

# CICS NORTHTOWN ACADEMY CAMPUS

## 2011-2012 STUDENT AND FAMILY HANDBOOK

3900 West Peterson Avenue  
Chicago, IL 60659  
(773) 478-3655  
[www.cicsnorthtown.org](http://www.cicsnorthtown.org)

### **Handbook Review Compliance Form**

I understand that CICS Northtown Academy is a charter school and therefore, a school of choice. I am aware that attendance at this school requires compliance with school mission and policies. I have read the 2010-2011 Student and Family Handbook and agree to comply with all of the policies mandated by Civitas Schools for CICS Northtown Academy Campus. Specifically,

- I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance and I will use the calendar as a reference when planning appointments.
- I have reviewed and understand the Student Code of Conduct. I agree to comply with student conduct expectations.
- I understand and will abide by the *Acceptable Use of Technology Policy*.
- I have reviewed and agree to the model release policy.
- I understand that I am financially responsible for lost or damaged school materials.
- I understand the purpose of this handbook is to communicate school policies and to record assignments. This book is considered school property and should not be used for any other purposes.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please remove and submit this signed compliance form to your advisor before  
**August 27, 2011.**

**N O R T H T O W N   A C A D E M Y**  
**C H I C A G O   I N T E R N A T I O N A L   C H A R T E R   S C H O O L**

**“SUCCESS IS THE ONLY OPTION”**

**2011 – 2012**  
**STUDENT AND FAMILY HANDBOOK**

[www.cicsnorthtown.org](http://www.cicsnorthtown.org)

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisory #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Mark your calendars!

**Thurs, September 1, 2011**  
Back to School night starts at 6pm.

**Monday, September 26, 2011**  
SES Provider Fair 6pm-7pm  
Parent Night starts at 7pm.

**Monday, October 24<sup>th</sup>, 2011**  
Parent Night starts at 6:30pm.

**Thursday, November 3<sup>rd</sup>, 2011**  
Report card pickup & Parent/Teacher conferences. Pickup begins at 1:45 and conferences begin at 2pm.  
Conferences end at 7pm.

**Monday, November 28<sup>th</sup>, 2011**  
Parent Night starts at 6:30pm.

**Monday, January 30<sup>th</sup>, 2012**  
Parent Night starts at 6:30pm.

**Monday, February 27<sup>th</sup>, 2012**  
Parent Night starts at 6:30pm.

**Saturday, March 10<sup>th</sup>, 2012**  
Culture Fest 2012  
*Please plan to join us for the afternoon! Details to follow.*

**Monday, March 26<sup>th</sup>, 2012**  
Parent Night starts at 6:30pm.

**Thursday, March 29<sup>th</sup>, 2012**  
Report card pickup & Parent/Teacher conferences. Pickup begins at 1:45 and conferences begin at 2pm.  
Conferences end at 7pm.

**Monday, April 30<sup>th</sup>, 2012**  
Parent Night starts at 6:30pm.

**Monday, May 28<sup>th</sup>, 2012**  
Parent Night starts at 6:30pm.

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## OVERVIEW

### **Mission**

CICS Northtown Academy Campus dedicates itself to offering students a college preparatory education emphasizing rigor, relevance, and relationships. Programs of study are rigorous, and intended to provide students with the knowledge and skills requisite for success in college and beyond. Students relate education to real world experiences, exercising active citizenship and developing individual potential. All members of the learning community value strong relationships and supporting the intellectual and personal formation of each student.

### **History**

Civitas Schools is an educational management organization founded in 2004 that currently manages three charter campuses: CICS Northtown Academy, CICS Ralph Ellison, and CICS Wrightwood Campus. Civitas is a Latin word meaning “citizenship.” This name was chosen to reflect the organization’s vision to develop urban schools that emphasize student achievement and promote civic responsibility. Civitas Schools was originally created as a subsidiary of the Chicago Charter School Foundation (CCSF), a non-profit organization that holds a multi-campus charter with the State of Illinois and serves as the umbrella organization for all Chicago International Charter School campuses (CICS).

### **Organizational Structure**

CICS Northtown is managed by Civitas Schools. Questions or concerns about the school should be addressed on campus. If any issues remain unresolved after communicating with the campus, families and community members are welcome to contact Civitas Schools.

### **Charter Schools**

Charter schools are *public schools* operated by independent, often private, organizations. Charter schools enjoy the flexibility and autonomy to their own academic model and policies, as delineated by the Illinois School Code. Every five years, charter schools undergo a comprehensive review process to renew their charter and ensure a quality educational program.

Before joining CICS Northtown Academy, it is important to understand that we are a school of CHOICE. Families who choose our school are expected to support the mission, values and policies espoused by CICS and Civitas Schools. In choosing to attend CICS Northtown, families and students agree to adhere to all rules and regulations designed to promote a productive learning environment. Students who consistently violate school policy will be subject to progressive discipline, up to and including expulsion from Chicago International Charter School.

### **Admissions Policy**

CICS Northtown Academy admits students of any race, color, national, and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, service scholarships, athletics, and any other programs.

### **Accreditation**

CICS Northtown Academy holds certificates of accreditation from the State of Illinois and the North Central Association of Colleges and Secondary Schools.

### **Amendment**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances. A complete, current Civitas Schools Policy Manual is available for review in the CICS Northtown main office.

# Academics

## Civitas Schools adheres to eight essential educational principles:

1. All students engage in a rigorous, college preparatory course of studies.
2. The student is at the center of all academic programming, surrounded by an environment that emphasizes upward academic mobility.
3. A consistent, content-based curriculum is implemented across three major academic disciplines: Humanities, Math & Science, and Arts & Wellness. The curriculum focuses on themes both contemporary and historical in scope.
4. The development of student literacy and mathematical skills are emphasized across all disciplines. Student progress toward skill mastery is assessed regularly through the Educational Planning and Assessment System.
5. The critical thinking skills of all students are developed through an emphasis on teaching conflicting interpretations and an orientation to controversy.
6. The curriculum focuses on the civic purposes of education: educating citizens for economic and personal success.
7. Staff collaborate to implement the program, purposefully focused on student achievement, with decisions informed by data and qualitative measurements.
8. Civitas Schools is a learning community, in which students learn as a community and learn about community.

**Academic Growth and Accountability:** The school's curriculum is developed in a way that integrates critical content and college readiness skills into core classes. This curriculum is designed to help students understand how to achieve "Excellent Growth" as measured by the EPAS testing system and to ensure that all of our students are prepared to be successful in college.

Through the EPAS testing system, students are tested twice per academic year to determine their individual growth toward mastery of college readiness standards. Teachers and administrators analyze the data and use the information to inform their work in the classroom to better address student needs. Using the information gleaned from these assessments in conjunction with student performance in the classroom, our staff is able to make differentiated instruction adjustments to ensure that students in need of remediation or enrichment have their needs fully met.

**Academic Integrity:** Civitas Schools is committed to its mission of educating students in the morals and ethics of responsible citizenship. Academic honesty is an expectation of all students. Cheating on tests and examinations, allowing others to copy or look at work, or engaging in other activities that are dishonest (including plagiarism), are serious offenses and may result in strict sanctions, including but not limited to, loss of credit on the academic work involved, revocation of school privileges and participation in extracurricular activities, dismissal from Honor Societies, and disciplinary sanction. All cases of academic dishonesty are reported to the Dean and parents/guardians will be notified.

**Academic Requirements:** CICS Northtown is a four-year college prep high school. All students attend full-time. All students must carry a course load of 7.0 credits per year. The following credits are required for graduation:

English	5.0 credits
Math	4.0 credits
Science	3.0 credits
Social Science	5.0 credits
Writing	4.0 credits
Foreign Language	2.0 credits
Physical Education	1.5 credits (includes Health)
<u>Electives</u>	<u>2.5 credits</u>
<b>TOTAL</b>	<b>27.0 credits</b>

**Promotion Policy:** Earned credits are reviewed annually to ensure that each student is on track to graduate from CICS Northtown. If a student is not meeting earned credit requirements, the school will work with the student and family to define options for remediating credits. Options may include summer school or evening school. If a

student has fallen significantly behind either in total credits or in courses required to advance to required courses, the student may be required to repeat the current grade.

Following is a list of academic requirements for each grade level:

- ◆ **Freshmen** must provide documentation of 8<sup>th</sup> grade completion and EXPLORE scores.
- ◆ **Sophomores** enter the school year with 7.0 high school credits.
- ◆ **Juniors** enter the school year with 14.0 high school credits.
- ◆ **Seniors** enter the school year with 20.0 high school credits.

Students who do not meet these academic benchmarks or do not earn the credits necessary to advance to the next level in some courses may not be promoted and may require 5 years to complete the full course of study.

**Achievement Levels:** There are three levels of courses provided at CICS Northtown:

- ◆ **Honors/AP** courses are taught at an accelerated pace to provide students with elevated levels of rigor and enrichment within the college prep program.
- ◆ **Academic** courses are designed for students to meet rigorous standards within the college prep program.
- ◆ **General** courses are designed for students who require additional support in the development of skills to meet rigorous standards within the college prep program.

Program of study and course placement is determined by a policy that considers scores on student academic performance in previous classes, standardized test results, and teacher recommendations.

**Course Selection:** Registration for the following school year begins in March. Juniors, sophomores, and freshmen work with teachers and counselors to determine placement in required and elective courses from the Course of Studies Guide. Based on registration, the master schedule of classes is developed and every effort is made to provide each student his/her chosen courses. When schedule conflicts arise, it may be necessary for The Associate Director to schedule students in alternative electives.

**Course Offerings:** Can be viewed on our website at [www.cicsnorthtown.org](http://www.cicsnorthtown.org)

**Course or level changes:** Student requests for a course change or drop during the school year or after registration period, must be approved by the administration. A teacher may also recommend a change in course level if evidence suggests that the student would be better supported at a different level.

**Course Sequence:** The following is a list of required courses at each grade level. Math sequence and options may be altered to meet student needs and levels of achievement. Elective courses are available in all departments.

<p><b>Freshman:</b>            Math: Algebra I w/Algebra II (Honors), Algebra I or Algebra IA            English I            Writing I            Social Science            Biology            Health &amp; Technology            Reading (Required for General), Foreign Language or Elective</p>	<p><b>Sophomore:</b>            Math: Geometry w/Algebra II (Honors) or Algebra IB            English 2: World Literature &amp; Culture            Writing 2            Humanities/Multicultural Studies            World History            Chemistry &amp; Earth Science            Reading (as needed) or Foreign Language</p>
<p><b>Junior:</b>            Math: Pre-Calculus, Algebra II or Geometry            Civics/Economics            English 3: American Literature &amp; Culture            Physics &amp; Space Science            United States History            Writing 3            Foreign Language or Elective</p>	<p><b>Senior:</b>            Math: AP Calculus/Statistics (Honors)            Pre-Calculus I            Pre-Calculus II            English 4: Western Literature and Thought            Western Civilization            Writing 4</p>

**Academic Lab:** Students who are scheduled for an Academic Lab. Students are required to bring books and materials with them to Academic Lab, to study or work for the entire period, and to request assistance from lab

supervisors as needed. Students must adhere to the sign out procedures for Academic Lab; supervisors reserve the right to change rules and procedures as needed.

**9<sup>th</sup> Period Academic Lab:** Throughout the school year, the administration will be reviewing grades weekly and identifying students who need additional academic support and they may be required to attend a one-hour academic lab immediately following the end of the normal school day. All school rules apply during this time and students need to show up prepared to work on school assignments and take full advantage of the academic support being provided.

**Grade Point Policy Description:**

<b>Grade</b>	<b>Description</b>	<b>Acad/Gen</b>	<b>Honors</b>	<b>AP</b>	<b>Percent</b>
<u>A</u>	Excellent	4.0	4.5	5.0	93-97
<u>A-</u>	Excellent	3.7	4.2	4.7	90-92
<u>B+</u>	Good	3.3	3.8	4.3	87-89
<u>B</u>	Good	3.0	3.5	4.0	83-86
<u>B-</u>	Good	2.7	3.2	3.7	80-82
<u>C+</u>	Average	2.3	2.8	3.3	77-79
<u>C</u>	Average	2.0	2.5	3.0	73-76
<u>C-</u>	Below Average	1.7	2.2	2.7	70-72
<u>D+</u>	Poor	1.3	1.8	2.3	67-69
<u>D</u>	Poor	1.0	1.5	2.0	63-66
<u>D-</u>	Poor	0.7	1.2	1.7	60-62
<u>F</u>	Failure	0.0	0.0	0.0	0-59
<u>I</u>	Incomplete	0.0	0.0	0.0	
<u>P</u>	Passing	0.0	0.0	0.0	

The grade of Incomplete (I) is assigned when, due to medical or other serious reasons, a student is not able to complete course obligations by the end of a marking period. Administrative approval is required before issuing an incomplete. If requisite course work is not completed during the period determined when the grade is assigned, the student will earn a failing grade in the class.

**Honor Roll:** The honor roll is calculated at the end of each semester. To qualify for High Honors a student must earn a GPA of 3.5 or higher. To qualify for Honors a student must earn a GPA between 3.0 and 3.49. Students who earn honor roll distinction may not receive any grades lower than a “C” or have an incomplete “I” in any subject that semester.

**Failed Courses:** No credit is awarded for failing grades. When a student fails a course, they are in danger of not being promoted for the next school year. Before the administration determines what arrangements can be made for students to remediate courses, the administration first reviews all students’ academic standings. Opportunities to remediate credits (summer school, evening school, other) are not available for students who do not earn the necessary credits to be promoted. In situations where a student needs to make up a class that is not being offered by CICS Northtown, students may be permitted to attend approved courses offered by outside educational organizations. The Associate Director must review the course description and approve enrollment in any outside course. If approval is not sought or granted, credits will not count toward CICS Northtown graduation requirements. Students who do not remediate failed courses after the administration arranges opportunities to remediate the courses may be denied promotion to the next grade level. Students who fail more than 2.0 credits may be required to repeat the year and may not be granted the opportunity to pursue credit remediation options.

**Progress Reports:** Midway through each quarter (or as needed), progress reports will be sent home. They must be signed by parents/guardians and returned to advisors.

**Reports Cards:** Grade reports will be issued at the conclusion of each quarter. After first and third quarters, report cards must be picked up at Parent-Student-Teacher conferences. Second quarter report cards will be sent home with students in January. Final report cards are mailed the week after fourth quarter exams conclude. One report card will be issued per student.

**Parent-Student-Teacher Conferences:** Family conferences, scheduled at the completion of first and third quarters, provide an important opportunity to discuss student progress at CICS Northtown (see calendar for specific dates). Report cards from first and third quarters will be distributed at conferences. Students may be present for conferences; families are encouraged to schedule conferences throughout the year to address any academic issues that may arise.

**Transcripts:** Transcript requests should be directed to the main office. Transcripts include semester grades, GPA, and service hours completed. The first transcript is provided free of charge. Subsequent transcript requests may carry a \$2.00 fee.

**Transfers:** Transfers out of CICS Northtown will be considered only after the parent/guardian identifies a receiving school, presents required paperwork and signs a transfer request form. All obligations must be met before a transfer can be processed. All transfers out of the CICS network are permanent.

## Grading and Assessment Overview

**Quarter grades:** Will be calculated based upon student performance in a variety of areas including class work, homework, participation, performance on formal and alternative assessments, and on EPAS (Educational Planning and Assessment System) practice. This system allows for students to review and learn content, skills, and integration before demonstrating mastery on more weighty assignments like alternative and formal assessments while simultaneously communicating that it is important to complete work on a daily basis to support ones learning.

Category weights vary by department and all assignments in PowerSchool displays which category each assignment falls under.

**Alternative Assessments:** Include essays, projects, integrated units, lab reports and presentations; apply to sections or units as appropriate and reflect content, skills and integration.

**Class work and Homework Participation:** Includes daily class work, preparation, participation, attitude and respect. Regular academic assignments include reading, writing, and research. The work will apply to sections or units as appropriate and will reflect course content, skills, and/or integration.

**EPAS College Readiness Standards:** Integrated and explicitly aligned according to achievement level in each core course. Will be assessed both formally and informally in class work and assessments. Assessments included ACT-style passages that reflect EPAS Standards for Transition.

**Formal Assessments:** Include unit exams and the quarterly exam; designed to assess knowledge of content, skills, and integration.

**Quizzes:** Given on a semi-regular basis; reflect course content, skills, and/or integration.

**Semester Grades:** Credit bearing grades for each semester are calculated as follows:

1 <sup>st</sup> Semester Grade Components		2 <sup>nd</sup> Semester Grade Components	
Quarter 1	40%	Quarter 3	40%
Quarter 2	40%	Quarter 4	40%
Semester Exam	20%	Semester Exam	20%
<b>1<sup>st</sup> Semester Grade</b>	<b>100%</b>	<b>2<sup>nd</sup> Semester Grade</b>	<b>100%</b>

**Semester Exams:** Cumulative semester assessments given at the end of each semester. The cumulative semester exam reflects content, skills, and integration.

## Daily Schedule

The school day is from 8:00 to 3:30 PM, except on Wednesdays when students are dismissed early for teacher professional development. Students will be assigned to one of three lunches.

Class Time	MON	TUES	THURS	FRI		Class Time	WED
8:00-9:00	1	7	5	3		8:00-8:29	1
						8:34-9:03	2
9:05-10:05	2	8	6	4		9:08-9:37	3
						9:42-10:11	4
10:10-10:35	ADV	ADV	ADV	ADV		10:16-10:45	5
10:40-11:08	3/lunch A	1/lunch A	7/lunch A	5/lunch A		10:50-11:16	ADV/ Lunch A
11:13-11:41	3/lunch B	1/lunch B	7/lunch B	5/lunch B		11:21-11:47	ADV/ Lunch B
11:46-12:15	3/lunch C	1/lunch C	7/lunch C	5/lunch C		11:52-12:19	ADV/ Lunch C
12:20-1:20	4	2	8	6		12:24-12:53	6
1:25-2:25	5	3	1	7		12:58-1:27	7
2:30-3:30	6	4	2	8		1:32-2:01	8

Classes occurring during lunch will be assigned to A, B, or C lunch. Students going to the incorrect lunch period and missing class time may be considered truant from class.

When there is a four-day school week, CICS Northtown follows this schedule:

Class Time	MON	TUES	THURS	FRI		Class Time	WED
8:00-9:00		1	5	3		8:00-8:55	7
9:05-10:05		2	6	4		9:00-9:55	8
10:10-10:35		ADV	ADV	ADV		10:00-10:15	ADV
10:40-11:08		3/lunch A	7/lunch A	5/lunch A		10:20-10:48	1/lunch A
11:13-11:41		3/lunch B	7/lunch B	5/lunch B		10:53-11:11	1/lunch B
11:46-12:15		3/lunch C	7/lunch C	5/lunch C		11:16-11:45	1/lunch C
12:20-1:20		4	8	6		11:50-12:45	2
1:25-2:25		5	1	7		12:50-1:45	3
2:30-3:30		6	2	8		1:50-2:40	4

## Additional Academic Programming Information

**Advisory:** To strengthen relationships between and among students and faculty, each student will be assigned an advisor for the duration of his/her four years at CICS Northtown. Advisory provides an opportunity for staff and students to explore academic and social issues in accordance with our advisory curriculum. Students are expected to participate actively during advisory. Announcements are read each day during advisory. Students are expected to sit quietly and listen to all of the school announcements. Advisory is not a time to take care of school business

(i.e. seeing teachers for help). Teachers are supervising advisory activities and all students are expected to fully participate in his/her advisory. Student performance in advisory will be communicated to parents through the regular school progress reports and report cards. Students will receive a pass/fail grade for advisory.

**Service Learning Hours:** Service learning is a teaching strategy that connects in school classroom learning to external community service projects. Service learning engages students in projects that serve the community while building social, civic and academic skills.

Service Hours Graduation Requirements Summary:

- Students must complete a minimum of 40 hours of service hours between 9th and 12th grade in order to graduate.
- All students must complete a minimum of 10 service hours per year in order to receive a passing grade in advisory (a minimum of 5 hours must be completed by the end of Semester One).
- A minimum of half of all service hours each semester must be completed outside of CICS Northtown.
- In-coming freshman will not receive credit for any service hours accumulated prior to the first day of school at CICS Northtown.

**Library:** Open daily from 7:15 AM to 4:00 PM. It is intended to serve as a resource for all students. The library is to be used for computers, reading, and reference work only. While students are encouraged to use library materials, they are financially responsible to replace lost or damaged materials.

**Textbooks:** Books and related materials are school property that must be kept in good condition. They are provided on a rental basis. Students must pay for lost or damaged books. Textbooks are inspected periodically by teachers and must be covered according to their directives. Students are responsible for recording their names in the appropriate place in all of their books. Upon student request, the school will engrave names on calculators.

## Attendance Policies

Students are expected to be in class every day. Following an absence, students are expected to get make-up work from their teachers in a timely manner, outside of class time. Students who fail to request or submit make-up work may lose credit for missed assignments. Students have one day to make up work for every day absent, for example, if a student is absent for two days, they have two days to complete and submit make up work (unless granted an extension by the teacher). Regular attendance is the responsibility of the student and family. Students and families are required to keep the school informed of changes in home and/or work phone numbers.

The school strongly discourages extended absences for vacation during the school year. If a parent decides that this type of absence is necessary, written notification must be provided to the school one week in advance. Make-up work will be assigned, submitted and returned according to a timeline determined by the school. All students must be present for quarter and semester exams.

Students who are absent on any particular school day may not attend or participate in any extra-curricular activity held on that day (games, rehearsals, plays, dances, etc). Students absent on Friday may not attend or participate in activities held the weekend immediately following.

**Excused absences:** Student absence due to illness, injury, and immediate family emergency may be considered excused, provided appropriate notice/documentation is provided to the school. The student is required to bring in a doctor's statement for any absence, due to illness, of more than three days in succession. If a student visits a doctor for illness, he/she must bring a doctor's note on the day he/she returns to school.

**Reporting Absences:** If a student is going to be absent from school, a parent or guardian must call the school between 7:00 AM and 10:00 AM to report the absence. The attendance clerk will attempt to call the parents if the absence is not reported. If no contact is made with the student's parent/guardian, the absence may be considered unexcused and the student must obtain permission from the Dean of Students before returning to school.

**Excessive Absences:** Because of the importance of class participation, excessive absences may result in lowered grades. When a student misses five days in a quarter, his/her parents may be called to school for a conference.

Any student who misses more than 10% of a class may not receive credit in that class (10 days in a semester, 20 days in a school year).

**Homebound Services:** If a student incurs more than ten school days of consecutive absence because of health or physical impairment and resides in the Chicagoland area during the absence, the student is required to seek home/hospital instruction. Homebound services are provided only to students certified by a licensed medical doctor. To receive homebound services, contact the CICS Northtown Case Manager.

**Perfect Attendance:** Students are eligible to be recognized for perfect attendance if they have been present for every day during the school year. Three tardies for the year disqualifies the student from perfect attendance.

**Tardy to School:** School begins promptly at 8:00AM. Any student not in first period class by the 8:00AM bell is tardy to school. Students who are tardy will receive a pass at the front door of the school and must report to first period class within 5 minutes. Students are required to be in full uniform and have all of their class materials to begin the day; students who are not ready to begin the day may be sent to the office. Tardy students may be assigned a detention to be served immediately at the end of school or at lunch. If students do not reach class within the 5 minutes provided, a second detention may be assigned. Failure to report to detention may result in the assignment of a Saturday detention and \$10 fee. Failure to report to Saturday detention is grounds for suspension from school.

Students who are not in class by 8:20AM may not be permitted to attend their first class. These students will be referred to the Dean's office and must stay with the Dean for the remainder of the period. These students will be considered absent for their first period and receive no credit for that day's work in the class.

Chronic tardiness to school is a serious academic concern. It is expected that the parents of chronically tardy students will participate in meetings with school staff to remedy the concern. Failure to remedy the concern may lead to academic failure and discharge from NTA.

Students who accumulate 8 or more tardies during a quarter may receive a failing grade in the class.

**Tardy to Class:** Punctuality demands that students be present in classrooms and ready to begin class on the second bell. Students are required to be in full uniform and have all of their class materials to enter their classrooms. Students who are not ready to enter class should be marked tardy. Any student not in the classroom by the second bell is considered tardy for that class. There are no excused tardies. Tardiness to class may result in the assignment of a detention. A student who misses more than 20-minutes of a class period is considered absent for that class unless otherwise determined by the Dean. Chronic tardiness to class may lead to more serious disciplinary consequence and a parent conference.

**Quarter and Semester Exams:** Students who are tardy or absent for exams must make-up their exam with the Dean of Students. Tardy students will not be permitted into their regularly scheduled exam classroom. These students will be referred to the Dean's office and must stay with the Dean for the remainder of the period and are required to make-up the missed exam after school on the same day that they reported tardy. Absent students are required to schedule make-up exams with the Dean immediately upon returning to school. Any student who fails to schedule or misses a make-up exam will receive no credit for the exam. Students excessive late for exam may be considered absent and lose credit for the exam.

**Early Dismissals:** CICS Northtown is a closed campus. Once a student arrives at school, he/she may not leave the campus. No student may leave the building before dismissal without early dismissal permission and first signing out at the Main office. Students may be given permission to leave the building during the school day only by the administration. Students leaving early must be picked up by a parent/guardian. Exceptions may be made if the student has driven him/herself to school.

Leaving school early for work, job interviews, leisure or travel are strongly discouraged. Absences for these reasons may not be excused. Requests for time off from school for medical reasons or family emergencies should be presented to the school at least one day before the scheduled appointment. The Dean will review this request. Whenever possible, appointments should be scheduled so as not to interfere with the school day. If the request

involves a medical appointment, the student is required to submit a doctor's statement of verification the following day in order for the dismissal to be excused.

In the event of an unavoidable scheduling conflict, the following procedure is to be followed: the student presents the request to the Dean for review, then takes the approved note to the office manager, who initials the request, makes out an Early Dismissal slip, and places the approved written request in the main office for filing. Early dismissals without prior written notice may not be granted. Students with early dismissal may not use public transportation upon leaving the building.

**Tuancy:** Absence from school without permission or a legitimate reason is strictly prohibited. Refer to the Code of Conduct for consequences.

## Medical Policies

As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without a fever, or headaches (unless noted on the health form). The Nurse's Office is not used for resting.

**Illness at School:** If a student does not feel well enough to attend school and actively participate in the educational program, the student should remain home and/or seek medical attention for the condition causing the illness. When a student becomes ill during the school day and is unable to remain in class, the student should obtain a pass from their teacher and report to the school nurse or the front office. Students may not contact parents directly; all communications must go through the nurse and Main office.

The school nurse will record the student's name, the time, the nature of the illness, and the name of the teacher who distributed the pass. If the student is able, he/she is given permission to return to class and receives a pass from the nurse authorizing the return. Students should present the pass to the teacher from whose class he/she was absent or tardy. In the event of serious, persistent or visible student illness, school administrators may withhold a student from returning to class.

If the student is unable to remain in school, the school nurse will contact the student's parents or the emergency contact identified on school records to come to school or to send an identified escort to pick the student up. If an escort is not available and the student is too ill to remain in school, he/she may be sent home by a means agreed upon by the parent and school administrator. At no time should a student contact a parent/guardian by personal cell phone to communicate illness or a desire to be picked up from school. This action violates school cell phone policy and may result in school staff being unaware of a serious health/medical issue.

**School Medical Emergencies:** In the event of a medical emergency during the school day, CICS Northtown is obliged to notify the proper medical and emergency authorities, set aside an area where the sick/injured student can be taken and notify the student's parent/guardian or the emergency contact identified on school records. The school will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility. The school nurse or designee will make every effort to provide support, assistance and resources to the student until medical attention is secured.

**Prescription Medication:** Prescription medication must be reported to the school nurse and placed in the health record. Such medication should be taken in the presence of the school nurse. Such information might be of vital importance should the student require emergency treatment.

The nurse will not dispense any medication to any student without permission from the student's parent/guardian/physician. The original pharmacy medicinal container, labeled with the students' name, name of medication, doctor's name and phone number, pharmacy and phone number should be kept in the nurse's office. 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. Permission forms for dispensing medication must be completed yearly and kept on file with the nurse. Any changes must be reported in writing to the nurse.

**Records:** All incoming freshmen must have a completed medical form on file by the first day of school. Students not in compliance must be excluded from school.

## CICS Code of Conduct

Chicago International Charter School is responsible for ensuring that the school environment is safe for all students. All students are expected to accept responsibility for their actions and behavior and to conduct themselves as dignified and respectable members of the school and larger community. Within the learning community, the purpose of the CICS Code of Conduct is to guide students in making appropriate choices that enhance and support academic achievement and civic responsibility. In the event that a student violates the code of conduct, consequences may result.

The CICS Code of Conduct applies to the actions of all students during school hours, before and after school, while on school property and at all CICS sponsored events. Additionally, students are accountable to the Code of Conduct off-campus and during non-school hours when actions or incidents occur that affect the mission and goals of CICS.

Each disciplinary case will be judged on its own merit and adjudicated according to the facts accompanying the case. CICS Northtown staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:

- Age, health, maturity and academic placement of a student
- Prior conduct
- Attitude of student
- Cooperation of parents/guardians
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll the student in an assistance program

In some cases the School Director or Dean of Students may deem screening and referrals for drug/alcohol counseling as a necessary component of the disciplinary action. Loss of privileges and community service may also be considered. Community service may include, but is not limited to, the following:

- Repairing or cleaning property damage as a result of the offense
- Participating in landscaping, gardening or clean up inside the building or on the grounds
- Participating in projects that improve the school, surrounding property or community
- Providing service that improves the quality of life for community members.

Each category of offense listed below carries a minimum and maximum disciplinary action associated with the act of misconduct. After considering the actual violation and factors such as those listed above, CICS Northtown staff shall determine the disciplinary action within the minimum/maximum range to which students shall be subjected.

### Category I

These acts of misconduct include, but are not limited to, the following:

- Eating or drinking outside of the cafeteria or chewing gum anywhere in school
- Persistent tardiness to school or class
- Running or making excessive noise in the hall, school building or on the premises
- Violating student dress code
- Use of profane, vulgar or obscene words, gestures or other actions that disrupt the school environment
- Disrupting class

Students who commit any of these acts are subject to loss of privileges, an after school detention or staff-student conferences as a result of first offense. All violations will be logged in PowerSchool. High school students who accumulate seven violations in a semester are required to report for a three-hour detention scheduled by the Dean of Students. As a result of repeated violations and depending on the circumstances, students may be subject to the maximum penalty of a one-day, in school suspension. As a supplement and/or alternative to suspension, school staff may require students to complete public service commensurate with the seriousness of the offense(s).

## **CATEGORY II**

These acts of misconduct include, but are not limited to, the following student behaviors that disrupt the educational process at CICS:

- Repeated Category I violations
- Academic Dishonesty
- Truancy (absence without permission or just cause)
- Repeated use of profane, vulgar or obscene words, gestures
- Actions that disrupt the school environment
- Disrespect
- Insubordination (refusal to follow orders, directions and school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow stated school rules and procedures
- Smoking on school property
- Acts that obstruct or interrupt the instructional process in the classroom
- Repeated refusal to participate in classroom activities or complete academic assignments
- Fighting or threatening any student or staff member
- Carrying cell phones, pagers, or other electronic devices
- Leaving the classroom without permission
- Providing unauthorized visitors access to the building before, during or after school
- Violations of the Acceptable Use of Technology policy

Students who commit any of these acts are subject to loss of privileges, after school or Saturday detentions and teacher-student-parent conference as a result of a first offense. In the event of repeated violations and depending on the circumstances, students are subject to the maximum penalty of a five-day out-of-school suspension and a conference with school administrators and parent. The length of the suspension, whether internal or external, shall be determined by the Dean in conjunction with the School Director. As a supplement and/or alternative to suspension, school staff may require students to complete public service commensurate with the seriousness of the offense(s).

There will be a \$10.00 fee for students serving Saturday Detentions. If a student chooses not to pay, they may have to serve an additional hour. Fees collected will be used to support student activities at CICS Northtown.

## **CATEGORY III**

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process on campus or at school-sponsored events off campus. These acts of misconduct include, but are not limited to the following:

- Repeated Category I and Category II offenses
- Assault on a student or any school employee or visitor (assault is interpreted as an attempt to do bodily harm to another person)
- Persistent refusal to follow stated school rules and procedures
- Arson
- Destruction of property
- Creating a false fire alarm
- Possession of weapons
- Any act that endangers the safety of other students, teachers or any school employee
- Theft
- Trespassing
- Involvement in gang activity
- Sex violations
- Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, contraband or look alike contraband/drugs

Students who commit any of these acts are subject to a maximum ten-day, out-of-school suspension and conference with school administrators and parent. If the circumstances warrant, the student may be subject to

the maximum penalty of expulsion. As a supplement and/or alternative to suspension, school staff may require students to complete public service commensurate with the seriousness of the offense(s).

The use of corporal punishment in any form is strictly prohibited by Chicago International Charter School. No student will be subject to corporal punishment by any administrator, faculty, staff or other student.

**Due Process:** When a student's misconduct results in the need to suspend or expel the student, the procedures below will be implemented.

**Suspension less than 10 days:**

- The Dean meets with the student to discuss, investigate, and assess the situation.
- If a student is found to have violated the Code of Conduct in a manner that warrants suspension, the student is logged and the dean, in consultation with the school administration, determines the duration of the suspension and whether the detention is served in-school or out-of-school.
- The Dean will notify the student's parent or guardian of the situation and the outcome. The Dean will be available for a follow-up conference with the family if requested.
- A behavioral contract containing specific behavior expectations may be drawn up and signed by the student, parent or guardian, Dean, and School Director.
- Students are allowed to make up work following their suspensions. Upon returning to school, it is the student's responsibility to make up work in a reasonable time proportional to their suspension.

**Campus Disciplinary Hearing**

In the event of a serious disciplinary violation, or a series of repeated violations, the school administration may request a hearing with the student, parents and a representative of Civitas Schools. The purpose of the hearing will be to review the student's disciplinary record and academic standing with the goal of creating a detailed plan to ensure that the student meets behavior and academic expectations.

**10-day suspension with a campus request for an expulsion hearing:**

Students committing multiple violations of the handbook and/or committing a category three violation may be subject to a 10-day suspension with the campus making the decision to request that Chicago International Charter School conduct an expulsion hearing.

- The Dean meets with the student to discuss, investigate, and assess the situation.
- If a student is found to have repeated infractions or have committed a category three violation of the handbook, the student is logged and suspended. The Dean notifies the school administration.
- The school administration informs Civitas Schools and CICS of the incident(s) and their findings.
- CICS sends the parent or guardian a notice for an expulsion hearing to be held during the student's 10-day suspension.
- A representative of CICS facilitates the hearing according to the CICS policies.
- A student may not transfer out of CICS Northtown while serving a suspension.

**Outcomes of An Expulsion Hearing**

- At no point during the expulsion process may a student transfer to another school.
- If CICS does not expel the student from CICS Northtown, the student returns to school at the conclusion of the suspension. The student, parent/guardian, Dean, and School Director sign a behavioral contract containing specific behavior expectations.
- If CICS expels the student, the student may not return to campus and is not permitted on the grounds of any other school in the CICS network.
- CICS sends official notification of the expulsion and informs the family of the appeal process.
- The CPS Office of Adjudication will contact the family regarding the student's next placement.

**Police Involvement:** To ensure the safety of students at CICS Northtown Academy, the school administration continues to have a working relationship with the Chicago Police Department. The school administration may contact the police department when misconduct endangers the safety of students and school personnel or when misconduct involves weapons or illegal substances.

**Procedural Guide for Students with Disabilities:** Students with 504 Plans, IEPs, and students currently enrolled in the CICS Northtown School-Based Problem Solving Program are subject to the following policies:

- A student with a documented disability may not be suspended out-of-school for more than 10 school days in one school year.
- When a student with a documented disability commits multiple discipline infractions or commits a Category 3 violation of the handbook, the school administration will inform the Case Manager of the situation. The school administration will move forward with an investigation, which may result in a suspension, and request for an expulsion hearing.
- Prior to an expulsion hearing, the Case Manager will schedule a Manifestation Hearing (MDR) to determine if the misconduct was related to the student's documented disabilities.
- The MDR process will determine if the student received the appropriate special education services as stated in his/her IEP and whether the student can be disciplined in the same manner as a student without disabilities.
- If the misconduct is found to be manifestation of the student's documented disabilities, the campus will determine appropriate services and supports to be provided for the student to be successful in returning to school. The student, parent, Dean, and Campus Director will sign a behavioral contract containing specific behavior expectations.
- If the misconduct is not found to be a manifestation of the student's documented disabilities, the expulsion hearing will be conducted in the same manner as it would be for a student without disabilities.

If the student's behavior is deemed to be a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting for up to 45 days if the student carried a weapon to school or a school function, knowingly possessed or used illegal drugs, sold or solicited the sale of a controlled substance while at school or a school function, or is substantially likely to cause injury to himself/herself or others.

Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative education setting.

New federal regulations offer some flexibility in suspending students with disabilities in excess of ten school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of ten days per school year, the School Director is required to consult with the Chicago Public Schools Department of Due Process. Without approval from this Department, the current procedures limiting suspensions for disabled students to ten school days per school year will apply.

## Dress Code

CICS Northtown students take pride in their appearance. Except on designated days, students are required to wear the regulation school uniform. Uniforms are to be clean, well fitted, and presentable. Sweaters should be marked with the student's name.

**Required Uniform:** The CICS Northtown uniform is described below. Clothes must be in good condition and may not have loose, ripped or torn hems or sleeves.

**Pants** Students must wear appropriately fitted khaki or navy pants that are worn at the waist with a black or brown belt. All pants must have belt loops. Pants may not be tight, excessively baggie, have unnecessary seams (such as Dickies) or pockets (such as Cargos) anywhere on the legs.

**Shirt/Polo** Students may wear a clean, pressed, white collared button-up shirt (with a tie for males) or an official polo shirt with the CICS Northtown logo. Shirts must be properly buttoned and tucked into pants. Undershirts must be all white. Official school polos will be offered in white or navy blue and can only be purchased through the school. Only school polos with the CICS Northtown logo may be worn.

<b>Shoes</b>	All black dress shoes must be worn (no sandals of any kind). Shoes with laces must be tied. Boots or sneakers of any kind are not permitted. Shoes must be low-cut (no high-top shoes). Shoes must have backs, covered toes, and heels must be a reasonable size.
<b>Socks</b>	Socks must be worn.
<b>Sweater</b>	A navy blue sweater may be purchased from Schoolbelles (optional). Only school sweaters with the CICS Nothtown logo may be worn.
<b>Ties</b>	Ties must be worn with white collared button-up shirts and may be required for all male students on certain schools days. Ties are not required for polo shirts.

**Dress Down Days:** For all dress down days (e.g., special spirit days, birthdays, etc.), students given permission to “dress down” must wear modest, appropriate, and non-distracting clothing suitable for the classroom environment. On no occasion is the following attire permitted: head coverings, flip-flops or sandaled shoes, or excessive jewelry.

Students must change into their uniforms immediately upon arrival and remain in uniform throughout the school day. Students who consistently refuse to follow uniform rules will face disciplinary consequences.

**Hairstyles/Piercing:** Student appearance should not be a distraction to the educational process at CICS Northtown. Excessive hairstyles are not acceptable. No designs of any kind are permitted to be in the hair or eyebrows. Females are permitted to wear earrings, but no visible piercings of any other type are permitted in the school.

**Accessories:** Oversized and excessive amounts of jewelry, body glitter, wallet chains and tattoos are not allowed. All necklaces must be tucked inside shirts. Any jewelry or accessories that include fake bullets, guns, daggers, spikes or other weapons is strictly prohibited. Any student wearing these items may be considered in possession of a weapon and disciplined accordingly.

## **Additional Student Policies**

**Lockers:** Lockers are provided to students to store coats, lunches and schoolbooks and materials. A locker is school property. The school reserves the right to search lockers at any time. If a locker is broken or malfunctioning, it is solely the responsibility of the student to report it to the Dean of Students. Students may only occupy the one locker to which they have been assigned. Students may not share lockers or locker combinations. Students should keep school related materials in school lockers.

**Mobile Phones/Electronic Devices:** All mobile phones and electronic devices must be turned off and may not be in sight during the school day. Mobile phones may only be used in the lobby area before and after school. Any mobile phone that is confiscated will only be returned to a parent on Tuesdays from 2-4PM and Fridays from 7:30-8:30AM. Students whose mobile phones are confiscated more than twice will serve a six-hour (two Saturdays) detention before the phone is released to parents.

Any other electronic devices that are confiscated due to misuse will be returned to a student’s parent after the student serves a three-hour detention.

**Driving:** Students who drive to school must follow safe driving rules. Students may lose parking privileges if observed driving in or around campus in an unsafe manner.

**Field Trips:** Field trips are extensions of classroom experiences, and consequently, all school regulations are in effect throughout the trip. Students must have a signed permission slip and must have paid required costs in order to participate. If it is decided that uniforms need not be worn for a particular field trip, the dress worn by the students must be appropriate and reflect the requirements in effect for school dress-up days. Any teacher may, for sufficient reason, remove a student from participating in a particular field trip. Appropriate alternative assignments will be given to all students who miss a field trip.

**Loss of Privileges:** Students who are habitually late or students who are placed on discipline agreements may be without privileges until the issue is rectified. Lost privileges include early dismissals, extra curricular activities (both as a participant and spectator), dress down days and any school activities not directly related to the school curriculum.

**Model release:** By signing this handbook form, parents/guardians are granting to CICS Northtown Academy and their legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of your student, or in which the student may be included, for editorial, trade, advertising and other purposes and in any manner and medium including electronic usages (web sites, photo CDs, email, television, on line stock, etc.); to alter the same without restriction, and to copyright the same. The parent/guardian signature on this Handbook Review Compliance Form hereby releases CICS Northtown Academy and their legal representatives and assigns from all claims and liability to said photographs.

**Student Rights:** The right of students to freedom of expression shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the administration.

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by students.

## Conflict Resolution

The School Director is responsible for making decisions that are in the best interest of the school. Occasionally, a student may make a request and/or have an issue or grievance that he/she believes is not being addressed consistent with the philosophy of the school, its policies and procedures. If this occurs, it is the responsibility of both parties to address the concerns or issues in a constructive dialogue. The grievance process has a maximum of three steps, but resolution may be reached at any step in the process identified.

**Step One:** The student presents his/her grievance or issue to staff member with whom he/she has the conflict. The staff member should address the grievance, attempt to resolve it, and give the student a decision within a reasonable amount of time.

**Step Two:** If there is dissatisfaction with the decision or if it is not within the scope of the person's responsibilities to respond, the student should approach the Associate Director. Following a review of the concern, the Associate Director will confer and determine a response to the issue raised. The response is submitted in writing to the student with the explained decision.

**Step Three:** If the response given by the Associate Director seems unreasonable to the student, he/she should then submit a written request for a meeting with the Director. Following a review of the request and an investigation of the issue, a meeting will be scheduled with involved parties. After considering the contents of the appeal letter, information collected during the investigation, and information clarified during the hearing, a decision will be communicated in writing to all involved parties.

## Student Services

The Student Services Department at CICS Northtown supports students throughout high school by providing a comprehensive approach that includes college counseling, social work, peer mediation, health and special education services.

**College counseling:** Our program design is based on national standards wherein advisors and the college counselor identify competencies that help students learn about college and career planning. Students are encouraged to identify their abilities, interests and values and explore career possibilities and opportunities.

**Social work:** Our services are available to any student who struggles with emotional or social issues that may be interfering with academic success. Any student is eligible for social work services. Counseling sessions are designed as a time for students to share information that will remain confidential between the students and the social worker. However, as mandated reporters, school personnel are required by law to protect life. School personnel are required to report threats to someone's life and suspected cases of abuse, maltreatment and neglect.

**Health Program:** The school nurse supports a comprehensive school program available to all students. Specifics are available in the Medical Policies section of the handbook.

**Special Education Services:** These services are available and provided to all students in accordance with 504 or Individualized Education Plans authorized by the Chicago Public Schools. A case manager oversees a team of special education staff to provide students with the appropriate accommodations and services.

## **Additional School Services, Policies and Information**

**Lost and Found:** This department is located in the main office. Students are to bring found purses, wallets or jewelry to the main office. Books with student names will be returned to a student's advisor.

**CTA passes:** Passes are available through the school. CTA will provide passes for the school to sell to students at the beginning of the school year. Once the school sells out on passes, the school will provide order forms for students to purchase passes directly from CTA.

**Parking:** Space in school lots is provided as a senior privilege, permitted for a \$10.00 fee. Because space is limited, available spots will be distributed on a "first come, first served" basis.

**School Supplies:** The supply store is located in the main hallway. General school supplies such as notebooks, pens, pencils, book covers, diskettes, etc., can be obtained during the regular store hours.

**Accident Insurance:** Each year, in September, students are given the opportunity to take out one of the three accident insurance policies. One policy covers students during the school hours only, the other option gives the students twenty-four hour coverage, and the final offers a 24-hour dental plan. Students involved in athletics must either opt for a personal insurance plan or select a plan available to them through this program.

## **Parent Organization**

In support of the values and the mission of the Chicago Charter School Foundation, CICS and CICS Northtown, the purpose of the Parent Organization shall be:

- ◆ To provide a forum for communication that promotes mutual respect and understanding between home and school
- ◆ To support student activities by sharing interest, skills, and expertise
- ◆ To provide opportunities for celebration between home and the school community
- ◆ To engage in fundraising activities, under the direction of the school administration, for school programs that enhance the academic and social development of the students of Northtown Academy

All parents or legal guardians of a registered student of CICS Northtown are automatically "Members" of the Northtown Academy Parent Organization. Communications regarding activities and opportunities for participation are sent periodically.

## **Custody Issues**

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. If one parent has been denied this privilege, it is the parents' obligation to make this known in writing to CICS Northtown. Mailings and student information are directed to the custodial parent.

## **Asbestos Public Notice**

In accordance with the US EPA AHERA regulations, Northtown Academy's Inspection Report and Management Plan was submitted to the Illinois Department of Public Health on October 12, 1989. A copy of the Management Plan is on file in the Building Manager's office and is available for inspection by appointment only with the administration. Plans cannot be removed from the school premises. On July 1, 1989, all asbestos containing acoustical plaster was removed from each of the seven stairwells. All work was performed in accordance with EPA and OSHA Guidelines, as well as Illinois Department of Public Health Asbestos Abatement Regulations.

## Extra Curricular Activities

**Athletics:** CICS Northtown recognizes the importance of athletics in the development of young men and women. CICS Northtown is a member of the Illinois High School Association (IHSA), the sanctioning body for interscholastic high school athletic competition in the state of Illinois and adheres to their respective rules and regulations. Students must sign a CICS Athletic Eligibility Contract, have a current athletic physical on file with the school, and meet eligibility requirements by maintaining acceptable behavior, regular attendance, and good academic standing.

Students must provide certification of medical insurance in advance of participating in sports. Those students who do not have insurance should see the athletic director for options.

**Athletic Eligibility:** In order to be eligible for participation in inter-scholastic sports, students must be passing all classes. Student athletes will be informed of their eligibility status following grades checks and discipline record reviews every Friday. A student who is failing any class is ineligible for a period of one week (defined as Saturday through the following Friday). A student who is not meeting the school's behavior expectations is ineligible for a period of one week. If a student does not improve his/her standing at any point during that period, he/she will remain ineligible for the remainder of the week. Eligibility is reinstated on the Friday afternoon following the weekly report confirming that the student is passing all courses and shows a marked improvement in behavior. The Athletic Director and Dean of Students in cooperation with the faculty and administration will make decisions regarding weekly eligibility.

**Clubs and Student Government:** Extra-curricular activities are designed to be an extension of the learning experience. All students must be in good academic and social standing in order to participate in any activity (clubs, sports, boards and office). Club membership, academic service, and leadership achievements are recorded on students' permanent records.

**Club Meetings:** Students are expected to attend all scheduled meetings of the clubs and organizations to which they belong. Repeated unexcused absences from meetings may result in removal from the club roster.

**Club Membership:** CICS Northtown offers a variety of clubs, athletic teams, school organizations, and activities. Membership is an integral part of the learning process because it contributes to the student's complete cultural and social development.

**Formation/Review/Disbanding of Clubs:** In order for a group to organize itself into a club, it must submit a formal application; please see the Associate Director for an application.

Frequent reviews may be done of clubs/organizations/teams. Clubs must receive approval from the Associate Director before officially disbanding. The Associate Director may disband a club/organization/team for failure to meet objectives or inappropriate actions.

**Club Officers:** Officers are elected from among the members of the club. Specific requirements are clarified in club constitutions. Students are discouraged from holding office in more than one club.

**Eligibility for Division Office:** Any student who has a "B" average and participates in advisory, division, and school activities is eligible for division offices. A student who desires to run must complete a nomination form with his/her qualifications and reasons for running. He/she should have participated in at least one club within the year and have no serious discipline issues. No student may run for an office that has an excessive number of absences or tardies. If a student wishing to run for office has been previously removed from holding an office, he/she shall provide with nomination form an explanation of why he/she was removed from office.

**Method of Election:** The Associate Director and the Division Moderator will decide upon the method of election.

**Removal from Office:** An officer may be removed from office by the Division Moderator with approval of the Associate Director after two unexcused absences, failure to represent his/her group properly and fairly, failure to carry out his/her duties as an officer, or for any other action which is detrimental to the welfare and best interest of the division and school. If a student is involved in a serious discipline issue, he/she may be removed from office. If an advisory representative resigns or is removed from office, the division chooses a new officer, except in the case of the President, in which case the Vice President takes his/her place.

**Extra-Curricular Eligibility:** The CICS Northtown maintains high standards for participation in clubs and student government. Student grades and behavior will be checked on a weekly basis. Students who are not meeting their behavioral obligations to the school community or who are failing a class will be excluded from extra-curricular activities for a period of one week (a week runs Monday through Sunday). If a student improves his/her standing at any point in the week, he/she will remain ineligible for the remainder of the week. Eligibility is reinstated on the Monday following the weekly report confirming that the student is passing all courses.

**National Honor Society:** Juniors and seniors who demonstrate exemplary commitment to scholarship, character, leadership and service may be nominated by CICS Northtown faculty for membership into the National Honor Society. A Faculty Council, led by the Associate Director, will determine final membership based on the requirements listed below.

**Scholarship:** A minimum cumulative Grade Point Average of 3.5. No "D"s for the previous three semesters.

**Character:**

- Exemplifies cheerfulness, friendliness and a positive attitude.
- Upholds high standards of honesty and morality.
- Shows courtesy, concern and respect for others.
- Demonstrates responsibility and reliability.
- Takes criticism willingly and accepts recommendations graciously.
- No serious discipline issues for the current school year.

**Leadership:**

- Demonstrates leadership in promoting school and community activities.
- Inspires positive behavior in others.

**Service:**

- Willingly assists teachers, students and community members.
- Works well with others.
- Takes on difficult or inconspicuous responsibilities.

**Student Government:** Student Government provides students a voice in the leadership and programming of CICS Northtown. It seeks to promote a sense of shared responsibility, to encourage strong relationships throughout the school, to provide a forum for student leadership, participation and expression, and to provide students with the opportunity to design and lead school activities that promote a robust school community.

**Student Government Advisory Representatives:** Representatives attend all Student Government meetings, facilitate in communication between Student Government Board and advisory students, and assist the leadership team and board in Student Government activities.

**School Dances:** Any student attending a dance sponsored by CICS Northtown must adhere to all school policies and behavioral expectations of dance supervisors. Students are responsible for the behavior of any visitor accompanying them to the dance. With the exception of recent graduates, former students are not allowed to attend dances.

## **Acceptable Use of Technology**

### **Introduction**

Civitas Schools believes that the educational benefits of technology outweigh the hazards of its misuse. In making decisions regarding the use of technology and student access to the internet, Civitas Schools considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to

preparation of citizens and future employees. Access to the internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. However, making network access available carries with it the potential that some network users will encounter sources that may be controversial or inappropriate. Because information on networks is transitory and so diverse, Civitas Schools cannot completely predict or control what users may or may not locate. Therefore, Civitas Schools expects that faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to on-line resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

### **Authorization for Technology Access**

Each student and student's parent/guardian must sign this Authorization as a condition for using Civitas Schools technology connections. This policy should be carefully reviewed before signing. The signatures on the Handbook Review Compliance Form are legally binding and indicate the parties who signed have read the acceptable use terms and conditions carefully and understands their significance. In consideration for using Civitas Schools' Internet connection and having access to public networks, the signatories hereby release Civitas Schools from any claims and damages arising from student use, or inability to use the internet.

### **No Expectation of Privacy**

Students should not expect that files stored on school-based computers are private. Electronic messages and files stored on school-based computers may be treated like school lockers. Civitas Schools reserves the right to log technology use, to monitor fileserver space utilization by users and to examine users' files and materials to maintain system integrity and insure that users are acting responsibly. **Therefore, student users cannot expect any privacy related to their use of Civitas Schools-provided technology resources.**

### **Educational Purpose**

Civitas Schools' electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research. Students may access technology only for educational purposes. Civitas Schools' has the right to place reasonable restrictions on the material user's access or post through the system. Students are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in the use of Civitas Schools' network.

### **Privileges and Responsibilities**

The use of Civitas Schools' technology is a privilege, not a right. Students utilizing Civitas Schools-provided technology resources must first have the permission of and must be supervised by professional staff. The actions of students accessing networks reflect on Civitas Schools. Therefore, students must exercise good judgment and comply with this policy and any accompanying administrative regulations and guidelines. Students utilizing school-provided internet access are responsible for good behavior on-line just as they are in the classroom or other areas of the school. The same general rules for behavior and communications apply. Inappropriate use may result in revocation of access privileges, disciplinary action, up to and including expulsion, as well as appropriate legal action.

Students who use technology will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- Adhere to the licensing agreements governing the use of shareware.
- Understand that e-mail and network files are not private. Network administrators and other designated school officials have access to all e-mail messages and may review files and communications to maintain system integrity and monitor responsible use.
- Be responsible at all times for the proper use of access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures or other confidential information.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.

- Respect the rights of others to use equipment and therefore not use it for non-school activities.
- Abide by the policies and procedures of networks and systems linked by technology.
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs.

### Usage Guidelines

1. **Acceptable Use:** Access to Civitas Schools technology must be for an educational purpose and be consistent with the educational objectives of Civitas Schools.
2. **Privileges:** The use of Civitas Schools technology is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges and/or discipline up to expulsion. The Campus Director will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.
3. **Unacceptable Use:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable use are:
  - a. Knowingly using the network for any illegal activities, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading unauthorized copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources or entities, such as FaceBook, YouTube and MySpace.
  - g. Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent on social networking sites such as, FaceBook, YouTube and MySpace.
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m. Using the network while access privileges are suspended or revoked; and,
  - n. Using encrypted communication without prior approval from the CEO or his designee.
  - o. Furthermore, students shall not engage in the following:
    - Creating and/or propagating unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism
    - Downloading any materials; games; programs; images; music; etc. that is not directly related to the lesson as described by the teacher
    - Downloading large files unless it is absolutely necessary. If necessary, user will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or storage device
    - Misusing Civitas Schools', campuses within Civitas Schools, or personal distribution lists or discussion groups for sending irrelevant messages
    - Installing any program or software on to any Civitas School owned computers.
4. **Software Use:**
  - a. Civitas Schools licenses the use of computer software from a variety of publishers and distributors. The organization does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
  - b. With regard to use on local area networks (LANs) or on multiple machines, Civitas Schools users will use software only in accordance with the license agreement.
  - c. Civitas Schools users who learn of any misuse of software or related documentation within the organization will notify the Director of Technology or CEO.
5. **Hardware:** All computer hardware and peripherals used by Civitas Schools for either administrative or instructional use must be purchased through the Technology Department. Students shall not, under any circumstances, utilize any computer hardware for educational purposes while at Civitas Schools other than hardware purchased through the Technology Department and designated for student use.

6. Network Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Student should be polite. Students should not become abusive in messages to others.
  - b. Students should use appropriate language. Students should not swear, or use vulgarities or any other inappropriate language.
  - c. Students should not reveal the personal information, including the addresses or telephone numbers, of students, faculty or staff members.
  - d. Students must recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Students should not use the network in any way that would disrupt its use by other users.
7. No Warranties: Civitas Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Civitas Schools will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. Civitas Schools and its administrative agents deny any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, Civitas Schools and its administrative agents, deny responsibility for any information that may be lost, damaged, altered, or unavailable when using the internet.
8. Indemnification: The user agrees to indemnify Civitas Schools for any losses, costs, or damages, including reasonable attorney fees, incurred by Civitas Schools relating to, or arising out of, any breach of this *Acceptable Use Policy* including such incurred through copyright violation.
9. Security: Network security is a high priority. Students who identify a security problem on the network, must notify the Director of Technology and/or a campus administrator. Students must not demonstrate the problem to other users. Students should keep account and password information confidential. Students may not use another individual's account. Any attempt to log-on to the network as a system administrator may result in cancellation of user privileges and disciplinary sanction. Any user identified as a security risk may be denied access to the network.
10. Use of Electronic Mail:
  - a. Civitas School's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by Civitas Schools. Civitas provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b. Civitas reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the Civitas School's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with Civitas Schools. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the organization. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the Director of Technology. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
  - f. Use of the Civitas Schools electronic mail system constitutes consent to these regulations.
1. Internet Safety:
  - a. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is greatly enhanced if users do not engage in "unacceptable uses," as detailed in these procedures.
  - b. Staff members shall supervise and monitor students while students are using Civitas Schools internet access.
  - c. Each Civitas Schools computer with internet access has a filtering device that blocks entry 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 CEO or designee. The CEO 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 CEO and Director of Technology. The CEO or designee shall include measures in this policy's implementation plan to address the following:

- Limiting student access to inappropriate matter as well as restricting access to harmful materials;
  - Student safety and security when using electronic communications;
  - Limiting unauthorized access, including "hacking" and other unlawful activities; and
  - Limiting unauthorized disclosure, use, and dissemination of personal identification information.
- d. The Director of Technology and staff shall monitor student Internet access.
- e. Students shall not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Personal contact information includes a name together with other information that would allow an individual to locate the user, including, but not limited to, the student's parent's name, the student's home address or location, the student's work address or location, or the student's phone number.
- f. Elementary or middle school students shall not under any circumstance disclose their full name or any other personal contact information. High school students will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
- g. Students will not agree to meet with someone they have met online without their parent's approval or participation. Students will promptly disclose to their teacher or other school staff any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such message until instructed to do so by a staff member.
12. **Vandalism:** Vandalism may result in cancellation of privileges and other disciplinary action up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
13. **Charges:** Civitas Schools assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.
14. **Confidentiality:** Student records will be confidentially maintained by Civitas Schools faculty and staff members. Confidential student information will not be loaded onto the network without prior administrative approval.
15. **Copyright Web Publishing Rules:** Copyright law and Civitas Schools policy prohibit the republishing of text or graphics found on the Web, Civitas Schools sites or file servers, without explicit written permission.
- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission. Permission must be in written (not electronic or verbal) form.
16. **Use of Non-Organizational Owned Technology:** Civitas Schools allows the use of cell phones by students. The policy explicitly states that cell phones are to be turned off while in the school building during school hours. The Acceptable Use Policy prohibits camera cell phones from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." Taking or transmitting digital images, texting or emailing during testing is prohibited. Students caught improperly using any telecommunication device to take or transmit audio, text or digital photographic images may face cancellation of technology privileges and/or discipline up to and including expulsion. Text messaging and internet content that reflects bullying or threats will not be tolerated under any circumstances.

### **Rights and Expectations**

- **Copyright:** Students own the copyright to works that they create or for class assignments. If the work is created jointly, each student will have joint ownership of the copyright. The student and his or her parent/guardian must approve any student work posted on the Civitas Schools web site.
- **Privacy:** As mentioned above, users have no expectation of privacy in the contents of their personal files on Civitas Schools' network system and the records of the users' online activity. All student use of the internet will be supervised and monitored. Civitas Schools' monitoring of Internet usage can reveal all activities the student engages in while using the Civitas Schools' network system.
- Routine maintenance and monitoring of Civitas Schools' network system may lead to the discovery that the student has violated this policy, the student disciplinary code, or the law. An individual search will be

conducted if there is reasonable suspicion that the student has violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

- The student's parents/guardians have a right to request and see the contents of personal computer and e-mail files at any time.

**Due Process:**

- Civitas Schools will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through Civitas Schools' network.
- In the event there is a claim that a student has violated this policy or the student disciplinary code in his/her use of Civitas Schools' network, he/she will be provided with notice and an opportunity to be heard in the manner set forth in the student disciplinary code. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on the student's use of the internet.

**Parent Information Packet**

***This section is provided for CICS Northtown families to provide additional information and to address questions that arise during the school year.***

**Placing students in Academic Levels**

Incoming freshmen are placed in their academic level by a review of recommendations, grades, test scores and other paperwork that details their previous performance and academic needs. Freshmen placements are carefully monitored by the faculty and administration during the first quarter.

Changes in placement are done through a process of teacher recommendations. Teachers will recommend changes in level to the administration when appropriate with their knowledge of the curriculum and academic levels. The administration reviews all recommendations and meet with students and teachers as needed. Grades are one piece of the recommendation but assessments, projects, class participation, homework are reviewed and if the student has sought additional assistance is considered. If a schedule is changed, the student may be assigned to classes with new teachers and new learning communities. Therefore, all changes are carefully considered.

Students are placed in the same level for English, Writing, and Humanities courses. Many of same skills crossover these courses and the teachers collaborate together to coordinate they lessons and projects. Students are not scheduled into different levels in English, Writing and Humanities.

Math and science placement is independent from other courses. The Math Team Lead and Science Team Lead work with teachers and students to place students in the appropriate courses and levels.

Changes do not occur until the end of the first quarter or the first semester. At the end of the third quarter, the administration begins reviewing placement for the next academic year.

**Senior electives**

Senior schedules usually contain 2-3 electives based on the credits earned and any requirements needed to complete. For example, if students have not completed their foreign language or PE requirements during the first three years, they must be scheduled in those classes before choosing electives.

In April, students submit their choices for electives and the school begins building the master schedule based on these requests. Due to limits on class sizes and available resources, some courses may not be offered or some combinations of courses are not possible to schedule.

All changes must be requested by the second day of school. Senior schedules are finalized by the third day of school.

**Graduation Ceremony**

To participate in the graduation ceremony, a student must be in good academic standing. Final approval to participate in the graduation ceremony is given by the Director after senior final exams are completed and final grades are reviewed. To participate in graduation and receive tickets to the ceremony, the student must participate in the graduation practice.

Graduation is a ticketed event held off-campus. The amount of tickets is determined by the size of the graduating class and available seating at the venue where the ceremony is being held. The school is not able to accept requests for additional tickets. Families needing additional tickets must make arrangements with families not used all the tickets issued to them.

Additional information on the ceremony will be sent to our seniors in February.

*This section is provided for CICS Northtown families to provide additional information and to address questions that arise during the school year.*

### **Lunch Forms**

In August the school receives the Federal Lunch applications and these forms are given out to students in advisory. As a publicly funded institution, it is imperative we have a completed application from every family. When you receive this form, please contact the main office staff if you have any questions on the form.

- The initial purpose is to determine which students qualify for free or reduced meals in the cafeteria but students' free/reduced statuses are used through the year. As soon as we receive these forms, they are put into the computer system that determines student status.
- School fees, registration fees and some school fees, including sports, are determined by students' free/reduced status. Whenever fees are collected or when parents or students pay a fee, the first step is to look up the free/reduced list.
- As a school, some funding for school programs is determined by the percent of students who qualify for free/reduced meals.

Thank you for your help as we collect Lunch forms from everyone to be in full compliance.

### **Drivers' Education**

CICS Northtown Academy does not provide Drivers' Education classes. Parents should contact their local CPS high school for information on class times and availability in the classes provided at that school. Students may not register for classes that conflict with our school day. Throughout the school year, the school administration may be contacted by CPS driver education instructors when they have open spots in their classes. In this event, we will post the information on the daily bulletin and assist students with signing up. It is on a first-come first-served basis.

### **Summer school**

CICS Northtown Academy offers summer school for students to remediate credits. Enrichment courses are not offered during the summer. Classes begin within one week from the end of the school year and run until the end of July. Classes are scheduled for 8:00 am to 11:00 am or 11:45 am to 2:45 pm and students are placed by the Associate Director based on a review of needed credits and availability. Course selections and times are not finalized until June 15<sup>th</sup> after the administration reviews current grades and credits. If a student has failed any course, a parent should check with the Associate Director of Operations or the Director before making any plans that might conflict with summer school.

### **Service Hours**

In advisory, the advisors review with the students what acceptable service hours are and what are unacceptable. Students cannot earn service hours working with for-profit businesses and corporations, any work that is financially reimbursed, babysitting, or performing any work for a relative. Students cannot take off time from school to perform service hours during the school day. If there is a question about a service opportunity, students should clear the activity with their advisor before participating. The advisors must receive and review the appropriate paperwork before accepting the service hour.

### **What is EPAS?**

ACT's **Educational Planning and Assessment System (EPAS)** used by schools to assess student academic growth and readiness for college. Some formal assessments and class work at CICS Northtown Academy are aligned to EPAS to ensure students the necessary skills to be successful on standardized exams and in college courses.

### **Foreign Language**

All students must earn 2.0 credits of foreign language before graduating from CICS Northtown. The 2.0 credits must be for the same foreign language. Student in first level course (Spanish I or French I) are placed into the next level of the same language for the next academic year.