

# **STUDENT HANDBOOK 2020-2021**

**LAKEVIEW JR. HIGH SCHOOL  
701 PLAINFIELD ROAD  
DOWNERS GROVE, IL 60516  
[www.ccsd66.org](http://www.ccsd66.org)**

**Attendance Line: 630-783-5180  
Office Phone: 630-985-2700  
Bullying Hotline: 630-783-5210**

***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 2020

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.

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 Windsor  
Principal

LAKEVIEW JUNIOR HIGH SCHOOL  
STUDENT HANDBOOK

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## GENERAL INFORMATION

### Lakeview Main Office

Phone: (630) 783-5102

Attendance: (630) 783-5180

Bullying Hotline: (630) 783-5210

**Office Hours:** 7:00 a.m. - 3:30 p.m.

<b>District Office</b>	630-783-5000	Fax: 630-910-0980	
<b>Elizabeth Ide</b>	630-783-5200	Fax: 630-971-3367	Attendance: 630-783-5199
<b>Prairieview</b>	630-783-5100	Fax: 630-910-0803	Attendance: 630-783-5290
<b>Lakeview</b>	630-985-2700		Attendance: 630-783-5180

**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 and present a Driver's License.

### **Daily Time Schedule: (Grades 6-8)**

<b>Periods</b>		
<b>1</b>	8:00 - 8:37	37 minutes
<b>2</b>	8:40 - 9:17	37 minutes
<b>3</b>	9:20 - 9:57	37 minutes
<b>4</b>	10:00 - 10:37	37 minutes
<b>5</b>	10:40 - 11:17	37 minutes
<b>6</b>	11:20 - 11:57	37 minutes
<b>7</b>	12:00 - 12:37	37 minutes
<b>8 - Remote</b>	1:35 - 2:15	40 minutes

## FACULTY DIRECTORY

In an effort to increase communication between home and school, we encourage the use of email 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 email. Of course, telephone messages are always accepted and encouraged.

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

### **Main Office**

<b>Name</b>	<b>Position</b>	<b>Voice Mail</b>	<b>E-mail</b>
Mr. Paul J. Windsor	Principal	985-2700	<a href="mailto:pwindsor@ccsd66.org">pwindsor@ccsd66.org</a>
Mrs. Kim Rybicki	Readiness and Success Coordinator	985-2700	<a href="mailto:krybicki@ccsd66.org">krybicki@ccsd66.org</a>
Mrs. Jennifer Lechner	School Secretary	783-5102	<a href="mailto:jlechner@ccsd66.org">jlechner@ccsd66.org</a>
Mrs. Maria Gannon	School Secretary/ Health Aide	783-5101	<a href="mailto:mgannon@ccsd66.org">mgannon@ccsd66.org</a>
Ms. Patsy Tongren	School Nurse	783-5101	<a href="mailto:ptongren@ccsd66.org">ptongren@ccsd66.org</a>

### **District Office**

<b>Name</b>	<b>Position</b>	<b>Voice Mail</b>	<b>E-mail</b>
Mrs. Diana Goldstein	District Secretary	783-5155	<a href="mailto:dgoldstein@ccsd66.org">dgoldstein@ccsd66.org</a>
Mrs. Laura Arce	Accounts Payable	783-5156	<a href="mailto:larce@ccsd66.org">larce@ccsd66.org</a>
Mrs. Carol Tedeschi	Business Manager	783-5154	<a href="mailto:ctedeschi@ccsd66.org">ctedeschi@ccsd66.org</a>
Dr. Andrew Wise	Superintendent	783-5153	<a href="mailto:awise@ccsd66.org">awise@ccsd66.org</a>

### **Faculty**

<b>Name</b>	<b>Position</b>	<b>Voice Mail</b>	<b>E-mail</b>
Jinsun Baek	School Nurse	783-5161	<a href="mailto:jbaek@ccsd66.org">jbaek@ccsd66.org</a>
Jennifer Banas	Speech Pathologist	783-5157	<a href="mailto:jbanas@ccsd66.org">jbanas@ccsd66.org</a>
Sereen Benson	English/LA (6 <sup>th</sup> )	783-5023	<a href="mailto:sbenson@ccsd66.org">sbenson@ccsd66.org</a>
Joanna Bergmann	Spanish	783-5014	<a href="mailto:jbergmann@ccsd66.org">jbergmann@ccsd66.org</a>
Judy Bretl	Consumer Education	783-5034	<a href="mailto:jbretl@ccsd66.org">jbretl@ccsd66.org</a>
Amy Burrows	English/LA (7 <sup>th</sup> )	783-5016	<a href="mailto:aburrows@ccsd66.org">aburrows@ccsd66.org</a>
Charity Collins	Librarian	783-5009	<a href="mailto:ccollins@ccsd66.org">ccollins@ccsd66.org</a>

Andrea Conley	Physical Education	783-5013	<a href="mailto:aconley@ccsd66.org">aconley@ccsd66.org</a>
Dominique Coomer	Science (8 <sup>th</sup> )	783-5011	<a href="mailto:dcoomer@ccsd66.org">dcoomer@ccsd66.org</a>
Jennifer Davis	Special Education	783-5019	<a href="mailto:jdavis@ccsd66.org">jdavis@ccsd66.org</a>
Joy DeFors	Instructional Coach	783-5006	<a href="mailto:jdefors@ccsd66.org">jdefors@ccsd66.org</a>
Annie Diver	Math (8 <sup>th</sup> ) Team Leader	783-5018	<a href="mailto:adiver@ccsd66.org">adiver@ccsd66.org</a>
Dave Dvorak	Physical Education	783-5005	<a href="mailto:ddvorak@ccsd66.org">ddvorak@ccsd66.org</a>
Sarah Focken	Math (7 <sup>th</sup> )	783-5004	<a href="mailto:sfocken@ccsd66.org">sfocken@ccsd66.org</a>
Kari Gemmell	Science (7 <sup>th</sup> ) Team Leader	783-5017	<a href="mailto:kgemmell@ccsd66.org">kgemmell@ccsd66.org</a>
Jessica Grove	Science (6 <sup>th</sup> )	783-5035	<a href="mailto:jgrove@ccsd66.org">jgrove@ccsd66.org</a>
Shannon Hayes	English/LA (8 <sup>th</sup> )	783-5007	<a href="mailto:shayes@ccsd66.org">shayes@ccsd66.org</a>
Gina Horeni	Social Worker	783-5106	<a href="mailto:ghoreni@ccsd66.org">ghoreni@ccsd66.org</a>
Mary Lavorato	English/LA (8 <sup>th</sup> )	783-5066	<a href="mailto:mlavorato@ccsd66.org">mlavorato@ccsd66.org</a>
Jake Little	Social Studies (7 <sup>th</sup> )	783-5029	<a href="mailto:jlittle@ccsd66.org">jlittle@ccsd66.org</a>
Jennifer Maass	Social Studies (6 <sup>th</sup> )	783-5003	<a href="mailto:jmaass@ccsd66.org">jmaass@ccsd66.org</a>
Amelia Mesker	Special Education Team Leader	783-5115	<a href="mailto:amesker@ccsd66.org">amesker@ccsd66.org</a>
Kristy Mixon	English/LA (7 <sup>th</sup> )	783-5001	<a href="mailto:kmixon@ccsd66.org">kmixon@ccsd66.org</a>
Erika Myers	STEM	783-5119	<a href="mailto:emyers@ccsd66.org">emyers@ccsd66.org</a>
Magen Newman	Art	783-5015	<a href="mailto:mnewman@ccsd66.org">mnewman@ccsd66.org</a>
Elizabeth Nyhlen	Physical Education	783-5122	<a href="mailto:enyhlen@ccsd66.org">enyhlen@ccsd66.org</a>
Brian Ohlsen	Instrumental Music	783-5064	<a href="mailto:bohlsen@ccsd66.org">bohlsen@ccsd66.org</a>
Kristina Pankow	English/LA (6 <sup>th</sup> )	783-5002	<a href="mailto:kpankow@ccsd66.org">kpankow@ccsd66.org</a>
Jennifer Rickert	Music	783-5038	<a href="mailto:jrickert@ccsd66.org">jrickert@ccsd66.org</a>
Kimberly Rybicki	RAS Coordinator	783-5102	<a href="mailto:krybicki@ccsd66.org">krybicki@ccsd66.org</a>
Mark Safranski	Social Studies (8 <sup>th</sup> )	783-5028	<a href="mailto:msafranski@ccsd66.org">msafranski@ccsd66.org</a>
Lisa Schuyler	Special Education	783-5022	<a href="mailto:lschuyler@ccsd66.org">lschuyler@ccsd66.org</a>
Karen Snodgrass	Math (6 <sup>th</sup> )	783-5030	<a href="mailto:ksnodgrass@ccsd66.org">ksnodgrass@ccsd66.org</a>
Tom Tedeschi	Instrumental Music	783-5124	<a href="mailto:ttedeschi@ccsd66.org">ttedeschi@ccsd66.org</a>
Patsy Tongren	Nurse	783-5105	<a href="mailto:ptongren@ccsd66.org">ptongren@ccsd66.org</a>
Kim Travis	Psychologist	783-5112	<a href="mailto:ktravis@ccsd66.org">ktravis@ccsd66.org</a>

**CENTER CASS SMART START 2020-2021 CALENDAR**

August 2020				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
Mon	Tues	Wed	Thurs	Fri
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

LEGEND	
First Day of School	
EM	Emergency Days (only if needed)
TI	Institute Day
NO SCHOOL	
SIP	SIP Early Dismissal (No Lunch)
SIP	Remote Learning Plan Day
PVT	Parent/Teacher Conferences

June 2021				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

\*Face-to-face Parent/Teacher Conferences are held prior to the actual student non-attendance day  
 Note: The last day of school should be considered to be June 4, 2021 because of the addition of five emergency days.

<b>August 2020</b>	
17	No School - Teacher Institute
18	No School - Teacher Institute
19	No School - Teacher Institute
20	No School - Full Remote Learn Plan Day
21	Early Release Day - First Day of School
24	Early Release Day - School Improvement
25	Early Release Day - School Improvement
26	Early Release Day - School Improvement
27	Early Release Day - School Improvement
28	Early Release Day - School Improvement
31	Early Release Day - School Improvement
<b>September 2020</b>	
1	Early Release Day - School Improvement
2	Early Release Day - School Improvement
3	Early Release Day - School Improvement
4	Early Release Day - 1/2 Remote Learn Plan Day
7	No School - Labor Day
8	Early Release Day - 1/2 Remote Learn Plan Day
18	No School - Remote Learn Plan Day
28	No School - Remote Learn Plan Day
<b>October 2020</b>	
12	No School - Columbus Day
<b>November 2020</b>	
3	No School - Election Day
6	No School* - Parent/Teacher Conferences
25-27	No School - Thanksgiving Break
<b>December 2020</b>	
21	No School - Winter Break Begins
<b>January 2021</b>	
1	Last Day of Winter Break
4	Classes Resume
18	No School - Martin Luther King's Birthday
<b>February 2021</b>	
12	No School* - Parent/Teacher Conferences
15	No School - Presidents' Day
26	No School - County Institute Day
<b>March 2021</b>	
29	No School - Spring Break Begins
<b>April 2021</b>	
6	Classes Resume
30	No School - Remote Learn Plan Day
<b>May 2021</b>	
27	Last Day of School
28	Emergency Day - to be cancelled if not used
31	No School - Memorial Day
<b>June 2021</b>	
1-4	Emergency Days - to be cancelled if not used

BOE Approved 11/10/2020

## **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Lakeview and District 66 play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.



6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.
13. By entering Lakeview Junior High, you are certifying that you do not have any of the following Covid-related symptoms:
  - Fever above 100.4 degrees
  - Cough
  - Fatigue
  - Shortness of breath or difficulty breathing
  - Diarrhea
  - New Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Muscle or body aches

All persons entering Lakeview are required to wear an approved IDPH mask at all times and are subject to temperature verification. Bandanas and sleeves will not be allowed. Face shields may only be used in combination with an approved IDPH mask. If you have medical certification of your inability to wear a face covering, you must report directly to the main office. Also, if you are required to quarantine for 14 days after travel and have not done so, please do not enter the school.

## **ATTENDANCE/ABSENCE PROCEDURES**

### **ABSENCES & ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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 9:15 a.m. each day of non-attendance. If an absence call is not received, parents will be called to determine their child's whereabouts. There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

Please call 630-783-5180 to report an absence. The Principal, Social Worker or School Nurse will contact home when a student accumulates 10 or more days of absences. Students may be excused from school for religious purposes or observances.

### **Attendance Monitor Plan**

<b>Days Absent</b>	<b>Action Taken</b>
<b>3 Days</b>	3 consecutive days – child referred to Principal's Office for review
<b>5 Days</b>	Contact by Principal, Social Worker or School Nurse
<b>10 Days</b>	Strategies to improve attendance developed: Contact by School Social Worker or School Nurse
<b>20 Days</b>	Truancy referral considered Review strategies to improve attendance Referral to Pupil Personnel Team Parent Conference Contact by School Administrator or School Nurse
<b>24 Days</b>	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. 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. A list of work, tests, quizzes and assignments will be available through google classroom and the district website.

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 negatively impact student progress and learning. 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 may attempt to assemble work in advance, but in many cases this will not be possible due to the missed instruction. Absences due to vacation will be marked unexcused.

### **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.

### **ABSENCES/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. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

If all local interventions fail to improve the truant student's attendance, he/she will be referred to the DuPage County Superintendent of Schools.

### **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 quarter.
3. Students with multiple tardies (3+) will be scheduled for a conference with the principal.
4. Students must be in their classroom by the sounding of the bell to be considered on time.

### **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**

**Lakeview is currently not participating in the Lunch Program. Below is information for when we resume.**

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 \$2.85 will be deducted from their lunch accounts. If a student’s account becomes negative, a note will be sent home. 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.

### **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 Mrs. Diana Goldstein in the District Office at 630-783-5000.

### **HOT LUNCH**

District 66 offers hot lunch Monday through Friday. Students may purchase a hot lunch everyday through their MySchoolBucks.com account. All purchases will be done

through MySchoolBucks.com accounts this year. No cash or checks will be accepted.

Students will be offered two (2) lunch options each day. There will be no a la carte or snacks options this year. Milk is included in the price of a lunch. Parents may add money to a child's lunch account via the Internet using their MySchoolBucks.com account. Students who do not wish to purchase a hot lunch but would like to drink milk at lunchtime may purchase milk through their accounts.

### **LUNCHROOM EXPECTATIONS**

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.

### **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.

## GRADING SYSTEM/STUDENT RECORDS

### REPORT CARDS, MID-TERM PROGRESS REPORTS AND CONFERENCES

Report cards are issued on a Quarterly (9-week) basis. In an effort to improve communication regarding academic progress to parents, progress reports will be available online at any time 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 Quarter

Aug. 19, 2020	Start of 1st Quarter
Sept. 18, 2020	Mid Terms – All Students
Oct. 20, 2020	End of 1 <sup>st</sup> Quarter

#### Second Quarter

Oct. 21, 2020	Start of 2nd Quarter
Nov. 23, 2020	Mid Terms – All Students
<b>Jan. 15, 2021</b>	<b>Data Review</b>
Jan. 08, 2021	End of 2 <sup>nd</sup> Quarter

#### Third Quarter

Jan. 11, 2021	Start of 3rd Quarter
Feb. 10, 2021	Mid Terms – All Students
<b>Mar. 11, 2021</b>	<b>Data Review</b>
March 16, 2021	End of 3 <sup>rd</sup> Quarter

#### Fourth Quarter

Mar. 17, 2021	Start of 4th Quarter
April 23, 2021	Mid Terms – All Students
TBD	Data Review
May 25, 2021	End of 4 <sup>th</sup> Quarter

### **Parent Teacher Conferences (Virtual)**

October 29, 2020	5:00 - 8:00 p.m. Parent/Teacher Conference
November 11, 2020	5:00 - 8:00 p.m. Parent/Teacher Conference
March 3, 2021	5:00 - 8:00 p.m. Parent/Teacher Conference



## **REPORT CARDS**

Parents are asked to review all Quarterly report cards, by using your Parent Connect password.

### **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

### **STRAIGHT “A” RECOGNITION**

Students will be recognized for earning straight A's at the completion of the first and second semesters.

### **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 MAP and PARCC tests and various local measures, according to the school's promotion matrix. Every effort will be made to provide students with extra help, interventions, 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**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 school 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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian 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 the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. [1]**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to

postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian 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/guardian or eligible student when notified of the right to a hearing.

**4. 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 without consent is permitted 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/guardian 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 or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian 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.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information.**

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

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

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.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[2]**

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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**8. 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.**

**9. 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

(Updated 8/20/2016)

**HOME LANGUAGE SURVEY**

For students who are new to the district, a Home Language Survey will be administered within 30 Days after a student's enrollment.

**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](mailto:kliles@ccsd66.org).

## **TRANSPORTATION/BUSING**

### **BUS EXPECTATIONS**

To ensure 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

#### HEAD LICE (PEDICULOSIS)

Center Cass School District policy reflects standard practices as recommended by the National Association of School Nurses, American Academy of Pediatrics, Dupage County Health Department and Illinois School Code. These organizations recommend that the management of pediculosis should not disrupt the educational process or create unnecessary absenteeism.

Any time a student shows evidence of head lice a parent/guardian will be notified and asked to treat their child at home that day. If the student has siblings in any District 66 school, those children will also be checked by the nurse for head lice. Students will not be excluded from school due to lice on the day of lice being discovered. **Once the child is treated for lice, the child may return to school with proof of treatment.** This proof must be submitted to the school nurse the day the student returns to school after receiving treatment. This proof can include:

1. Note from a physician
2. Receipt showing purchase of treatment
3. Box top of product used to treat the lice

The child will be allowed to return to school the next morning as long as proof of treatment has been provided. Upon returning to school, the student's head will be checked by the school nurse 7-10 days later. If there is evidence of live lice still, the parent/guardian will be contacted again and the procedure repeats. If there is evidence of live lice after second treatment, the parent/guardian will be asked to retreat their child, seek medical advice or try a different product.

Lice facts:

1. Lice are spread by head-to-head or close personal contact. School activities do not include this type of contact.
2. Lice are not transmitted due to poor hygiene. Lice infestation may occur in any segment of the population, i.e. children as well as adults, regardless of their personal hygiene.

3. Lice do not fly or jump. They do not fall off the hair shaft; they are cemented to it. They do crawl.
4. Lice are not considered to be dangerous, but rather a public health nuisance.
5. Household members and close contacts should be checked, but only those who actually have lice should be treated for it. Never initiate treatment unless there is a clear diagnosis of head lice.
6. Studies have shown that excluding students from school does not reduce the frequency of the discovery of lice. School is considered to be a very rare source of transmission. More common means of transmission are family members, overnight guests, playmates, shared hairbrushes, pillows, and sheets. Thus, discourage your child from using combs, brushes or other grooming/hair aids belonging to others.

A letter will be sent home to parents (EC-5 classrooms, 6-8 grade level) and student confidentiality will be maintained. If you believe your child may have lice, or you need further information, please contact the District 66 School Nurse, Jinsun Baek. **Please notify the school nurse if your child has lice, even if you have treated them already.**

### **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.

*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.*

## **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 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 an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a school medication authorization form. The school district shall 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 epinephrine auto injector or the storage of any 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 27, 2014, 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.

**EXEMPTION FROM PHYSICAL EDUCATION**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

## **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:

Art Club	Jazz Band
Basketball	Jazz Lab Band
Cheerleading	Memory Makers
Chess Club	Newspaper
Choir	Scholastic Bowl
Cross Country	Science Club
Drama/Musical	Soccer
Flag Squad	Softball
Game Club	Student Council
Golf	Swimming
IMC Club	Track & Field
Intramural Sports	Volleyball
	Yearbook Club

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 online.

### **EXTRA-CURRICULAR ELIGIBILITY**

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

Students must participate in daily PE classes to participate on a sports team.

A student will become ineligible for extra-curricular activities if he/she has an "F" on an Mid-Term report or report card. Students who are found to be ineligible will be suspended from that activity until the next academic reporting period.

### **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 Mid Term report or report card will be allowed to tryout or seek membership in a team/activity. He/she will **not** be allowed to participate until the next formal report of progress is issued. At the end of that period, if the student is passing all classes, he/she will be allowed to participate in that team/activity. Students who continue to have failing grades during the next reporting period 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 an 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 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**

Expectations for behavior at Lakeview Jr. High follow our Core Beliefs developed from a review of Love and Logic Core Beliefs and PBIS, which help maintain a mutually respectful climate and guide students to make responsible choices.

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.

### **LAKEVIEW DISCIPLINE VISION**

District 66 will continue to implement a proactive, systematic approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

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

Lakeview Jr. High staff members have agreed upon a common set of core beliefs, which serve as the basis for all decisions regarding the treatment of discipline violations.

Staff members are expected to enforce the rules and take action when rules are violated. The consequences or counseling used will be consistent with the set with the set of core beliefs agreed upon by the staff as a whole.

### **7 Core Beliefs for Discipline at Lakeview Junior High**

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Students will be made aware of any behavior that does not reflect the Core Beliefs. Expectations will be retaught and, in the event of a consequence, the misbehavior and the consequence will be clearly defined.
5. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
6. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

## **DISCIPLINE AUTHORITY**

Each teacher and staff member are 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/OR MEASURES**

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.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures.

1. Student warnings and discussions
2. Modified seating arrangement in classroom/lunchroom
3. Removal from classroom/lunchroom
4. Student conferences or counseling
5. Parent notification and parent conferences
6. Removal from extra-curricular activities, practices, events, or functions
7. Loss of social privileges - social adjustment
8. After school detentions
9. Full day detentions
10. Behavioral contracts and probationary status
11. Suspension from the school bus
12. In school suspensions
13. Out of school suspensions for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Seizure of contraband.
15. Return of property or restitution for lost, stolen or damaged property.
16. Notification of the police.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "Look-alikes", alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.



18. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
19. Referral for intervention services.
20. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS**

#### Suspension Procedures

Per Board Policy 7:200, in the event of a suspension the following procedures will be used:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the

suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### Expulsion Procedures

Per Board Policy 7:210, in the event of a suspension the following procedures will be used:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes or other vaping products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other

students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse (truancy).

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat

was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **WHEN AND WHERE CONDUCT RULES APPLY**

The grounds for disciplinary action also apply whenever the 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 any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **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 zero 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-alike 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 extracurricular 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 3:20 to 4:00 p.m. 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.

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to



drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures.

### **FIGHTING**

Any student involved in fighting behavior in school, on the school bus, on the way to or from school 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 significantly 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 & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **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.

### **HALL PASS**

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

### **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.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **REPORTING OF INCIDENTS TO SIRS**

The Illinois State Board of Education (ISBE) and the Illinois State Police have developed the School Incident Reporting System (SIRS). Incidents such as attacks on school personnel, firearms in schools, and drug-related incidents in schools will be reported to both the police and ISBE through SIRS. (105 ILCS 5/10-21.7).

### **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a)

Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **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 extracurricular 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, open sides or open backs. 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 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 innuendos, 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. 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.
10. 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.

### **TECHNOLOGY MISUSE**

Please refer to Center Cass School District - MCD Protection Plan and Student Pledge – Pages 40-41 and Acceptable Use of District Technology Website Policy Mobile Electronic/Computing Devices – Pages 42-54.

### **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 PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **BULLYING**

### **Bullying Defined –**

Bullying is any type of conduct that may:

1. Reflect a coercive **imbalance of power**; AND
2. Is **purposeful** and **repeated**; AND
3. Places an individual in **reasonable** fear of **substantial** detrimental effect to his or her person or property or to otherwise substantially interfere in participating in any activity.

The Illinois legislature defines "Bullying" as meaning:

"Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. 105 ILCS 5/27-23.7(b)

The Illinois legislature also authorizes the school board and their discipline advisory committee's broad discretion to establish appropriate behavioral standards for their respective schools, which take into consideration but are not limited to conduct prohibited by State and federal laws. See, 105 ILCS 5/10-20.14(d). The statutory definition of bullying set forth in the School Code is intended to be incorporated into the

Model Procedure definition of bullying, but is not intended to limit conduct that otherwise falls within the Model Procedure definition from being classified as bullying conduct if that conduct does not also fall within the School Code's definition.

For purposes of this Model Procedure "Conduct" includes:

- A. Physical acts, such as physical contact with another, stalking, sexual assault and destruction or damage to property of another;
- B. Written and electronic communication any medium as well as verbal threats made to another or blackmail, or demands for protection money;
- C. Non-verbal threats or intimidation such as aggressive or menacing gestures may also be considered conduct for purposes of this procedure;
- D. Use of school property, including computers, the electronic network, or any other electronic device, to communicate with others; and
- E. Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events

In addition to that conduct described above, *examples* of conduct that may constitute bullying include the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would *not ordinarily* be considered bullying for purposes of this procedure includes:

- Mere teasing
- "talking trash"
- Trading of insults
- The expression of ideas or beliefs (expressions protected by the First amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another

The examples set out in these comments are meant to be illustrative and are not exhaustive of conduct that may or may not be considered "Bullying". Nor are they intended to limit the exercise of discretion granted to school administrators under Sections 5/10-20.12(d) or 5/10-22.6 of the School Code for addressing instances of Student misconduct.

## **BULLYING IS PROHIBITED**

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this procedure is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions.

Electronic/cyber-bullying is also prohibited as outlined in our acceptable user agreement policy.

Any student who is a bystander to any bullying conduct who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. No student shall retaliate against for reporting or participating in the investigation of bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

## **RESPONDING TO BULLYING**

In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration should consider the ages and maturity of the students involved; the type, frequency and any pattern of behaviors; the context in which the incidents occurred; and any other relevant circumstances.

School administrators also will keep in mind the bullying conduct can constitute unlawful harassment or discrimination. School districts have an independent obligation under State and federal civil rights laws to investigate and appropriately intervene when the

school district knows or reasonably should know that the bullying conduct rises to the level of individual harassment or discrimination or creates a hostile educational environment.

This procedure in no way is intended to limit school administrators in exercising their discretion in determining the misconduct charge applicable to a student's behavior, and does not preclude administrators from charging a student with bullying in addition to any other charge that is warranted by the misconduct.

## **REPORT AND INVESTIGATION**

The District's bullying hotline for students and/or parents to report bullying incidents is 630-783-5210. Parents may also access the Bullying Link on our District Website. The school will develop a reporting procedure which may include, to the extent possible, a



written report. Each grade level will designate an individual to monitor and assist with the written reporting or bullying incidents. Anyone who witnesses any conduct that could constitute bullying shall make such a report as soon as possible to any school staff member. This report then may be submitted to the principal or designee(s) responsible for student discipline who as soon as practicable shall conduct or cause to be conducted a thorough investigation of the alleged incident.

In instances when the bullying conduct suggests possible violation of laws prohibiting harassment or discrimination based on a student's race, national origin, gender, sexual orientation, religion, disability or other legally protected category, the investigation shall be conducted in accordance with the procedures set forth in District Policy 7:180. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code.

The police and State's Attorney may be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. The School District always retains its right to investigate and impose any discipline for violation of this procedure, whether or not criminal charges are pursued.

The Superintendent or designee periodically may review disciplinary incidents involving bullying conduct or conduct placing students at risk of bullying for purposes of monitoring: 1) the effectiveness of the District's programs and interventions in creating a climate of mutual respect and civility in the school community, and 2) the application of this procedure in a non-discriminatory manner. A report of the Superintendent's findings may be made to the Board of Education at least once a year.

### **Notification/Training**

Students and parents/legal guardians will be notified of this procedure annually through receipt of the school's handbook. The procedure is also posted on the school's website.

The school does include a program on bullying prevention and character instruction appropriate to all grade levels. Such a prevention program includes incorporating student social and emotional development, as required by State law.

### **ADDITIONAL NOTIFICATIONS ON HARASSMENT/BULLYING**

#### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy;

association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

The District's current Nondiscrimination Coordinator and Complaint Managers are listed below:

**Nondiscrimination Coordinator:**

Kim Rybicki  
701 Plainfield Rd.  
Downers Grove, IL 630-985-2700

**Complaint Manager:**

Paul Windsor  
701 Plainfield Rd  
Downers Grove, IL  
630-985-2700

## **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.

### **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 the front door and report to the office where they will be issued a visitor’s pass which must be worn at all times while visiting in the building. Visitors will be required to present a Driver’s License upon checking in at the school office.

### **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.

### **EMAIL FOR STUDENTS**

#### **General Information**

Students in grades 6-8 are given a district email that will be used for school-related student communication only.

Students will have email accounts (ex. js0358@ccsd66.org.)

#### **Uses of Student Email**

- Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email at least once per day.
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class.

- Students may send emails to other students to collaborate on group projects and assist with school classes.

### **Student Email Permissions**

- District 66 controls whom email messages can be sent to and whom they can be received from.
- Lakeview students can email Lakeview students and can email all staff
- Lakeview students cannot email elementary students, anyone outside the school domain
- Students cannot receive email from outside the school domain

### **General Email Guidelines for Students**

Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

### **Student Emails to Staff**

- Students are encouraged to email staff concerning school-related content and questions. This may also include extra curricular clubs and activities.
- Teachers will not be expected to answer student email outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

### **Monitoring and Filtering of Email**

- Email that is sent within the District is monitored and filtered.
- Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery.

### **Expectation of Privacy**

At any time and without prior notice, the school district reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the school district, no one should have any expectation of privacy regarding such materials.

### **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.

### **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:

1. Reinforcing the value of homework
2. Providing their child with a suitable study environment
3. 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.

### **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 instructional resources. 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 (7:35 a.m.-3:11 p.m.) including study hall periods, before school (7:35 a.m.-8:05 a.m.), Tuesday through Friday.

### **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.

### **MONEY COLLECTION**

Whenever students bring money to school, we would appreciate having the money in an envelope with the student's name and purpose for the money written on the envelope. This procedure greatly reduces confusion in the classroom each morning.

### **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**

For more information about volunteering, please contact the school office.

### **PERSONAL PROPERTY**

Students are discouraged from bringing personal items such as radios, computer games, cameras, or iPods to school. Personal items of this sort are not allowed in the classrooms without teacher permission. 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. Photo release permission is provided through 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.

## **STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES**

In accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **STUDENT'S RIGHT TO NOT PARTICIPATE IN COURSES FOR SEXUAL ABUSE**

Parents may request in writing that their student not participate in a course that relates to sexual abuse. The written request must be submitted to the building principal, who will then work with classroom teachers to make alternative arrangements.

## **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 through 8 will be administered the Measure of Academic Progress (MAP). These results will be available to parents. Students will also be required to take the *PARCC Test*. See Appendix A for the District 66 Annual Assessment Calendar.

## **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 are to be turned off during classes unless directed otherwise by a staff member. 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.

### **TOXIC ART SUPPLIES**

Teachers must be knowledgeable of the properties, use, storage and proper disposal of all art materials that may be judged as hazardous prior to their use in an instructional activity. Art materials containing toxic substances are prohibited from use with students in kindergarten through grade six. In grades seven and eight, toxic art substances should be purchased only when they meet labeling standards. (105 ILCS 135/6).

### **TRANSPORTATION OF STUDENTS**

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

### **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **VISITORS TO SCHOOL**

For security purposes, all visitors must check-in at the school office and present a Driver's License. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. By entering Lakeview Junior High, you are certifying that you do not have any of the following Covid-related symptoms:

- Fever above 100.4 degrees
- Cough
- Fatigue
- Shortness of breath or difficulty breathing
- Diarrhea
- New Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Muscle or body aches

All persons entering Lakeview are required to wear a cloth face covering at all times and are subject to temperature verification. If you have medical certification of your inability to wear a face covering, you must report directly to the main office. Also, if you are required to quarantine for 14 days after travel and have not done so, please do not enter the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **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 TEACHER ORGANIZATION

The Lakeview P.T.O is one of three building P.T.O.'s that operates under the guidance of a District P.T.O. Board. Several district wide fundraisers are conducted each year to generate funds that are distributed to the buildings per their respective P.T.O. budgets. In addition, each building P.T.O. conducts a limited number of activities within its building. Monies earned by the P.T.O. are used to fund activities and purchases that benefit our students.

Lakeview officers for the 2020-2021 school year are:

President	Nancylee Martyka
Vice President	Kim Corpora
Secretary	Carmen Ciocan
Treasurer	Kim Pace

## 6th Grade 2020-2021 Supply List

If at any time during the school year a student runs out of any of the items on this list, they should be replenished immediately.

- Three Ring Binder with 6 two-pocket folders or Accordion File
- Pencils (with erasers)
- Colored Pencils
- Blue/Black Pens
- Red Pen
- Loose leaf paper
- Sticky Notes
- 1 package of index cards (any size)
- 3 Spiral notebooks
- Calculator (Texas Instruments TI-30X IIS)
- Earbuds - kept in Chromebook case
- 1 package of 4 Expo Markers (any color) to be collected by Science
- Glue stick - to be collected in Art
- Two black ultra thin sharpies - to be collected in Art
- Two black sharpies - to be collected in Art
- 2 full size boxes of kleenex - will be collected by Advisories
- One container of antibacterial wipes - will be collected by Advisories
- One paper towel roll - will be collected by Advisories
- One Hand Sanitizer pump - will be collected by Advisories
- For Spanish: A 2 pocket folder
- Lakeview PE uniform shirt (can be purchased during open house), black athletic shorts or pants, gym shoes, socks, deodorant
- Health: 1, 3- prong, two pocket folder

### **Band Students Only:**

- 1.5 or 2 inch 3 ring Binder with clear view front.
- 3 highlighters (Different colors)
- 4 Mechanical pencils
- 3 ring pencil case

Rev. 4/23/2020

### 7th Grade 2020-2021 Supply List

If at any time during the school year a student runs out of any of the items on this list, they should be replenished immediately.

<b>All Classes for the whole year</b>	<ul style="list-style-type: none"> <li>● Pencils (with erasers)</li> <li>● Blue/Black Pens</li> <li>● Red Pen</li> <li>● Highlighter</li> <li>● Colored Pencils</li> <li>● 4 packs of 3x5 index cards</li> <li>● 6 labeled two-pocket folders/ binder/ organization piece that does not include a Chromebook case</li> <li>● Earbuds - <i>kept in Chromebook case</i></li> <li>● 1 box of sandwich ziploc bags- <i>will be collected on the first day of school in Advisory</i></li> <li>● Hand sanitizer - <i>will be collected in Advisory</i></li> <li>● 2 containers of Clorox/ Antibacterial Wipes- <i>will be collected on the first day of school in Advisory</i></li> <li>● 3 full size boxes of Kleenex - <i>will be collected on the first day of school in Advisory</i></li> </ul>
<b>ELA</b>	<ul style="list-style-type: none"> <li>● Spiral notebook</li> <li>● 4 packs of Sticky Notes</li> </ul>
<b>Math</b>	<ul style="list-style-type: none"> <li>● Calculator (<u>Texas Instruments TI-30X IIS</u>) (7th grade math and advanced math)</li> <li>● Spiral notebook</li> <li>● 12 inch, standard ruler</li> </ul>
<b>SS</b>	<ul style="list-style-type: none"> <li>● Spiral notebook</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>● 1 pack Loose leaf paper</li> <li>● 3-ring, 1" or larger binders</li> <li>● 5 tabs for binder</li> </ul>
<b>Spanish</b>	<ul style="list-style-type: none"> <li>● A 2 pocket folder</li> </ul>
<b>Art</b>	<ul style="list-style-type: none"> <li>● Two black ultra thin sharpies - to be collected in Art</li> <li>● Two black sharpies - to be collected in Art</li> <li>● Glue stick - to be collected in Art</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>● 1, 3- prong, two pocket folder</li> </ul>
<b>Encore</b>	<ul style="list-style-type: none"> <li>● 1 - two pocket folder</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>● Lakeview PE uniform shirt (can be purchased during open house), black athletic shorts or pants, gym shoes, socks, deodorant</li> </ul>
<b>Band</b>	<p><b>Band Students Only:</b></p> <ul style="list-style-type: none"> <li>● 1.5 or 2 inch 3 ring Binder with clear view front.</li> <li>● 3 highlighters (Different colors)</li> <li>● 4 Mechanical pencils</li> <li>● 3 ring pencil case</li> </ul>

## 8th Grade 2020-2021 Supply List

If at any time during the school year a student runs out of any of the items on this list, they should be replenished immediately.

- Pencils (with erasers)
- Blue/Black Pens
- Highlighter
- Ruler
- Red Pen
- Loose leaf paper
- 3 package 5X7 notecards
- Colored Pencils
- Sticky Notes (used in science, ELA, social studies)
- Calculator - Scientific example: (Texas Instruments TI-30X IIS) 8th grade math
  - Students taking the **high school level math** (MATH 1) will need a graphing calculator (email and flyer was sent home to those students)
- 6 labeled two-pocket folders/ binder/ organization piece that does not include a Chromebook case
- 3 Spiral notebooks
- Earbuds - kept in Chromebook case
- 2 - 3 ring binders, 1" or larger (Science and Spanish)
- 5 tabs (Science)
- 3 full size boxes of kleenex -*will be collected on the first day of school in Advisory*
- Hand sanitizer - *will be collected on the first day of school in Advisory*
- 2 containers of Antibacterial wipes- *will be collected on the first day of school in Advisory*
- 1 box Ziplock gallon bags- *drop off in IMC on the first day*
- Two black ultra thin sharpies - to be collected in Art
- Two black sharpies - to be collected in Art
- Glue stick - to be collected in Art
- Lakeview PE uniform shirt (can be purchased during open house), black athletic shorts or pants, gym shoes, socks, deodorant.

### **Band Students Only:**

- 1.5 or 2 inch 3 ring Binder with clear view front.
- 3 highlighters (Different colors)
- 4 Mechanical pencils
- 3 ring pencil case

## Appendix A

### CENTER CASS SCHOOL DISTRICT MCD PROTECTION PLAN AND STUDENT PLEDGE

Center Cass School District recognizes that by using public funds to purchase and provide Mobile Computing Devices (“MCD”) to students there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report, **MUST be filed by the Parent/Guardian** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal’s office.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional or non-covered damages to MCDs. The manufacturer’s warranty and the District’s insurance coverage **DOES NOT** cover intentional damage to the MCDs.

#### Parent/Student Pledge for Mobile Computing Device Use

1. I will take good care of the MCD provided to me.
2. I will never leave the MCD unsecured.
3. I will never loan out my MCD to other individuals.
4. I will know where my MCD is at all times.
5. I will charge my MCD's battery daily.
6. I will keep food and beverages away from my MCD since they may cause damage to the MCD.
7. I will not disassemble any part of my MCD or attempt any repairs.
8. I will protect my MCD by only carrying it while in the protective case provided
9. I will use my MCD only in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the MCD or cover. I will not deface the serial number on any MCD, or otherwise mar or deface the MCD or cover.
11. I understand that my MCD is subject to inspection at any time without notice and remains the property of Center Cass School District 66.
12. Use of the MCD will comport with the Acceptable Use Policy, the *Student Handbook* and Board policies whether at school or off-campus.
13. I understand and agree that I have no expectation of privacy in the MCD or any content stored therein and that I must produce the MCD for inspection any time requested by a District employee.
14. I, the Parent/Guardian, will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I, the Parent/Guardian, will be responsible for all damage or loss to the MCD to the



extent the damage or loss is not covered by the District's insurance coverage. If coverage applies, I will pay the full deductible before an MCD is reissued to my student.

16. I, the Parent/Guardian, agree to pay the full replacement cost of (to the extent not covered by insurance) any equipment (including power cords, covers, etc.) that I fail to return to the District.

17. I agree to immediately return the District MCD, and all accessories, in good working condition, upon request by the District.

18. I, the Parent/Guardian, understand that the District MCD is for the sole use of the student and for educational purposes.

19. I, the Parent/Guardian, understand that only District approved software and files are allowed to be downloaded on the District MCD.

Violations of this policy by students or parents may result in confiscation of the equipment by any school employee who will then turn the equipment over to the designated building administrator(s) as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the appropriate building administrator. The student may be suspended for violation of this policy, and may be expelled for egregious or multiple violations.

Unauthorized or illegal use of the device by anyone other than the student is strictly prohibited and may result in loss of use of the MCD and additional consequences for the individual(s) involved. Devices suspected of containing evidence of illegal activity will be turned over to law enforcement authorities for further examination/investigation.

**I agree to the stipulations set forth above in consideration of the student named below receiving a MCD from Center Cass School District 66. Even if I am not the parent or legal guardian, by signing below I signify that I voluntarily agree to be bound as set forth above in consideration of the provision of a MCD to the student identified below.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MCD: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Accessories: \_\_\_\_\_

**ACCEPTABLE USE OF DISTRICT TECHNOLOGY  
WEBSITE POLICY  
MOBILE ELECTRONIC/COMPUTING DEVICES**

**I. D66NET**

**Introduction**

The primary purpose of the District 66 electronic communications network (D66net) and related technologies that attach to it is to support and enhance learning and teaching that prepares students for success in an information society. The D66net includes all computer hardware, mobile devices, software, and network infrastructure owned or operated by District 66 including its internal network, portals, and/or online resources. Use of the system is defined as obtaining access to any District 66 hardware, technology, software, or services regardless of the technical device, and regardless of whether or not the device is owned or operated by the District. Students, staff, and guests in District 66 who are provided with access to D66net, and other technologies owned by the District shall be governed by the following policy.

The Internet enables worldwide connection to e-mail, discussion groups, databases, software, file storage and other information resources, such as libraries and museums. District 66 provides network access to promote educational excellence in District 66 schools by facilitating resource sharing, innovation, and communication. District 66 firmly believes that the value of information and interaction available on networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of District 66. The use of D66net is a privilege, not a right, it may be revoked at any time for inappropriate behavior.

Users have no expectation of privacy in their use of D66net. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in, or passed through D66net, regardless of the initial intentions or expectations of the user. District 66 has the right and responsibility to monitor the use of D66net by its users including tracking of internet, network, hardware, and software use. Employees should be aware that any digitally recorded information, even that of personal nature, can be subject to disclosure under the *Illinois Freedom of Information Act*. Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action. Any use of D66net by any student, staff member, or guest that disrupts the educational process or goals of Center Cass School District 66 is prohibited.

**Philosophy**

Center Cass School District 66 makes available computing and network resources for students, faculty, staff, and may make such resources available for community/guest users. The resources exist solely for educational purposes to carry out the legitimate business of the District, the Board of Education and the District 66 PTO. All users of

D66net are responsible for using these resources in an effective, ethical and lawful manner, and in accordance with federal, state, and local laws. The District's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the District's technology resources are District property with the exception of certain student-created work stored on network drives or unless stipulated otherwise. **Acceptable and unacceptable uses of resources are also addressed in related procedures.** Users should:

- Exercise personal responsibility for understanding limits and privilege of computing resources;
- Use resources legally and ethically;
- Understand related privacy and ownership issues;
- Conserve and protect resources.

## **Risk**

It is impossible to control all materials on the network. Sites accessible via D66net, particularly networks not under District control, might contain material that is illegal, defamatory, obscene, inaccurate or controversial. With global access to computers and people, there is a risk that students may access material that might not be considered to be of educational value in the context of the school setting. No technology is guaranteed to be 100% error free or dependable. The District makes no warranties of any kind for the service it is providing. The District is not liable or responsible for: 1) any information that may be lost, damaged or unavailable due to technical or other difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material.

## **User responsibility**

Students and staff should use District technology in a responsible, efficient, ethical, and legal manner in accordance with the District 66 mission. Network users are responsible for their actions in accessing available resources. The user shall make no attempt to receive pornographic or indecent material, material inconsistent with the values and mission of District 66, inappropriate language, or files that are potentially dangerous to the integrity of the hardware/software, including but not limited to disabling filtering devices. Any such material or files received by a user must be immediately reported to the Administration. Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the *Children's Internet Protection Act* and as determined by the Superintendent or designee. The user is not permitted to install any software that may be used to circumvent network or computer security or to violate any of Board policies or break any law.

### **A. Acceptable Uses**

All users of the D66net must comply with this policy, as amended periodically, as well as any related administrative procedures.

D66net access may be used to improve learning and teaching consistent with the

educational mission of District 66. District 66 expects legal, ethical, and efficient use of the D66net.

#### 1. Access

District 66 may issue network accounts to provide access to network resources. The use of the D66net is a part of the curriculum and not a public forum for general use. Incidental personal use of D66net should be infrequent and sporadic event, and must at all times comply with this Policy. Personal use of D66net during working hours is prohibited for staff members. If a student is issued a laptop or other mobile device by the District, the use of that hardware is restricted to the student and for educational purposes only. No one else is permitted to use the device, even when it is not being used by the student.

#### 2. Privilege

Use of D66net resources is a privilege, not a right.

#### 3. Subject to System Administration

All D66net resource usage is subject to examination or investigation as needed without prior notification or consent of the user. All users of D66net should recognize that mail use, storage capacity or evening/night/weekend access might be limited for technical reasons. Network administrators may review files and communications to maintain system integrity and to ensure that users, including students and staff members, are using the system responsibly. Users should not expect that e-mail or files stored on District servers will be private. Users should be aware that any digitally recorded information, even that of a personal nature, and/or documented use of D66net may be inspected and could be subject to public disclosure under the *Illinois Freedom of Information Act*. All users of D66net are guaranteed no level of privacy for any digital information stored or passed through D66net. The content of any digitally recorded information might be cause for student or employee disciplinary proceedings.

#### 4. Retention

The District may retain all digital information indefinitely, including all email correspondence. This does not guarantee the storage or integrity of all digitally recorded information.

### **B. Inappropriate Uses**

Inappropriate use includes, but is not limited to, those uses that violate the law, are inconsistent with District 66's educational mission, disrupt the educational process, interfere with an employee's performance or work responsibility, that are not in accord with this policy, or that hamper the integrity or security of D66net or any external networks to which D66net are connected. D66net shall not be used by anyone, including students, staff, or guests, in any manner that disrupts the educational environment or violates the rights of others, including using the D66net devices to take photographs, to cheat, for unlawful

purposes, or to bully, harass, or otherwise violate staff or student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of an electronic computing device, mobile or otherwise.

The use of personal electronic devices that connect (wired or wirelessly) to D66net is only permitted in the following instances:

Other than Guest users, the Technology Department must pre-approve any device before an attempt is made to connect it to D66net. Approval will be at the District's sole discretion, subject to the following minimum considerations:

1. Is the device needed for an educational purpose that cannot be provided with District equipment;
2. Can the device be properly inspected for worms/viruses, hacker software and software or files that in any way violate federal or state law or other provisions of this policy;
3. The device must be provided to the Technology Department at least one week prior to its planned use so that it can be evaluated. This regulation applies to any device that is capable of connecting to D66net, including but not limited to cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, or any other tethered or mobile electronic computing device;

Guest users seeking only to use the District's wi-fi connection to the Internet will be required to accept the terms of this Policy as a condition of receiving access.

### **Commercial Use**

Use of D66net for non-school sponsored private or commercial, income-generating, financial gain or "for-profit" activities, product advertisement solicitation purposes, or fraud is prohibited.

### **Harassment**

Harassing, threatening, intimidating, bullying, or demeaning an individual or group of individuals, through D66net because of any of the bases set forth in 105 ILCS 5/27-23.7(a), as amended is prohibited.

### **Profanity or Obscenity**

Users are not allowed to access, retrieve, send, intentionally receive, or view obscene, pornographic, profane, or indecent materials. All users shall at all times use language appropriate for school situations when using D66net.

### **Offensive or Inflammatory Speech**

Users must respect the rights of others, both in the local community and the network at large. Sharing personal information or personal attacks are unacceptable uses of D66net. If a student user is the victim of an inappropriate communication, the incident shall be brought to the

attention of a teacher or system administrator.

### **Vandalism/Mischief**

Vandalism and mischief are prohibited. Vandalism is defined to include damage or any attempt to harm or destroy any portion of D66net or the data of another user, whether on the network or on any networks that are connected to D66net. This includes, but is not limited to, unauthorized access of another user's account or files, and the deliberate creation and/or propagation of computer viruses. Mischief includes interference with the work of other users and is prohibited.

Any action that disrupts or interferes with the ability of the D66net to carry out its intended function may be considered mischief.

### **User ID violations**

Once an account is issued to a user, that user is responsible for all actions taken while using that account. Sharing an account with another person, or disclosing any user's password, is prohibited. Concealing or misrepresenting one's identity while using D66net is prohibited. Every user may be held responsible for all inappropriate uses of the user's account by any other person. All users must exercise extreme caution with their passwords (exclude simple words or names and anything easily guessed). Logging on, or attempting to log on, in the name or account of another person or entity is prohibited. If a user suspects that any account on the D66net has been compromised it is their responsibility to immediately contact the network manager.

### **Electronic Mail Violations**

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending e-mail that is unsolicited junk, rumor, harassment, obscene, or a chain letter is prohibited. The use of mass mailing should be minimized and pre-approval by the Superintendent or designee for mass messages is required for mass messages sent by anyone other than a District administrator.

### **File/Data Violations**

Users are not allowed to access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulation or District 66 policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of files or information on D66net to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the home address, or phone number of any District employee, student, or user. All users of D66net are responsible for protecting personal records held in an electronic format. Users of D66net are not allowed to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these guidelines.

### **Non-Academic Use**

District technology is a valuable, scarce resource. D66net is not to be used for non-academic purposes unless approved by the Superintendent or the Superintendent's designee.

Unauthorized intentional downloads to a computer, network drive or external media of movies or video files; MP3s; shareware; freeware; pirated software; or other .exe or application files (unless a part of the curriculum) are not allowed.

### **System Interference/Alteration**

Attempts to exceed, evade or change established resource quotas are prohibited. Quotas are limits on local hard drive storage space or network time or storage space which are designed to allow all users an equitable opportunity to access resources. Causing network congestion through mass consumption of system resources is prohibited. Any attempt to circumvent security on desktop machines or mobile computing devices is prohibited. Transfer of software to or from D66net is not allowed without authorization by the Director of Technology or designee.

### **Electronic Communication**

Any use of D66net as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate, advertise, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or nonprofit, are all prohibited. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Any communication that represents personal views as those of the school system or any school unit or that could be misinterpreted as such is not allowed. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor.

### **Software Licensing**

The District must own and maintain a license, or have on record evidence of acceptable use, for any software installed on a school owned computer or mobile device. Users of District owned computing devices may not install any software, applications (“apps”), licensed or otherwise, without permission from the Director of Technology or designee.

### **Websites and Social Networks**

D66net shall not be used to access social networking services or websites (e.g. Facebook, Twitter, etc.) unless pre-approved by District administration in connection with student instruction. Under no circumstances will a District employee use D66net to communicate with District students for any reason unrelated to the employee’s professional duties or responsibilities.

### **Educational Process**

Any action that takes place on D66net that may disrupt the educational process, including use that is reasonably foreseeable to result in disruption, or interfere with the rights of others at any time, either during the school days or outside school hours, is prohibited.

## **Violation of Law**

Transmission of any material in violation of any international, U.S., or state law is prohibited. This includes, but is not limited to: copyrighted material; music; software; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law while using D66net may result in prosecution or litigation against the offender. If such an event should occur, District 66 will fully cooperate to the extent permitted by law with the authorities to provide any information necessary in connection with prosecution.

## **Consequences of Policy Violation**

A user's network access privileges may be interrupted or terminated for any violation or attempted violation of this policy.

A user's network privileges may be interrupted or suspended by a technology department staff member, administrator, or the Director of Technology while a suspected violation is being investigated and while determination of any appropriate discipline is in progress. During such an investigation and determination, alternative opportunities for a student user to complete assignments will be made available where appropriate and reasonably possible. Before termination of network privileges, student and staff users will be advised of the suspected violation and given an opportunity to respond.

Violators will also be subject to disciplinary measures, such as suspension from school or expulsion for students or appropriate penalties for staff in accordance with any applicable collective bargaining agreement, applicable Board policies, or applicable staff handbooks. Guests that violate the acceptable use policy may be barred from using D66net or from being present on school grounds.

## **C. Duty to Report Security Problems**

If a user identifies a security problem on the network it is expected that he or she will notify the Director of Technology or a designee. The user must not share the security problem with other users.

## **D. D66net Net Filtering and Monitoring**

District 66 has the right to filter any content from D66net that is deemed inappropriate by the administration. District 66 may monitor any D66net users, and the information gathered may become public under the *Illinois Freedom of Information Act*.

## **E. Security Risks Denied Access**

Any user identified as a security risk or having a history of violations with other computer systems may be denied access to D66net through District 66 facilities. It is the intent of District 66 to prohibit access to such persons.



## **DISCLAIMER**

*District 66 makes no warranties of any kind, whether expressed or implied, for the network facilities it is providing. District 66 will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. District 66 is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information or data obtained via the network is at the user's risk. District 66 specifically denies any responsibility for the accuracy or quality of information obtained through its network facilities. The District is not responsible for any user's intentional or unintentional access of material through D66net which may be obscene, indecent, or of an inappropriate nature.*

## **II. CENTER CASS DISTRICT 66 WEBSITE**

### **Introduction**

The District 66 website provides information to the world about school curriculum, instruction, school-authorized activities, District policies and other general information relating to our schools and our District's mission. The District reserves the exclusive right to determine the content permitted on its web site ([www.ccsd66.org](http://www.ccsd66.org)), including any links posted thereto, and to remove any content, including links, inconsistent with this Policy, or with the educational mission and values of Center Cass School District 66. This policy refers to both "Internal" and "External" websites which are defined as:

*Internal Sites:* Any networked or online resource that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are created and maintained by the District.

*External Sites:* Any online resource (including social networks) that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are not created and maintained by the District.

The term "sites" in this policy refers to both Internal and External web pages and any site created by an employee, volunteer, or student that identifies the content author or contributor as an employee, volunteer, or student associated with Center Cass District 66, any Center Cass 66 school, or any activity associated with Center Cass 66 or links back to any internal site.

Creators of sites made part of or linked to [www.ccsd66.org](http://www.ccsd66.org) need to familiarize themselves with and adhere to this and other Board policies and administrative procedures. Failure to follow these policies and procedures may result in the loss of authoring privileges or other more stringent disciplinary measures including student suspension or expulsion, employee termination, or legal action.

## **Philosophy**

### **1. Risk**

As with other technology, the District cannot guarantee that the development and use of web pages will be error-free or completely dependable. While the District will strive to ensure that web pages created by District staff are accurate and appropriate, the District is not liable or responsible for: (1) any information that may be lost, damaged, or unavailable due to technical or other difficulties; (2) the accuracy of information on District web pages; (3) breaches of confidentiality; or (4) the unauthorized use of or access to District web pages.

### **2. Subject Matter**

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the District, or the schools within the District. The District 66 website may not include personal home pages or home pages for other individuals or organizations not directly affiliated with the District. Staff or students may publish work only as part of a department or school-sponsored organization.

### **3. Quality**

All web page work must be free of spelling and grammatical errors. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the building or District administrators will prevail.

### **4. Ownership**

All web pages on the District's servers are the property of District 66. All work created on District time, using District equipment, and/or within the scope of employment may be considered "work for hire" and ownership of physical or virtual products will be surrendered by the creator of the work to a Building or District administrator upon request. Any online material created to be used with students for instructional or co-curricular purposes must be associated with a District 66 email account and access to or ownership of these resources must be given to a Building or District Administrator upon request.

## **Student Safeguards**

1. In general, documents may not include a student's full name or phone number or address unless parents and the District's Administration grant permission.
2. Published e-mail addresses are restricted to a department or school-sponsored organization.
3. Students or parents may select to not have their image in District publications or websites pictures (video or still) by submitting the following form or a similar form provided by the District:

**REQUEST TO WITHHOLD PUBLISHING**

We are requesting that Center Cass School District 66 not release our child's image to a media outlet, publish the student's image in any form (including websites) or publish it to any internal webpage.

Child's Name: \_\_\_\_\_

Student ID# : \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Compliance With Other District 66 Policies**

All documents on the Center Cass District 66 web server(s) must conform to all other School Board Policies and Procedures as well as established school guidelines. Copies of School Board Policies are available in all school offices and online at [www.ccsd66.org](http://www.ccsd66.org). Persons developing or maintaining content on the District's website are responsible for complying with these and other policies as well as the procedures outlined in this document. All content and links to external sites should support the learning process and relate to curriculum and instruction, extracurricular activities or information about the school system. Information posted on D66net must be accurate and fair, may not harm the reputation of an individual, and must follow the guidelines outlined in this policy.

1. No one may use audio, pictures, or videos of current or former students if they have requested to withhold publishing. The building administration will keep documentation of any requests on file.
2. Documents created for District 66 web and contained on, or linked to, internal site pages will meet the criteria for use as instructional resources. The District may remove or delete any information on a District or school webpage at any time without providing reason to the page's creator. The District maintains the right to publish, not to publish, remove and require removal of any content.
3. Any links to District web pages that are not specifically curriculum-related will meet the criteria established in this Policy. Any other non-curricular materials should be limited to information about school-sponsored activities. Web page links may not include entities whose primary purpose is commercial or political advertising without administrative and possibly Board of Education approval.
4. All communications via the District web pages will comply with Board policies, administrative procedures, and all local, state, and federal laws.
5. Any student information communicated via the District web pages will comply with Center Cass District 66's policies on Student Records and all laws considering student records.
6. Home pages must be in accordance with the guidelines established by the District.
7. Pages and online content not located on the District web server but residing on a School District computer must still meet all of the guidelines set forth in this policy.

## **Copyright**

1. Electronic transmission of materials is a form of copying. No one may produce or transmit unlawful copies of copyrighted materials via the District's equipment or services. Home page creators will only post materials to the web that to the best of their knowledge are not copyrighted, trademarked or used without the permission of the author. For material used with the permission of the trademark or copyright holder,

documentation verifying the granting of permission should be included. No one should use photographs, drawings, video clips or sound clips on a web page without permission of the person who created them or the person who owns the rights to them.

2. All pages of the Center Cass School District 66 websites are copyrighted and the sole property of Center Cass School District 66.

3. All links that take users to sites outside District 66 pages should be identified as taking the user to a site not created or regulated by District 66.

## **Web Page Guidelines and Procedures**

Teachers, staff, and students are expected to use appropriate professional judgment in the materials they upload to their web space. If doubt arises, the Superintendent or designee should be consulted prior to placing the materials on the web.

## **Technical Standards**

Each web page added to the District web site(s) must contain certain elements that will provide general consistency for District web pages:

1. There must be an indication of the name and contact information of the person(s) responsible for the page or update(s). It shall be their responsibility to keep the web page current;
2. At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages. A template will be available for all users.
3. No computers other than the assigned building web servers, or those services approved by the District administration, shall be configured as web/FTP servers;
4. Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics and should seek to create pages that load quickly;
5. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is in place on the District server(s);
6. All web pages must contain names that clearly identify the pages;
7. Any graphics, sounds, or video used on web pages must conform to the format approved by the District;
8. Web pages may not contain any student e-mail address links or information that would allow a visitor from outside the school District to contact a student directly;
9. Final decisions regarding active web pages will rest with the District;

## **Use of Sites**

The following must be adhered to by employees, volunteers, and students when using or authoring on any website, internal or external:

1. All sites must adhere to all state, Federal, and local laws and District policies;
2. Sites created by staff, volunteers, or students that violate the law, are inconsistent with District 66's educational mission, disrupt the educational process, interfere with an employee's performance or work responsibility, that are not in accord with this policy, or that hamper the integrity of the District are prohibited, will be removed upon request of the administration, and may result in disciplinary action;
3. Nothing will be posted on a site that is discriminatory, confidential, threatening, libelous, disparaging, obscene, indecent, or makes slanderous comments about the District, its employees, students, or parents. Posters are personally liable for their own commentary;
4. Any internal or external site that is found to interfere with the educational process, work performance, results in unproductive use of time, violates any District policy, or is unlawful may be blocked using the District's content filters even if the content on that site is not produced, posted, or controlled by anyone associated with Center Cass School District 66;
5. Failure to follow these policies and procedures may result in the loss of authoring privileges or other more stringent disciplinary measures including student suspension or expulsion, employee termination, or legal action.

## **General Guidelines for Publishing to Sites**

The following guidelines should be practiced and modeled by staff and be expected of students when publishing to sites:

1. Review District Technology Policies;
2. Develop and test your content, including graphics. To the best of your ability ensure usability for visitors and check that the content reflects yourself, the school, and/or the District appropriately;
3. Review the page for errors and mistakes. Determine if it is appropriate to place on the web by checking it against this policy and the District's policies.

## **III. MOBILE ELECTRONIC/COMPUTING DEVICES**

Using a cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, mobile phone, or any

other mobile electronic computing device by anyone, regardless of who owns the device, in any manner that disrupts the educational environment, violates this Policy, or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, to cheat, for unlawful purposes, or to bully, harass, or otherwise violate staff or student conduct rules, is prohibited.

Prohibited conduct also specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of an electronic computing device, mobile or otherwise, when there is a nexus between such activity and the District or D66net.

All mobile computing devices brought onto school grounds are done so at the user's own risk and District 66 is not responsible for any loss or damage of a personal device.

Unless otherwise banned under this policy, or by the Building Principal, all student electronic devices must be kept silenced and out-of-sight during the regular school day unless:

- a) use of the device is provided in a student's individualized education program (IEP);
- b) it is being used in an area and manner determined acceptable by the Building Principal;
- c) it is needed in an emergency that threatens the safety of students, staff, guests, or other individuals;
- d) the supervising staff member allows for use of mobile computing devices in the classroom or in other areas being used to conduct instruction, including school trips, and the devices are being used for instructional purposes.

Students and guests must comply with staff directives, including but not limited to, ending phone conversations for face-to-face interaction, using appropriate voice volume and appropriate device volume. When in use, mobile phones, or any mobile computing device that can be used for verbal communication, must be on vibrate or silent mode so that no audible ring, notification, or audible tone of any kind is heard. Use of mobile computing devices by students, staff, or guests is not to be disruptive to any activity or event associated with the School District.

Violations of this policy by students may result in confiscation of the equipment by any school employee who will then turn the equipment over to the designated building administrator(s) as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the appropriate building administrator. The student may be suspended for violation of this Policy, and may be expelled for egregious or multiple violations. Devices suspected of containing evidence of illegal activity will be turned over to law enforcement authorities for further examination.

#### **LEGAL REFERENCES:**

11 105 ILCS 5/10-21.10  
105 ILCS 5/10-20.28  
47 U.S.C. §§301, 302a, and 333  
47 U.S.C. §§501-510  
47 U.S.C. §524.

720 ILCS 5/26-4  
705 ILCS 405/3-40, added by P.A. 96-1087, eff. 1-1-11).

Policy Adopted:



# APPENDIX C

*The 2017-18 dates for Assessments at Lakeview Jr. H.S. are as follows:*

**FastBridge Learning: Ongoing for progress monitoring**

**MAP: Fall and Spring (all), Winter for identified students only**

**Local Common Formative Assessments: Ongoing**

**PARCC: March 5th - April 20th**

**ACCESS (for English Learners): January 22nd - February 20th**

**Illinois Science Assessment: May 2018**

**CogAT: January 2018 for select students**

**Naglieri Nonverbal Ability Test: January 2018 for select students**

*[Click here](#) for the [District 66 Balanced Assessment Calendar](#), which provides additional details about each of these assessments.*