binder for Science • 1 one-inch, 3 ring binder for Spanish 	<ul style="list-style-type: none"> • notebook paper • 1 calculator w/ sq. root • several #2 pencils with erasers • several blue/black pens (erasable) • several red pens • 5 single subject spirals • 1 one-inch, 3 ring binder for Math • 1 one-inch, 3 ring binder for Science
<p>The following supplies should be kept at school.</p>		
<ul style="list-style-type: none"> • 3 packages of note cards 	<ul style="list-style-type: none"> • 2 packages of note cards 	<ul style="list-style-type: none"> • 6 packages of note cards

Physical Education Supplies

- Reversible shirt/green-gold²
- Shorts – black
- White socks and gym shoes
- 1 two-pocket folder
- deodorant (stick form)

Note: Supplies will need to be replenished throughout the year

¹ Please print your child's name on all supplies.

² P.E. uniforms will be available for purchase from the PTO at the Open House.