



LAKE VIEW HIGH SCHOOL
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LVHS Common Expectations School Year 2019-2020

Welcome Wildcat Families! Lake View High School is very family oriented, starting with our school Core Values:

Honor for self, school and society
Ownership of learning and leading
Mastery of skills and growth
Education for the future (college, career, community, etc.)

All Wildcats have the honor and responsibility to look after the Lake View family to ensure all members are happy and healthy both inside school, and within our surrounding community.

STUDENT RIGHTS AND RESPONSIBILITIES

Student “Rights and Responsibilities” are covered in detail in the Chicago Board of Education’s **Student Code of Conduct (SCC)**. The SCC is given to every student each year on the first day of school, and is also online in English, Spanish and Polish at <https://cps.edu/Pages/StudentCodeofConduct.aspx>. Please take some time to review with your student(s) on or before the week of September 4th.

While Lake View follows all CPS guidelines we have also built out some more detailed guidelines and common policies from them for the clarity of all stakeholders. All the important ones are described below, which include both what happens on school grounds as well as events outside our school community that impact our learning environment.

RESTORATIVE JUSTICE

Lake View High School is a restorative justice school, meaning that we promote learning and positive behaviors not just through punitive consequences but also through a multi-tiered system of learning and supports that address students’ academic, social, emotional, and behavioral needs. Some of the more common supports are listed below.

- Restorative Conversation
- Amends-Making Activity
- Social-Emotional Lesson
- Parent-Teacher Phone Conference
- Student-Dean Conference
- Talking Circle
- Peace Circle
- Peer Conference
- Student Behavior Observations
- Academic/Behavior Agreements
- Student-Parent-Teacher Conference
- Mentorship
- Referral to Individual or Group Counseling (Anger Management, Trauma Care, etc.), or other clinical supports
- Saturday Smart Decisions program

INAPPROPRIATE BEHAVIOR AND LANGUAGE

Everyone at Lake View is responsible for honoring themselves, their school, and their society, and owning up to their behavior. Inappropriate behavior includes minor misconducts like arriving to class late, and major misconducts such as threats, bullying, and illegal actions. No behavior that harms another person or the integrity of Lake View high school is ever permissible, and all will be addressed using the CPS Student Code of Conduct (SCC) to ensure students are taught how to behave in a way that prepares them for college and career, as well as ensures all students are held accountable for their actions and every community member feels safe and cared for.

All members of the Lake View community are to show respect for themselves and those around them by using positive language free of profanity and other offensive terms. Any language that creates harm to individuals or the integrity of Lake View High School is not permitted in the school or the surrounding community.

ENTRANCE AND DISMISSAL

Students may enter the building at 7:15am through door three and make their way to the cafeteria, at which point they may eat breakfast, study, or meet up with friends. At 7:30am students will be released from the cafeteria to go to their lockers before first period begins at 7:45am. Any students needing to meet with staff before 7:45am must be picked up and escorted from the cafeteria by an LVHS staff member. Students arriving after 7:55am will enter the school through door 6. **Students must arrive by 7:30am to guarantee on time arrival to first period.**

To minimize disruptions to after-school programs, students should promptly proceed to their lockers after their last class of the day, get their coats and books, and either report to their after-school program or leave the building and campus by 3:15. **Students causing disruptions after school in the building or in the surrounding community (streets, alleys, Starbucks, Popeyes, etc.)** will be held accountable for their actions per the SCC.

HALLWAY CONDUCT

Students are to receive a pass with their name, the date and time, and the assigning staff member's signature to be in the halls outside of passing time.

Staff members or security may stop a student at any time and ask to see a pass or student ID. Students must comply with this safety request. Students found in the halls without a pass or student ID after the tardy bell are subject to disciplinary action including but not limited to immediate and lunch detentions, parent meetings, and in-school suspension. These regulations will be enforced during class periods as well as lunch periods.

Students in the hallways with passes during class time are to remain quiet so as to not disrupt classes, as well as go to and from their destination quickly and without being on the phone so as to minimize instructional time lost. **Playing music or other media audibly from speakers/phones/other technology anywhere in the building at any time is prohibited,** and doing so will result in the confiscation of said technology--not everyone shares your student's taste in music, and our focus is on learning, so students are to restrict media to their headphones during lunch or other down time *only*.

LOITERING

Students found loitering in the halls at any time are subject to disciplinary action. The passing periods are five (5) minutes in length. One minute prior to the start of any period, a bell or sound will provide notification that classes are about to begin. Students who do not attend class on time are subject to disciplinary action (see Hall Loitering policy). For the safety of all students, students are to leave the area of the school by 3:30. Loitering outside the school, especially near the CTA bus stop or at Starbucks, is discouraged. **Students who loiter after school are subject to disciplinary and/or police action if their actions are detrimental to the school or larger community.**

LAKE VIEW DRESS CODE

Lake View's staff, students, parents, and community members strive to create a community which values individuality and does not judge a person based on their dress or fashion. Therefore, we keep our dress code limited to that which will allow all students to feel safe and focused on learning. Below are the guidelines, developed with the Lake View High School Local School Council, regarding appropriate clothing at school:

1. Clothing that depicts or refers to alcohol, drugs, tobacco, gangs/cults, or obscenities is never appropriate or allowed. "Drugs" includes but is not limited to tobacco, alcohol, controlled substances, and cannabis. Clothing may not advocate or promote acts of violence, self-destruction, or sexual behavior.
2. Clothing that contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, disability, gender, or sexual orientation is prohibited.
3. Clothing or jewelry with spikes or other metal accessories that may damage property or harm people is prohibited.

Final determination of appropriate dress is in the hands of Administration and/or the Dean of Students. Students who are not dressed appropriately may change if they have other clothing available, or obtain rental clothing in room 109. If a student refuses to comply with Lake View dress code they will be required to be picked up by a parent/guardian; for repeated dress code violations, a parent/guardian conference will allow for clarity around school expectations for the student and his/her family.

ACADEMIC HONESTY

Belief Statement: We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents, and teachers. Lake View High School will not tolerate nor condone academic dishonesty.

Students: It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner, which reflects their knowledge and acceptance of these rules.

Parents/Guardians: As partners in the educational process, parents must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest school environment is maintained.

Teachers: Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

Definition of Cheating/Academic Dishonesty: Cheating occurs when a student attempts to obtain, or assist others in obtaining, credit for work that is not his/her own. This can occur verbally, in writing, graphically, or electronically.

Examples of cheating/academic dishonesty include, but are not limited to, the following:

1. Copying from another student's test or helping another student during a test, or providing other students information regarding a test.
2. Submitting another student's work as one's own or providing work for another student's use.
3. Stealing copies of tests or answer keys.
4. Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take home test.
5. Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own.
6. Changing answers on a test, assignment, project, etc. after grading.
7. Changing grades in a grade book or altering a computer grading program.
8. Using an electronic device in a manner not specified by the teacher (e.g., storing answers in a phone, looking up answers on a computer, etc.)
9. Misrepresenting records for hands-on activities such as physical fitness testing.

Consequences of cheating/academic dishonesty:

1st Offense: Complete assignment for reduced credit, immediate parent/guardian conference, and amends-making activity

2nd Offense: No credit and immediate parent/guardian conference and SCC violation

“Cooperative learning” is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not approved as necessary to the nature of the collaborative work, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

SAFETY SCREENING

In order to ensure a safe and secure environment, students and visitors are subject to metal detector and x-ray machine screenings. **Students should arrive to school no later than 7:30am** and remove all metal objects from their person prior to entering the building in order to ensure timely entry into class (keys, phones, belts, etc.) Administrators will monitor morning screening and speed it up to ensure all students who arrive by 7:30 can and will make it to class on time.

DISCIPLINARY ACTIONS AND TERMS

Everyone deserves to feel respected and safe in the school community; therefore, Lake View High School expects high standards of behavior from each community member, and everyone is responsible for their own behavior. Those who cannot exercise self-discipline will require the school to exert external controls and, if necessary, impose disciplinary actions. **Students may be disciplined for activities that take place on or off campus, anytime during, before, or after regular school hours, if those activities interfere in any way with learning or safety of our HOME. Ex: Online bullying can cause emotional distress that makes it difficult for the victim to learn in the school environment.**

Use of any computer or information technology device (i.e. cell phones) to stalk, harass, or otherwise intimidate others and/or to otherwise cause a security hazard are serious infractions and will result in severe disciplinary actions. Lake

View reserves the right to discipline and/or take legal action against any student(s) involved in any inappropriate behaviors posted on any social networking or internet sites.

School officials reserve the right to conduct random locker searches as necessary or warranted, as stated in the Student Code of Conduct.

1. AMENDS-MAKING: The student will participate in a Restorative Conversation so that they and school staff are clear on what happened, why it happened, and who was harmed. Then, the student will work with deans to decide upon a way to make amends for the harm, as well as ensure the harm does not reoccur. Deans will follow up within 5 days to ensure the amends-making was completed, and assign additional consequences if it was not.

2. DETENTION: The student will be informed of the detention by any of the following: teacher, Dean of Students, Administration. Failure to serve detentions in the specified time will result in the necessity of a parent conference and/or possible in-school suspension for the student.

Detentions can be served in three (3) ways:

- a) After school from 3:10-4:10 Mondays and Wednesdays.
- b) Before or after school with a staff member. One hour=one detention; staff member is to email a dean to arrange.
- c) By participating in yoga with the LVHS Yoga Club. Dates and locations for School Year 2019-2020 will be posted beginning of year, but will be on either Tuesdays or Thursdays.

Some infractions warrant a lunch detention, during which the student will be brought a lunch and spend their assigned lunch period in the detention room on the second floor.

More extreme behaviors can earn Saturday detention, which is a two hour restoratively-focused detention from 9:30am-11:30am. Students who arrive late with a reasonable excuse will have one opportunity to reschedule, and then will be set up with a parent conference to determine next steps.

3. SUSPENSION: During any out-of-school-suspension, the student may not attend class, participate in school activities (before, during, or after school), or visit the school grounds; this includes night or Saturday school and participation in sport events. Students found on or near the premises can be arrested for trespassing. Parents will be notified by letter sent home with student and phone call of the reason and length of the suspension; re-entry parent/guardian conferences will be scheduled for the student to return to school and successfully re-engage with the school community.

4. IN-SCHOOL SUSPENSION: In some instances, in-school suspension is used in lieu of an out-of-school suspension. Students remain in school but are assigned to a room with a restoratively trained staff member to reflect upon their actions and complete school work with assistance from teachers and school staff.

5. ALTERNATIVE SCHOOLS: Students who cannot conduct themselves in an acceptable manner and accumulate multiple days of suspension may be referred to an alternative school.

6. EXPULSION: Among the acts of misconduct which necessitate the referral of a student for a mandatory expulsion hearing are as follows: repeated use, possession, or sale of illegal substances such as marijuana and alcoholic beverages; and the use, possession, or concealment of any weapon including, but not limited to, guns, facsimiles of guns, tasers, mace/pepper spray, knives, and utility knives (e.g., box cutters)

For any assigned consequence, families will be informed and can request a phone conference or meeting at the school to talk through any questions and concerns. For more serious consequences, such as suspensions, there is also an appeals process that is mentioned on the CPS Misconduct Form sent home with the student.

When school staff feels they have exhausted all of their options, or when a student is returning from suspension, a parent/guardian meeting will be scheduled, to ensure the student can attend classes while also not disrupting the learning environment or creating an unsafe community for others. These meetings are usually the morning following the extreme or unsafe behavior, or the day the student returns from suspension, barring exigent circumstances. **Any family member on the emergency form can attend these meetings.**