

# Parent Handbook

2007-2008

## Noble Street Charter High School Campuses

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Pablo Sierra – Pritzker College Prep  
Eric Thomas – Rauner College Prep  
Soledad Ruiz – Golder College Prep  
Joseph Tenbusch – Rowe-Clark Math & Science Academy

### Assistant Principals

Marlon Tobin – Rowe-Clark Math & Science Academy

### Deans of Students

Tonya Milkie – Noble Street College Prep  
Ellen Metz – Noble Street College Prep  
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### Deans of Discipline or Culture

Maricruz Montero – Noble Street College Prep  
Reginald Coleman – Pritzker College Prep  
Jesus Tirado – Rauner College Prep  
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### Superintendent

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### Board President

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## Our Mission

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Noble Street Charter High School campuses will prepare urban youth to function successfully in our society through these expectations: commitment to educational experience, civic responsibility, and respect for their community, the environment and others.

## Parent Expectations

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The school expects parents/guardians to be our partners as we seek to prepare our students to take responsibility for their education and to be productive citizens. We expect parents to support the school's expectations for high academic achievement and acceptable student behavior.

We expect parents/guardians to become familiar with our policies and procedures. Together, we will help our students become better individuals.

It is expected that parents will help support their child and the school in the three areas of the Noble Way: Learning, Honor and Discipline.

Learning – we expect parents to:

- Provide students with a quiet, well lit place to work. If your child is not doing homework every night, you should call your child's advisor.
- Attend parent/student/teacher conferences at the end of each 10-week period, or when asked to do so by a member of the staff.
- Read the weekly newsletter, sign and return it. This includes the progress report given on the newsletter every two weeks. Call the school immediately if you do not see progress reports every two weeks.
- Arrange all appointments and vacations so that students do not miss school.
- Respect our learning/work environment by calling students at school **only in the event of an emergency.** Be prepared to reveal the nature of the emergency if you expect the student to be removed from class.

Honor– we expect parents to:

- Support students in making a contribution to our immediate community and the city at large. Every student is expected to participate in community service and to have earned a minimum of 80 hours of community service before graduation.
- Support the school's emphasis on being respectful to faculty, fellow students, and guests and to keep our school safe.
- Teach and remind your child to say please, excuse me, thank you, and I'm sorry when appropriate.
- Teach and remind your child to talk with adults when they have questions or concerns.

## Discipline:

- Parents will learn the school's rules and teach and remind their children to follow school rules respectfully.
- Parents will hold their child accountable to our expectations, including doing homework every night. Parents/guardians should ask about homework, and expect to see students doing it daily.
- Ensure that students are ready for school each day with clean clothing, books, notebook, assignment book, pen and **homework**.

**Communication** - Parents and students are responsible for communicating the student's schedule with one another. The school is not able to keep track of where students are outside of their scheduled classes. If a student is held after school by a member of the staff, the staff member will provide a written verification if and only if, requested by the parent.

Additionally, the main office staff cannot remove students from class to receive phone calls from parents. If parents have an emergency situation that requires a student to be removed from class, they must reveal the emergency to the Office Manager or Administrative Assistant. The office staff will be responsible for contacting the student in the event the emergency is verified. If not verified, students will not be removed from class.

If parents have a message to get to their child, the main office will attempt to email the message to his/her advisor. We make no guarantee, and assume no responsibility, for non-emergency messages parents wish to relay to their son/daughter, as this is not the function of the school's main office.

## Attendance

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**Policy:** Students who miss more than 20 days of school in any year for any reason will be required to attend summer school in order to be promoted to the next grade or to graduate. The only exception is seniors who have verifiable medical conditions that prevent their attendance.

**Absences:** Absences may be excused only for illness or for a verifiable family emergency involving an immediate family member. Excused means the main office has received a **written note** from the legal guardian **within 48 hours** of the student's return to school. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the doctor must come from the doctor on letterhead from the doctor's office. Being tardy to school four (4) times counts as an unexcused absence from school. **Also, it is the student's responsibility to collect and complete all missed work, including gym points.**

**Policy for tardiness:** A student is tardy if he/she is not seated in their assigned classroom at the start of the day or at the start of a class.

If for any reason a student is tardy to school, he/she must report to the Main Office before going to class in order to obtain a tardy slip. If a student arrives to school more than 45 minutes late without a parent note or doctor's note, he/she will be issued a detention.

**Early Dismissals.** In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. The student must call his/her legal guardian using the main office phone.
2. The legal guardian must come and sign the student out of school.

3. The student must make up all missed work, including points in gym class. This is for excused as well as unexcused absences.
4. **Only early dismissals for verified doctor's appointments will count as excused absences. All other early dismissals are considered unexcused.**

**Make-up Work:** It is the student's responsibility to see his/her teachers within 24 hours of returning from an absence, and to submit work due on the day of the absence upon returning to school. Additionally, if a student misses school and an assignment, project and/or test occur on the day of his/her return, the student is expected to participate in that assessment.

Teachers will designate how long students have to submit make-up work after an absence. If a student is absent the day of a major test/project/presentation, the student is expected to send his/her work by a trusted friend or relative. He/she should also inform the teacher, who may require a doctor's note in order to give credit for the assignment, to inform the teacher of the reason for the absence.

**Exams or quizzes:** Make-up exams or quizzes must be given within 1 week of the student's return to school and may only be given by the teacher of the class. Students must be in attendance during finals week in order to take final exams. Final exams missed for any reason other than verifiable medical emergency of an immediate family member will be graded as a 0 and may cause your son/daughter to fail the course.

## Promotion and Graduation Policy

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There are three areas in which students must meet requirements to be promoted to the next grade level or to graduate: **academics, fitness, and discipline**. Only students who have completed all graduation requirements may participate graduation ceremonies.

**Academics:** Students have five academic requirements to be promoted to the next grade level or to graduate.

1. Students must earn the credits from all regular classes in which they are enrolled during the regular school year.
2. Students must take and successfully complete Algebra 1 by the end of junior year. Those who are not on track will be expected to take math enrichment during the year **and/or** for 7 weeks in the summer in order to be in Algebra 1 by junior year.
3. Students must earn the following number of enrichment credits taken outside the regular school schedule to be promoted or graduate.
  1. To be promoted to a junior: .5 total enrichment credit
  2. To be promoted to a senior: 1 total enrichment credit
  3. To graduate: 2 total enrichment credits
4. One of the credits needed to graduate must be an art or music credit. The Dean of Students will determine which classes count as art or music credit and include such courses as Chorus, Band, Art and Graphic Arts. This credit can be earned as part of the regular school day or as enrichment credit. The credit may be 1 full credit class or a combination of classes totaling 1 full credit.
5. Students must pass the community service requirement as outlined in the community service syllabus.. This includes the following minimum total hours each year
  1. To be promoted to a sophomore: 20 total hours
  2. To be promoted to a junior: 40 total hours
  3. To be promoted to a senior: 60 total hours
  4. To graduate: 80 total hours

**Physical Fitness:** Students must pass physical fitness requirements to be promoted to the next grade level and to graduate. See the gym syllabus for details.

**Discipline:** A student’s discipline record is an important part of their record. Students who do not demonstrate discipline and maturity will not be promoted or graduated. Any student who accumulates more than 12 detentions or more than 20 days suspension in any one year will not be promoted to the next grade or graduate. Also, all outstanding detentions must be served and bills paid before a student is promoted or graduated.

**Course Failures** - Any student lacking any of these requirements at the end of the semester in any area will be expected to enroll in make-up classes in order to make the credits up and stay on track for promotion/graduation. Any student failing classes at the end of semester one will be expected to take them in night school during semester two. If they fail classes during the second semester, they will be expected to make up the class(es) during summer school. This year, these classes will cost \$140.

**Note: If you do not meet all the academic, fitness and discipline requirements at least one week before school starts in August, you must repeat the entire grade.**

### Sample Course Sequence

Below is a typical course sequence for four years at a Noble Street Charter High School campus. However, student schedules will vary based on which campus they attend and placement tests.

<u>FRESHMAN</u>	<u>SOPHOMORE</u>	<u>JUNIOR</u>	<u>SENIOR</u>
English I	English II	English III	College Writing
Math Concepts	American History	World History	Social Studies
Algebra 1	Algebra 2	Pre-calculus	A.P. Calculus
Physics	Biology	Chemistry	A.P. Physics
Freshmen Literature	Soph. Literature	Junior Literature	Elective
Technology	IMP Math I	World Language 1	World Language 2
Advisory	Advisory	Advisory	Advisory
Gym	Gym	Gym	Gym
Elective	Elective	Elective	Elective

Art, Band, Chorus and Marine Corps JROTC may be available as electives.

### Grading Policy

#### Grade Schedule:

Noble Street Charter High School campuses have adopted the following grading period timeline:

- The campuses operate on a 40-week school year. There are two semesters per year; each semester is 20 weeks long.
- Students will receive progress reports every two weeks of the semester.
- Parents will receive a student’s report card at parent-teacher conferences, scheduled for the 10<sup>th</sup> and 20<sup>th</sup> week of each semester.
- Students receive credits at the end of each semester for classes they have passed.

#### Grading Scale:

Noble Street Charter High School campuses have adopted the following grading scale:

A+	97-100	C	73-76	For Pass/Fail Classes:
A	93-96	C-	70-72	90 – 100 = Pass

A-	90-92	D+	67-69	89 or lower = Fail
B+	87-89	D	64-66	
B	83-86	D-	60-63	
B-	80-82	F	0-59	
C+	77-79			

Pass / Fail classes are issued “P” or “F”. They do not factor into grade point averages.

## **Classroom Policies**

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**Class Syllabus:** Teachers will provide students with copies of the course syllabus on the first or second day of school. Please ask your child to share copies of these with you. The course syllabus is a class outline for the semester that tells the student 1) what will be studied, 2) what materials are needed, 3) when major assignment/tests are due, 4) how he/she will be graded, 5) when students can get help from the teacher. Please make sure that you ask your child for the syllabus from each of his/her classes so that you know what the teacher expects and can monitor your child.

**Late Work:** Teachers have two options for accepting late work. First, a teacher may decide not to accept late work and offer no credit for late work. The teacher may also decide to offer ½ credit if the work is turned in at the next possible opportunity.

**Gym Class Policies:** Students and parents are provided with a copy of the gym syllabus. All students are required to participate in gym class to the best of their ability. All students must pass gym class, and pass a physical fitness test each school year in order to be promoted or to graduate.

**Medical Accommodations:** Students who need medical accommodations for gym class must take the Noble Street Medical Exclusion/Modification form to their doctor and have it completed by that doctor within two weeks of the request. **Students cannot be excluded from gym for medical reasons without this note on file.**

Students are expected to be prepared for gym. Students who are not prepared do not get credit for that day. For gym class, students need a school gym t-shirt, shorts/sweatpants, and gym shoes.

Students must attend gym as they would any other class. A student who is absent from and/or unprepared for gym will receive failing grades for that day which may result in loss of credit. **This applies regardless of why the student is unprepared.**

Students are reminded to store all items in their lockers before going to gym. The school is not responsible for items that are lost, stolen, or misplaced during gym.

## Medical Policy

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**Records and Physical Exams** - In order to enroll every student must have an up-to-date physical, health records, including immunizations. Students will be excluded from school until that record is provided or until record of an upcoming medical appointment is provided by parent/guardian.

**Medications** - If a student requires medication during school hours, the distribution of the medications will be supervised by the Office Manager or Nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: student name, name of medication, doctor's name and phone number, pharmacy and phone number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian

The school Office Manager is the primary person designated and authorized to administer medication in the absence of the school nurse. The Administrative Assistant will be the back up person to the Office Manager. All over-the-counter medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a doctor's note on file. For any over the counter medication, we must have a note signed by the parent with directions. Furthermore, a log will be kept on file that indicates the following:

Name of Student/Child, Name of Medication, Date, Time, and Whom Dispensed Medication.

Students are responsible for coming to the main office to receive their medications at the appropriate time.

Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

## Lunch Form Policy

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All students are required to have a completed form on file. Once your status is determined (free, reduced, full) you will receive a letter indicating your status and the corresponding price. At that point you can notify the school whether or not you would like to participate in the lunch program.

Please use a check pay stub, or other employment information, to complete the form accurately. If you receive government assistance, please complete the form using your food stamp or TANF number (**Link card number cannot be used**) and attach a copy of your card. If you received a letter with an eligibility certificate for school meals and milk, please submit the eligibility certificate.

**Please follow these guidelines:**

1. Complete the form in ink.
2. Make sure you include yourself, your spouse if applicable, and all of your children, including the student.
3. Indicate your monthly income as a sum and not as an hourly wage.
4. Sign and date the form.

**Please Note:** Your eligibility may be checked by school officials at any time during the school year. School officials may ask you to submit papers verifying that your child should receive free or reduced-price meal services.

## Fire Drills

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Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. **There is to be no talking whatsoever during a fire drill.**

## Payment Policy

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We make every effort to notify parents in advance when fees are due. We also send reminders to let you know if a fee is overdue. When fees are past due, we will withhold posting credits, or registration, until the fees have been paid. Parents should contact the Main Office with questions or concerns about their account balance. We accept cash, money orders, personal checks, cashiers checks and major credit cards. All checks should be made out to UIC College Prep. There is a \$25 fee for checks that are returned for insufficient funds.

## Lost and Found

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If a student loses an item, he/she can check to see if it is in Lost and Found. Due to the large volume of things that students lose and/or misplace, we have to empty out the Lost and Found once per week. When a student notices something is missing, the first place he/she should check is the Lost and Found. The school is in no way responsible for Lost and Found items that are thrown out or denoted to charity when they have been abandoned in the lost and found for more than a week.

## Textbooks

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Students purchase and are responsible for keeping their textbooks in the condition in which they received them. Students may return certain books at the end of the school year in order to receive a book credit toward the next school year's book fees. The school will only credit books if they have the student's name in ink, have minimal writing in them and are in good condition.

Students may also purchase used books at the start of a school year. See the Office Manager for details.

## Visitors

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The school is a learning organization that values the presence of observers and guests. Guests must always obtain a visitor's pass from the Main Office

## Snow Days / School Cancellation

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Noble Street campuses follow the Chicago Public Schools with respect to snow days. When Chicago cancels school, so do we. If you do not see the announcement on the television or hear it on the radio, call our main number (312) 355-0024 to confirm whether or not there is school. Advisors will notify all advisees by phone if there is a last minute cancellation (for building flooding, power outage or other facility malfunctioning).

## Building Hours

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Students are not to be in the building or on the school grounds after their last class ends unless under the direct supervision of a school staff member. Building hours will vary by campus.

## Lunchroom Procedures

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During lunch, each student will use a tray to keep all food cartons, utensils, dishes, etc in the lunchroom. Each student must return the tray with cartons, utensils, etc. to the appropriate station before leaving the lunchroom. These three things are among those not permitted in the lunchroom at any time: Standing, yelling or throwing.

In an effort to keep our school clean, students are not allowed to take food out of the lunchroom. The common area and halls are not areas used to eat food.

## DISCIPLINE POLICY

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**Merits** - Merits will be given when students perform above and beyond the required school- work, behavior, or school upkeep. Some examples include:

- a. Making the school look better.
- b. Greeting guests in the hallway.
- c. Helping tutor a fellow student.

Merits are never given when a student asks for one for themselves. Merits may result in a student being entered in a raffle for prizes or tickets to various events or amusement parks or special recognition.

**Demerits** - A student can be assigned from 1-4 demerits for a rule infraction. Any infraction deserving more than 4 demerits, such as gross disrespect to staff or other students, should be sent to the Dean of Discipline. It is up to the teacher's discretion as to the number of demerits, except as prescribed by the list below:

- a. Chewing gum – 4 demerits
- b. Eating or drinking outside the lunchroom– 2 demerits
- c. Food or drink visible outside the lunchroom or pop visible anywhere - 1 demerit. Water in clear bottles is permissible.
- d. Standing, yelling or throwing anything in the lunchroom - minimum 1 demerit
- e. Not returning a tray or not cleaning up in the lunchroom – minimum 1 demerit
- f. Talking during a fire or tornado drill - 2 demerits
- g. Tardy to class:
  - a. less than 1 minute – 1 demerit
  - b. 1 minute to 3 minutes – 2 demerits
  - c. Tardy to class more than 3 minutes – 4 demerits
- h. In the hallways at any time while classes are session without an escort (except during passing periods or advisory) – 4 demerits
- i. Having or using a cell phone, pager, ipod, headphones, or other electronic devices visible (whether or not in use) or audible anywhere, anytime in school or without staff permission at any school event - 4 demerits plus confiscation of the device
- j. Dress code violations that can be corrected immediately (such as an untucked shirt, untied shoes) – 1 demerit (no warnings will be given and 4 demerits given if not corrected)
- k. Dress code violations that cannot be corrected immediately (Such as no belt, dress pants, or school shirt) – 4 demerits
- l. Foul language including curse words, ethnic or other slurs – minimum 1 demerit
- m. Bullying or verbal harassment - minimum 1 demerit
- n. Rowdy or loud behavior anywhere in the school - minimum 1 demerit
- o. Inappropriate public displays of affection – minimum 1 demerit
- p. Disciplinary removal of a student from class – 4 demerits
- q. Writing graffiti anywhere on school property or dirtying or damaging any school property or possession of a

permanent marker or sharpie – 4 demerits and payment for repairs or cleaning.

**Detentions/Demerit Cycles** –Anytime a student earns 4 demerits within a two-week period, he/she is issued a three-hour detention and charged \$5 to cover the cost of the teacher who monitors detention. Detention may take the form of silent study period, behavior improvement work, cleaning or maintenance work, physical fitness work or a combination of these.

Demerit cycles coincide with the progress report cycles and are reset after the two-week period ends. Thus, if a student receives only one, two or three demerits within a two-week period, the demerits reset to zero and he/she is not issued a detention.

**Suspension** – All campuses of Noble Street Charter High School can exercise the right to suspend students for serious violations as appropriate. Student must have due process which allows them to hear the charges and explain their side. Parents will be notified as soon as possible but no later than 12 hrs after the incident, through a phone call, a message on an answering machine or an email. Suspensions are considered to be unexcused absences by the board of education. Additionally, students who miss gym due to suspensions receive a zero for those days and must make up the missed classes.

**Behavior improvement classes**- Students who violate the Student Code of Conduct may be required to take a class that teaches proper behavior for each violation. Typically this will be a four week summer class costing \$135 that must be successfully completed in order for the student to be promoted or to graduate. Examples are that students who fight, in addition to days of suspension, must take a class that deals with violence prevention, students who bully, in addition to days of suspension, must take a class that deals with bullying,, and students who violate a drug policy or gang policy, in addition to days of suspension, must take a class that deals with drug prevention or gang prevention.

**Expulsion** – All campuses of Noble Street Charter High School can exercise the right to expel students for serious violations as appropriate. Due process will be followed to protect the rights of the students involved.

**Good Standing:** Students who break school rules or fail to serve the penalty for breaking them, may lose their good standing status at school. For those who are not in good standing, this could result in not eating lunch with classmates and in not being eligible for sports, dances, proms, camp, activities, field trips, night school classes and other activities.

**Student Substance Abuse.** The Board of Directors of Noble Street School views the use of illegal substances as a significant impediment to student learning which may require a variety of responses. The Board believes that parents and students should be able to expect a school environment free of illegal substances, which is conducive to teaching and learning. The purpose of this policy is to facilitate the achievement of an environment free of illegal substances. For purposes of this policy, the school environment is defined as the physical area attendant to school-sponsored or related activities whether or not such area is school property (including but not limited to, school buildings and lands, and the site of any school- sponsored or related activities), and means of transportation to or from the area of activity.

The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct. Gross disobedience or misconduct shall include, but not be limited to

1. the sale of any illegal substance,
2. the distribution of any illegal substance,
3. the possession of any illegal substance,
4. consumption of or the exhibiting of evidence or any indications of having consumed any illegal substance whether consumed on or off the school premises,
5. participation in a plan to sell, distribute, possess, or consume any illegal substances as defined in this policy.

The provisions of this policy shall be in force in all school-sponsored events whether the event is on school grounds, off school grounds, or on school-sponsored transportation.

The term "Illegal substance" as used herein is defined to include:

- a. all alcoholic liquor (as defined in 235 ILCS 5/1- 3.05),
- b. all controlled substances under the Controlled Substances Act (defined in 720 ILCS 570/100603) except when prescribed for the student by a licensed physician,
- c. all prescription drugs, when such prescription drug is sold, distributed, possessed, and/or consumed by the student in a manner inconsistent with the prescription and/or the prescribed purpose (including situations where a student sells, or distributes his/her prescription drugs to another and/or where a student sells, distributes, possesses or consumers another individual's prescription drugs), there a student sells, distributes, possesses or consumes prescription drugs),
- d. cannabis under the Cannabis Control Act (as defined in 720 ILCS 50/1-19),
- e. any "look-alike" substance (as defined in 720 ILCS 570/102),
- f. any drug paraphernalia (the term "drug paraphernalia," as used herein, isto include, but is not limited to, devices which are used or are peculiar for defined to include, but is not limited to, devices, which are used or are peculiar for use to ingest, inhale or inject cannabis or controlled substances into the body. Also, included are all devices which are used or are peculiar for use in growing, processing, storing or concealing cannabis or controlled substances.), and
- g. any anabolic steroid (as defined in 720 ILCS 570/102).

**Sexual Harassment:** Sexual harassment is a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his/her Advisor and/or the Dean if they encounter this problem.

**Bullying and Verbal Harassment:** There shall be no bullying or verbal harassment. Bullying or verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur.

**Lockers and locks:** Students and parents must be aware that a student's locker is school property and may be searched by school officials. All locks must be school locks purchased through the school office; any other lock will be removed without notice.

Additionally, students must keep a lock on their lockers at all times. If a locker is not secure, the items in a locker are subject to theft or destruction by others. Failure to keep your assigned lock on your assigned locker will result in loss of locker usage. If at any time a lock must be replaced, the student to whom the lock is assigned must pay \$5 for a new lock, regardless of the circumstances under which the lock was lost.

No locker contents should be visible when the locker is closed. Each student is responsible for any item found within his/her locker. Students are not permitted to share lockers or provide their locker combination to other students. In doing so, the student assumes responsibility for anything another student leaves in his/her locker, or for items that are missing because of such a breach of security.

## **SCHOOL-YEAR DRESS CODE**

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The dress code is strictly enforced. This code is in effect anytime the students are in a school building and at most school functions. Warnings are not issued because the expectations and penalties for dress code compliance are clearly spelled out in the discipline code. Students not in dress code will be put in silent study hall for the day or until they can get in proper dress code.

### **1. Shirts and outerwear**

- a. Students must wear unaltered school shirts each day.
- b. Students may not wear anything underneath their school shirts except one white short-sleeve T-shirt and nothing over them except school sweatshirts with the school seal. T-shirt sleeves may not be visible at any time. If sweatshirts are worn over the top of the school shirt, the collar of the school shirt must be completely visible.
- c. Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
- d. Shirts must always be tucked in whenever students are on school grounds.

### **2. Pants/skirts**

- a. Boys must wear dress pants. Girls must wear dress pants or skirts. Capri pants are not permitted.
- b. All pants and skirts must be light-khaki in color.
- c. No pockets, loops or straps on pants or skirts can be below the hip level.
- d. Pants must not be too baggy or too tight and not torn. Pants must be worn at waist level.
- e. Skirts must be knee length or longer and no slit may come too high. Skorts are not allowed.

### **3. Shoes**

- a. Black **dress** shoes are required. Shoelaces and all parts of the shoe must be black.
- b. Girls' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 3" heel (as measured from the back).
- c. Boots, flip-flops, stilettos, stacks, platform shoes, gym shoes, and thin sandals are not permitted.
- d. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

### **4. Gym Uniforms**

- a. Students must wear school gym shirts and are allowed to wear their own gym shorts or sweatpants. Students may not cut off or alter the gym shirts in any way.
- b. No short-shorts, jeans, jean shorts, cut offs, lycra or spandex are allowed.
- c. Students must wear gym shoes for gym and change to dress shoes after gym.
- d. Students must change into and out of gym uniform in their assigned locker room.

### **5. Belts**

- a. Solid black belts must be worn at all times. Belts may not hang down. Pants and skirts must be purchased that allow for belts.

### **6. Jewelry and make-up**

- a. Boys may not wear earrings and girls may wear earrings only in ears.
- b. No visible body piercing, including band-aids covering piercing, are permitted.
- c. All necklaces must be tucked inside the shirt.
- d. No heavy make up is permitted and make up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms.
- e. Wristbands and distracting bracelets or wrist wear are prohibited.

### **7. Head Coverings**

- a. No hats or other head coverings are permitted, including scarves, headbands, and bandanas.

### **8. Hair**

- a. Hair cannot be colored or highlighted any color that is not a natural human hair color.
- b. No designs of any kind are permitted to be in the hair or on the face

#### **9. Tattoos**

- a. Visible tattoos are not permitted.

#### **10. Distracting Clothing**

- a. Any clothing or jewelry that is determined by any teacher or staff member to distract from the learning process is not permitted.

### **Summer School Dress Code**

#### **Same as the school year dress code except:**

1. **Students may wear tailored shorts, skirts, dresses or jeans.** No cut-offs, pants with holes in them, spandex, short-shorts or Daisy Dukes.
2. **Students may wear gym shoes.**
3. Belts are not required.

## **STUDENT INITIATED GROUPS**

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Non-curriculum related student groups can meet on school premises for purposes of religious, political or philosophical discussion during non-instructional time if approved by the Building Principal, subject to the following:

- Attendance at the meeting must be voluntary and student initiated;
- The meeting will not be school-sponsored;
- School employees may be present only in a non-official capacity;
- Non-school persons may not direct, conduct, control or regularly attend meetings; and
- All school rules, applicable laws and the constitutional rights of other persons must be observed.

Approval by the Principal may not be denied on the basis of the religious, political, philosophical or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful or is in violation of any applicable School District policies or school rules.

Non-curriculum related student groups shall also be granted the following:

- Access to classrooms in the school for meetings and events during non-instructional time;
- Access to designated bulletin boards, upon which student groups may post written materials that have been reviewed and signed by a faculty member or administrator at the school (a disclaimer of school sponsorship may be required on such written materials);
- The ability to submit student group announcements to be made during advisory periods;
- The opportunity to hold fund raising activities and engage in community service;
- Access to scrolling video screens where announcements and events are communicated; and
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to town hall assemblies held in the school. In addition, the school shall not expend public funds to non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of the activities and opportunities listed in the preceding paragraph.

## **ACADEMIC DISONESTY**

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**Academic Dishonesty.** Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered PLAGIARISM. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of CHEATING.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

*Deliberate plagiarism:*

- Copying of a phrase, sentence or a longer passage from a source and passing it off as ones own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not ones own.
- Buying a term paper and handing it in as your own.

*Accidental Plagiarism*

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

*Cheating:*

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Having or using notes or other non-permitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy the student's homework, paper, project, laboratory report, or take-home test. Representing as one's own work the product of someone else's creativity.

**The following consequences are in place for students who engage in acts of academic dishonesty.**

First Offense

- Automatic 0 on the assignment
- Detention
- Teacher/student conference
- Warning that additional offenses could result in removal from NHS and summer program consideration

Second Offense

- Automatic 0 on the assignment
- Detention
- Disqualification from National Honor Society
- Removed from consideration for Summer Programs

- Teacher/student/Dean of Discipline/parent conference

#### Third Offense

- Automatic 0 on the assignment
- Parent Meeting with advisor and/or teachers
- Suspension
- Homework must be handed in to the office for 4 weeks before 8:00 the day after it is assigned. Teachers will not accept homework that is not turned into the folder.

## POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they: "have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm".

1. Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:
  - a. Call the DCFS hotline at (800) 25-ABUSE
  - b. Notify the Dean of Students or Social Worker, and
  - c. Complete a NSCS incident report.
2. When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.
3. While these steps are taking, place, the social worker will assist both the faculty member and student in understanding the ramifications of the call. The social worker will debrief the student and, when appropriate, will contact the parent(s)/guardian.
4. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting, information to the hotline is also a misdemeanor.
5. Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means". Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury" by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as "deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering," When reporting, physical abuse, it will be important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.
6. Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student's

words verbatim as much as possible. The student will be referred immediately to the school social worker and the Dean of Students will be informed.

7. Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment", or when an adult "provides inadequate supervision of a child (particularly small children)".

## POLICY ON STUDENT ACCEPTABLE USE OF NOBLE STREET CHARTER SCHOOL NETWORK

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**PURPOSE:** Noble Street Charter School provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students are limited to using the school computers and network for completing classroom and extra-curricular club assignments and projects. Noble Street Charter School may make Internet access or electronic mail ("e-mail") available to students on the NSCS Network as educational resources. It is a general policy of Noble Street Charter School to promote the use of computers in a manner which is responsible, legal and appropriate. Student use of the NSCS Network is a privilege. A student's failure to adhere to the Student Acceptable Use Policy ("Policy") will result in the revocation of the student's access privileges. Should a student's access privileges be revoked, there shall be no obligation to provide a subsequent opportunity for access to the NSCS Network.

### **POLICY TEXT:**

#### **I. USE OF THE NSCS NETWORK'S SERVICES**

Improper use of the NSCS Network is prohibited. Uses of the NSCS Network that are prohibited include, but are not limited to:

1. Use of the NSCS Network for, or in support of, any illegal purposes;
2. Use of the NSCS Network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material;
3. Violation of any provision of the Illinois School Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
4. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities;
5. "Reposting" or forwarding personal communications without the author's prior consent;
6. Copying commercial software in violation of state, federal, or international copyright laws;
7. Using the NSCS Network for financial gain or for the transaction of any business or commercial activities;
8. Plagiarizing (claiming another person's writings as your own) any information gained on or through the NSCS Network or any other network access provider;
9. Using the NSCS Network for political lobbying;
10. Intentionally disrupting the use of the NSCS Network for other users, including, but not limited to, disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information or the introduction of computer viruses, worms, or trojans into the NSCS Network;
11. Providing access to the NSCS Network to unauthorized individuals; and
12. Use of the NSCS Network to violate any provision of Noble Street Charter School Uniform Discipline

Code.

## II. GENERAL INFORMATION

The privilege of using the NSCS Network is free to students of the Noble Street Charter School. The student to whom an account on the NSCS Network is issued is responsible, at all times, for its proper use.

*A Responsible Student User* of the NSCS Network:

- MAY keep a free account on the NSCS Network as long as he or she is a student at Noble Street Charter School;
- MAY use the Internet to research assigned classroom projects;
- MAY use the Internet to send e-mail to other users of the NSCS Network and to people around the globe when working on assigned classroom projects;
- MAY use the Internet to explore other computer systems when working on assigned classroom projects.

*A Responsible Student User* of the NSCS Network:

- SHOULD change his or her password frequently;
- SHOULD NOT give his or her password to another person.

*A Responsible Student User* of the NSCS Network:

- UNDERSTANDS that NONE of his or her communications and information accessible through the NSCS Network is considered private or confidential and Noble Street Charter School reserves the right to access all user accounts, at any time, including student electronic mail;
- UNDERSTANDS the NSCS Network Student Acceptable Use Policy before logging on;
- UNDERSTANDS that if the NSCS Network Student Acceptable Use Policy is violated, the student's account on the NSCS Network will be revoked;
- UNDERSTANDS that if he or she is removed from NSCS Network by a school faculty member that he or she has the right to appeal the removal within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL.
- UNDERSTANDS that he or she must make an arrangement with the IT Director and/or Technology Teacher for consideration to re-earn computer privileges.
- UNDERSTANDS that if he or she is removed from the NSCS Network, there shall be no obligation to provide a subsequent opportunity to access the Network;
- UNDERSTANDS his or her grades may suffer from the loss of computer privileges in that no deadline will be extended for students unable to create or print assignments;
- UNDERSTANDS that it is a violation of the NSCS Network Student Acceptable Use Policy to use a computer or the network for a friend who has lost computer privileges (e.g., printing a file from home, researching on the web, typing an assignment, etc.)

## III. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF THE NSCS NETWORK

Prior to the activation of a student's account on the NSCS Network, the parent or guardian of the student must provide written authorization in the form outlined in Attachment A.

## IV. STUDENT ACKNOWLEDGMENT AND INTERNET TEST

All students to whom an account on the NSCS Network has been assigned shall sign a form acknowledging the requirements of the Policy on student acceptable use. All students must demonstrate their understanding of the Policy by completing the NSCS Network Student Internet Test or a make up test with a score of 100%. The acknowledgment form is provided as Attachment B. The Student Internet Test is administered in a designated class.

## STUDENT RECORDS

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The following policies and procedures were developed in compliance with the Illinois School Student Records Act and the rules and regulations to govern school student records, effective March, 24, 1976, issued by the Illinois State Board of Education.

### **Definition of Student Records**

1. "Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which the Noble Street School maintains.
2. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.
3. "Student Records" consist of two parts: the Student Permanent Record and the Student Temporary Record.

### **Student Permanent Record**

The Student Permanent Record shall consist of:

1. Basic identifying information, including student's name and gender
2. Academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record of release of permanent record information

### **Temporary Records**

The Student Temporary Records shall consist of all information not required to be in the student's permanent record and may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies or organizations
11. Other verified information of clear relevance to the education of the student
12. Record of release of temporary record information to individuals not on the school staff

## **Inspection of Student Records**

1. Parents shall have the right to inspect, challenge and copy student records of that parent's child until one of the following events occurs:
  - a) The student attains 21 years of age; or
  - b) The student attains 18 years of age-and declares himself or herself financially independent of his or her parents.
2. Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until they:
  - a) Attain 18 years of age
  - b) graduate or,
  - c) Assume financial independence.
3. Student records shall be made available to parents and eligible students within fifteen (15) school days of the time a written request for review is submitted to the records custodian.
4. Whenever access to student records is granted to parents or students, a qualified staff member shall be present to interpret the information contained in these records.
5. Copies of student records shall be provided to eligible parents or students at a cost of 25 cents per page. No parent or student shall be denied a requested copy of student records due to inability to bear the cost of such copying.
6. Whenever a parent or student desires a copy of information contained in the student's records, he or she shall:
  - a) Submit a written request to the student's counselor; and
  - b) Pay the school 25 cents per page of copy.

## **Right to Control Access of Student Records**

School officials shall release student records to the official records custodian of another school in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect copy and challenge such information.

Once parents have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

## **Access to Records Without Parent Consent**

1. School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records.
2. School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.
3. Student records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No student or parent shall be personally identified from the information released.

4. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
5. If a student is 18 years of age and the student is financially independent of his or her parents, the student may request the parents be denied access to his or her records.

A student who desires to declare himself or herself financially independent of his or her parents shall submit such a request in writing to the school's records custodian.

### **Challenge Procedures**

1. A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records of his or her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.
2. The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

### **Maintenance of School Records**

1. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.
2. Student temporary records shall be maintained until August 1st of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation or permanent withdrawal from the school.
3. The Principal shall be responsible for having all student records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all students' files.

### **Destruction Schedule for Student School Records**

Upon graduation, transfer or permanent withdrawal of a student from school, the records custodian shall be responsible for notifying the parents and the student of the destruction schedule for permanent and temporary records and of their right to request a copy of such records prior to their destruction.