

WELCOME LANCERS!

Dear LJHS Students:

Welcome to Lincoln Junior High School! All of us at Lincoln believe you will have a great year! This handbook is provided to help you become familiar with the school, to manage your school work, and quickly get on the road to success. We have high academic and conduct expectations for each of you. Please read this handbook carefully. You are responsible for the information that follows.

We are all here to help you and support your efforts. Here's to a wonderful year at Lincoln Junior High School.

Go Lancers!

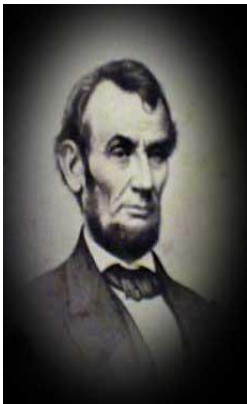
Pam George, Principal

Mike Frost, Assistant Principal

Andrea Szczepanski, Assistant Principal

DAILY POLICIES

BELL SCHEDULE



PERIOD	TIME
1	8:00 - 8:46
2	8:50 - 9:31
3	9:35 - 10:16
4	10:20 - 11:01
5	11:05 - 11:46
6	11:51 - 12:32
7	12:37 - 1:18
8	1:23 - 2:04
9	2:08 - 2:50

HOMEWORK HOTLINE

Phone Number: 630.420.6370

- Voice Message System
- Absence Reporting
- Activities
- Teacher Messages

ARRIVAL and DEPARTURE

Students are to arrive at school after 7:30 a.m. when supervision begins. Students are allowed to enter the school building upon arrival.

Students are expected to leave the school by 3:00 p.m. unless they are under the direct supervision of a teacher for an after school activity. Students involved in after school athletic events or other activities must take their books, coats, etc. with them as they will not be permitted to return to their lockers later.

ACCEPTABLE DRESS

Lincoln students are expected to wear attire that is appropriate and that is not a disruption or distraction to the educational process. Inappropriate dress is defined in the NCUSD203 Board of Education policy.

**See Student Discipline Policy pages 13-19*

All NCUSD203 junior high schools expect garments to be reasonable in length. A good rule of thumb is that garments extend beyond the longest fingertip when arms are fully extended at the side.

No garments, spiked or dangerous jewelry depicting distasteful symbols debasing the dignity of a person; no garment, jewelry depicting beer, alcohol, liquor, or drugs may be worn at school; no garments, jewelry with sexually explicit, obscene, or vulgar messages or symbols may be worn at school or at any school-sponsored activities. In addition, at all the junior highs it is expected that:

- Students should wear clothing that totally conceals undergarments. All tops must have straps that are at least one inch wide. Tops must cover the midriff. Boy's shirts must have sleeves.
- All garments should be reasonable in length. A good rule of thumb is that garments extend beyond the longest fingertip when arms are fully extended to the side.

Classroom teachers will make the determination if clothing is a disruption to the class. Students should be warned that their attire is inappropriate or disruptive. A change of clothes will be made. Shirts may be turned inside out if wording can be hidden. A cover-up can be put on to fix the problem.

If in the judgment of school officials a student's dress or appearance is disruptive or disturbing to the progress of the educational program, the parent or guardian will be contacted and the student will be required to change his or her clothing.

ACCIDENTS

All accidents, however minor, should be immediately reported to the supervising teacher. Any accident that occurs on the way to school must be reported to the nurse upon arriving at school. The seriousness of an accident can not always be immediately determined. Therefore, the supervising teacher or nurse must be informed of the incident. If the nurse is not in her office, the accident should be reported to the main office.

BICYCLES

Students who ride bicycles to school are required to use the bicycle racks provided. The use of a bicycle lock is recommended. The school is not responsible for any damage or theft of bicycles.

BULLYING

Bullying is not tolerated at Lincoln Junior High. We want students to feel safe while they are at school. If you feel you are being bullied, you should follow these steps.

Tell an adult in the building when, how, and where it has happened. (Teacher, Administrator, Lunchroom supervisor, bus supervisor, bus driver, etc.)

Tell your parents.

If the bullying continues, tell your counselor. Your counselor will provide you with practical tips on what to do if the bullying continues. They will refer you to the assistant principal if further disciplinary actions are warranted.

Do not let the bullying go on for weeks. The faster you tell someone, the faster the issue can be resolved.

BUS RIDERS

According to state law, students who live 1.5 miles or farther away from school are eligible to ride the school bus to and from school. Only eligible students are permitted to ride on district assigned buses.

NCUSD203 Bus Passenger Expectations:

1. I will remain seated at all times
2. I will keep my hands and my head safely inside the bus
3. I will use appropriate language & voice at all times
4. I will always cooperate with my bus driver
5. I will always behave respectfully and report unsafe
6. behavior
7. I will not eat or drink on the bus
8. I will help make sure the bus is litter free
9. I will never tamper with bus equipment/vandalize my bus
10. I will not be involved with or demonstrate violent behavior
11. I will show my student ID when requested
12. I understand for my safety that all district 203 policies apply while I am traveling to and from school

These rules have been established solely in the best interest of student safety. Buses are equipped with cameras which have visual and audio recording capabilities. These tapes are routinely reviewed. In the event of misconduct, tapes are reviewed by appropriate district personnel at which time disciplinary action may be initiated. Each year the students in District 203 complete a bus evacuation drill as required by Public Act 94-0600.

*****Violation of bus rules may result in bus privileges being suspended.***

CELL PHONES

Cell phones must be kept in student lockers in the OFF position during the school day. The first time a student caught with a cell phone in their possession during they will be referred to the office as a classification 1 and the phone may be confiscated, a warning will be issued. Second offence, student will serve a lunch detention. Third offence, student will be issued a morning or after school detention. Forth offence, student will be issued a 2 hour Saturday school.

If a student is caught texting or using the cell phone during the school day, the phone will be confiscated and a detention will be assigned. If a student is caught a second time a two hour Saturday school will be issued. Additional infractions will result in progressive discipline.

CONTACTING STUDENTS

There may be a serious emergency with need for parents to contact students during the school day. Please contact the students counselor and the message will be conveyed in a sensitive and appropriate way. Students will not be contacted during the day for routine messages, so the academic day is not disrupted.

EARLY DISMISSAL PROCEDURES

When necessary, please follow the following procedure. Write a note explaining the time and reason for the students need to leave school. Have the student bring the note to the office before 8:00 am. An early dismissal pass will be given and shown to the appropriate teacher at the beginning of the class period when the dismissal time occurs.

EMERGENCY CLOSING OF SCHOOL

Closing of the entire District due to inclement weather, or of one school only (such as for a broken pipe), will result in a phone message being sent to all parents (unless they have voluntarily opted out of ParentLink phone callouts). A Talk203 email message will also be sent to all District Talk203 subscribers. In addition, a

recorded message regarding the closing will be available on the District 203 Administrative Center's main telephone line, 630-420-6300. See district website for radio and TV listings (www.naperville203.org).

Parents and District Talk203 subscribers will only receive notice if schools are closed, otherwise the day will proceed as usual. Please recognize that no system is foolproof; a power outage or extreme demand on these systems could affect access to communications technologies.

FIRE and DISASTER DRILLS

The school prepares all students for fire or other disasters through practice drills during the year. At the beginning of the year, students are informed about exit doors and exit procedures from each of their classrooms in case of fire or other disaster.

Upon hearing the fire alarm, students follow teacher's directions to exit the building quickly and quietly through previously instructed doors and hallways. When assembled at the assigned meeting place, the students must remain in a straight line and listen for the teacher's directions.

Upon hearing the disaster alarm, students follow teacher's directions to exit the classroom quickly and quietly while proceeding to the designated area. Upon arrival at the designated area, students sit on the floor with other students from their class, remain quiet, and listen for the teacher's directions.

HALL PASSES

During each class period, students are required to be in their assigned classroom or in other supervised areas. A pass must be obtained from a teacher in order for the student to go to the Learning Resource Center (LRC), nurse's office, main office, restroom, locker, or other area in the school.

HEALTH SERVICES

Having a healthful, safe school is our goal at Lincoln. The health office is located in the main office and is staffed by a health technician, from 7:50 a.m.-3:00 p.m. A school nurse is at the school weekly and is also available on an on-call basis. The health office is there for convenience of students who have become ill or injured, dispense medications, or who need help with medical problems. Service should only be requested when needed. Students must obtain a pass from their classroom teacher before reporting to the health technician's office unless it is an emergency. Students may not leave the school for illness/injury without first reporting to the health technician's office for authorization. The health office maintains a health record of student visits.

A. Physical Exams

New students to the District are required to have a current (completed within the past year) physical. Athletes, including cheerleaders, must also have a current physical prior to tryouts. A separate physical is not required for students to participate in intramurals.

B. Physical Education Excuses

A student may be excused from participation in Physical Education classes for up to three consecutive days with a note from parents, the school health technician or school nurse. Thereafter, an excuse from a physician is required.

C. Vision/Hearing Screening

Students are screened for vision and hearing routinely during their school experience by the DuPage County Health Department. Parents of students meeting referral criteria will be contacted. Parents/guardians may request additional vision and/or hearing screening at any time by contacting the health office.

D. Accidents

All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary. Accidents occurring on the way to school should be reported to the health technician immediately upon reaching the school building. Insurance forms cannot be given

out without the proper accident report being completed. The seriousness of an accident cannot always be determined at once, so to be on the safe side, students should report to the supervising teacher immediately. If the health technician is not in the building, accidents should be reported to the office.

E. Communicable Diseases

Because many communicable diseases occur throughout the school year, and because most do not pose a serious health threat to the general population, we do not inform parents every time a new case of illness occurs. If you have a special need to know about cases of communicable diseases such as chicken pox or measles, etc occurring in your child's classroom, i.e. a family member has sickle cell anemia, is immuno-suppressed or has similar health concerns, please inform your child's health office, and we will contact you if such an illness occurs in your child's class.

ID CARDS

All students are issued an identification card. Students will need identification cards for the Learning Center, school buses, swipe card for lunch. Students who have lost their ID cards and use them to purchase lunch may report to the LRC for assistance based on the following practices: First time forgotten, a one day temporary ID issued; Second, a one week temporary card issued and a letter sent home; third or beyond, students will eat their lunch in the main office.

Replacements can be purchased at the LRC.

LOCKERS

Students are assigned lockers and are responsible for their lockers. Students are expected to keep the lockers clean and orderly. The school is not responsible for lost or stolen items. Food items should never be kept in the locker overnight. Lockers are the property of Naperville School District 203. The school has the right to inspect lockers whenever necessary.

Physical Education Lock Number:

Physical Education Lock Combination:

_____ - _____ - _____

LOST and FOUND

Name tags and labels on personal articles help in returning lost items to the rightful owners. Backpacks, clothing, and other large items found around the school are placed in a large plastic box located in the lower hallway near the staircase by the fitness center. Glasses, watches, wallets, jewelry, books and other valuables are turned in to the office. Items on school property are expected to be turned into the main office. Students in possession of lost items may receive consequences for theft. Items that are not claimed will be donated to local charities. Students that are missing items of value should report it to the School Resource Officer.

LUNCH PROGRAM

During lunch students eat in the cafeteria located in the tile gymnasium and then go directly outdoors for recess. In cool weather, students must take their jackets with them when they report to the lunch area.

Students have a choice of bringing their lunch from home or purchasing lunch at

school. A large variety of food and drink items are offered for lunch. Daily menu options are listed on the Sodexo web site: **sodexoeducation.com**. Students and their parents are allowed to bring food for themselves only, not others i.e. no birthday treats.

LUNCH RULES

1. Students must enter and exit the cafeteria in an orderly fashion.
2. Students who are buying food in the cafeteria must wait their turn in line and pay for all food selected.
3. Once seated, the students must remain seated until the end of the lunch period.
4. Students are prohibited from throwing food or taking food from another student.
5. Students are responsible for placing all garbage in waste containers provided.
6. Students are to remain at school during the lunch period. Students will not be permitted to leave the school grounds at lunch time without written parent permission and adult supervision. Supervised study period is not a part of the lunch period. Any student who leaves the building without authorization from the office will be considered truant.
7. During lunch, all lunch rules must be followed. Failure to follow these rules may result in assignment to a restricted lunch arrangement for individual students or the entire grade. The Assistant Principal for discipline will be involved should these restrictive measures be put into place.
8. Money is not loaned out to students for lunches. Parents are allowed to bring food for only their student. New school policy does not allow birthday treats. Students may not arrange or have food delivered from outside sources during the lunch hour. Lunches may be dropped off in the lunch bins at the front lobby in an emergency.

Sodexo Food Service Debit Card Protocol

Debit cards are available for purchase in the Lincoln Junior High School cafeteria.

- To utilize the debit card system, students must present their identification cards to ensure proper debiting.
- Students will not be allowed to purchase multiple meals during the same lunch period.
- Balances on accounts will carry over to the next school year. Seniors and transfers shall be refunded any remaining balance on the account.
- Replacement identification cards will be provided for a fee.
- Students will receive notification when balance falls below \$10.00.
- No cash back on checks for debit card deposits.
- Parents may obtain account statements by contacting the LJHS Sodexo manager at 630.848.3928.

MESSAGE BOARD

A message board is provided in the lobby for parent use. Parents may bring a message or item to the "LJHS Greeters" station and then write the student's name on the message board in the lobby. This alerts the student of the message or item left by the parent.

PERMISSION DENIAL

During the course of the school year your child(ren) will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school or website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school

activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is sent annually in the registration packet and return it to the school. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed on the District 203 website at the following link:

<http://www.naperville203.org/assets/PermissionsDenialForm%20Epdf>

SCHOOL RESOURCE OFFICER

LJHS currently has a Student Resource Officer (SRO) in our building half of the time. We share the officer with MJHS. The purpose of the SRO program is to bridge the gap between police officers and young people and increase positive attitudes toward police and law enforcement. The SRO will be a teacher providing law-related education to students, parents, and staff. Working as a law enforcement officer for the entire school community, the SRO will use expertise from law enforcement to assist students, parents, and staff.

TELEPHONE CALLS

Students may use the public pay phones in the lobby before or after school. Office phone use between classes is allowed only after getting permission from the office. Phones in the office area are not available for student use except in emergencies.

TEXTBOOKS

Students are issued textbooks at the beginning of the school year and are required to return the textbooks at the end of the year. The student's name is recorded in the book as directed by the teacher. Books are to be covered. Students are responsible for keeping the books and other rented materials in good

physical condition. Students are required to pay for books lost or damaged beyond normal wear.

VISITORS

The safety of our students is paramount in importance. All parents and visitors to Lincoln **are required** to sign in at the office and obtain a visitor's identification pass. Student visitors are generally not permitted to attend during school hours. Exceptions to this general practice will be made at the discretion of the administration. Requests should be made prior to the day of requested visitation.

ACADEMIC POLICIES

ACADEMIC HONESTY

Lincoln Junior High School students are expected to use genuine, sincere and fair means for the accomplishments of the tests, tasks, or projects from which evaluations of progress shall be determined.

In order to maintain an atmosphere which actively fosters academic honesty, the following procedures will be implemented. It is understood that the maintenance of such atmosphere requires the active support of parents, students, and staff and that it is therefore, the responsibility of each individual to promote academic honesty.

Examples of academic dishonesty:

1. Plagiarism: submitting another person's writing as one's own. "Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. In other words, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else... Plagiarism is essentially theft - the stealing of someone else's intellectual property."

2. Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.

3. Copying from another student's test or knowingly permitting another student to copy during a test.

4. Using materials which are not permitted.

5. Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home tests for which credit is given.

6. Permitting another student to copy or write another student's homework, project, report, paper, classroom test, or take-home test.

7. Any other action intended to obtain credit for work not one's own.

ATTENDANCE

All students are required by law to attend school everyday the school is in session. If a student is to be absent from school, the parent or guardian must call the school's absence line before 7:45 a.m. Recorded messages can be left anytime. The message should include the student's first and last name (spell the student's last name), grade, and reason for absence.

Acceptable reasons for absence are as follows:

1. Student illness
2. Death in the family
3. Medical or dental appointments that can not be scheduled at other times
4. Religious observances

A student who has been called in absent can return for the remainder of the school day only after first reporting to the main office. A student who becomes ill during the day is to report to the health office and the parent is contacted if the student has to be sent home. A student who must leave school for a medical or dental appointment should bring a note from the parent to the office before 8:00 a.m. and receive an early dismissal pass.

By law, students missing first hour are marked 1/2 day absent from school. Students missing three academic classes are marked as a full day absence. (Lunch

and supervised study are not classified as academic instruction.) Students missing part or all of first hour (Unexcused) will receive a lunch detention. Students missing two classes unexcused will receive a pm detention. Students unexcused from a ½ day of school (three classes) will automatically receive a Saturday School Detention. Students unexcused for a full day will receive an in school suspension. After five consecutive missed days, (or 10% of the required days of attendance) students that continue to miss all or part of a school day due to illness will be required to submit a doctor's note. Letters will be mailed home when students reach the 10% levels. (Checked monthly)

Absence Reporting: The state guidelines are as follows: 0-149 minutes (absent), 150-299 minutes (1/2 day), 300 minutes (full day). In keeping with State guidelines, a student arriving to school at the start of 2nd period will be counted absent for 1/2 day. This includes orthodontist, doctor and dental appointments. Students entering as a late arrival without a note from the doctor will be considered tardy.

A student absent due to an infectious disease, surgery, rash or other illness requiring physician's care must bring a physician's health certificate to the health office before returning to school.

COUNSELING and GUIDANCE

Each student at Lincoln is assigned a counselor who works with the student in a variety of ways. A student may talk to the counselor about personal problems, problems with peers or friends, academic difficulties, or other issues.

Counselors also help students with decisions about high school course selection.

Students may meet with their grade level counselor by stopping in the school guidance office and scheduling an appointment with the counselor.

FIELD TRIPS

Lincoln sponsors field trips for students at each grade level several times during the school year. These field trips are related to curricular activities taking place in the classroom and enhance social interaction. Participation in a field trip is a privilege that is initially available to all students.

During a field trip all students are expected to behave in a manner that does not disrupt learning or endanger the safety of students and adults. If a student's behavior in school indicates a problem with following directions or exercising good judgment, the student may be excluded from any or all field trips.

LEARNING RESOURCE CENTER

The school's learning resource center (LRC) maintains an outstanding collection of books, periodicals, videos, laser discs, etc. The books are cataloged according to the Dewey Decimal System. New materials are added each year to provide a greater selection. Students may check out books, except reference books and books on reserve, for a period of 14 days. A small fine is charged for books that are returned after the due date. Students must pay for lost books.

HOMEWORK

Students are assigned homework on a regular basis. The amount of time required for homework varies. During school, supervised study time is set aside for the students to work on their homework or other assigned work. Students can seek extra help from teachers to complete their assignments during this time.

A student or a parent may get information about each day's assignments by calling the Homework Hotline phone number (provided at registration and Open House). This message system allows parents to check on one or more subject assignments.

MAKE-UP WORK

Students are responsible for making up all work missed due to an absence. The Homework Hotline can be called daily after 3:00 p.m. to get the day's assignments. A parent or a sibling may come to the office and get assistance in securing the absent student's books and materials from the locker.

For absences lasting longer than three days, a parent may request worksheets, etc. for the student. Arrangements for such assignments can be made by calling the student's counselor. Teachers allow reasonable time for the students to turn in work which is late due to an absence. Upon return from an absence, the student should talk to the teacher and find out when missed tests, etc. are to be made up.

REPORT CARDS

Report cards are issued three times during the academic year at approximately twelve week intervals. The students receive letter grades A, B, C, D or F for academic achievement for the trimester. Trimester grade reports are made available for parents to pick-up at school or mailed home.

Students also receive a midterm report to take home to their parents. This report is issued at the midpoint of each trimester and provides parents with an indication of the student's progress.

Students and Parents will have online access to grades via I-Parent. The district will provide students and parents with login information.

District Grading Scale			
A	90-100%	92-100%	A
		90-91%	A-
		88-89%	B+
B	80-89%	82-87%	B
		80-81%	B-
		78-79%	C+
C	70-79%	72-77%	C
		70-71%	C-
		68-69%	D+
D	60-69%	62-67%	D
		60-61%	D-

TARDY POLICY

All students arriving late to school (up to 8:05 AM) will be marked as TARDY. Between 8:00 AM and 8:05 AM students should not report to the office but go directly to class. This tardy is not considered late to school, but late to first hour. Teacher consequences are then applied to this tardy. After 8:05 all students must check into the office for an admit pass to class. After 8:05 AM they are considered absent from first hour. (See Absences).

Students with a credible doctor's admit slip may sign themselves back into school. If a doctor's note is not presented when the student arrives, the student must be signed in by a guardian. A student signing in without a guardian or doctor's note will be considered unexcused and the student will receive a disciplinary referral. A doctor's appointment must be verified to avoid a detention. (If a parent wishes, the family emergency pass can also be used). At the end of each trimester, the tardy slate is wiped clean.

Tardy/late arrival due to illness (signed in by parent) may be accepted five times a trimester before a doctor's note is required. After that they will be handled as unexcused tardies. Students will receive the following discipline consequences during one trimester:

3rd, 4th, 5th unexcused tardy-lunch detentions

6th, 7th, 8th unexcused tardy-PM detentions (one hour)

9th and up unexcused tardy-Saturday School detentions

<p>LINCOLN JUNIOR HIGH SCHOOL COLORS</p> <p>GREEN and WHITE</p>

STUDENT RECOGNITION

Lancer of the Month awards are presented monthly. This award is based on a student's outstanding contributions to the school community in alignment with Lancer Pride

Awards recognizing student achievement in academics, service, citizenship, patriotism, and community service are presented at school assemblies held at the end of the school year. Several of the awards are sponsored and presented by community and civic groups.

LANCER P.R.I.D.E.

Positive Attitude

Respect *and* Responsibility

Integrity

Diligence

Empathy *and* Encouragement

CO-CURRICULAR ACTIVITIES

The school offers a variety of co-curricular activities for student participation. The activities are held before or after school.

PERFORMANCE MUSIC

BAND

Band performance opportunities include 6th grade Concert Band, 7th and 8th grade Symphonic Band, Pep Band and combined Marching Band.

Membership in the band requires regular attendance at rehearsals and group lessons. Additionally, students have opportunities to experience performance of popular music styles through voluntary participation in the Lincoln Jazz Ensemble.

LJHS WEB SITE

www.ncusd203.org/lincoln

CHORUS

Choral opportunities are offered for students who enjoy singing. Placement in choral groups is based on such criteria as the ability to carry a tune, ability to read music, demonstration of good vocal quality, and a desire to learn how to sing. Various concerts are presented throughout the school year.

ORCHESTRA

Orchestra performance opportunities include both 6th grade Concert Orchestra and 7th and 8th grade Symphonic Orchestra. Instrumentation in orchestra consists of violin, viola, cello, and string bass. The orchestra performs in several programs during the year. Students have the opportunity to participate in *Bluegrass Strings* on a volunteer basis.

LINCOLN SCHOOL SONG

*Lincoln School-Lincoln Junior High
Proudly our colors fly.*

*Green and white-We will fight with
honor*

To keep our standards high.

*Lancers bold-As in days of old
Whatever the challenge may be*

We will strive for right and victory.

Lincoln School-Lincoln Junior High

ATHLETICS

Both intramural and interscholastic sports are offered to boys and girls at Lincoln. Intramural sports are open to all students who are interested. Intramurals include activities such as badminton, basketball, bombardment, bowling, climbing wall, fishing, fitness center, flag football, floor hockey, four square, golf, ping pong, racquetball, softball, soccer, tennis, volleyball, wrestling & others.

Interscholastic sports are offered to seventh and eighth grade boys and girls qualifying for teams. Boys' interscholastic sports include cross country, football, basketball, wrestling, and track. Interscholastic competition for girls is

offered in cross country, volleyball, basketball, and track.

Students involved in interscholastic sports must remain academically eligible to participate. Eligibility requires students to maintain passing grades in all subject areas.

DISTRICT 203 EXPECTATIONS FOR ATHLETIC EVENTS

1. Cheer and encourage teams in a positive manner.
2. Utilize garbage cans to dispose of any food, drink or paper containers, etc.
3. Remain seated in bleachers until half-time or an official break in the game.
4. Remain in the building once an activity begins. (stay in athletic area)
5. Utilize areas out of bounds to enter and exit the bleachers and gymnasium.
6. Respect other fans supporting their teams.

***Sports Physical required for participation**

LINCOLN JUNIOR HIGH SCHOOL MOTTO

DO YOUR BEST!!

CLUBS and ACTIVITIES

Students are offered the opportunity to participate in a variety of extracurricular organizations throughout the school year:

Bluegrass Strings
Cheerleading
Chess Club
Dance Team
Drama Club
Geography Bee
Jazz Band
Lancer P.R.I.D.E. Club
Newcomer's Club

Newspaper Staff
Science Club-Discovery Zone
Service Club
Speech Team
Student Council
Yearbook Staff

**Additional clubs or activities may be offered*

DISCIPLINE POLICIES

SCHOOL RULES

1. Students are to follow all rules adopted by the Naperville Community Unit School District 203 Board of Education.
***See NCUSD203 Board of Education
Philosophy of Student Conduct pages 13-19**
2. Students are not permitted to chew gum at school at any time.
3. Personal radios, recorders, cell phones, CD players, and communication devices, ect. will not be used during school hours. They need to be turned **OFF** and kept in the locker during the day. Earphones must be taken off when students enter the building. Students are highly encouraged not bring these items to school. LJHS is not responsible for any stolen or lost items.
4. Students are prohibited from throwing snow or any other objects.
5. Students are prohibited from riding skateboards or inline skates and scooters (excluding physical education curricular activities) in school or on school property. In addition, shoes with wheels are also prohibited.
6. Students are to refrain from running, pushing, shoving, and being excessively loud in the hallway.
7. Students are only permitted on school property or within the building between the hours of 7:30 a.m. and 3:00 p.m., unless individuals are under the supervision of a member of the faculty or administrative staff.

8. Backpacks may only be worn to and from school and cannot be carried in the school during the school day.
9. Students are only permitted to use the pay phones or school phones with the permission of a member of the faculty or administrative staff.
10. Aerosol and pump sprays are not permitted on school property.
11. Hair dyeing is only permitted during specified school spirit days.
12. Laser pointers are not permitted on school property and will be confiscated.
13. Public displays of affection (hugging, kissing, holding hands, ect.) are not appropriate.
14. Any item distracting to the educational environment is not permitted on school grounds. ***Examples include laser pointers and toys.*
15. Drawings of inappropriate nature, such as weapons, gang symbols, drug paraphernalia ect. are not permitted.
16. Students must obtain a pass from the office before videotaping or taking pictures while on school grounds during the school day unless they are under the direct supervision of a teacher.

ACCEPTABLE USE OF COMPUTERS

All use of the District's connection to Electronic Networks must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via or deleted from the district's Electronic Network or district computers. General rules for behavior and communications apply when using the Electronic Networks. The District's acceptable use for Access to Electronic Networks contains examples of the appropriate uses, ethics, and protocol.

Electronic communications and downloaded material may be monitored or read by school officials.

INTERNET SAFETY

The District shall have a filtering device that blocks entry of computers connected to the Internet to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee. The superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the superintendent or system administrator. The superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials.
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

The failure of any student, teacher or staff member to follow the terms of the acceptable use for Access to Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The superintendent or his/her designee is authorized, as he or she determines necessary, to revise the regulations governing the use of electronic networks.

OFFICE REFERRALS

It is our belief that teachers, parents, and administrators must work together to create a positive behavior program for the students at LJHS. Teachers will attempt to handle all discipline problems that arise under their supervision. If repeated attempts to solve the problem fail, the student will be referred to the assistant principal. The assistant principal will take the appropriate steps necessary to remediate the problem. Consequences ranging from a conference, detention or suspension from school are possible. Office detentions are served after school ranging from 1/2 hour to 2 hours in length.

SATURDAY SCHOOL

Saturday School detentions may be given in lieu of an internal or external suspension. This decision is made by the principal or assistant principal. Saturday school is attended from 7:30 to 9:30 am or 7:30 AM until 11:30 AM on Saturday morning at Lincoln Junior High School. The violations will determine the two or four hour options. This consequence is used in lieu of a suspension from school. Students that fail to show up at a Saturday School will be suspended from school the next following school day.

INTERNAL/EXTERNAL SUSPENSIONS

Infractions of the discipline code may result in an internal or external suspension from school. Internal suspensions are served in the Internal Suspension room next to the assistant principal's office. Students are required to do work, receive help from their teachers (when available) and complete the tasks before they leave. Internal suspensions go from 8:00 AM to 3:30 PM. The extra time after school is used to do community service for the school. (Picking up trash, washing desk tops, etc.) They may attend any district activities after the suspension is completed. Student must bring a lunch and drink. They receive no cafeteria privileges.

External suspensions remove the student from the educational setting for a specified number of days. Students are not allowed on school district property without permission of the school (to retrieve homework or talk to a teacher). They may not attend any district activities until their next day of attendance. Any work assigned is expected to be turned in when the student returns.

Student Discipline

Philosophy of Student Conduct

The Board of Education believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board of Education and, as hereby authorized, the administrative regulations set forth by the Superintendent or his/her designee.

Consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board of Education and parents) and respect for oneself and others are the basic principles guiding student behavior.

Rules and guidelines established by District 203 should encourage positive, constructive, and responsible student behavior and an environment conducive to learning. It is the responsibility of all members of the school community to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior problems in our schools will be reduced and a better educational environment will prevail.

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school.

Recognizing that each situation is unique and that administrative discretion is necessary, the goal is to implement the appropriate disciplinary action needed to change the undesirable behavior and maintain an orderly school environment.

This statement is written with the best interest of the student and the welfare of others in mind.

Additional Interventions Related to Discipline Code

Toward the promotion of safe and drug free schools, the District supports programs which address this end.

The District is concerned for the health, safety, well-being of all students and recognizes that students' problems as they are manifested in school -- specifically pertaining to behavior, attendance, health, and academic issues may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns because they can influence student learning and seeks to address these concerns through a comprehensive student assistance program. The student assistance program will provide a structured, organized approach for all schools within the District to respond to students' problems as they are manifested in school. Assistance may take the form of prevention/education, observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

Notification of School Searches

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, and

automobiles, whenever the administration deems such necessary.

Specifically Addressing Substance Abuse

In order to ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services as needed along with appropriate disciplinary action.

Specifically Addressing Violence Prevention

Peer Mediation

In line with peaceable schools philosophy, District 203 has implemented a conflict resolution program within all junior and senior high schools. By teaching students techniques to help them manage and resolve conflicts, we can avoid many significant interruptions to the educational program. The technique used is peer mediation. Trained students help their peers resolve conflicts by working through a group problem-solving process. It is a proactive/preventative approach designed to build decision-making skills and help avoid violent situations.

It should be clear that peer mediation is a process which helps resolve conflict. It does not take the place of the consequences for a disciplinary incident.

Student Discipline

The primary responsibility for student discipline within the school rests with the individual Building Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

The Board of Education has established specific rules and regulations to govern the discipline of its students when conduct of a student constitutes gross disobedience or gross misconduct.

Special Education students (those with an I.E.P.) exhibiting gross disobedience or gross misconduct shall, where appropriate, be referred for a multi-disciplinary conference and disciplined in accord with Special Education placement/Individualized Educational Program procedures.

Students who are suspended externally are to be excluded from all District 203 activities and property for the duration of their suspension.

Each parent/guardian will receive a copy of the student discipline policy within 15 days after school begins or when the student enrolls if it is after the beginning of the school term. Within the first week of school the students will be helped to understand the contents of the discipline policy.

The items within each classification are simply examples of ways in which a particular classification may be violated. These examples in no way limit the ability of the Board to discipline students for violations which are not specifically listed. In addition, a violation shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Notwithstanding designation of a specific place below, students are subject to disciplinary action for misconduct or disobedience occurring on school grounds, at school-sponsored activities, in connection with student transportation, or at any place where the misconduct or disobedience has a reasonable relationship to school.

Classification No. 1

Students committing or involved with this type of violation are subject to disciplinary action ranging from conferring with an administrator to expulsion from school. Continued infractions of this classification will have a cumulative effect, in terms of

disciplinary action. The following are examples of Classification #1 violations:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and state law in regard to truancy will be strictly enforced by school officials.
3. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
4. Misconduct or promotion of misconduct on School District property, at school sponsored activities, or as a school bus passenger.
5. Disruptive behavior which interferes with the educational atmosphere in the school or at any school-sponsored activity.
6. Gambling.
7. Forgery, falsifying information or manipulation of attendance.
8. Cheating/Plagiarism.
9. Use of profane or obscene language.
10. Unauthorized use of school property.
11. Disregard for student parking regulations.
12. Insubordination to a School District employee.
13. Trespassing on School District property.
14. Posting of signs and other materials without administrative approval.
15. Violation of Bus Conduct Policy or related Administrative Regulations.
16. Use of pagers, paging devices, portable phones and any electronic communication devices is prohibited from the time students enter the building until the end of the last class period unless authorized or approved by the building administration.

Use of electronic devices such as cameras, camera phones and PDA's, to take, display, or send images videos or text messages is prohibited on school grounds during the course of the school day. Inappropriate use of such devices is prohibited at all times

on school grounds and at all school sponsored activities; This may include displaying, sending or posting at any time any images, video, and/or text messages produced without permission.

18. Unauthorized or improper use of or access to the district's computers, computer system, e-mail, internet access, or other information system components, including violation of the "Acceptable Use Policy."
19. The wearing of hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building is prohibited unless otherwise approved by the Building Principal.
In addition, unless otherwise approved by the Building Principal, wearing of coats, jackets, and outdoor wear garments in the building will not be permitted during the school day (from the first class period bell until the bell ending the last class period). Coats are to be stored in student lockers or other designated places during the school day.
20. No garments, objects, or jewelry, that depicts distasteful symbols debasing the dignity of a person that depicts alcohol, or drugs or that contains sexually explicit, obscene, or vulgar messages or symbols may be worn or displayed at school or at any school-sponsored activity. In addition, no spiked or dangerous jewelry may be worn or displayed at school or at any school-sponsored activity.
21. Willingly participating in any act, or to be in possession of any material, which is of a sexual nature and which is offensive or embarrassing.
22. Perpetrating on an unwilling person an act which is of a sexual nature and which is offensive or embarrassing.
23. Possession of lighters, matches or other such materials.
24. Failure to follow student schedule.
25. Demonstrating aggressive behavior or behaviors that put them at risk for

aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards other students and staff that appear to terrorize, intimidate or start fights.

26. Harassment, which is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, and which includes intimidation, threatening individuals or inciting the participation of others in such behavior through, but not limited to, the use of email, web sites, voice mail, or any other verbal, written or electronic communication.

Classification No. 2

Students committing or involved with this type of violation are subject to immediate suspension and/or expulsion. The following are examples of Classification #2 violations:

1. Fighting.
2. Damage resulting from misconduct or intentional damage to school property or personal property of School District employees, students or others or criminal damage to property of any such persons. (Restitution will be required)
3. Tobacco products in any form: smoking, possession, use, sale, or distribution is prohibited on school grounds or at any school related activity. Smoking, possession of a lighted cigarette or use of tobacco products is prohibited on adjacent property or within visible sight of the school grounds. Current city ordinances and state law in regard to tobacco will be strictly enforced by school officials. Students under the age of 18 will be referred to the Naperville Police Department for additional intervention.
4. Gross insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service

employees and other School District employees and volunteers.

5. Theft, including taking the property of others without their permission or consent. Possession of stolen items. Possession of tools that are used to gain possession of another person's property.
6. Possession or use of fireworks (i.e., smoke bombs, stink vials, firecrackers, caps, etc.).
7. The participation in any unauthorized club, secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for memberships, and the requesting of payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
8. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, with the intent to be disrespectful.
9. Hazing (any pastime or amusement, engaged in by students for the purpose of holding up any individual to ridicule).

Sexual harassment, a form of sex discrimination that involves unwelcome sexual advances, or requests for sexual favors. In addition, sexual harassment may include other verbal or physical conduct of a sexual nature when such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Refer to Administrative Regulations #7.20-R for further definition of sexual harassment.

Classification No. 3

Students committing or involved with this type of violation are subject to immediate

suspension and/or expulsion. This type of misconduct is considered flagrant and carries the most severe consequences. Classification #3 violations are reported to the Naperville Police Department or other law enforcement agencies as appropriate. The following are examples of Classification #3 violations:

1. Possession of a weapon as defined in the "Weapons in School" section of this policy.
2. Actions considered to threaten the well-being of Board members, School District employees, students, volunteers, or other persons including physical assaults upon School District employees, Board members, students, volunteers, or other persons.
3. Transfer, sale, purchase, possession, use, abuse of, or being impaired by any alcoholic beverage, intoxicant, non-prescription drug, prescription drug not properly prescribed, inhalant, narcotic, cannabis, so-called "pep pills" or "speed", tranquilizers, "look-alike" drugs or any other controlled substance, or other illegal substance while on school premises or attending school sponsored activities. The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.
4. The terms "possession" and "use" shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school sponsored event.
5. The term "intoxicant" includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant which produces a "high".
6. The possession or use of any drug paraphernalia.

7. Use or possession of anabolic steroids not properly prescribed.
8. Setting off a false fire alarm or disaster alarm.
9. Bomb threat.
10. Deliberately causing or attempting to cause injury to another person.
11. Possession or use of an explosive or incendiary device.
12. Any activity prohibited by criminal law or municipal ordinance.

Weapons in School

In accordance with the Federal Gun-Free Schools Act 10-22.6 provides that any student who brings a weapon to school should be expelled for not less than 12 months. For purposes of the section, "Possession of weapon" refers to possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alike" of any weapon as defined above.

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a definite time period of at least one calendar year, but no more than 2 school years. The Board of Education, however, may modify the expulsion requirement on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Early identification: Aggressive behavior: students who are identified by school staff as having demonstrated aggressive behavior or behaviors that put them at risk for aggressive behavior shall be referred

to the building administrator. The building administration shall establish procedures by which teachers may refer such a student. Upon review by the building administrator, it shall be determined whether the conducts and behaviors of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administration shall promptly notify the student's parents or guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate.

Required Notices

A school staff member shall immediately notify the building principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds (however, such action may be delayed if immediate notice would endanger students under his or her supervision), (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the student's parent(s)/guardian(s), the State Police and the local law enforcement agency.

Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the Illinois School Code in creating administrative regulations which include guideline procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students.

Certified Staff

Teachers may temporarily remove a student from the classroom for acts of repeated insubordination or gross misconduct if such student is engaging in disruptive behavior which interferes with the educational process. In such

instances, the teacher shall direct the student to the office of the appropriate building administrator. The student shall, in the presence of that administrator, be advised of the charges against him or her as soon as reasonably possible after such classroom exclusion and be provided with a reasonable opportunity to explain or deny such charges. That building administrator shall then make a decision as to the disposition of the charge. The student may thereafter request a hearing before the Building Principal. After the disposition by the Principal, the student may request a District level hearing. The subsequent decision by the Board of Education shall be final.

LEGAL REF.: Gun-Free Schools Act,
20 U.S.C. § 7151 et
seq.
20 U.S.C. § 6081.
105 ILCS 5/10-20.14,
5/10-21.10, 5/10-
22.6, 5/10-27.1A,
5/10-27.1B,
5/24-24, and 5/31-3.
720 ILCS 5/12-6.1.
23 Ill. Admin. Code §§
1.210 and 1.280.

CROSS REF.: 5:230 (maintaining
student discipline),
6:110 (truant's
programs),
7.70 (truancy), 7:130
(student rights and
responsibilities), 7:140
(search and seizure),
7.150 (police
interrogation), 7:160
(student appearance),
7:170 (vandalism),
7.180 (closed campus),
7:20 (harassment of
students prohibited),
7:200 (suspension
procedures),
7:210 (expulsion
procedures), 7:220 (bus
conduct), 7:230 (student
with disabilities),
7:240 (extracurricular),
8.30 (conduct on school
property)

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