

CICS WRIGHTWOOD CAMPUS
2011-2012 STUDENT AND FAMILY HANDBOOK

8130 South California Avenue
Chicago, IL 60652
(773) 434-4575 Phone
(773) 434-2026 Fax
www.cicswrightwood.org

Handbook Review Compliance Form

I understand that CICS Wrightwood 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 Wrightwood 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: _____

Teacher Name: _____ Date: _____

Please remove and submit this signed compliance form to your teacher before
August 19, 2011.

W r i g h t w o o d E l e m e n t a r 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



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Student Name: _____

Address: _____

Phone #: _____

Teacher Name: _____ Room: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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TABLE OF CONTENTS

OVERVIEW	4
ADMISSIONS POLICY	4
AMENDMENT	4
ACADEMICS	5
ACADEMIC OFFERINGS	5-7
ACADEMIC REQUIREMENTS AND PROMOTION POLICIES	7-8
ATTENDANCE POLICIES	9-10
MEDICAL POLICIES	10
ILLNESS AT SCHOOL	10
SCHOOL MEDICAL EMERGENCIES	10
PRESCRIPTION MEDICATION	11
RECORDS	11
CICS CODE OF CONDUCT	11-14
CATEGORY I	12
CATEGORY II	12
CATEGORY III	12-13
DUE PROCESS	13
PROCEDURES FOR STUDENTS WITH DISABILITIES	13-14
DRESS CODE	15-16
ADDITIONAL STUDENT POLICIES	15
LOCKERS	15
MOBILE PHONES/ELECTRONIC DEVICES	15
FIELD TRIPS	15
MODEL RELEASE	15
STUDENT RIGHTS	15
CONFLICT RESOLUTION	16-17
STUDENT SERVICES	17
ADDITIONAL SCHOOL SERVICES, POLICIES AND INFORMATION	17-18
PARENT ORGANIZATION	18
CUSTODY ISSUES	18
ASBESTOS PUBLIC NOTICE	18
EXTRA-CURRICULAR ACTIVITIES	18-19
ATHLETICS	18
CLUBS & STUDENT GOVERNMENT	19
ACCEPTABLE USE OF TECHNOLOGY	19-23

Overview

Mission

CICS Wrightwood 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 high school, 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, 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 Wrightwood 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 Wrightwood, 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 Wrightwood, 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 Wrightwood 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 other school-administered programs.

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 Wrightwood 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 Northwest Evaluation Association (NWEA) at the elementary school level and the Educational Planning and Assessment System (ACT's EPAS) at the high school level.
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, NWEA: In 2005, CICS adopted the Northwest Evaluation Association (NWEA) to assist in measuring student skill development in Reading, Math, Language Arts, and Science. The NWEA "Measures of Academic Progress" (MAP) are state-aligned computerized adaptive tests that indicate the instructional level of each student and measure growth over time. The NWEA MAP is approximately 90% linked to the ISAT. NWEA skills are embedded in core courses throughout the Civitas Schools elementary and middle school curriculum. Results from NWEA MAP administrations are available within 48 hours of testing and provide timely information for teachers to gauge instructional effectiveness.

EPAS: Middle school students in Civitas Schools receive an introduction to the English, Math, Reading, and Science skills assessed by the ACT Educational Planning and Assessment System (EPAS). All Grade 8 students take the EXPLORE, the first test in a series of three tests leading up the ACT, taken by all Grade 11 students in the state of Illinois.

Civitas Schools strongly believes in preparing all students for college. By embedding ACT skills in middle school courses and formally assessing those skills in Grade 8, students begin the process of preparing for their Grade 11 ACT and readying themselves for success in college.

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 requiring strict sanctions, including but not limited to receiving no credit on the academic work involved, disciplinary sanction and losing standing in Honor Societies. All cases of academic dishonesty are reported to the Dean and parents/guardians will be notified.

Academic Program Offerings: CICS Wrightwood is a Grades K-8 college prep elementary school. All students attend full-time. Students are required to participate in the following course offerings:

ELEMENTARY SCHOOL COURSES (GRADES K-5)

Literacy: The Wrightwood approach to teaching literacy is to create opportunities for students to be active readers and writers on a daily basis. We focus on developing students' reading, writing, speaking, and language arts (word study, vocabulary and mechanics) skills to ensure mastery of essential literacy competencies required for success in school, college and beyond.

Reading: CICS Wrightwood uses a Balanced Literacy approach to teach reading. Students focus on the many skills related to becoming strong readers. NWEA Reading skills are sequenced in reading courses from Grades K-8. Wrightwood uses a reading workshop approach that encourages students to become active and passionate readers. Instruction incorporates several different types of reading materials including chapter books, picture books and SRA Open Court.

Writing: All students work to become strong and fluid writers and communicators. Students participate in writing workshop, which provides daily opportunities to write and practice language mechanics. Students engage in the writing process and learn to edit and revise their work and the work of others. All students are exposed to and practice many different types of writing including narrative, expository, persuasive, and functional.

Language Arts: Students learn the mechanics of writing and grammar while also learning about word structure, patterns, and vocabulary depending upon grade level and level of skill. Students focus on the grammar, usage, and mechanics skills involved in writing. NWEA Language Arts skills are sequenced in the Language Arts courses from Grades K-5. Civitas Schools uses SRA Open Court and the Language Network to provide support materials in Language Arts.

Mathematics: Students utilize the Saxon Math program in Grades K-8. Saxon Math provides incremental math skills learning, leading students to a deeper understanding of mathematical concepts. The instruction of related increments is carefully distributed throughout the grade level, ensuring that students have the opportunity to master each increment before being introduced to the next. [Common Core Standards](#) and NWEA Math skills are embedded in math courses from Grades K-8.

Social Studies: Students learn history through the Core Knowledge Curriculum and the Houghton Mifflin Social Studies Program. Core Knowledge is a research-based sequence of information that prepares children to be knowledgeable and critical thinking individuals. Core Knowledge, along with ancillary and support materials, guides the Wrightwood Social Studies curriculum in Grades K-8. [Common Core Standards](#) and the NWEA Reading skills are embedded in Social Studies in all grades.

Science: Students are exposed to and engage in learning about all the different types of sciences at Wrightwood Elementary School. Civitas Schools uses the [Core Knowledge Curriculum](#) to provide course materials for science instruction for Grades K-5. The [Common Core Standards](#), EPAS skills, and the NWEA Science skills are embedded in science courses from Grades 6-8.

Character Education: Students will receive instruction in positive character education traits throughout the course of the school year. Each month will be devoted to a different trait (e.g. respect, accepting responsibility, compassion, integrity, tolerance, caring, honesty, etc.) on which our students will focus their attention.

Art: Students in grades K-8 regularly participate in Art class throughout the school year. The art curriculum is enhanced by the historically based Core Knowledge Curriculum. Students explore a variety of art media by engaging in [hands-on activities](#).

Music: Students in grades K-8 regularly participate in Music class throughout the school year. The music curriculum is enhanced by the historically based Core Knowledge Curriculum. Music class exposes students to different instruments as well as different periods and types of music.

Technology: Students in Grades K-8 participate in Technology and Literacy Class once a week. The Writing course supports the Literacy Curriculum as students frequently work on the same paragraphs and essays in the two classes. This course provides students with the opportunity to further enhance their writing skills while becoming familiar with technology to communicate and publish.

Physical Education: Students in grades K-8 experience Physical Education instruction once a week. Students work on motor skills development as well as learning the fundamentals of basic sports.

MIDDLE SCHOOL COURSES (GRADES 6-8)

Literacy: The Wrightwood approach to teaching literacy is to create opportunities for students to be active readers and writers on a daily basis. We focus on developing students' reading, writing, speaking, and language

arts (word study, vocabulary and mechanics) skills to ensure mastery of essential literacy competencies required for success in high school, college and beyond.

Reading: Students focus on the many skills related to becoming strong readers. NWEA Reading skills are sequenced in reading courses from Grades K-8. Wrightwood uses a reading workshop approach that encourages students to become active and passionate readers. The middle grades incorporate the ideas of reading workshop as well, and incorporate chapter books, literature circles and McDougal Littell Literature.

Writing: All students work to become strong and fluid writers and communicators. Students participate in writing workshop, which provides daily opportunities to write and practice language mechanics. Students engage in the writing process and learn to edit and revise their work and the work of others. All students are exposed to and practice many different types of writing including narrative, expository, persuasive, and functional.

Language Arts: Students learn the mechanics of writing and grammar while also learning about word structure, patterns, and vocabulary depending upon grade level and level of skill. Students focus on the grammar, usage, and mechanics skills involved in writing. NWEA Language Arts skills are sequenced in the Language Arts courses from Grades 6-8. Wrightwood uses the Language Network to provide support materials in Language Arts.

Mathematics: Middle school students take two periods of math every day. Students utilize the Saxon Math program in middle school. Saxon Math provides incremental math skills learning, leading students to a deeper understanding of mathematical concepts. The instruction of related increments is carefully distributed throughout the grade level, ensuring that students have the opportunity to master each increment before being introduced to the next. [Common Core Standards](#), NWEA and EPAS Math skills are sequenced in middle school math courses.

Social Science: The Social Science course utilizes the Pearson Social Studies Series published by Prentice Hall and Core Knowledge Curriculum. Core Knowledge is a research-based sequence of information that prepares children to be knowledgeable and critical thinking individuals. Core Knowledge, along with ancillary and support materials, guides the Junior Academy social science curriculum. [Common Core Standards](#), NWEA and EPAS Reading skills are integrated within social science courses.

Science: Junior Academy students study genre-based Science through means of the Science Explorer series published by Prentice Hall; courses are aligned with [Common Core Standards](#) and EPAS Science skills.

Art, Technology & Music: Throughout the school year students participate in Art, [Media](#), and Music classes

Physical Education: Junior Academy students experience Physical Education once a week. Students work on motor skills development as well as learning the fundamentals of basic sports.

Character Education: Students will receive instruction in positive character education traits throughout the course of the school year. Each month will be devoted to a different trait (e.g. respect, accepting responsibility, compassion, tolerance, caring, honesty, integrity, etc.) on which our students will focus their attention.

Academic Requirements and Promotion Policy: The Civitas Schools' promotion policy ensures that each child is prepared to progress successfully through grade levels at CICS. The rigorous Civitas curriculum seeks to prepare each child for success in high school, college and the work force. Students are required to participate in the educational and academic classes listed above.

In order to be considered for promotion to the next grade, students must earn passing course grades, exhibit and demonstrate mastery of social and interpersonal skills, [have missed no more than 20 schools days](#), and score within one grade level or better compared to the national norm on the ISAT and NWEA MAP tests. [Students who are one to two grade levels below the national norm as measured by ISAT and NWEA MAP assessments will be considered for promotion on an individual basis and may be retained.](#)

Children who are not prepared to exit a grade level are not permitted to move to the next grade until they have attained adequate achievement in their present grade level. This policy is designed to cease social promotion and ensure appropriate learning for each child.

The following criteria will be considered for promotion:

- Attendance
- Course Grades
- ISAT test scores/NWEA test scores

Attendance: Any student who has twenty or more absences [may not be promoted to the next grade. The school may consider summer school as an option to retention depending upon the student’s level of academic achievement. It should also be noted that three tardies will constitute one student absence.](#) The administration may review special cases and allow consideration to be given.

Course Grades: Students who receive a final failing grade in reading or math may not be promoted unless they successfully complete our summer school program.

Grading Scale Description:

<u>Grade</u>	<u>Description</u>	<u>Percent</u>
A	Exceeds Grade Level Expectations	90—100%
B	Meets Grade Level Expectations	80—89%
C	Below Grade Level Expectations	70—79%
D	Below Grade Level Expectations	60—69%
F	Unsatisfactory	0—59%

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.

Homework Policy: Homework is an essential component of the educational process for all students. Families should expect the following workload for students:

Kindergarten—Grade 2

Students will have homework Monday through Thursday nights. Kindergarten students are expected to read (or be read to) for a minimum of 20 minutes nightly; Grade 1 and 2 students are expected to read for a minimum of 30 minutes nightly. All students are required to keep a reading log. Students will have additional homework to reinforce skills and concepts learned in class. Homework should average approximately one hour per night.

Grade 3—Grade 5

Students will have homework Monday through Friday nights. All students are expected to read for 30 minutes a night and keep a book log. Students will have additional homework to reinforce skills and concepts learned in class. Homework should average about one and a half hours per night.

Grade 6—Grade 8

Students will have homework Monday through Friday nights. All students are expected to read for 45 minutes a night and keep a book log. Students will have additional homework to reinforce skills and concepts learned in class. Homework should average about one and a half hours per night.

Honor Roll: The honor roll is calculated at the end of each quarter. To qualify for Gold Honors, students must receive all A’s in all courses. To qualify for Silver Honors, students must receive A’s and B’s in all courses.

Progress Reports: Midway through each quarter (or as needed), progress reports will be sent home. Progress Reports must be signed by parents/guardians and returned to your child’s teacher to ensure timely and regular progress reporting. Powerschool grades are updated by teachers on a weekly basis. Each family will receive a Powerschool login at Back-to-School night. [Parents are encouraged to reach out to teachers with questions or concerns. Please work with your child’s teacher to determine if email or phone is the best method to contact them.](#)

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

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

Informal Parent-Student-Teacher Conferences: Informal conferences may be scheduled with teachers either at 7:30 a.m. or after school. Teachers are unable to meet with parents during class time unless an emergency or serious incident has occurred. Appointments may be made directly with the teacher or by contacting the main office. Additionally, teachers will communicate with parents in writing, by phone, or in-person prior to report card distribution if a child is in danger of failing.

Attendance Policies

Students are expected to be in class every day. If absent, they are expected to make up all work missed during the time of absence. Students will 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.

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. [Please note, these absences still count toward the student's total number of absences for the school year.](#)

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.

Excessive Absences: [Attendance in school has a direct impact on student success and achievement. For this reason, we take attendance very seriously at Wrightwood.](#) 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 days in a semester or 20 days in a school year may not receive credit, may be required to successfully complete our summer school program, or possibly be retained.

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 only offered with a licensed doctor's medical certification. To receive homebound services, please contact the Director of Student Services for Civitas Schools or the CICS Wrightwood Case Manager.

Perfect Attendance: Students are eligible to be recognized for perfect attendance if they have been present for everyday during the school year and have no tardies.

Tardy to School: School begins promptly at 8:00 a.m.. Students are considered tardy after 8:05 a.m.. Three tardies will count as one absence. Upon the student's third tardy within a month, a parent conference will be called. Further disciplinary action (detention, suspension, Saturday school, notification of authorities) may result for students who have five or more tardies per month. If a student is tardy at the beginning of the school day, he/she will not be admitted to the school without completion of a tardy form.

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 CICS Wrightwood.

Early Dismissals: CICS Wrightwood 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. 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.

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.

Truancy: Absence from school without permission or a legitimate reason is strictly prohibited. Please 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 will be directed or escorted by their teacher to the school nurse.

The school nurse will record the student's name, the time, the nature of the illness, and the name of the student's teacher. At the nurse's discretion, a student may be returned to class or the parent may be contacted to bring the student home. In the event of serious, persistent or visible student illness, school administrators may withhold a student from returning to class or require that the student be sent home.

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 the 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 Wrightwood is obliged to notify the proper medical and emergency authorities, set aside an area where the 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 injured 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 students must have a completed medical form on file by the first day of school. Students not in health compliance may 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 Wrightwood 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 Wrightwood 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 detention or staff-student conferences as a result of first offense. All violations will be logged in PowerSchool. As a result of repeated violations and depending on the circumstances, students may be subject to Saturday School Detention or the maximum penalty of a one-day, in school suspension. The Dean of Students may also call the student's parents for immediate pick-up and dismissal from school for that day, dependent upon the seriousness of the incident. 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 after school 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, Saturday School Detention or 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 of Students, in conjunction with the School Director. The Dean of Students may also call the student's parents for immediate pick-up and dismissal from school for that day, dependent upon the seriousness of the incident. 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 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 drugs/contraband.

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. The Dean of Students may also call the student's parents for immediate pick-up and dismissal from school for that day, dependent upon the seriousness of the incident. 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 Wrightwood 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 Wrightwood, 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 Wrightwood, 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 Wrightwood 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 Wrightwood students take pride in their appearance. Except on designated days, students are required to wear the regulation school uniform. Uniforms are to be clean, appropriately sized, and presentable.

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

Girls (Gr. K-7):

Blue plaid uniform jumper/skirt or khaki pants
Black colored belt
CICS Wrightwood blue polo with logo
Solid white or navy blue tights OR knee high socks
Dark dress “business type” shoes (black or dark brown)
Navy or white sweater (optional)

Boys (Gr. K-7):

Khaki pants
Black colored belt
CICS Wrightwood blue polo with logo
Dark socks (no patterns)
Dark dress “business type” shoes (black or dark brown)
Navy or white sweater (optional)

Boys (Gr. 8):

Striped school tie (1st tie will be provided by CICS Wrightwood)
Khaki pants
Black colored belt
Clean solid white collared button down dress shirt (long or short sleeved)
Dark socks (no patterns)
Dark dress “business type” shoes (black or dark brown)
Navy or white cardigan sweater (optional)

Girls (Gr. 8):

Khaki pants or plaid skirt
Black colored belt
Clean white CICS Wrightwood polo with logo
Dark socks (no patterns)
Dark dress “business type” shoes (black or dark brown)
Navy or white cardigan sweater (optional)

(Parents may begin purchasing CICS Wrightwood polo shirts at Wrightwood.)

Gym Uniform

Wrightwood Campus t-shirt and sweatshirt
Wrightwood Campus shorts or sweatpants
Solid white tube socks
White or black athletic shoes (White athletic shoes must have solid white laces. Black athletic shoes must have solid black laces.)
This uniform may be worn on GYM DAYS ONLY and cannot be worn with any other uniform clothing. Students who do not dress properly for gym will not participate.

(Parents may purchase gym uniforms from Schoolbelles.)

Hairstyles/Piercing: Student appearance should not be a distraction to the educational process at CICS Wrightwood. Excessive hairstyles are not acceptable. No Mohawk hair cuts or designs of any kind are permitted to be in the hair or eyebrows. Females are permitted to wear school appropriate earrings. No hoop earrings larger

then 1 inch in diameter will be permitted. Boys are not permitted to wear earrings. 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. Students are not allowed to wear any bracelets except for those issued by CICS Wrightwood. 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 the responsibility of the student to report it to their teacher. Students may only occupy the one locker to which they have been assigned. Locks are not permitted on any lockers.

Mobile Phones/Electronic Devices: Electronic are not permitted at CICS Wrightwood. Students that have cellular phones are required to turn them off when entering the building. Cellular phones will be collected by teachers each morning, placed in envelopes, and secured in the office. Any student found to have a cellular phone in their possession throughout the course of the school day will automatically be suspended and have their cellular phone confiscated. Any mobile phone or electronic device that is confiscated will only be returned to a parent. CICS Wrightwood does not accept responsibility for lost or stolen phones or any other electronic devices.

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.

Model release: By signing this handbook form, parents/guardians are granting to CICS Wrightwood 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 Wrightwood 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 Wrightwood supports students by providing a comprehensive approach that includes academic counseling, social work, peer mediation, health and special education services.

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 teacher.

Textbooks: Books and related materials are school property that must be kept in good condition. They are used 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.

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.

Visitor Policy: Guests to CICS Wrightwood may enter the building only through Door #2. All visitors are required to sign in at the front desk and to silence their mobile phones.

Visitor Parking: All guests to CICS Wrightwood should park in the rear lot, which provides access to the Door #2 entrance.

Early arrivals: The building opens for students at 7:30AM.

Parent Organization

In support of the values and the mission of the Chicago Charter School Foundation, CICS and CICS Wrightwood, 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 Wrightwood

All parents or legal guardians of a registered student of CICS Wrightwood are automatically “Members” of the Wrightwood Parent Organization. Communications regarding activities and opportunities for participation are sent periodically throughout the course of the school year.

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 Wrightwood. Mailings and student information are directed to the custodial parent.

Asbestos Public Notice

In accordance with the US EPA AHERA regulations, Wrightwood’s Inspection Report and Management Plan were 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 Wrightwood recognizes the importance of athletics in the development of young people. 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 campus director for options.

Athletic Eligibility: Students who are not meeting their behavioral obligations to the school community or who are failing a class may be ineligible to participate in extra curricular activities. If no improvements are evident in the individual’s academic or social behavior, the student will remain ineligible to participate in activities. The policy starts over with each new sports season.

- 1st period of ineligibility—sit out games but may practice
- 2nd period of ineligibility—sit out games and may not practice
- 3rd period of ineligibility—out of sport for the remainder of the season

The school leadership team in cooperation with appropriate teachers will make decisions regarding 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 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 Wrightwood 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.

Extra-Curricular Eligibility: The CICS Wrightwood maintains high standards for participation in clubs and student government. Student grades and behavior will be checked regularly. Students who are not meeting their behavioral obligations to the school community or who are failing a class may be excluded from extra-curricular activities.

Student Government: Student Government provides opportunity for students to have a voice in the leadership and programming of CICS Wrightwood. 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.

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 filespace 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.