

STUDENT AND PARENT HANDBOOK – 2011-2012

Noble Campuses

Noble Street College Prep - William Olsen, Principal

Pritzker College Prep - Pablo Sierra, Principal

Rauner College Prep - Mindy Sjoblom, Principal

Golder College Prep - Rosa Alanis, Principal

Rowe-Clark Math & Science Academy - Joe Tenbusch, Principal

UIC College Prep - Oliver Sicat, Principal

Gary Comer College Prep - James Troupis, Principal

Chicago Bulls College Prep - Tyson Kane, Principal

Muchin College Prep - Kimberly Neal, Principal

Johnson College Prep - Garland Thomas, Principal

Founders

Michael and Tonya Milkie

Scholarship – Discipline – Honor

Name _____
Campus _____
Advisor _____

Please note that information in this handbook is subject to changes during the school year which will be provided in writing to students. In addition, Noble campuses may have written addendums specific to their campuses that are distributed with this handbook. The teachers and staff at Noble campuses work very hard to prepare students well for college, and the high academic and behavior expectations in this handbook help make that possible. Staff members pledge to communicate well with parents and will return all parent e-mails and phone calls within two business days.

prevent their attendance. Regular, non-emergency visits to the doctor will count as absences Tardy to school four (4) times counts as an unexcused absence from school and counts towards a student's absence total for the school year.

For excused absences and absences due to suspension, make up work must be allowed and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, they would have to turn in make-up work by the second day they are back. Community Service Hours are not counted if done during the school-day hours that students are suspended.

For unexcused absences, make-up work does not have to be given.

Leaving campus (school): Students are not permitted to leave campus once they are inside the building. Leaving the campus (school) without authorization will result in a suspension and/or a detention. Parents should be aware that students are permitted to leave campus before their first class and once the school day ends.

Early dismissals or late arrivals: If at all possible, students must make medical or other appointments after school hours or on weekends. In the rare event that a student needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian must come and sign the student in or out of school.
2. The student must make up all missed work, including points in gym class.
3. Only early dismissals or late arrivals for verified doctor's appointments will count as excused absences in class or gym. All others are considered unexcused. Doctor's notes should be brought upon arrival to school.

STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY

The Board of Directors ("Board") of the Noble Network of Charter Schools is responsible for establishing policies under which all campuses of Noble Street Charter School operate. This Student Code of Conduct (SCC) has been designed to provide a positive learning environment and a safe environment for student learning. It has been designed to be used as an instructional and corrective tool. The goal of this policy is to provide students with the necessary tools to develop a sense of self-discipline, self-understanding, self-direction, successful interpersonal skills as well as a sense of self-worth. The academic as well as the discipline expectations of all Noble Street Charter School campuses are high and the SCC is designed to give students the best chance to be prepared for college or a career and to feel safe and happy at school.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address student misconduct that is not specifically included in this discipline policy. This code applies to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles funded by Noble Street Charter School campuses, while participating on any team or group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT Devices. **This code also applies to actions of students before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.**

Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student, while consistently following the policies outlined below. Mitigating circumstances include, but are not limited to the following factors: Age, health, maturity, and academic placement of a student, the student's discipline record, including previous similar incidents, the student's attitude and willingness to change, the cooperation of parents/guardians, seriousness of offense and willingness to enroll student in a student assistance program.

Students whose families demonstrate financial hardship may apply for a payment plan for detention fees, discipline class(es) or restitution requirements.

Merits - Merits will be given when students perform above and beyond in the areas of citizenship, behavior, kindness, or school upkeep. Some examples include:

- a. Making the school look better.
- b. Stopping to greet visitors to the school and answer their questions
- c. Helping tutor a fellow student.
- d. Allowing adults the right of way on the sidewalk or CTA.

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

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

- a. Chewing gum – 4 demerits
- b. Eating or drinking outside the lunchroom– 2 demerits
- c. Food or drink visible outside the lunchroom- 1 demerit. Water in clear bottles is permissible.
- d. Pop, energy drinks (such as Red Bull or Monster) or flaming or hot chips visible anywhere – 4 demerits

- e. Standing, yelling or throwing anything in the lunchroom - minimum 1 demerit
- f. Not returning a tray or not cleaning up in the lunchroom – minimum 1 demerit
- g. Talking during a fire or tornado drill - 2 demerits
- h. Tardy to school:
 - 1. less than 1 minute – 1 demerit
 - 2. 1 minute to 45 minutes – 2 demerits
 - 3. Tardy to school more than 45 minutes – 4 demerits
- i. Tardy to class (not in assigned seat when the bell rings):
 - 1. less than 1 minute – 1 demerit
 - 2. 1 minute to 3 minutes – 2 demerits
 - 3. Tardy to class more than 3 minutes – 4 demerits
- j. Unexcused absence from a class (cutting)– 4 demerits
- k. In the hallways at any time while classes are in session without an escort (except during passing periods or specific times designated by the principal) – 4 demerits
- l. Having, using, or evidence of using, a cell phone, pager, ipod, headphones, or other electronic devices visible (whether or not in use) or audible anywhere, anytime in school or without staff permission at any school event- 4 demerits and confiscation of the device until parent retrieves item from school.
- m. Dress code violations that can be corrected immediately (such as an untucked shirt, untied shoes) – 1 demerit (no warnings will be given and 4 demerits given if not corrected)
- n. Dress code violations that cannot be corrected immediately (Such as no belt, dress pants, or school shirt) – 4 demerits
- o. Foul language including curse words and ethnic or other slurs – minimum 1 demerit
- p. Bullying or verbal harassment - minimum 1 demerit
- q. Rowdy or loud behavior anywhere in the school - minimum 1 demerit
- r. Inappropriate public displays of affection – minimum 1 demerit
- s. Loitering on school grounds – minimum 1 demerit
- t. Disciplinary removal of a student from class – 4 demerits
- u. Academic dishonesty, cheating or plagiarism – 4 demerits
- v. Possession of a permanent marker or sharpie – 4 demerits

Detentions/Demerit Cycles –Anytime a student earns 4 demerits within a two-week period, he/she is issued a three-hour detention and charged a \$5 fee to cover the cost of the teacher who monitors detention which must be paid in order for the student to earn credit for the detention. Detention may take the form of a silent study period, behavior improvement work, cleaning or maintenance work, physical fitness work or a combination of these. Parents who object to cleaning or maintenance work, or physical fitness as part of detention should request in writing that their child only have silent study period or behavior work during detention.

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

Corrective Disciplinary Consequences besides Demerits and Detentions

Discipline Classes- Students who earn more than 12 detentions or have a violation of the SCC related to fighting, bullying, gang activity or drug use or distribution will be required to take discipline classes that teach proper behavior in order to be promoted or to graduate. Typically each class will be a four week summer class or fifteen week after-school class costing \$140. The student will also have to serve any detentions or suspensions days earned for violations in addition to taking the discipline class(es).

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

Student Conference- Student is informed of consequences that will be recommended or assigned if inappropriate behavior continues.

Parent Conference- Parent informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

Suspension- A suspension is when a student is removed from school due to the serious nature of the inappropriate behavior for up to 10 school days. Students who have been suspended may not appear on campus nor attend any school functions (before school, after school or evening) while suspended. They may, however, enter the school to take or prepare for state assessments. Suspended students must be assigned homework and given the opportunity to make-up missed assignments, quizzes or tests.

Students with disabilities may be suspended up to 10 school days in one school year for violations described herein. Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. (Please see Procedural Guide for Students with Disabilities for additional information)

A campus official must fill out an appropriate misconduct report anytime a student is suspended. Students must have due process which allows them to hear the charges and respond to them. Parents will be notified as soon as possible but no later than 12 hrs after the suspension is administered, through a phone call, a message on an answering machine, letter mailed home or an email.

A parent or student may appeal a suspension by requesting a review in writing to the Noble Street Charter School Superintendent within two days of the notice of the suspension. The superintendent will make the final determination of any suspension appeal. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

Arrest- Police may be called to arrest students if there is reason to believe they are involved in any illegal activity. This includes, but is not limited to; involvement in a physical altercation or for bringing weapons or illegal substances of any kind to the school. A weapon is defined as anything that can inflict harm including, but not limited to; a firearm, a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b.guns, toy guns, slingshots, or broken bottles. A campus official must call the parents immediately before or after the police are called.

Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Principal (or designee). The Principal or designee shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile officer of the Police Department. The Principal (or designee), in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police department. In addition the student who is charged with possession and/or use of a weapon shall be subject to immediate suspension from school and may face expulsion.

Expulsion- When a campus determines that a student has committed an offense(s) which is (are) grounds for expulsion, the Principal or designee will forward the Noble Street Charter School Superintendent and hearing office the appropriate misconduct report. The student will be suspended for up to 10 school days pending an expulsion hearing conducted by a hearing officer designated by the Superintendent. After the expulsion hearing, the hearing officer will then make a written report within two business days to the Superintendent summarizing the grounds for expulsion and the evidence presented at the hearing and making a recommendation as to whether to expel the student and if so, for what period of time. Students can be expelled for periods of time from 10 days to permanently depending on the severity of the offense.

The parent and student will have the right to appeal the recommendation of the hearing officer within 5 days of notification of the recommendation. The appeal should be in writing and sent along with any additional evidence to the Superintendent who will deliver the final decision within 10 days of the recommendation of the hearing officer. The Superintendent's final decision shall be delivered by the most expedient means of communication identified by the Parent/Guardian or student at the hearing (telephone, e-mail, etc.) and shall also be delivered by certified mail. Expulsion causes the student to be terminated from enrollment at all campuses of Noble Street Charter School for the entire term of the expulsion.

Expulsion steps in order:

1. Principal or designee recommends student for expulsion with a misconduct report to the superintendent and hearing officer. Principal or designee contacts (minimum three attempts) parent to schedule expulsion hearing, documents that contact in Powerschool, and notifies parent of the expulsion hearing via certified mail.
2. Superintendent or designee schedules expulsion hearing.
 - a. Designated hearing officer will conduct expulsion hearing.
 - b. Representatives of the principal may present evidence or witnesses.
 - c. Parent is strongly urged to attend
 - d. Parent and student afforded due process by being allowed to refute charges and present evidence.
 - e. Parent may bring legal counsel.
3. Hearing officer makes recommendation to Superintendent that same day and notifies parent.
4. Superintendent makes final decision.
5. Parent or student may appeal recommendation in writing to Superintendent within 5 days of notification of the hearing officer recommendation.
6. For placement information for your student after an expulsion, please contact the Chicago Public Schools, Department of Student Adjudication at 773-553-2249).

Unacceptable Behavior & Corrective Disciplinary Consequences other than demerits

Unacceptable Behavior	Range	Disciplinary Consequences
2-1 Electronic devices	Min.	Confiscation—for parent release only and detention
	Max.	Confiscation—for parent release only 3 day Suspension
2-2 Failure to serve detention	Min.	Serving missed detention, serving penalty Detention and parent conference

	Max.	Serving missed detention, 1Day Suspension
2-3 Gambling	Min.	Item/Money Confiscated
	Max.	3 Day Suspension
2-4 Improper use of technology	Min.	Suspend network use privilege, Parent conference
	Max.	3 day Suspension
2-5 Leaving class without permission	Min.	Detention
	Max.	3 day Suspension
2-6 Profanity/Obscene gestures and behavior	Min.	Detention and parent conference
	Max.	3 day Suspension
2-7 Earning any multiple of six detentions.	Min.	Parent conference
	Max.	2 Day Suspension and parent conference
3-1 Forgery/cheating	Min.	Parent conference-No credit given for assignment
	Max.	Detention, 1-5 Days Suspension
3-2 Possession or use of tobacco or related items (such as lighters or matches)	Min.	Detention
	Max.	5 Day Suspension
3-3 Cutting a school day or a class	Min.	Double detention, parent conference
	Max.	5 Day Suspension
4-1 Theft or damage of school, personal, or community property	Min.	Parent conference, 1Day Suspension and restitution and/or payment for any damages or missing property
	Max.	10 Day Suspension and restitution and/or payment for any damages or missing property
4-2 Disrespect- Disrespectful behavior to a staff member, student, or visitor	Min.	Parent conference, 1Day Suspension
	Max.	10 Day Suspension
4-3 Harassment/Hazing of other students including harassment on the Internet	Min.	Parent conference, counseling

	Max.	10 Day Suspension and summer behavior improvement class
6-1 Arson	Min.	10 day Suspension, Police Report/Citation and summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-2 Assault/Battery	Min.	10 day Suspension, Police Report/Citation and summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-3 Possession, Use, sale of alcohol or illegal drugs, or drug paraphernalia	Min.	5Day Suspension and/or out-Patient Counseling or summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-4 Fighting	Min.	10 Day Suspension and summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-5 Gang-related activity	Min.	5Day Suspension and summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-6 Robbery (theft accompanied by threats, theft using force or intimidation, or theft of property worth more than \$500) or extortion	Min.	10 day Suspension and summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-7 Threat, including threats on the Internet	Min.	1Day Suspension and/or summer behavior improvement class
	Max.	Referral for Expulsion Hearing

6-8 Vandalism	Min.	1Day Suspension, Restitution of Property & cost
	Max.	Referral for Expulsion Hearing
6-9 Possession and/or use of weapons/dangerous objects, including, but not limited to firearms, needles, or knives of any kind.	Min.	Item Confiscated, 5Day Suspension and/or summer behavior improvement class
	Max.	Referral for Expulsion Hearing
6-10 - repeated violations of the SCC including repeated disruptions to the learning process or earning more than 32 detentions in any one school year.	Min.	1Day Suspension
	Max.	Referral for Expulsion Hearing

NOBLE CAMPUSES DRESS CODE

Dress code: The dress code is strictly enforced. Warnings are not issued. Students not in the school uniform may be put in silent study hall for the day or until they can get in proper dress code. The dress code is in effect anytime students are in the school building. During summer school, at school events and sporting events outside of the school building or on dress down days, it may not be required to wear the school uniform, however the rest of the dress code still applies.

1. Shirts and outerwear

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

2. Pants/skirts

- a. Boys must wear dress pants. Girls must wear dress pants or skirts. Capri pants, spandex material, and corduroys are not permitted.
- b. All pants and skirts must be light-khaki in color.
- c. No pockets, loops or straps on pants or skirts can be below the hip level. Rubber bands are not permitted around pants.
- d. Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level. Other clothing must not be visible under pants.
- e. Skirts must be knee length or longer and no slit may come too high. Skorts are not allowed.

3. Shoes

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

4. Gym Uniforms

- a. Students must wear school gym shirts. Students may not cut off or alter the gym shirts in any way.
- b. Students may be allowed to wear their own gym shorts or sweatpants. If so, no short-shorts, jeans, jean shorts, cut offs, Lycra, pajamas or Spandex are permitted.
- c. Students must wear gym shoes.
- d. Students must change in their assigned locker room.

5. Belts

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

6. Jewelry and make-up

- a. Boys may not wear any earrings and girls may wear earrings only in ears.
- b. Visible body piercings or tongue piercings or band-aids covering piercings are not permitted.