

# LAKE VIEW HIGH SCHOOL

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*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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September 2019

Dear Student,

Welcome to a new year at Lake View High School—Illinois's *oldest* high school! You're joining a school with proud traditions—from homecoming to HOME awards—and exciting clubs and activities, from art club and baseball to water polo and yoga. We're proud, too, to offer a STEM education featuring problem-solving, critical thinking, communication, creativity, and collaboration in every discipline, and opportunities to do advanced STEM coursework from AP Environmental Science to Dual Credit Web Design.

This handbook is one of your most crucial tools for success. It has the rules, procedures, and guidelines you need to know to accomplish crucial tasks—like paying fees, seeing your counselor, and selecting courses—and has space to record assignments and commitments. Most successful high school students are busy: use your planner to keep track of what you need to do and when you plan to do it.

As Chicago's premiere neighborhood early college STEM high school, Lake View prides itself on providing every student a challenging education in a supportive environment. Please don't forget that the adults in this building—the teachers, counselors, security officers, clerks, and even administrators—are here to help YOU make the most of your four years here. If there's something you need, don't hesitate to ask.

We look forward to a great year together—filled with powerful learning, fun activities, and the kind of memories that last a lifetime. Thanks for joining us, and Go Wildcats!

Paul J. Karafiol  
Principal

## GENERAL STUDENT INFORMATION

### 2019-2020 SCHOOL CALENDAR

September 3	FIRST DAY OF SCHOOL FOR ALL STUDENTS
October 14	Columbus Day – No School
November 8	School Improvement Day – No Classes
November 11	Veteran’s Day – No School
November 14	Parent-Teacher Conferences – No Classes
November 27-29	Thanksgiving Holiday
December 23-January 3	Winter Vacation
January 20	M.L. King Day – No School
January 31	School Improvement Day – No Classes
February 17	Lincoln’s Birthday – No Classes
April 6-10	Spring Vacation
April 17	School Improvement Day – No Classes
April 23	Parent-Teacher Conferences – No Classes
May 25	Memorial Day – No School
June 16	LAST DAY OF SCHOOL* (WEATHER DEPENDENT)

\*Please do not make vacation plans until at least June 22<sup>nd</sup> as we cannot guarantee students can make up final exams if the school year is extended due to snow days

### SCHOOL COLORS/SCHOOL MASCOT

Our school colors are red and white. Our school mascot is the Wildcat.

### HISTORY

Lake View High School opened on May 4<sup>th</sup>, 1874, with only eight students and Dr. Nightingale as the first principal. After a fire in 1885 a larger school was built and, over the years, additions were constructed. Lake View High School is now a four-story structure encompassing an entire square block. In 2012, Lake View High School built an Early College STEM curriculum to further advance the use of technology in learning. In 2013, major renovations improved the theater, pool, science labs, and four state-of-the-art computer labs. In 2015, additional improvements to the interior improved classrooms for students and staff. In 2017, additional renovations began on the exterior of the building, as well as the cafeteria, track, and roof. This year also brought Lake View’s very own Innovation Lab.

### DISCLAIMER OF RESPONSIBILITY

Lake View High School is not responsible for the loss or theft of any personal items brought to school by students. Students are encouraged to leave valuable personal items at home. Those items include cell phones, iPods, CD players, mp3 players, personal gaming systems, and cash. Lake View is also not responsible for any prohibited items, which are confiscated by teachers or security and destroyed as warranted.

### STUDENT QUICK REFERENCE DIRECTORY

If a question arises that is not listed and you need an answer, please consider the following supports:

- A. Classroom teacher
- B. Counselor
- C. Dean’s Office
- D. Social Worker

- E. Administration (Principal, Assistant Principals)
- F. Main Office
- G. Nurse
- H. Health Center

**What to do if...**

**1. I am absent from school?**

Students must bring a parent-written or formal note (from a doctor, etc.) to the Attendance Office, room 135, the day they return to school to excuse an absence(s). If parent-written, a phone number must be provided.

**2. I have to leave school early?**

- a. Have a parent or guardian (listed on record) come to school and sign you out in the Attendance Office.  
\*Any emergency requiring your dismissal will be communicated to you immediately.

**3. I am feeling ill?**

- a. See the nurse in room 230.
- b. Visit the Health Center in room 103.

**4. My locker won't open or my combination doesn't work?**

See a dean in the Peace Room, room 109.

**5. I lost my ID card?**

A temporary ID—good for one day—may be purchased for \$2.00 at an Attendance Station. A replacement ID may be purchased for \$10.00 in the Attendance Office.

**6. I lost my bus pass?**

See Mrs. Pace in the Main Office to purchase a new bus pass.

**7. I lost something else?**

Visit the lost and found located in the Peace Room.

This next section addresses incidents that may occur between student/teacher or student/student relationships. In almost every instance, the student should first talk things over with the teacher. If the situation is not resolved, please see an administrator.

**What to do if...**

**1. I am not getting along with my teacher?**

Discuss this with your teacher, parent/guardian, and/or administrator (if a conference seems needed or helpful).

**2. I am not getting along with another student?**

Discuss this your counselor (Counseling Office is room 138) or one of the Deans; they can talk you through it or set up a Peace Circle or a Peer Conference as needed/wanted.

**3. I think the grade I received was incorrect?**

Discuss this with your teacher, and an administrator if necessary.

- 4. I'd like to inquire about changing my class?**  
Discuss this with your counselor. ***Student schedules will not be changed unless the student is incorrectly placed or the student requires additional supports in the learning environment.***
- 5. I don't understand the skills and content in my class?**  
See your teacher immediately for support or assistance before or after school; attend tutoring sessions; discuss the challenges with your parent or guardian; and see an administrator (if a conference seems needed or helpful).
- 6. I have personal and/or private problems?**  
See your counselor in the Counselor's Office, the school Social Worker in room 231, or report the problem to a teacher or staff member.
- 7. I would like to get more involved at Lake View High School?**  
Meet with your Student Council member(s), Student Voice Committee, counselor, teachers, or classmates to learn of opportunities. Staff will be able to suggest activities and people you can talk to in order to get involved. Staff lead for Student Council is changing but staff lead for the Student Voice Committee is Mrs. Hershfang and her email is [dthershfang@cps.edu](mailto:dthershfang@cps.edu).

We hope you are comfortable and successful at Lake View High School! If you have additional questions or wonderings, please ask a staff member.

## ACADEMIC INFORMATION

### CPS GRADUATION REQUIREMENTS

- 4 years of **ENGLISH** (ESL credits may be counted)
- 3 years of **SOCIAL SCIENCE** (*World Studies, United States History, one semester of Civics, one semester of an elective*)
- 3 years of **MATHEMATICS** (*Algebra, Geometry, Advanced Algebra/Trig. If Algebra was passed prior to high school, an advanced math class will substitute*)
- 3 years of **SCIENCE** (*Biology, Chemistry, and Physics*)
- 2 years of the same **WORLD LANGUAGE** (*Spanish or French*)
- 2 years of **ART and/or MUSIC**
- 4 years of **P.E. or R.O.T.C.** (*or enrollment in a class/activity that allows for a P.E. waiver*)
- 1 Year of Computer Science
- All students must pass the following:
  1. Public Law Test
  2. Driver Education
  3. Consumer Education Test
- All students must take mandated district-wide assessments such as SAT
- All students must earn a total of 24 credits, including three elective credits.
- Two Service Learning projects (one will be completed in the Civics course, other distributed among other classes)

### PROMOTION POLICY

All promotions/demotions for freshman, sophomore, and junior students will be done at the end of each semester. All deficiencies must be made up in summer school or evening school. For promotion to the grade level, the promotion policy is as follows:

**SOPHOMORE STATUS:** 5.0 units of credit

**JUNIOR STATUS:** 11.0 units of credit and one Service Learning project

**SENIOR STATUS:** 17.0 units of credit plus having taken the CPS SAT during Junior year

### COLLEGE PREPARATION

College entrance requirements differ with each college. Lake View High School uses Naviance, an online tool to assist students with College and Career preparation and become acquainted with the specific entrance requirements of the schools they hope to attend; this will also allow students to choose high school classes which will enable them to meet those requirements. The Counseling Department, Library, and College & Career Lab maintain a variety of college catalogs, computers, and other helpful resources.

Additionally, students are encouraged to strive for the following to ensure they meet the requirements of most colleges no matter where they decide to apply:

1. High school work including at least 4 years of English (literature and traditional writing courses), 4 years of mathematics, 4 years of laboratory science, 2 years of world language (but 4 is recommended), and 3 years of social science (4 is recommended).

2. Cumulative GPA of 2.5 or better (preferably 3.0 or better); our staff is adept at finding excellent college and postsecondary options that match individual student academic records.
3. Above-average test scores on national examinations such as the College Entrance Examination Board (SAT) or the American College Testing Program (ACT).

In addition, selective colleges look at the type of courses students take such as Advanced Placement and Dual-Credit courses, as well as involvement in extracurricular activities, which demonstrate such qualities as leadership, service, and intellectual curiosity. **Although colleges typically accept students prior to graduation, colleges also review transcripts after graduation to ensure that students have maintained good academic standing.**

### SERVICE-LEARNING

It is Board of Education policy that students complete two service-learning projects that are curriculum-based, including one completed in the Civics course. All service-learning projects must have three components: preparation, action, and reflection. In order to be promoted to junior status, all sophomores must complete at least one service learning project. Please visit the LVHS website for more information: <http://www.lakeviewhs.com/servicelearning/index.cfm>

### HOMEWORK

In order to actively participate in classroom activities, it is essential that students are prepared. Students should expect to receive daily homework assignments. **Students should record daily homework assignments in their *Student Agenda*. To better partner with LVHS in regards to their child's education, parents/guardians can check their student's *Student Agenda* for homework assignments, and provide a place and time at home devoted to study each day.**

### FINAL EXAM POLICY

To maximize instructional time and increase learning for all students, Lake View students must attend class every day. If a student must be absent on a final exam day, they should contact their teachers immediately; teachers are to accommodate students to the fullest extent possible. In the event that a teacher is unable to accommodate a student's absence, the Final Exam, assignment, and/or learning activity will be graded as "Missing," which equates to a grade of zero (0).

### QUARTERLY GRADE REPORTS

Grade reports are issued four times a year: November, January, April, and June. This is the official record of the student's progress in all subjects. Parent-Teacher Conference Days are held in November and April. On these days, parents/guardians come to school to pick up their student's grades and meet with their teachers. However, class credit is only awarded for semester grades, which are issued in January and June. Semester grades are sent home with students. **It is only at the end of each semester that credit is awarded or withheld in all classes.**

### HONOR ROLL

Any student may achieve one of two Honor Roll distinctions each semester at Lake View High School: Principal's Honor Roll and A/B Honor Roll.

## NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, the NHS serves to honor those students who have demonstrated excellence in Scholarship, Leadership, Service, and Character. The Lake View chapter of the NHS adheres to the principles of the national chapter and requires that the students in the NHS have a cumulative grade point average of 85%, B, 3.3 (on a 4.0 scale). The school also requires that students are up to date in Service Learning credit hours. Also required for consideration for induction in the NHS is the recommendation of teachers showing evidence of the student's Scholarship, Leadership, Service, and Character. Students are also also required to write an essay demonstrating character and academic ability.

## STANDARDIZED TESTING PROGRAM

In order to prepare students for successful college admission, Lake View administers standardized tests to students each year.

- Freshmen will take the ISBE Science Assessment, and the PSAT in spring 2020.
- Sophomores will take the PSAT in spring 2020.
- Juniors will take the PSAT in October 2019 and the SAT in spring 2020.
- All students in AP classes will take AP exams in May to determine whether they are awarded college credit for the class.

Other tests may be added as needed to determine student growth.

This testing program is mandated by the Chicago Public Schools. **Students are encouraged to take these assessments seriously as they determine course placement at Lake View High School for the following year. Students interested in retaking the SAT should see their counselor.**

## PROGRAMMING

Programming for the next school year occurs at the end of the first semester and into the second. Subjects for the coming year are chosen with great care based on graduation requirements, standardized test scores, and the wishes of the student and his/her parent/guardian. Students should make alternate selections for elective classes in case space is not available in their first choice, or the placement is not appropriate for the student. Once the program is decided upon, the student and program advisor are required to sign their approval of the coming year's subject selections. Each student is encouraged to take at least one Honors or AP class by their Senior year to ensure college and career readiness. **Once the schedule is approved and acknowledged by the student, parent/guardian, and program advisor, changes are only made in extreme situations, such as IEP changes and student safety concerns.**

## STUDENT PORTAL

To check grades and attendance at any time, students should visit <https://aspen.cps.edu/aspen/logon.do>. There, students log in using their Google@CPS username and passcode. If a student does not have an active Google@CPS account, or lost his/her password, s/he can receive help from the Attendance Clerk in room 135.

## STUDENT AND FAMILY EXPECTATIONS

### CONTACT INFORMATION

In the event of an emergency, Lake View High School must be able to contact family; therefore, at least one emergency contact is required to be on file for each student. Additionally, students cannot be picked up by anyone not on file in the student's record, so ***please make sure the emergency contact form is up to date.***

### ATTENDANCE

Every student is expected to attend all of his/her classes on time every day. All absences and tardies, whether excused or unexcused, could have a negative impact on a student's overall education, as well as class grade. If a student has more than ten unexcused absences in a semester and/or consistent tardies, they may not receive credit in a given subject. The following are acceptable causes of excused absences and tardies:

- Illness
- Death in the immediate family
- Family emergency
- Observance of religious holidays
- Other situations beyond the control of the student as discussed with and confirmed by principal or principal's designee

**Upon the student's return to school, the student must provide the Attendance Office with a note from the parent or other documenting source (doctor, etc.) explaining the cause of absence.**

Students who cut class or are consistently tardy to class earn consequences such as parent conferences, detentions, and in-school suspensions to make up the lost time.

**More details on detentions can be found in the Policies on Student Behavior section.**

### EARLY ARRIVAL / EARLY DISMISSAL

Students are encouraged to arrive to school no later than 7:30am to ensure they clear security, have time to go to their locker if they wish, and then make it to first period before 7:45. Students arriving between 7:15 and 7:30am may wait outside on our campus and meet with friends, or they may choose to go to our lunchroom to eat free breakfast, meet with friends, or study.

If students become ill or need to leave school because of an emergency, they must report to the Attendance Office for an early dismissal. If an early dismissal is required a parent or legal guardian, or a designee listed on the student's emergency contact form, must pick up the student. **Students who are under 18 cannot legally be released on their own. Students will only be released to individuals with a photo ID who are listed on the student's emergency information.** Students who are over 18 can be released when a parent/guardian sends a note or has been contacted by phone. A telephone number where a parent/guardian can be reached in case of an emergency is required for student safety.

### SCHOOL FUNCTIONS

Students that are to be excused from any class to participate in a school activity must receive permission from their class teacher at least 24 hours

before the event using the “Student Release Form,” an official field trip/permission slip. A teacher may refuse to grant permission if that student is not meeting class requirements at the time of the function, whether behavioral or academic.

## **STUDENT ACTIVITY FEES**

### **Non-Graduating Students:**

The basic \$275 student fee allows us to provide the following to EACH student:

- Student Agenda
- One combination student ID/CTA Ventra card and lanyard
- Technology usage fee (online registrations and websites)
- Instructional supplies for all content areas
- Student incentives (field trips, attendance rewards, recognition ceremonies)
- Parent and student publications
- 2 combination locks—one for PE and one for general school locker (freshmen only)

Except for purchasing a gym uniform, there will be no other fees collected in any class by any teacher at the beginning of the school year. By paying this fee, students will have all of the items above, and our current educational enhancement and enrichment programs will be maintained.

### **Graduating Seniors:**

Seniors must pay a total of \$350. This includes the basic student fee of \$275 plus the mandatory graduation fee of \$75. The \$75 fee includes but is not limited to the cost of the cap, gown, tassel, diploma cover, program tickets, and floral arrangements.

All activity fees are to be paid before the end of first semester; payment plans are available for those who need. If on a payment plan the fee payment deadline can extend until the end of the year. To attend prom, seniors on a payment plan must have their fees paid in full or have most paid off with a documented payment plan for the rest by May 21<sup>st</sup>, 2020.

## **ATHLETIC FEES**

There is a one-time athletic fee of \$100 that covers buses, referees, and other sports administrative costs. It does not include special fundraising or decisions made by other teams for other resources (new uniforms, etc.) Any and all fees are to be paid to a school clerk in the main office, not coaches.

In order to motivate students to learn and show effective social and emotional skills, and reward those that do for their efforts, Lake View hosts quarterly Positive Behavior Intervention parties. Students earn eligibility by passing all their classes, not having any higher level offenses, and serving all detentions for lower level misconducts. Students who are not eligible will remain in their classes to help them gain, or to ensure, academic eligibility for the next round.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

In order to motivate students to learn and show effective social and emotional skills, and reward those that do for their efforts, Lake View hosts quarterly Positive Behavior Intervention celebration. Students earn eligibility by passing all their classes, not having any higher level offenses, and serving all detentions for lower level misconducts. Students who are not eligible will be given the opportunity to get eligible next semester through tutoring and detention sessions run concurrently during the PBIS celebration.

For our Senior students, they will have additional PBIS events and activities including but not limited to senior luncheon and prom, and raffles. 90% attendance or better will be a metric for eligibility to ensure all seniors are in school and graduate on time; please see the Senior Contract given to students during fall Senior Townhall for additional details.

### CELL PHONES AND ELECTRONIC DEVICES

**Cell phones and other electronic devices such as mp3 players, video games, etc. may only be used during a student's lunch period in the lunchroom area, or, in the case of phones, in the hallway between classes.** When given explicit permission by the teacher, phone use *may* be allowed in classes to support instruction. Students are to always respect the rights of others: *the use of a cell phone or any other electronic device must not disrupt the educational environment. Students abusing this policy will be subject to disciplinary action under the SCC.* Each teacher has their own policy for specific electronic device management, but all students using cell phones or other electronic devices without permission must put away or turn in their phone when asked.

If a student does not comply with confiscation, accelerated disciplinary action will take place and a parent conference will occur to discuss how the student will be respectful of the electronics policy in the future.

**Speakers are not allowed to be used in the building and will be confiscated.** *Students should understand that videotaping or audio recording someone without their permission is not only an SCC violation, but a violation of state and federal law. The school is not responsible for lost, broken, or stolen items.*

### IDENTIFICATION CARDS

All students will be given an individual photo identification (ID) card which is also their Ventura card, and a lanyard. **For safety purposes, student IDs are required to be worn or visible at all times, and must be shown to any and all staff upon request.** Failure or refusal to show ID is a serious safety offense and will be dealt with accordingly. A temporary ID card, good for one day only, will be made available to students who do not have their permanent ID card for \$2.00. Replacement cards for lost IDs may be purchased for \$10.00 during a student's lunch period in the attendance office.

### HALLWAY PASSES

Students needing to leave class during class time should ask the teacher for the official hall pass or a handwritten "all purpose" hall pass. **It is the student's responsibility to obtain a pass prior to leaving a classroom.** If the teacher does not give the student a pass, the student must remain in the room. Passes are valid for 5 minutes. Passes will not be given during the first or last ten minutes of the period.

School personnel may stop a student at any time to request a pass. The student must comply with the request to present the pass. These regulations will be enforced during class periods as well as lunch periods.

### HALL SWEEPS

Teachers will be at their doors during passing period to ensure students enter class swiftly and without any issues. Once the bell rings for class teachers will lock their doors and begin instruction; students are responsible for any and all instruction from the time the start of class bell rings to when the end of class bell rings, but if students enter class the first five minutes of class without a pass they will not receive credit for that work. After the first five minutes of

class any students remaining in the hallway will be swept into an Immediate Hall Sweep detention, and will remain there for the remainder of the period; students who evade security and end up being swept in the later half of the period will remain in detention for their next period as well.

### TEXTBOOKS

Textbooks are the property of the school and are to be maintained in the same condition in which the student received them. Therefore, it is to the student's advantage to check books carefully when they are received and alert the teacher to any student writing or other irregularities. **Students are financially responsible for loss or damage. Replacement of books can be costly to the student.** Parents/guardians should check with their son/daughter to make certain that textbooks are used gently and responsibly.

### FEE WAIVER (FAMILY INCOME INFORMATION FORMS)

All students are to submit a lunch form, which is also used to determine FEE WAIVER eligibility. The form should be filled out by the parent/guardian and turned into the main office by September 13<sup>th</sup>, 2019. The information on this form is an integral part of determining funding for our school, and what fees students are/are not responsible for.

### LUNCHROOM GUIDELINES

Lake View's cafeteria serves a complete hot meal free of charge; students may bring their own lunch from home to eat it in the lunchroom if they wish to do so. If students bring their lunch, they must leave it in their locker until their lunch period. **Food, and beverages that are not water, are not permitted in classrooms, and any beverages brought into the building must be in a sealable container. No temporary cups (Starbucks, Dunkin, Burger King, etc.) will be allowed in the building due to cleanliness concerns.** All food is to be consumed in the lunchroom. Students are to adhere to the following lunchroom guidelines:

1. Enter the lunchroom in a quiet, orderly manner wearing ID and through the double-doors marked "Entrance", **not the lunch line.** Use the stairwell by Door 1 (Belle Plaine). Students attempting to use any other doors will be asked to return to the first floor and use the stairwell near Door 1.
2. There are no reserved seats.
3. Remain seated until called to the lunch line by section.
4. After going through the lunch line, return to your section to enjoy lunch.
5. After eating, clean your lunch area and ensure all trash is in the garbage.
6. Students are to sit in seats (not on tables) for the entire period, and to maintain a conversational volume.
7. Music may be enjoyed with headphones; **speaker usage will result in confiscation of the speaker.**
8. When dismissed by Security, exit the cafeteria using the two doors marked "Exit" at entrance double-doors, as well as the doors near Ashland. Students leaving through the double-doors will exit the basement using the stairs near door 3. **Students will not exit the cafeteria through the lunch line area.**
9. Students may not take any food from the lunchroom.

Failure to comply with these guidelines will result in disciplinary action.

## LOCKS AND LOCKERS

Each student will be assigned a locker. In order to provide a safe and secure environment, **students are not allowed to share their locker** with any other student. Students occupying unauthorized lockers and/or sharing lockers with another student will have the lock and locker contents removed by security. **All student lockers are the property of Lake View High School** and, as such, school authorities have right of access to lockers at any time. The student assigned to a locker will be held responsible for any contraband items found in the locker. **The school is not responsible for any items lost or stolen from a student locker.** Replacement locks may be purchased in the Main Office.

## PHYSICAL EDUCATION LOCKER ROOM POLICY

**Students must provide their own lock for gym and swimming pool lockers.** If a student wishes, they can purchase a lock in the Main Office. **The school is not responsible for any items lost or stolen from a gym or swimming pool locker.** In physical education classes, students are required to change out of their street clothes and into the proper gym uniform. **Students must change clothes in the appropriate locker room, not in the hallway or the gym itself.** According to CPS policy, all students have the right to change in the locker room corresponding to their gender identity. For the safety and security of their belongings, students are advised to leave their valuables in their hall locker and to make sure that the locker in the locker room is safely secured.

## COMPUTER USE

In addition to computer use provided to students during regularly scheduled classes, students may use the computers in our library media center or at the computer station near the main office during lunch and after school. In order to use any of Lake View's computers, students must agree to comply with and sign the Lake View "Acceptable Computer Use Policy", which discusses acceptable versus unacceptable websites, appropriate online communication, and other areas of importance. Note: students will not be admitted to the Library Media Center or to use the computer station during class time without an appropriate pass.

## AFTER SCHOOL ACTIVITIES

School-sponsored, after-school activities are encouraged; all students **MUST** be supervised by school staff at all times. **Students that leave the building for any reason are not allowed to re-enter the building after school.** At the conclusion of the activity, students are to leave the building in a timely fashion through an appropriate exit. Loitering after school is not allowed.

## OPEN CAMPUS

Upper class students can earn Open Campus lunch by keeping their attendance at 90% or higher, having no Fs, having no unserved detentions, and committing no major behavior infractions. Students will have an opportunity each quarter to gain Open Campus eligibility.

## SCHOOL SAFETY DRILLS

All school safety drills are to be conducted in a safe and orderly manner. Instructions for proper conduct and detailed procedures for exiting classrooms and the building during these drills will be given to students before each drill, but always include being off technology, including headphones. Students must also evacuate the lunchroom, library, swimming pool, and auditorium, and remain with their teachers, unless otherwise directed by a staff member.

## **LOST AND FOUND**

A “lost and found” is maintained in Room 109. Students that find stray items in and around the building should bring those items to 109. Students that lose an item should check in 109 to see if the lost item has been turned in.

## **VISITORS**

Visits will be limited to persons on official business or those touring the school campus with permission. Parents and families are always welcome in the school and are encouraged to make an appointment with the person with whom they wish to meet to ensure availability. All visitors must sign in and out at the main entrance with state or federal photo ID, and receive and wear a Visitor Badge while on the premises. All visitors not reporting to the Main Office, Attendance Office, Counseling Office, and Dean’s Office need to be escorted by a staff member. While always welcome at Lake View High School, relatives, guardians, and friends of students may not attend school with students without a valid, pre-approved purpose.

## **STUDENT & VISITOR PARKING**

Parking in the area of the school is limited. Visitors can park in the two visitor spots in the lot; visitors and students can park on the streets adjacent to the school **except** for areas that are reserved for staff whose vehicles display the proper sticker. See street signage for parking restrictions.

## **PARENT CONFERENCES**

Parents/guardians are viewed as partners in Lake View students’ academic success. Parents/guardians may contact or leave a message for staff through the voice mail system or by emailing staff. (Staff email addresses can be found on the school’s website at [www.lakeviewhs.com](http://www.lakeviewhs.com).) The parent/guardian or the school may request parent conferences to ensure proper student support, and respect of school and family expectations. Parents/guardians who wish to call a conference can make arrangements through the staff member with whom they would like to meet, their child's counselor, or a school administrator.

## **PARENT PORTAL**

Parents should come in to get their Parent Portal personal identification number (PIN), in order to review grades and attendance with their student. Parents can get these in the Attendance Office, room 135. To ensure the security of student records, CPS does not allow PINs to be issued over the phone.

# POLICIES ON STUDENT BEHAVIOR

Lake View High School is HOME. As Wildcats, you are expected to look after your community 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. Students and parents/guardians are responsible for familiarizing themselves with their rights and responsibilities.

Each student is responsible for herself/himself in regards to maintaining a happy and healthy educational environment. Some of the more important information and common policies are described below, which include events outside our school community that impact our learning environment.

## BEHAVIOR EXPECTATIONS

Student and staff created behavior expectations were created to ensure a happy and healthy teaching and learning environment for all Lake View community members. They are posted around the school and at the end of this agenda for ease of use.

## 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 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
- Talking Circle
- Peace Circle
- Peer Conference
- Student Behavior Observations
- Academic/Behavior Contract
- Student-Parent-Teacher Conference
- Student-Dean Conference
- Mentorship
- Referral to Individual or Group Counseling, or other clinical supports

## INAPPROPRIATE BEHAVIOR

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 disrupting class, 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 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.

## INAPPROPRIATE LANGUAGE

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 8:00am will enter the school through door 6.

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 will be held accountable for their actions per the SCC.

## HALLWAY CONDUCT

Students are not allowed in the corridors during class periods without a pass from a staff member. It is the student's responsibility to obtain a pass prior to leaving a classroom, office, etc. Handwritten notes must state the name of the student, the date, the time, the place from where the student came, and the destination. **All handwritten corridor passes must be written in ink and completely filled out, including the signature of the teacher issuing the pass. Also of note: medical passes allow students extra time to get to a class but are not hallway passes and will not be treated as such.** Any student attempting to use a medical pass as an excuse to be in the hallway will be considered to have left a classroom without permission and will be held accountable via interventions and consequences listed in the SCC.

Staff members or security may stop a student at any time and ask to see a pass or student ID. Students must comply with the request. Students found in the halls without a pass or student ID after the tardy bell are subject to disciplinary action. These regulations will be enforced during class periods as well as lunch periods.

Students in the hallways are to remain quiet so as to not disrupt classes, and go to and from their destination quickly and without being on the phone so as to minimize instructional time lost.

## 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. At the same time, students should be dressed in a manner that is professional and appropriate. 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. If private areas are visible or you're essentially wearing your swimsuit to school, your outfit is inappropriate.
4. The following clothing items are also prohibited:
  - Bandanas hung on belt hooks or out of pockets.
  - Clothing or jewelry with spikes or other metal accessories which may damage property or harm people.

**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 loaner clothing by turning in a belonging to get back upon return of clothes to 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:**

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

2<sup>nd</sup> 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. Walk-through and hand-held metal detectors are employed for this purpose. 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.

#### **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 loiter in the halls during the passing period and ignore the efforts of staff members to have them move along so the student can get to their next class on time are also subject to disciplinary action. **For the safety of all students, students are to leave the area of the school immediately after dismissal. Loitering outside the school especially near the CTA bus stop is prohibited.** Students who loiter are subject to disciplinary action.

#### **FALSE ACTIVATION OF FIRE ALARM / FIRE EXTINGUISHER**

False activation of a fire alarm is a crime punishable by law. Students who are found responsible may be subject to consequences outlined in the SCC. Additionally, false activation of a fire extinguisher compromises the effectiveness of the school's fire prevention capability. Students who falsely activate a fire extinguisher or vandalize a fire extinguisher will be responsible for the cost involved in recharging or replacing the fire extinguisher and to the consequences outlined in the SCC.

#### **DISCIPLINARY ACTIONS AND TERMS**

Students' conduct in school should demonstrate self-control and respect for classmates and school staff. Each student is responsible for his or her own behaviors. Students who cannot exercise self-discipline require the school to exert external controls and, if necessary, impose disciplinary actions. High

standards of behavior are expected in school, at school activities, and in the community. **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. DETENTION:** The student will be informed of the detention by any of the following: teacher, Dean of Students, Attendance Office, or calls/emails home. 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 four ways:

- a) After school on Mondays and Wednesdays from 3:10-4:10; see posters around school for location for 19-20 school year
- b) 2 hours from 9:30am-11:30am on Saturday (certain misconducts earn students a Saturday detention, but in other cases serving a Saturday will wipe out two detentions. Talk to deans with questions.)
- c) With a staff member. One hour=one detention; staff member is to email a dean to ensure detention is wiped off the student's record
- d) By participating in yoga with the LVHS Yoga Club. Dates and locations for School Year 2019-2020 will be posted beginning of year.

**2. 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. Students found on or near the premises can be arrested for trespassing. Parents will be notified by letter and/or phone call of the reason and length of the suspension; parent/guardian conferences will be scheduled for the student to return to school and successfully re-engage with the school community.

**3. 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 school staff.

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

**5. 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)

## STUDENT RECORDS

Student records refer to any written or recorded information, maintained by the school, by which a student may be individually identified. Information maintained by a staff member for individual use is not considered a part of the student record. The student's record consists of a permanent record and a temporary record.

Information on the student's Permanent Record Card (PRC) includes his/her entire academic and attendance records, rank in class, and test scores (ACT, PSAT, SAT). This record follows the student when s/he enters an institution of higher learning and when s/he requests recommendations for employment and scholarships. The importance of a student's high school record cannot be overestimated.

Under the Federal Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act, parents have certain rights with respect to their children's educational records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level.

Permanent records including identifying information and grades must be kept for a minimum of sixty years. Temporary records, including disciplinary records and other information, are maintained only for the period of their usefulness, and in no case longer than five years after a student's transfer, graduation, or permanent withdrawal from the school.

- Parents of eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records without cost unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect records consistent with above. Schools may charge a fee not to exceed 35 cents per page.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading (with the exception of academic grades) through an informal conference at the local school.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from the student's record. However, the law allows school to disclose records without consent, to the following parties:
  - School employees who have a legitimate educational interest;
  - Other school to which a student is transferring;
  - Certain government officials in order to carry out lawful functions;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for the school where the student's identity is not disclosed;
  - Accrediting organizations (i.e. colleges, universities);
  - Individuals who have obtained court orders with notice;
  - Persons who need to know in cases of health and safety;

- State and local authorities, within a juvenile justice system, pursuant to specific state law.

A school may disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, awards, and dates of attendance. Prior to release of this “directory” type information, parent and eligible students must have the opportunity to request that the school not release this information.

For additional information or technical assistance, or if you have questions about the rights regarding school records, you may contact the principal or his designee.

## COUNSELING and SPECIAL SERVICES

### COUNSELING SERVICES

Counselors are available to all students in need of support in the following domains: academics, post-secondary planning, and social-emotional needs. Students are encouraged to schedule a time to meet with their counselors; the counseling offices are located in Room 138. Additionally, all counselors also assist with post-secondary planning including but not limited to assistance with the entire college application process, scholarship and financial aid help, resume writing, interview skills, and researching military options. The College & Career Lab is located in Room 229. Whenever possible, counseling appointments should be scheduled during the student's lunch period or before/after school.

### SOCIAL WORK SERVICES

We have one full time and one part time social worker at Lake View. A counselor, teacher, or member of the administrative staff may refer a student to the social worker. A student may seek services with the social worker on his/her own by requesting an evaluation of a counselor. Parents may also request services for their child.

### STUDENT HEALTH CENTER

The Lake View Health Center is a medical office that provides a full range of medical services, including physicals and immunizations, health education, and mental health services to students of Lake View High School. All Lake View students may receive services at the Health Center as long as their parent/guardian has signed the consent form. Appointments for health care are made during the student's lunch period whenever possible to minimize disruption to their educational program.

As a convenience to our students, the Health Center accepts private insurance, AllKids, Medicaid, and cash or check. One of the health center's biggest priorities is to provide care to all students regardless of ability to pay. Students who do not have health insurance will receive assistance with an application for AllKids. Other arrangements may be made for students who are not covered by AllKids. Feel free to contact the Health Center at 773-404-0447.

The Health Center is located in room 103 and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday, and on Wednesdays from 10:00 a.m. to 4:00 p.m. (times subject to change)

***Seek support services if you are struggling; Lake View is here for you!***

# EXTRACURRICULAR ACTIVITIES AND CLUBS

Lake View has numerous clubs, organizations and sports activities in which students may participate. All students are encouraged to participate in a club or sport to round out their education.

## SCHOOL ORGANIZATIONS AND CLUBS

Black Student Union	Lake View Athletic Association	Sexualities and Gender Alliance
Club RISE		
Debate Team	LVHS Drumline	Student Council
Deloitte Academy	Majorette/Hip Hop	Student Voice
GAME@LVHS (Gaming)	Dance Team	Tech Crew
Key Club (Community Service)	Mathematics Team	Traveler's Club
Lake View	National Honor Society	
Ambassadors	Robotics Club	
	Skateboard Club	

Only clubs officially recognized by the administration may meet and function as a Lake View High School organization. If you are interested in starting a new club, please contact our Director of Community and Student Affairs, Ms. Kitson (eckitson@cps.edu).

## SPORTS

Lake View offers students a variety of interscholastic sports, which compete in the Chicago Public School Athletic Association. Students must meet national academic eligibility requirements and practice requirements to participate on a team.

Baseball	Soccer
Basketball	Softball
Bowling	Swimming
Cheerleading	Tennis
Cross Country	Track and Field
Football	Volleyball
Golf	Water Polo
Pom Poms	Wrestling

Students are strongly encouraged to try a wide variety of activities their freshman year and to commit to at least one extracurricular activity during their four years at Lake View.

## STUDENT ELIGIBILITY/PARTICIPATION

The thresholds for participation in athletics and/or extra-curricular activities for high school students are as follows.

**First Semester Freshmen:** A freshman that has never attended any other secondary school is considered eligible immediately upon enrollment, and this automatic eligibility will continue until the student completes his/her first semester.

**All Students Other Than First Semester Freshmen:** All other students must have earned passing grades in at least 5 classes for the previous semester and/or summer school, if applicable.

Every week, the Community & Athletic Director will review students' behavior, attendance, and grades to determine whether they are eligible to participate in competitions, practices, or club meetings. Eligibility shall date from Monday through Sunday of each week of the semester. *Students with disabilities receiving special education services will be expected to meet all criteria above, unless their Individual Education Programs (IEPs) contain modifications of these criteria.*

### **POSTING OF SIGNS**

Various organizations and clubs may wish to advertise their activities by placing notices and posters throughout the building. In order to ensure fairness and compliance with school rules and procedures, representatives of organizations and clubs must have their notices and posters approved and signed by an administrator **before** they are displayed. Notices and posters that are displayed for viewing without prior approval will be removed.

### **LOCAL SCHOOL COUNCIL**

Lake View's Local School Council (LSC) meets monthly at 6:30pm at LVHS. A list of meeting dates will be made available the first week of school with meeting agendas and times posted 48 hours in advance.

### **PARENT ADVISORY COUNCIL**

CPS has formed an NCLB Title I Parent Advisory Council (PAC) at the local school level. The PAC exists to provide parents/legal guardians, teachers/staff, and concerned community individuals with the opportunity to work with their principal in the planning, design, implementation, and evaluation of the Title I Program.

The PAC serves as an advisory group by providing input on amendments and future Title I programs. The PAC jointly develops and approves a parent involvement policy, which includes the school-parent compact. The PAC also provides and shares NCLB Title I information updates received from the New Region PAC.

**STUDENT AGREEMENT**

*I have carefully read this Student Handbook/Code of Conduct and understand it. I agree to abide by the guidelines and consequences set forth herein. Further, I agree to comply with all applicable Lake View High School policies, the CPS Code of Conduct, and the rules, regulations and consequences set forth therein.*

**Student Name (Please Print):**

\_\_\_\_\_

**Student Signature:**

\_\_\_\_\_

**Parent Name (Please Print):**

\_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_

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

**Grade Level:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_