

Chicago Academy High School

*Providing a supportive, reflective environment for
students committed to attending college*

Student Handbook
2012-2013

Home of the Cougars!



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This CAHS Handbook belongs to:

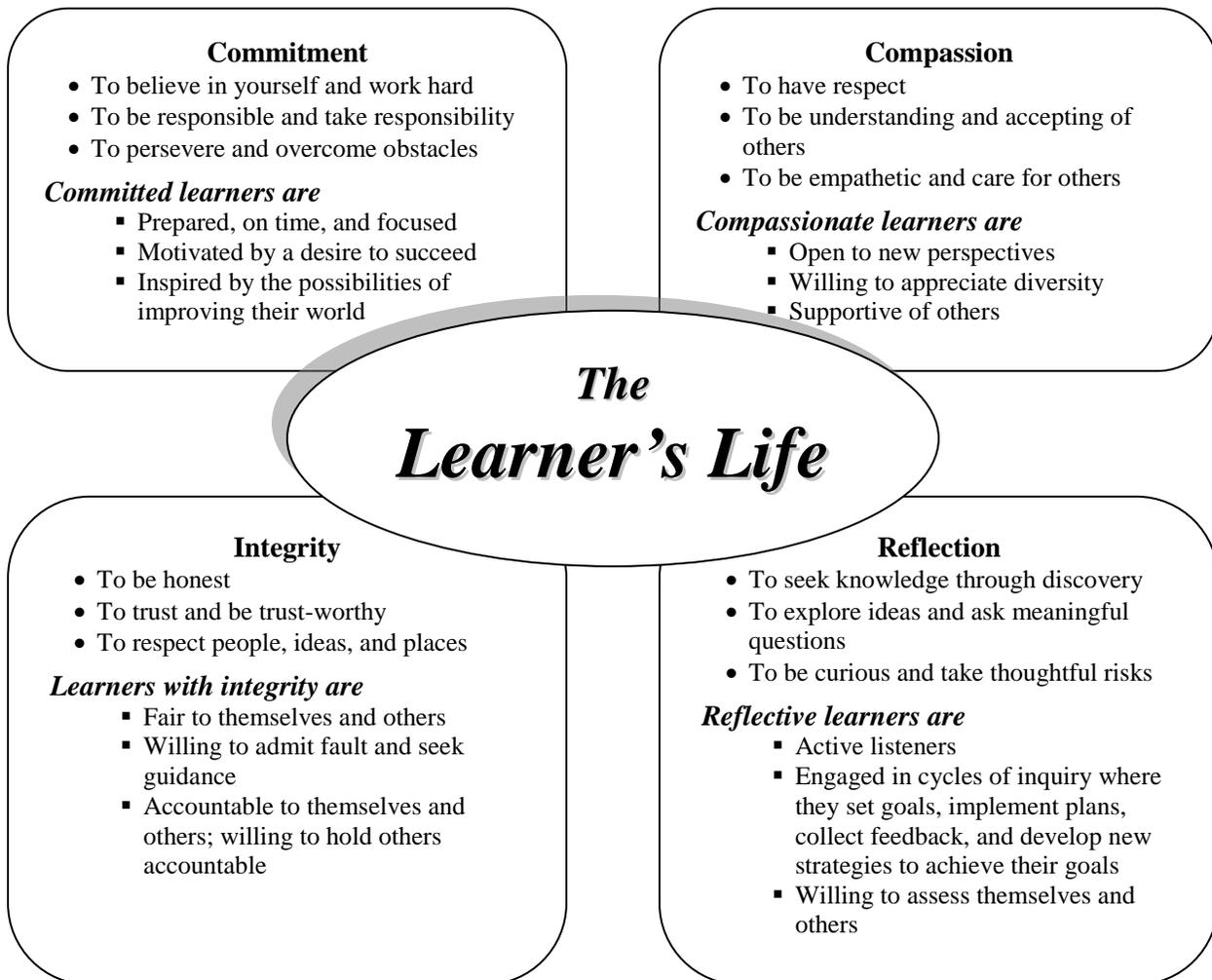
➤ Name: _____

➤ SLC Mentor: _____

Our Mission

The Chicago Academy High School is a community of learners contributing to the world through the power of education. We have a dual mission: to provide a supportive college preparatory environment for students and a collaborative mentoring experience for aspiring teachers. We share the core values of compassion, commitment, integrity, and reflection, which we call the Learner's Life. By infusing our school culture with these qualities, we seek to inspire excellence in ourselves and our community.

The Learner's Life



Expectations of the CAHS Community

Staff Expectations

As administrators, teachers, counselors, and other staff members, we commit to making CAHS a positive experience that helps our students further their education. We will devote our energies to serving the educational needs of each and every student in a supportive environment. We commit to coming to school everyday, on time and prepared to teach the necessary knowledge and skills needed to succeed in college.

Parent/Guardian Expectations

We at CAHS expect that we (staff, students and parents/guardians) will work together for the success of every student. We expect parents/guardians to send students to school every day, on time and ready to learn with the necessary supplies and homework. We expect parents/guardians to monitor progress, to check attendance, to communicate with teachers on a regular basis and to engage in every Report Card Pick Up day. We expect and welcome parental cooperation for daily attendance and the enforcement of school rules.

Student Expectations

As a college prep high school, we expect all students to conduct themselves in a College Bound manner. College Bound Conduct means you will be in class, every day, on time and prepared for the day's activities. College Bound Conduct demands that you study an average of two-three hours a day preparing for your classes and will read for at least one hour outside of school. CAHS is a special place that has a lot of great privileges for students. Your actions and choices will create the culture and climate for yourself and your classmates and will allow for these privileges to continue.

Academics

Academics are at the heart of the Chicago Academy High School, since it is here that we engage most mindfully in the learning process. Our academic policies and procedures are in accordance with Chicago Public Schools and support our unique dual mission.

We believe that all students can achieve at high levels.



Standards Based Instruction

CAHS is a Standards Based Instructional School. All of our courses are based on the College Readiness Standards, the Illinois Learning Standards or a combination of the two. This means that students are learning the information that the College Board has deemed appropriate for college bound high school students. It also means that every class has a clear daily objective that is tied to one of the **Graduation Outcomes** of the class. All activities in the class for that day will be tied to the objectives of the day so that students are well prepared when they are assessed on those standards.

Standards Based Grading Scale

Assessment is a critical piece of the learning process. At CAHS, we view assessments as opportunities to communicate with you about how you are progressing toward mastery of the material; evaluations are used to determine ultimate levels of expertise. We base our grades on whether or not students have met the standards that are set for a course. Every class has an outline of which standards must be met in order to earn a C or higher.

Homework

Homework is an essential part of each student's education at CAHS. Each assignment is designed to reinforce and extend mastery of the material. Each assignment, therefore, is critical to development. Homework policies vary from classroom to classroom, but are clearly outlined in the course syllabus.

Academic Integrity

One of the cornerstones of our community is that we pursue academic excellence with **integrity**. This requires that students submit work based on how it was assigned, and that students are honest about the work submitted.

Cheating, in any form, will not be tolerated. All participants will face a minimum of a 3-Hour afterschool detention for the first offense, a Parent-Teacher-Student-Administrator Conference, and loss of credit for the work. Repeated infractions will result in out-of school suspensions.

Awards

We celebrate excellence within our community. Our school-wide awards recognize high academic achievement and acknowledge the central importance of the Learner's Life. CAHS awards the following honors:

- **Learner's Life Awards**
 - **Student Achievement Awards:** These awards will be given to students who exhibit high levels of **Commitment** (attendance), **Compassion** (SL), **Integrity** (conduct), and **Reflection** (grades). They will be issued quarterly through grade level assemblies.
 - **Learner's Life Embodiment Awards:** These awards will be given at the end of the school year to students who have displayed high levels of all four core values over the course of the year.
- **Academic Awards**
 - **3.0 Honor Roll** – students whose GPA is between a 3.0 and 3.49.
 - **3.5 Honor Roll** – students whose GPA is between a 3.5 and 3.99.
 - **4.0 High Honor Roll** – students whose GPA is a 4.0 or above.
 - **Book Awards** – Once a year, each teacher will issue their best student a book award.

- **Cougar Club**

- The Cougar Club rewards students for achieving the highest levels of excellence in the areas of the Learner’s Life. Membership entitles students to a range of privileges including *off campus lunch* and *free entry to CAHS sporting events*. Requirements of membership are a quarterly GPA at or above 3.25, no unexcused absences or tardies for the quarter, no misconducts for the quarter, and at least double the number of service learning hours to be on track for graduation.

Promotion to the Next Level

Students must obtain the following number of credits for promotion to the next grade level:

Grade	Number of Credits
9	5 credits
10	11 credits (13 to participate in the C2C Ceremony)
11	17 credits
12	24 credits (26 to walk at CAHS graduation)

Graduation Requirements

The column on the left represents high school graduation requirements for every Chicago Public School; the right hand column represents CAHS’s requirements for graduation. Students who only meet the expectations on the left side will NOT be able to participate in graduation activities:

High School Diploma	CAHS Graduation Requirements
4.0 English	4.0 English
3.0 Math	3.5 Math
3.0 Science	3.0 Science
3.0 Social Sciences	3.5 Social Sciences
2.0 World Language	2.0 World Language
2.0 Fine/Performing Arts	2.0 Fine/Performing Arts
2.0 Physical Education	2.0 P.E. (1.0 in school; 1.0 out of school)
0.0 AP/College Level	1.0 Advanced Placement/College Level
0.0 Seminar Courses	3.0 Seminar Courses
Student Advisory	Student Advisory
3 Service Learning Projects	3 Service Learning Projects
24 Credits	26 Credits
Consumer Education	Consumer Education
Public Law Test	Public Law Test
Driver’s Ed	Driver’s Ed

Four-Year Course of Study

Course Credits Needed	<i>English</i> 4.0	<i>Social Science</i> 3.5	<i>Math</i> 3.5	<i>Science</i> 3.0	<i>World Lang.</i> 2.0	<i>Fine and Performing Arts</i> 2.0	<i>Physical Ed</i> 2.0	<i>Seminar</i> 3.0
9	<i>Survey of Literature, Reading Language Arts</i>	<i>World Studies</i>	<i>Algebra 1, Algebra Problem Solving or Geometry</i>	Earth Science		<i>Visual Arts, Band or Choir</i>	<i>Physical Education and Health</i>	
10	<i>World Literature, AP Language</i>	Modern World History	<i>Geometry or Algebra 2 with Trigonometry</i>	<i>Biology</i>	<i>Spanish 1, Spanish 3 (for native speakers)</i>	<i>Visual Arts, Band or Choir</i>	<i>Physical Education and Driver's Education</i>	Sophomore Seminar: Psychology Writing and Research
11	<i>American Literature</i>	<i>US History or AP US Hist</i>	<i>Algebra 2 with Trigonometry or PreCalculus</i>	Chemistry	<i>Spanish 2 or AP Spanish Language</i>	<i>Visual Arts, Band, Choir, or Electives</i>		Junior Seminar: ACT and College Prep
12	Required w/ Choices: <i>AP English Lit, AP English Lang, British Lit</i> Other Electives: Journalism	One Semester Required: <i>Economics</i> Other Electives: Psych, Sociology, Child Development	Required w/ Choices: AP Calculus, PreCalc, Cryptography, or Statistics	Electives: AP Bio, Forensics		Electives: Mixed Media, Studio Art, AP Studio Art, Advanced Music, Musical Theater		Senior Seminar: College and Career Prep

*Courses in italics are CPS graduation requirements.

**Some upper grade classes may change based on student interest, CPS policy, and/or staffing

School Operations

Hours of Operation

CAHS is open from 7:30-4:30, M-F on school days. Students should NOT be in the building at any time without adult supervision. Additionally, students should not be in the elementary school without adult supervision at any time. Students will be charged with trespassing for violations of these policies.

Attendance

We believe that the core value of **Commitment** is exhibited clearly through attendance. Our goal for this school year is to be at 95% attendance. That means that, with rare exceptions, every student needs to be in school every day.

- **Hours:** Classes begin at 8:15 am and end at 3:45 pm every day except Mondays, when classes start at 8:15 and students are dismissed at 2:30. Students should arrive to school no later than 8:00 am and should be at their first class by 8:10 am. Students are expected to be in adult supervised locations at ALL times; before, during and after school. Students not involved in any after school activity (tutoring, club, sport, etc.) must leave the building immediately upon dismissal and may not return into the building. All rules apply on campus at all times.
- **Absences:** As defined by Chicago Public Schools and the Illinois state attendance laws, there are two types of full day absences:
 - **Excused:** Within CPS there are five types of excused absences: personal illness, death in the family, family emergency, religious holidays, and out of school suspension. To excuse an absence, parents / guardians must contact the main office or provide the school with pertinent documentation *within 24 hours of the absence*. Teachers will ensure that students have the chance to earn full credit on missed coursework. *Please note that any illness lasting more than 3 days will only be excused if a doctor confirms the illness.*
 - **Unexcused:** *Chicago Academy takes unexcused absence extremely seriously and prosecutes truancy to the full measure of Illinois law.* Any reason not listed above is considered an unexcused absence. Any student who returns without a note from their parent/guardian and/or from a physician, will be assessed a minimum consequence of a 3-hour afterschool detention. Repeated infractions will result in out-of-school suspensions. ***Family trips are considered unexcused absences.*** Per CPS policy, teachers will ensure that students have the chance to complete missed coursework. However, *credit for the assignment can be reduced at the teacher's discretion.*
- **Tardiness:** Students who are late to school or class must obtain a tardy slip from the main office which doubles as a lunch detention notification. If a student is habitually tardy, he / she will be subject to further school-wide discipline.
- **Early Dismissals:** In the event that a student must leave school early, he / she **MUST** be picked up by a parent/guardian approved on the student's emergency card. This includes students who are 18 and older. Students are expected to get assignments from teachers before leaving.
- **Closed Campus:** CAHS is a closed campus with rare exceptions. Students are not permitted to leave the school grounds during the day. Any student who leaves the campus without permission will assessed a minimum consequence of a 3-hour afterschool detention. Repeated infractions will result in out-of-school suspensions.

Chicago Academy High School: 2012-2013 Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 8:15-8:58	4	5	3	7
2 9:02-9:45	8:15-9:41	8:15-9:41	8:15-9:41	8:15-9:41
3 9:49-10:32	1	6	2	6
4 10:36-11:19	9:45-11:11	9:45-11:11	9:45-11:11	9:45-11:11
5 11:23-12:06	Flex Time 11:15-11:55	Flex Time 11:15-11:55	Flex Time 11:15-11:55	Flex Time 11:15-11:55
<i>Lunch</i> 12:10-1:56	<i>Lunch</i> 11:59-12:45	<i>Lunch</i> 11:59-12:45	<i>Lunch</i> 11:59-12:45	<i>Lunch</i> 11:59-12:45
6 1:00-1:43	2 12:49-2:15	Enrichment Time 12:49-2:15	1 12:49-2:15	Enrichment Time 12:49-2:15
7 1:47-2:30	3	7	4	5
PD 2:40-3:45	2:19-3:45	2:19-3:45	2:19-3:45	2:19-3:45

Flex and Enrichment

This year, CAHS is adding two new programs to help enhance and push students forward academically. In Flex, students will engage in Community Time events, team building, small group instruction and structured study time. In Enrichment, students will take five week courses that examine topics that may not be covered in the general curriculum. Both courses are required, credit bearing and hold the same high standards for academics and behavior as our general curriculum.

Fire Drills and Emergency Plans

During a fire drill or emergency plan, students are expected to proceed in an orderly fashion to the nearest emergency exit. It is important that students become familiar with the emergency exit zones for each of their classes. Students may not stop at their locker and must remain with their classroom teacher in the designated area upon exiting the building. Students are not allowed back in the building until instructed to do so.

Medication

Students are not allowed to have **medications** on them at any time unless required by a physician or nurse. Prescription medications must be stored in the main office or another location designated by the school administration. In order to gain access to their medications, students must have a signed doctor's note indicating the medication, appropriate dosage, and the start-end dates. Teachers may not distribute medication; the school nurse or administrator can administer prescription medication.

Parking

There is no student parking on school property during the school day. Any vehicle not parked in the designated visitor spaces or without a parking permit is subject to be towed.

Smoke-Free Environment

Smoking is not allowed anywhere on CAHS property.

Elevator Use

Use of the elevator will be reserved for faculty, staff, visitors, and those students who are physically unable to use the stairs.

Fees

Student fees for the 2012-2013 school year are as follows¹:

- **Standard Student Fee: \$140.** This fee is used to cover elective supply fee (\$32), student supplies (\$35), student excursions (\$35), and student activities (\$38).
- **Student Athletic Fee: \$150.** This fee is used to cover transportation costs (\$50), equipment costs (\$40), uniform costs (\$40), and banquet costs (\$20).
- **Additional Sport Fee: \$25.** Students who are involved in more than one sport will be required to pay an additional \$25 for each additional sport. This fee is split evenly between transportation and equipment costs.

Extracurricular Activities

There are important benchmarks students must meet in order to participate in extracurricular activities (sports, clubs, Teen REACH, student council, etc.) at Chicago Academy. These benchmarks are defined in the Chicago Public Schools Policy Manual, Section 601.8.

Eligibility requirements are as follows:

- ***Students must pass every course the semester before the activity happens.*** This means, for example, that student-athletes participating in a fall sport must pass every class from the second semester of the past school year. Students failing to meet this benchmark but who pass at least four of seven classes (the IHSA benchmark for eligibility) may participate in team / club meetings or practices, but may not take part in athletic contests or club events until an official grade check indicates that they are passing every class in the current semester.
- ***Students must maintain passing grades in all courses during the term of the activity or sport.*** The athletic director and eligibility coordinator will determine eligibility using official progress report grades. Students found to be failing one course will remain eligible until the next official progress report. Students failing the same subject area in consecutive progress reports, or failing multiple courses at any time, will be excluded from participation in athletic contests and / or club events until demonstrating to the athletic director and eligibility coordinator that he / she is passing every course. For example, a student may be held out of an athletic contest due to multiple failures on a progress report, but may regain eligibility within several days after providing to the athletic director or eligibility coordinator evidence of improvement in subject areas of failure.
- ***Students must maintain reasonable attendance during the term of the extracurricular activity.*** Those who accumulate two or more unexcused absences in a week will be ineligible to participate in extracurricular activities the following week (Monday through Sunday). Students missing a full day of school (excused or unexcused) will be ineligible to participate in extracurricular activities on the day of the absence.
- ***Students must maintain reasonable conduct during the term of the extracurricular activity.*** Students serving suspensions of any kind will be ineligible to participate in extracurricular activities during the week of the suspension. They will be ineligible until the following Monday morning.

¹ Please note that some additional fees may apply and that fee waivers may be requested through the Business Office.

Student Code of Conduct

Appropriate Conduct

Our **Learner's Life – compassion, commitment, integrity, and reflection** – guide us in creating and maintaining the supportive environment necessary for College Bound learning. Students, parents, guardians, and staff must work together to ensure that we are safe at Chicago Academy High School. To help make this happen, we comply strictly with the Chicago Public Schools' Student Code of Conduct (SCC).

Students who commit an act of misconduct not mentioned in the SCC shall be subjected to the discretionary authority of the classroom teacher and the school administration.

Our disciplinary process is intended to be instructional and corrective. Our goal is to help students take corrective action and learn to make better choices. Depending on the level of the offense and how often it has occurred, repercussions could include

- forms of detention accompanied by parent conference.
- forms of suspension accompanied by parent conference.
- expulsion from the school.

We will enforce a “zero tolerance” policy for major infractions and prosecute violators to the fullest extent of CPS policy, as well as state and federal law. Our list for “zero tolerance” includes

- Use and/or possession of tobacco, drugs or alcohol.
- Gang affiliations, actions, or symbol displays.
- Possession of weapons, defined as objects intended to inflict harm.
- Gross disobedience of school authority.

Identification (ID's)

Students are required to have their school identification out and visible above the waist at all times. Failure to comply will result in disciplinary action.

Dress Code for Students

CAHS is not a uniform school, but we do expect students to dress appropriately for a learning environment. We trust our students to have enough **integrity** to follow the guidelines set here:

- Students may not wear clothing that does any of the following:
 - Exposes undergarments (this includes anything worn under shirt / pants including shorts, leggings, or any form of bra / underwear).
 - Is sexually suggestive:
 - Exposes bare thighs, cleavage and/or parts of the upper body, including shoulders, belly buttons, or midriff (when sitting or standing).
 - All students must have at least four fingers of clothing on the shoulders.
 - No more than four fingers of leg above the knee showing with skirts or shorts. Wearing leggings does not exempt students from this clause.
 - Displays obscene, offensive, or inappropriate words or images
 - Could become a safety hazard which includes clothing that is either too tight or too loose.
 - Purposefully or coincidentally represents gang affiliations.
- Students may not wear clothing that conceals any part of their head, including do-rags, head scarves, bandanas, sweat bands, hats, sun glasses, or hoods. Headbands can be no more than 1” thick.
- Coats must be kept in lockers during the school day. Students should also wear shoes that are safe and appropriate for the day's activities (slippers are not allowed).

Violations of the dress code will be addressed immediately. When that requires changing or modifying clothes, the school will issue rental clothing. The cost for rental clothing is \$5 for each rental use. The fee will automatically be applied to the student's record. Students will be required to return the clothing at the end of the day. Failure to return the clothing will result in a debt of \$20 on the student's account.

Electronics

Per CPS policy, students are not to use cell phones, pagers, beepers, musical/headphone devices, or gaming toys in the school building UNLESS use of said device is required for coursework by a member of the staff. Additionally, electronic devices of any kind may not be used during the school day on any part of the campus.

Lunch

During lunch, it is expected that students will respect all school rules. Students without CAHS ID's will be sent to the end of the lunch line. From the first lunch bell until the **LAX** bell, students may engage appropriately with one another throughout the school building.

From the **LAX** bell until the end of lunch, students must be in an adult supervised location and remain there. Some **LAX** Locales (including the library) require a pass for entry. Additionally, some **LAX** Locales are reserved for certain grade levels only. If students need to move from one **LAX** Locale to another, they must have a pass from a member of the CAHS staff. Students in the hall during **LAX** time will be swept into a supervised location and may face disciplinary action. At no time may students linger in the halls or stairwell. Students who violate this policy will face further consequences.

School Property

Hallways: Students and staff alike are expected to respect the hallways at CAHS. All should ensure they remain clean at all times. Also, during class time, there should be NO noise in the hallways. Talking or other noises will not be tolerated.

Damage to School Property: As a community, we share the responsibility of keeping our school in good working condition. In the event that a student's actions result in the damage to school property, he/she will be financially responsible for replacing or repairing the damaged goods.

Lockers: Students can store their school-related materials overnight and during the day in their assigned lockers. Lockers are the property of Chicago Academy High School and may be searched at any time by school personnel. Each student is allowed to have **one locker**. The locker must be locked with a CAHS issued lock. A locker that is not locked will be locked with a new CAHS and the student will be issued a \$5 re-locking fee.

School Issued Supplies: Student textbooks, instruments, or other school issued supplies remain the property of Chicago Academy High School and must be returned when requested. A fee will be assessed for all lost or damaged items and must be paid at the end of the school year.

Appropriate Conduct

Students are expected to treat one another respectfully. Any contact that may be considered offensive or inappropriate in any way will result in disciplinary action. In particular, bullying will not be tolerated. Additionally, play fighting, inappropriate touching, running inside the building, and excessive volume will not be tolerated.

Field Studies (or other school trips)

ALL CAHS and CPS rules apply when students are on a school event. The only exceptions are when the chaperones make specific adjustments BEFORE the trip.