

Lake Park High School District 108

590 S MEDINAH RD., ROSELLE, IL 60172 - 1978

2011-2012 Attendance and Behavior Expectations

To assure that all Lake Park students have a safe, orderly, and successful learning environment, students and parents, as members of the educational team, must be willing to meet the following responsibilities.

Students have the responsibility to...

- Respect another's right to an education without interference.
- Be at school! Be on time! Be prepared!
- Be accountable for their individual actions.
- Cooperate with others to promote the well-being, safety, and security of the school/community.
- Recognize the obligation in free speech to avoid obscenity, defamation, racism, and denigration of people.
- Inform parents of their school records, their progress in school, and social events.
- Think ahead to educational and career goals.
- Offer suggestions for improving Lake Park.
- Protect school property and respect the property of others.

Parents have the responsibility to...

- "Be responsible" for the behavior of their students.
- Expect and encourage attendance and call in absences.
- Check on their student's academic progress.
- Come to school for conferences.
- Be aware of Lake Park events.
- Attend school functions.
- Seek information relative to education and careers after high school.

ATTENDANCE

Attendance is a vital part of a successful educational experience. Student involvement in daily classroom activities is an essential part of that success. The school laws of the State of Illinois require regular school attendance.

Parents have a major responsibility for seeing that their students attend school on a regular basis.

On the day of a student absence, a parent or guardian is required to notify school officials of the absence before 10 a.m. If parents are planning to be out of town, the school needs to be informed of a contact person. When reporting all-day absences, late check-ins, early releases, family trips, or other attendance information, please call:

- For freshmen and sophomores **630-295-5234 or 630-295-5237**
- For juniors and seniors **630-295-5332 or 630-295-5333**

If a telephone call is not received by the end of the day on the day of the absence, the student will be considered unexcused, and unexcused/class cut procedures will be followed. Absences will not be cleared after 24 hours. In instances of chronic, irregular absences beyond 10 percent, the school will place a student on a Student Attendance Contract and request a physician's statement to certify the absences. Chronic unexcused absences may be referred to the County Truancy Office. Students may be temporarily excused from school attendance for the reasons listed below. (Article 26 of the Illinois School Code)

- Death or serious illness in the immediate family
- Sickness or quarantine
- Family emergency with approval of the school administration
- Religious holidays

◆ **Pre-arranged absences**—Visits to doctors, dentists, and courts will be excused upon the student's return to school. To excuse these absences, the student shall present to the Student Services Office a written verification signed by the doctor, dentist, or court clerk, on their letterhead.

▪ **College visitation**—College-bound juniors and seniors may be excused for two days to visit a college to which they have applied for admission. These absences must be prearranged by picking up the form from the student's counselor and returning the completed form to the Student Services Office.

▪ **Family vacations**—The District discourages vacations which keep students from school. Requests from parents to excuse students for vacations with members of the immediate family are considered on an individual basis. *The school will not excuse a student for a vacation in which the student is not accompanied by a parent or legal guardian.*

To obtain approval for a family vacation for one day or more, please follow these steps:

- Parents should make the request by telephone far enough in advance so students can have their teachers sign the excusal form **five school days prior to the vacation. The signed form must be turned in to the Student Services Office.**
- A school administrator must approve the request.
- Students are responsible for asking their teachers for homework assignments **at least five school days in advance of their vacation.** To receive credit, daily work must be turned in on the day of return.

◆ **Late to school**—Any student who is late coming to school during any class period must report directly to the Student Services Office. Students who are late to school will be dealt with according to tardy/class cut guidelines.

◆ **Early release**—Any student who leaves school for any reason MUST be released through the Student Services Office. Permission for any student to leave school early MUST be initiated by the parent. The West Campus LEER program must be administratively approved each semester. At the East Campus the parent must sign out the student.

◆ **Homebound**—A student who will be out of school two weeks or longer may obtain homebound instruction by notifying the student's counselor and completing forms required by the program.

◆ **Leaving school buildings or property**—Once at Lake Park, or on a bus bound for Lake Park, students are not permitted to leave school buildings or property unless excused. Leaving will result in detention, inschool suspension, and/or out-of-school suspension.

◆ **Class cuts**—A class cut is an unexcused absence from class. A first period class cut will be issued if the student misses more than 20 minutes of the period. **No credit** will be given for exams, quizzes, or homework assignments missed due to a class cut. Three cuts per semester in the same class will result in the student being removed from the class and placed in the Control Center or an alternative setting for the remainder of the semester. Class cuts will not be cleared after 24 hours. The warning and discipline system for class cuts:

- First class cut: **WARNING**—Student has committed a major offense. Assistant Principal or designee will make contact with parent/guardian.
- Second class cut: **FINAL WARNING**—Student has committed another major offense. Assistant Principal or designee will make contact with parent/guardian. Student will sign a final warning sheet.

▪ Third class cut: **REMOVAL FROM CLASS WITH LOSS OF CREDIT**—Student has committed another major offense. Assistant Principal or designee will make contact with parent/guardian. Student will be placed in the Control Center or an alternative setting for that class period for the remainder of the semester.

◆ **Study hall cuts**—A cut from study hall is a major offense and may lead to a one-day, in-school suspension, detention(s), and/or loss of pass privileges.

◆ **Tardies**—

TARDIES TO SCHOOL—A student is considered tardy to school if he or she is not in his or her assigned classroom/lab and/or workstation when the bell rings to start the period. If the student misses 20 minutes or more of the period, a class cut will be issued. Students tardy to school must check in at the Student Services Office BEFORE reporting to class. Missing the bus, car problems, and/or oversleeping are not considered reasons for an excused tardy. Students tardy to school six times will lose parking privileges for two weeks. If tardies continue after the two-week restriction, parking privileges will be removed for another two weeks.

TARDIES TO CLASS—Students are responsible for regular attendance and arriving on time. Quality education is enhanced and positive work habits are reinforced by punctuality. Since the teacher and student are the primary elements in the learning process, it is to their mutual benefit that punctuality be enforced.

1. First tardy - teacher/student conference.
2. Second tardy - teacher/student conference.
3. Third tardy - teacher/student conference and a teacher/parent or guardian contact; one or more of the following may also take place.
 - A teacher-assigned detention before or after school.
 - A written contract between teacher and student.
 - A teacher/parent or guardian conference.
 - A counselor/student conference.

▪ The loss of participation points for the class period.

▪ Other appropriate measures

4. Fourth tardy - teacher/student conference; teacher/parent or guardian contact; teacher sends a fourth tardy warning letter to the Assistant Principal, counselor, student, and home (student completes and signs); and teacher may choose options as stated in third tardy.

5. Fifth and additional tardies - student will be assigned an alternate lunch location for a period to be determined; and the teacher will send a notification letter to the Assistant Principal, counselor, parent/guardian, and the student (student completes and signs).

A student who is chronically tardy to class may be referred to the Student Services Office for a one-day, in-school suspension. A student who has accumulated eight or more tardies and who also has become a disciplinary problem within the class will be referred to the Student Services Office and may be removed from the class with a grade of "R" for the semester. A student receiving an "R" will be placed in the Control Center for the remainder of the semester.

TARDIES TO STUDY HALL—Tardies to study hall will be considered as tardies to class with the exception that the fifth tardy (and each following tardy) will result in a detention/suspension and/or loss of pass privileges.

◆ **Unexcused Absences** —An unexcused absence is an absence that is not acknowledged as excused. Missing the bus, car problems, obtaining a permit or license, and/or oversleeping are not acceptable reasons to be excused. Students who have been reported for an all-day absence due to illness and appear on school grounds will be considered unexcused. When a case of unexcused absence has been confirmed, it will result in two one-hour detentions. Credit will not be given for exams, quizzes, or homework assignments missed on the days of the confirmed unexcused absence. The student will be dealt with according to major offense guidelines. Unexcused absences will not be cleared after 24 hours.

BEHAVIOR

It is expected that each student will comply with the established school regulations. The right of one person to attend school must not place in jeopardy the opportunity of others to benefit from school. Students are prohibited from engaging in conduct which in any way:

- **disrupts the educational process**
or
- **infringes upon the rights of others.**

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

1. on or within sight of school grounds before or after school hours or at any other time when the school is being used by a school group.
2. off school grounds at a school sponsored activity or event or any activity which bears reasonable relationship to school.
3. traveling to or from school or a school activity, function, or event.
4. anywhere, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes, or an educational function.

Gross Disobedience or Misconduct

Disciplinary action will be taken against any student guilty of gross disobedience or misconduct. The seriousness of the offense will result in suspension and will be considered for an expulsion hearing before the Board of Education. An action of gross misconduct may also be brought to the attention of the police for criminal prosecution.

A student, while on school property, at the Technology Center of DuPage, on a school bus, or at any schoolsponsored activity, shall not:

- possess, consume, be under the influence of, or distribute any controlled substance (alcohol, narcotics, marijuana) or other intoxicating compound. (*Chapter 38 of the Illinois Criminal Code, Section 550*)

- intimidate, threaten, bribe, strike, or physically assault (which includes gang involvement and hazing) a school employee, a member of the Board of Education, a bus driver, a student, or a school visitor.
- damage or vandalize property of the School District or the property of a school employee, a member of the Board of Education, a bus driver, a student, a school visitor, or the company with whom the District contracts for transportation service.
- steal and/or possess stolen property of the school or a school employee, a member of the Board of Education, a bus driver, a student, a school visitor, or the company with whom the District contracts for any services.
- activate a school fire alarm without appropriate cause.
- make a bomb threat.
- set a fire within a school building; to other school property; to the property of the company with whom the District contracts for transportation services; or to the property of a school employee, a member of the Board of Education, a bus driver, a student, or a school visitor.
- possess or set off fireworks or other explosive substances/devices.
- possess or cause to be brought to school, or to any type of schoolsponsored activity, firearms, knives, lethal weapons, and/or disabling devices (mace, pepper gas, laser pens, etc.) of any type; potentially dangerous objects or substances; or look-alike weapons. (*Illinois Gun Free Schools Act 1994*) (*Chapter 38 of the Illinois Criminal Code, Section 24*)

Suspendable Offenses

Actions that are major offenses and may lead to suspension and/or police prosecution include, but are not limited to the following incidents. Suspended students will receive credit for class assignments if given timelines are met upon their return.

An out-of-school suspended or expelled student is banned from participation in or attendance at any school-sponsored activity and is not permitted on the grounds of the two campuses or the Technology Center of DuPage. Suspensions may run from 1-10 school days.

- **AED Activation** — No student shall activate the Automatic External Defibrillator case without appropriate cause. First-time violators will be given a major step and an in-school or out-of-school suspension. A second violation may constitute a critical incident.
- **Cheating** — Cheating in any form or manner will cause the offending student to lose credit for the assignment. A second instance of cheating during a school year will cause the student to be removed from the course in which the second incident occurred and assigned to the Control Center. The offending student will receive no credit for the course for the applicable semester.
- **Electronic devices** — Devices such as radios, tape/CD players, wireless telephones, televisions, and other digital media may not be used during the school day. Phones must be kept in cars and/or lockers during the school day. They may be used responsibly during after-school events and/or on the bus. Camera phones/cameras are never to be used without administrative permission. I-pods may only be used in the student cafeteria during lunch periods.
- **Computer usage** — No student shall violate the Computer and Internet Acceptable Use Agreement.
- **Fighting** — No student shall engage in fighting or incite a fight while on school property, on a school bus, at any school-sponsored activity, or at the Technology Center of DuPage. Fighting may be reported to the police for prosecution.
- **Gambling** — Use of cards, coins, dice, or other gambling devices is prohibited.

- **Halls** — Any student in the hall without a pass during class time may be assigned a detention, an in-school suspension, or lose pass privileges. Repeated offenses may result in an out-of-school suspension until a parent/guardian conference can be arranged.
- **Inappropriate language, gesture, material, and clothing** — A student, while on school property, on a school bus, or at any school-sponsored activity, shall not use obscene, suggestive, or highly disrespectful language or gestures; shall not use racial or ethnic slurs; shall not possess or distribute profane, obscene, suggestive material or clothing; and shall not possess clothing or material, use gestures or graffiti, or otherwise represent cults, gangs, or related activities. (*School Code of Illinois, Chapter 105*)
- **Insubordination** — A student, while on school property, on a school bus, or at any school-sponsored activity, shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver, or other authorized school personnel.
- **Misbehavior with substitutes** — Students should be on their best behavior in classes and especially when substitute teachers are in charge. Students referred to the Student Services Office for misbehavior with a substitute may be assigned major steps and receive an inschool or out-of-school suspension.
- **Possession of drug paraphernalia** — Possession of drug paraphernalia is not permitted and such material will be confiscated from students. A second violation may constitute a critical incident and police notification. (*Chapter 38 of the Illinois Criminal Code, section 600-3.5*)

- **Student sexual harassment/ bullying/cyberbullying** — Any student who abuses another student or staff member through any sexually harassing and/or bullying conduct or communication is in violation of District policy. First-time violators will be given a major step and disciplinary action. A second violation may constitute a critical incident.
- **Visiting campuses without permission** — With the exception of assigned classes or activities, students without the written permission of an administrator cannot visit the opposite campus.
- **Use of tobacco** — Use or possession of smoking materials, chewing tobacco, and/or snuff is not permitted on school property. Items will be confiscated from students and may result in detentions, in-school suspensions, out-of-school suspensions, and/or police contact. State Law SB. 17.
- **911 calls** — Making a 911 call for unfounded reasons is a major offense and will lead to an out-of-school suspension and police contact.

Corporal punishment is not permitted at Lake Park. The Control Center may be used by the Assistant Principal as an in-school disciplinary room. Students may be assigned to the Control Center for a period of time dependent on the particular incident. Students in the Control Center are responsible for bringing their own materials and their own lunches. Absolutely no talking or sleeping by students will be permitted in the Control Center. Students who misbehave in the Control Center, or who cut the Control Center, may be suspended from school. Tardies to the Control Center may result in an inschool or out-of-school suspension.



- ◆ **Buses**—The District provides all students with bus service to and from school. Students must:
 - display their ID cards when boarding the bus.
 - obey the bus driver.
 - remain seated while the bus is moving.
 - refrain from any disruptive behavior (loud talking, shouting, pushing, etc.)
 - keep all material inside the bus.
 - keep head, arms, legs, hands, and feet inside the bus (windows must not be lowered below the mark indicated on the bus).

Video cameras may be placed on each bus. If a student causes damage to a bus, the student and his or her parents or guardians will be held responsible. A student who becomes a serious or chronic disciplinary problem may have bus privileges revoked. Bus drivers have the authority to refer a student to the Student Services Office.

- ◆ **Cafeteria**—Students have responsibilities in the cafeteria - good table manners, maintaining proper decorum, and disposing of personal trash. Trash in the immediate area, even under the table, is considered to be the responsibility of students at the table. Students may be assigned cleanup duty at the discretion of supervisory personnel. Misbehavior in the cafeteria may result in loss of cafeteria privileges, assignment to the Control Center, suspension, an assigned seat, or any combination of these. No food or drink is allowed outside of the cafeteria.

The District offers a free or reduced price lunch program for qualified families. Information is available in the main office at each campus.

- ◆ **Technology Center of DuPage (TCD)**—Lake Park students enrolled at TCD are subject to the same regulations as all other Lake Park students. School bus transportation is required to and from TCD. Failure to meet this transportation requirement will result in loss of parking privileges and in-school suspension from TCD. Two violations will result in the student being removed from the TCD program.

◆ **Dress and grooming** — Students' attire and grooming should not be suggestive, offensive, obscene, disrupt the school, represent a gang, advertise illegal substances, or endanger other students' health or safety and/or should adhere to the rules of modesty. Tank tops, see-through, bare midriff, pajamas, and excessively tight/short, etc. garments are considered inappropriate school attire in and about the building and during school-sponsored activities. Clothing is to be worn as intended (bib overalls with straps up or down, pants/slacks must be positioned at waist/hip level, etc.). Hard-soled footwear must be worn at all times. Heavy chains/spikes should not be worn around the neck or hang from clothing. Jackets and headgear (hats, bandannas, etc.) will not be worn or carried during the school day. Headgear will be confiscated until the end of the school year.

◆ **Driving** — Driving is a West Campus privilege only. Parents are asked to discourage students from driving to school unless the student must use the car to: 1) participate in a cooperative education program, 2) participate in an after-school sport or activity, 3) work immediately after school, or 4) meet a family emergency. Bus rides to and from school are available for all students.

During the school day, students may not drive to the East Campus or the Technology Center of DuPage without approval from the Student Services Office. Students will not be issued passes to their vehicles for any reason.

Parking guidelines will be provided when applying for a parking permit. A parking fee must be paid before a permit is issued. Students may apply for a parking permit on a first-come, priority basis in the Student Services Office. A parking permit may be revoked temporarily or permanently if a student violates other school and parking permit rules. Students tardy to school six times will lose parking privileges for two weeks.

The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property.

◆ **Crosswalks** — Students must cross Bryn Mawr Avenue in designated crosswalk area. Violations result in detentions.

◆ **Extracurricular events** — It is expected that all students will practice courteous, polite, sportsmanlike behavior at all stadium, auditorium, and field house events at Lake Park and at other schools. Students who misbehave will be referred to the Student Services Office and may lose privileges to attend future events.

◆ **Field trips** — Parents must give students permission to go on field trips. All school rules governing student behavior apply, and violators may be referred to the Student Services Office.

◆ **ID card** — Students must carry a current ID card at all times. The ID card is required in both the Testing and Resource Centers. The ID must be presented to receive any pass and/or upon the request of a school employee or bus driver. When an ID card is lost, it is the student's responsibility to report the loss to the Student Services Office as soon as possible. A \$3 charge will be required for replacement, and a temporary bus ID card will be issued. A new permanent ID card will be prepared for the student. Consequences will be issued when a student refuses to show an ID upon request.

◆ **Lockers** — Ownership of lockers is retained by the District. Students are granted limited use of the lockers. Lock combinations should be carefully guarded and should not be given to any other student. A few rules regarding the use of lockers are listed below.

- School officials have access to the lockers and their contents. Lockers will periodically be searched for health and safety reasons and when there is reasonable suspicion of a violation of school expectations.
- Combination locks for hallway lockers are leased from the school during registration. Students retain their locks until graduation.

- All students must have Lake Park locks on their hallway and physical education lockers. Other locks will be cut off. Lockers without student locks will be secured.
- Lost or stolen locks must be reported to the Student Services Office.
- Students are responsible for keeping their lockers clean and damage free.
- Lockers are issued to individual students. The sharing of lockers by two or more students is prohibited, unless assigned by the Student Services Office.
- The District is not responsible for lost or stolen personal articles.

◆ **Public display of affection** — Excessive physical contact and the public display of affection are not acceptable on school grounds. Students may be referred to the Student Services Office for such behavior.

◆ **Security** — Students are not to be in the buildings before 6 a.m. or after 4 p.m. unless they are specifically involved in school-sponsored activities.

◆ **Special Education** — The District has a behavioral intervention policy for all students receiving special education services. Contact the Lake Park Director of Special Needs or request a copy of guidelines from the Illinois State Board of Education.

◆ **Student searches** — The District authorizes the interrogation of students, and, where necessary, the search of the person and/or property (eg. purses, wallets, school bags, book bags, lockers, cars, etc.) should there be reasonable suspicion of anything inappropriate, improper, illegal or unsafe existing. According to the guidelines of Board policy (7.140) dogs can be used.

◆ **Telephones** — Students will not be allowed out of class to receive or place a telephone call. In order not to disturb classes, messages will not be given to students from parents/guardians unless it is an EXTREME EMERGENCY.

◆ **Visitors** — To minimize disruptions of the education program, visitors are required to make appointments. All visitors must register immediately upon entering the building. No student visitors are allowed on campus.

The Step System

All reports of student misconduct as major steps are recorded for the entire school year.

Examples of major offenses include inappropriate language, fighting, insubordination, unexcused absences, a class cut, leaving school property, smoking, or cheating.

Lake Park follows all due process procedures, searches under reasonable suspicion guidelines, and provides students the services of a school counselor, social worker, and psychologist.

Step 0

Every student is part of the Step System. All students start at Step 0.

Step 1

First major offense – requires a parent/guardian contact. A repeat of Step 1 will result in a parent/guardian phone conference.

Step 2

Second major offense – requires a parent/guardian contact. A repeat of Step 2 will result in a parent/guardian phone conference.

Step 3

Third major offense – requires parent/guardian contact. The student may be suspended from school unless a parent/guardian conference can be held. A repeat of Step 3 will result in a parent/guardian phone conference.

Step 4

Fourth major offense – requires a parent/guardian contact. A return to Step 4 will result in a parent/guardian phone conference.

Step 5

Fifth major offense – requires parent/guardian contact. A repeat of Step 5 will result in a parent/guardian phone conference.

Step 6

Sixth major offense – requires a parent/guardian contact. The student may be suspended from school unless a parent/guardian conference can be held. A repeat of Step 6 will result in a parent/guardian phone conference.

Step 7

Seventh major offense – requires a parent/guardian contact. A repeat of Step 7 will result in a parent/guardian phone conference.

Step 8

Eighth major offense – requires a parent/guardian contact. A repeat of Step 8 will result in a parent/guardian phone conference.

Step 9

Ninth major offense – requires a parent/guardian contact. The student may be suspended from school unless a parent/guardian conference can be held. A repeat of Step 9 will result in a parent/guardian phone conference.

Step 10

Tenth major offense results in a Board of Education expulsion hearing or alternative placement based upon a recommendation from the Pupil Personnel Services team. During a suspension or expulsion period, a student may not be on school grounds (East Campus, West Campus, and/or the Technology Center of DuPage) without the Principal's permission.

*Moving backward on the step system-A student may move back to the previous major step after ten straight school attendance days without an offense.

*Repeat to major steps-A student may not repeat the same major step for a third time. A third time at the same major step automatically moves a student to the next higher major step. Example: a student reaching Step 3 for the third time would be moved to Step 4.

The Attendance and Behavior Expectations are not to be considered an irrevocable contractual commitment between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures and are subject to change.

Lake Park High School - East Campus

600 S. Medinah Road
Roselle, IL 60172-2598
630-295-5221
Fax: 630-295-5212



Lake Park High School - West Campus

500 W. Bryn Mawr Avenue
Roselle, IL 60172-2197
630-295-5322
Fax: 630-351-2932