



**Home of the
Bulldogs
2011-2012**

CARL SCHURZ HIGH SCHOOL
3601 North Milwaukee Avenue
Chicago, IL 60641

Phone #: (773) 534-3420

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Website: www.schurzhs.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Fax#: (773) 534-3573

TTY#: (866) 769-3074

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|-------------------------------|----------------------------|-------------------|----------------------------|
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| Attendance | 534-3431 | Chung | 534-0130 |
| AVID | 534-3433 | Ochoa | 534-3659 |
| Bilingual | 534-3680 | Kanoon | 534-3434 |
| Bookroom | 534-3419 | Maeda | 534-3436 |
| Business | 534-3491 | Passaglia | 534-3657 |
| Case Manager | 534-3670 | | |
| Counseling | 534-3424 | | |
| Curriculum | 534-3435 | | |
| Detention Room | 534-3438 | | |
| Discipline | 534-3428 | | |
| Engineer | 534-3448 | | |
| Library | 534-3683 | | |
| Main Office | 534-3420 | | |
| MDF Room | 534-3774 | | |
| Nurse | 534-0100 | | |
| Police | 534-3717 | | |
| Principal | 534-3423 | | |
| Programming | 534-3440 | | |
| School Store Service | 534-3666 | | |
| Learning | 534-3424 | | |
| Social Worker | 534-3677 | | |
| Small Learning Communities | 534-3490 | | |
| Transcripts | 534-3426 | | |
| Yearbook | 534-3680 | | |

Teacher Directory

Phone #: (773) 534-3420

| Name | Extension | Name | Extension |
|--------------|-----------|---------------|-----------|
| Abate | 24503 | Gamache | 24508 |
| Adelman | 24434 | George | 24467 |
| Anderson | 24436 | Godden | 24470 |
| Annis | 43450 | Gonzalez, A. | 24471 |
| Antzis | 24437 | Gonzalez, N. | 24444 |
| Arendt | 24570 | Grabowy | 24464 |
| Arsenie | 24439 | Hallinan | 43442 |
| Arter | 24438 | Hemenover | 24452 |
| Bailey | 24441 | Hess | 24509 |
| Baltic | 24462 | Hong | 24475 |
| Baran | 24443 | Hurtado | 24448 |
| Becker | 24445 | Incandela | 24510 |
| Bicz | 24446 | Ioder | 24477 |
| Bienias | 24492 | Jones | 24483 |
| Bocchetta | 24538 | Julious | 24484 |
| Bringer | 24471 | Kamberis | 43584 |
| Carqueville | 24414 | Kanne | 24494 |
| Carra | 24447 | Kaucher | 24485 |
| Casey | 24555 | Kim | 24486 |
| Cirone | 24415 | King | 24488 |
| Cohen | 43674 | Kolodziejski | 24478 |
| Condie | 43670 | Krajkiwicz | 24490 |
| Cox | 24454 | Lance | 24491 |
| Davis | 43442 | Leverenz | 24493 |
| DiMaggio | 24456 | Livingston | 24495 |
| Doiel | 24457 | Ljubicic | 43667 |
| Dorna | 24458 | Lochmiller | 24559 |
| Echeverry | 43453 | Lombardo | 24473 |
| Enstrom-Byrd | 24463 | Lopez | 24497 |
| Foley | 24498 | McCarthy | 24502 |
| Forde | 24465 | McFarlin | 43444 |
| Fosco | 43446 | Millet-Rivera | 43519 |
| Fuller | 24466 | Mryszuk | 24505 |
| Gagliardi | 24442 | Nava | 24531 |
| Gallegos | 24455 | Ochoa | 24507 |

| Name | Extension |
|------------|-----------|
| Oliver | 43669 |
| Parkash | 24512 |
| Parkinson | 24506 |
| Patel | 24416 |
| Plummer | 24514 |
| Qadri | 24516 |
| Raimondi | 24517 |
| Rak | 24557 |
| Redfeairn | 24519 |
| Reget | 24482 |
| Reynolds | 43668 |
| Rivera | 24520 |
| Roche | 24521 |
| Rosendahl | 24500 |
| Rutter | 24524 |
| Rychlewski | 24525 |
| Saieva | 24530 |
| Sandine | 24474 |
| Schaab | 24528 |
| Scholle | 24529 |
| Scott | 24532 |
| Shelton | 24479 |
| Slager | 24534 |
| Slowinski | 24535 |
| Smith | 24571 |
| Solberg | 24536 |
| Soto | 24537 |
| Spence | 24539 |
| Srotir | 24440 |
| Stewart | 24541 |
| Szabo | 24468 |
| Terroba | 24542 |
| Terry | 43444 |
| Thompson | 43442 |
| Torhan | 24543 |
| Tosterud | 24544 |
| Tseng | 24513 |
| Usmani | 24504 |
| Voegtle | 43514 |

| Name | Extension |
|------------------------|---------------------|
| Volkening | 24545 |
| Vondriska | 24546 |
| Wadycki | 24547 |
| Weintraub | 24450 |
| Weiss | 24551 |
| Whiting-Smith | 43680 |
| Wolen | 24553 |
| Wrenn | 43433 |
| Departments | Telephone (773) |
| Art | 534-3668 |
| Autoshop | 534-3444 |
| Band | 534-3450 |
| Choral | 534-3667 |
| English | 534-3650 |
| Finance Academy | 534-3679 |
| Math | 534-3584 |
| Music Academy | 534-3450 |
| Orchestra | 534-3673 |
| PE - Boys | 534-3446 |
| PE - Girls | 534-3447 |
| ROTC | 534-3442 |
| Science | 534-3519 |
| Social Studies | 534-3674 |
| Swimming Pool | 534-3441 |
| World Language Academy | 534-3420 ext. 24470 |

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**2011-2012 CPS School Calendar
(to be inserted by Premier)**

Schurz Map
(to be inserted by Premier)

Fee Schedule - English
(to be inserted by Premier)

Fee Schedule - Spanish
(to be inserted by Premier)

CARL SCHURZ HIGH SCHOOL is committed to providing a multicultural educational environment by helping all students respect and understand diverse racial, ethnic, and social groups.

MISSION

Carl Schurz High School will provide supportive academic programs through the small learning community model.

Each course curriculum will incorporate varied instructional approaches that address diverse learning styles and support the social-emotional growth of our multicultural population. The educational environment will focus on the improvement of reading, writing, math and the integration of technology across all content areas. By involving all stakeholders in the learning process, Schurz High School will graduate students prepared to succeed in our global society.

VISION

Carl Schurz High School will provide the essential skills for all students to become responsible citizens in a technological society through curricula that will challenge students: to develop critical thinking; to cultivate high levels of self-motivation for personal and professional achievement; and to recognize they can effect change in a global society.

CARL SCHURZ “AN AMERICAN IMMIGRANT”

Carl Schurz, for whom our school was named, was born in Cologne, Germany in 1829. He graduated from the select “gymnasium,” an honor school in Cologne, and entered the University of Bonn as a doctoral candidate in 1847. He became politically involved in a revolutionary movement to promote democracy in Germany and fought with distinction as a lieutenant in the revolutionary army until its defeat by the Prussians. Sentenced to death for treason, he fled the country, but returned to Berlin under a false passport and rescued his former professor, a leader of the revolt, from the infamous Spandau prison in the most daring exploit of the entire revolution.

He lived in London and Paris where he married Margaretha Meyer and together they immigrated to the United States in 1852. They settled in Wisconsin where she established a school for children of German immigrants. It was in this school that she created the first kindergarten class in the United States.

He quickly entered politics, joined the anti-slavery movement and organized the Republican party in Wisconsin. An outstanding orator, he spoke in both German and flawless English, campaigning tirelessly for Abraham Lincoln in the 1860 election.

He was rewarded with an ambassadorship to Spain, but when the Civil War broke out he returned to the United States in 1862 to help preserve the Union and fight for emancipation. He was made general in the army and fought in the crucial battles of Chancellorsville and Gettysburg.

After the war he was appointed by President Johnson to survey the economic and political conditions in the defeated Confederacy, and was very influential in forming the famous Federal Reconstruction policy based upon Negro suffrage.

He became editor of the Detroit Post and later the German language St. Louis Post, until he was elected United States senator from Missouri in 1868. Carl Schurz was nationally renowned as a political reformer constantly fighting oppression and corruption wherever he found them. Appointed as Secretary of the Interior by President Hayes in 1877, he instituted reform in the department, introduced a merit system, and was noted for his liberal views toward Indian affairs.

In 1881, he returned to journalism working as editor of the New York Post and the periodicals, the Nation and Harper’s Weekly. He is considered to have been the most prominent foreign-born American in 19th century public life.

A HISTORICAL LANDMARK

Carl Schurz High School in Chicago, Illinois is representative of Prairie style architecture, a style used almost exclusively for residential architecture. By the early 1990's, the school had significantly deteriorated. The school's wooden windows were weather-beaten and the clay rooftop was hidden under a layer of pollution. The School District's challenged financial disposition made it difficult to foresee adequate funding for restoring and rehabilitating the school. The ultimate renovation has instilled a renewed sense of pride in the neighborhood.

Carl Schurz High School, which was constructed between 1908 and 1923, was designed by Dwight H. Perkins, Chief Architect for the Chicago Board of Education between 1906 and 1909. In addition to other noted architects such as Frank Lloyd Wright, Mr. Perkins was a charter member of the Chicago Arts and Crafts Society. The school is representative of the Prairie School style as well as the English Arts and Crafts movement.

The school is widely acknowledged as a major Prairie School/Chicago Style building, in which the Prairie School design vocabulary is translated into an institutional use. The renovation project has won several design awards, including one from the Chicago Chapter of the American Institute of Architects.

Carl Schurz High School has served as a focal point to its surrounding community. Prior to the reinvestment initiative, students and faculty displayed little pride in the dilapidated building. There is however a sense of pride sweeping the community since the renovation and rehabilitation. The City of Chicago's decision to reinvest in the school has not only enhanced neighborhood stability but also enabled a civic treasure to be restored.

Schurz Listed on National Register of Historic Places

Schurz was officially listed on the National Register of Historic Places on February 22, 2011. Schurz is only the second Chicago Public School listed on the register after the Bronzeville Military Academy.

SECTION I
CARL SCHURZ SCHOOL POLICIES
CLOSED CAMPUS

In the interest of increased security and an atmosphere more conducive to the learning process, the Local School Council, in conjunction with the administration in February, 1990 passed a joint resolution to make Schurz High School a closed-campus facility.

ENTERING AND EXITING THE BUILDING

The Addison Street, Room 106, attendance office doors and cafeteria will be opened at 7:10 a.m. All students will be swiped in upon entering the building.

The Addison Street, Room 106, attendance office doors (Girls Only) and Room 101 doors (Boys only) will be the only doors opened for student entry. **EXCEPTION:** Students who have had their ID confiscated must enter school from the main office doors and report directly to Room 115. The cafeteria doors will be opened at 7:10 a.m. for access to the corridors and classrooms.

At the 8:00 a.m. starting time, the only entrance for tardy students will be from Addison Street, Room 106/100 doors.

After Advisory the 106/100 doors will be locked and students arriving after 2nd period will enter via the main office doors and will be swiped in at the security station.

All outer doors and exit foyers are equipped with security alarms and will photograph those exiting the building and are off limits to students until the 2:55 p.m. dismissal bell. The security alarms will be deactivated for the 2:55 pm dismissal. Students found in exit foyers or exiting the building without permission will face disciplinary action.

Students receiving early dismissals from the Attendance Office must leave via the main office doors. Parents and all other visitors must enter the building via the main office doors (on Milwaukee Ave.) and sign in at the security station. Any person who is not a Schurz student and has a legitimate purpose to be at the school must report to the main office to request a visitor's pass.

No visitor passes will be issued to former students.

A visitor's pass must be worn on the visitor's lapel for easy recognition. A person who fails to comply with this regulation is in violation of a state law and will be charged with trespassing.

Furthermore, parents are to pick-up their children in front of our Auditorium on Milwaukee Avenue.

EMERGENCY FORMS AND PICTURE ID'S

Accurate and up-to-date home and emergency phone numbers must be given to the division teacher and attendance office so that they are able to reach parents. **Only those persons listed on the form can pick up the student from the school in case of illness.** The parent or legal guardian must sign this form.

To review the information that you have on file, the parent or legal guardian must go to Room 106, with **proper identification and documentation.**

IDENTIFICATION (ID) CARDS

Chicago Board of Education policy states that each high school student be issued a photo ID card and carry it with him/her at all times in the school and to school sponsored events.

Each student is issued a photo ID card at the beginning of each school year and is expected to wear it at all times in school and to all events during the school day. The ID card must be displayed in a prominent position so it is clearly visible to school officials. Failure to do so may result in disciplinary action. The ID card must be surrendered to any teacher or staff member who requests it. Failure to comply with this request will lead to disciplinary action.

If a student has forgotten his/her ID card for the day, he/she is to report to room 106 and purchase a temporary ID card for \$1.00. The temporary ID card is good for one day only.

Students are responsible for their ID card. A student who has lost his ID card must purchase a duplicate and pay the required fee for replacement. A replacement ID can be obtained in room 106.

Students possessing or using a falsified ID card will face disciplinary action.

A student must surrender his ID card to the Dean of Students upon being barred/suspended from school. The card will be returned upon the student's reinstatement.

COMPULSORY ATTENDANCE LAW

The school code of Illinois states: "Whoever has custody or control of any child between the ages of 7 and 17 years (unless the child has already graduated from high school) shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term."

(Illinois School Code, section 26-1)

PARENTAL RESPONSIBILITY

All students are required to attend school each day and arrive promptly. The basic responsibility for the regular attendance of the student lies with the student and the parent. The State of Illinois Compulsory Attendance Law specifically states that the parent is obligated to see that the child is in school.

Every student, **regardless of age**, must have a parent or legal guardian present whenever they are conducting school business that requires a conference; i.e. reinstatements, early dismissal pick-up, report card pick-up, etc. A photo ID must be presented by the parent/guardian for identification purposes before any school business will be conducted.

TARDINESS TO SCHOOL

PHILOSOPHY

Punctuality is a trait necessary for success in school, on the job and in life. Students are to be punctual both to school and to classes. Frequent tardiness reflects a lack of maturity and the unwillingness and/or inability to act responsibly.

TARDY TO SCHOOL

Students who arrive tardy must enter the school via the 110 doors and obtain a tardy admit. After 3rd period, students will enter via the main office doors and check in at the security station for a tardy admit.

Students arriving tardy to school, will serve an after-school or lunch detention. 40 tardies to school equal a 1 day suspension.

TARDY TO CLASS

Students who are tardy to any class including their first period class will be admitted to class and disciplined by the class teacher. Students accumulating five (5) or more class tardies will be referred to the discipline office.

EXCUSED ABSENCES

An excused absence may allow the student to make up work, take tests or complete other assignments he may have missed during his absence. The responsibility to do make-up work rests with the student.

The student, upon return to school, must present a note signed by his/her legal guardian to the attendance office. This note should include the Div #, student's full name, dates of absences, and phone number/s where a legal guardian can be reached.

Examples of excused absences are:

- A. Illness to the student
- B. Death in the family
- C. Family Emergency
- D. Observance of religious holidays
- E. Attending a school sponsored trip or program with the teacher's consent.

EARLY DISMISSALS

No student is to leave the school prior to the end of the day without the request of a parent and clearance by the Attendance Office. If this procedure is not followed, the act will be treated as a closed campus violation and will result in a suspension.

When an early dismissal is granted, a release note is given to the student and early dismissal verification is available on the teacher's computer.

If a student becomes ill during school hours and feels that he/she cannot complete the school day, the student will request a pass to the Attendance Office, room 106. The Attendance Office will then contact a legal guardian and/or those listed on the Emergency Card by telephone. Students must be picked up by a legal guardian with proper identification. **NO I.D., NO EARLY DISMISSAL** A student WILL NOT be allowed to leave on his/her own. Understandably, it is imperative that the legal guardian's work telephone number and relative's telephone number be listed on the Emergency Card on file in the Attendance Office.

Students receiving early dismissals from the Attendance Office must leave the building via the main doors.

UNEXCUSED ABSENCES - TRUANCY

Truancy means unexcused absence from school for the entire day or part of the student's day. This is a serious problem that could prevent the student from finishing his/her education

A student who has been truant must bring a **legal guardian** to the school for a conference/reinstatement with the attendance officer located in room 106. The legal guardian must present a picture ID verifying their identity as the individual listed on the Board's record as the legal guardian.

CLASS CUTTING

Class cutting is defined as a student deliberately missing one or more classes during the day. Class cutting is also a serious problem that could prevent the student from finishing his/her education.

If a student cuts a class the classroom teacher will notify the division teacher. The division teacher will alert the student and the counselor about the cut and a parent conference is mandatory within 48 hours. If the conference is not held within 48 hours the student will be referred to the discipline office.

This procedure is followed on each reported occasion of class cutting.

CORRIDOR AND BUILDING REGULATIONS

Due to concerns for school safety and security, established school rules must be strictly enforced. Non compliance of requests made by security personnel or staff will be dealt with by the Discipline Office.

1. Admission to the lunchroom for breakfast via the 106 doors is available at 7:10 a.m.
2. Admittance to the main foyer is permitted at 7:10 a.m. to address parent concerns regarding their student/s.
3. Girls enter the school building via the 106 doors and boys enter the building via the 101 doors. The lunchroom is available

as a quiet study for those students who arrive prior to the 8:00 a.m. bell.

4. Students found in the corridor or bathroom during class time or their lunch period without written permission will be barred from school pending parental reinstatement. Bathroom emergencies require a pass.

5. **NO PASSES TO LOCKERS**. Students unprepared for class may be disciplined or have their grade penalized by their class teacher.

6. Students whose school day is over must be out of the school building ten minutes after their last class. Violators will be subject to disciplinary action.

7. Students are not to be in a locker room except during their gym period. Any student found in a locker room without express written permission of a gym teacher will be subject to a suspension from school and appropriate disciplinary action.

8. In order to pass freely through the corridors during class periods, a student must possess a valid pass. The pass signed by a teacher must have the student's full name, date, time and destination all written in ink. **Passes to lockers are not to be issued.**

9. Students and all visitors must show respect and respond to any direction from faculty/staff and security personnel whether during passing time, between classes, before or after school hours. Students must surrender their ID upon demand to faculty/staff members.

10. Only the students with the appropriate color-coded lunch ID card will be admitted to the lunchroom. Furthermore, bathroom breaks, phone calls and drink purchases must be made prior to entry.

11. Students may not leave the lunchroom during the period without a pass. Students may be signed out as aides or elect to be in the library or the Write Zone during their lunch period. Lunch period students found elsewhere will face disciplinary action.

12. Student must not loiter in the bathrooms.

13. Any student responsible for writing on walls or acts of vandalism will be suspended, arrested, and not reinstated until restitution has been made.

14. Smoking in bathrooms is prohibited as it is anywhere in the school building and on school grounds. Violators are subject to suspension for three to five days.

15. Chewing gum is not allowed in our library or computer labs.

16. If a school textbook is lost, paid for and then found in the building, a \$5.00 restocking fee will be assessed. This fee will be deducted from any refund owed the student.

17. If a student has outstanding debts, any refund due under any circumstance will be applied towards the debts first.

LUNCHROOM REGULATIONS

All students who use the lunchroom should be able to expect a clean and orderly area in which to eat. It is one of the most important instances where we can show respect for our fellow students by helping to provide a wholesome atmosphere in which to eat.

The following rules are to be observed while in the lunchroom.

1. Wait courteously in the lunch lines until served.
2. Be neat and clean with food and containers.
3. Place trays, silverware and refuse in prescribed areas and containers before the bell sounds.
4. Keep the table and floor neat and clean. Treat the adjacent area in the same manner.

Note: If the student makes a choice to go to the Write Zone or the Library during their lunch period, the student must remain there until the end of the period bell rings.

CONDUCT BETWEEN CLASSES

When the bell rings at the end of the period, students are not to leave their seats until dismissed by their teacher. When dismissed, students are to go to their next period as quickly and quietly as possible without running or shouting. Four minutes is enough time to get from any room in the building to any other room if there are no unnecessary delays in route.

Lockers may be used during the passing period whenever convenient for the student; however, it often will be necessary for the student to carry several books with him/her when his/her schedule does not afford access to his/her locker within the four (4) minute passing period.

FIRE AND DISASTER DRILLS

Fire drills are an essential part of high school life. Each student is responsible for conducting him or herself with the utmost care during a fire drill when the fire alarm is sounded. The class teacher will lead the students out of the building. Students must follow the teacher in a double line at all times. Students are to remain on the sidewalk and follow directions quickly and quietly.

If a fire alarm occurs during a lunch period, teachers will assist in clearing the lunchroom by way of the lunchroom doors. If an alarm should sound at passing time, all students will follow the direction of the nearest teacher.

Students tampering with fire alarms and/or extinguishers will be subject to arrest.

LOCKERS

Students are assigned lockers at the beginning of the school year and are expected to use only the locker assigned to him/her. Students who are in violation of this regulation are subject to disciplinary action.

Lockers are the property of the school and, as such, school authorities have the right of access to the lockers at any time. Students assigned to the locker are responsible for any items of contraband found in the locker. Furthermore, students may not

decorate the inside or outside of their locker with pictures, posters, stickers, etc.

Only authorized Schurz locks may be used on corridor lockers. Unauthorized locks will not be permitted and will be cut off.

Any graffiti found on lockers is considered to be the responsibility of the occupant. Lockers with graffiti will have their locks removed and the contents will be confiscated until the owner cleans the locker. **Restitution for graffiti will be imposed.**

Furthermore, only the official school book bag or a plain black bag may be brought into the building and must remain in the locker. Book bags are not to be carried to class.

STUDENT AUTOMOBILES

Students who drive to school are expected to park their cars as soon as they arrive in the area of the school. After school, students are not allowed to drive around the school but must leave the area immediately after their dismissal.

GRAFFITI

In 1990, the Local School Council passed a resolution requiring restitution of no less than \$50 and no more than \$1,000 from students found responsible for acts of vandalism in the school.

MARKING PENS

There is no need for felt-tipped marking pens in school. The misuse of such pens has been noted in the past and therefore the presence of marking pens can no longer be tolerated in the school. Teachers will confiscate the pens and will forward the item and the owner's name to the Discipline Office for suspension. The only exception to this policy will be the very fine felt-tipped pens that are comparable to ballpoint pens, or if the student has express permission of a teacher to use highlighters, markers, and/or art supplies for instructional purposes in the classroom.

White correction fluid is not allowed.

**CELL PHONES,
RADIOS, HAND-HELD ELECTRONIC GAMES AND
CD OR IPOD/MP3 PLAYERS**

All cell phones, ear buds, and other electronic devices brought into the building **MUST NOT BE VISIBLE** during the school day; OTHERWISE, the device will be confiscated and returned to the parent. **Repeat offenses are subject to loss of said device until the end of the school year.**

Carl Schurz High School, its employees, and the Chicago Public Schools will not be held liable for any cell phone, digital media player, MP3 player, or any other electronic device damaged, stolen or lost on premises.

POSTERS

If a club or some other school organization wishes to display posters during the school year, they must secure the approval of the principal or his designee.

No posters or flyers are to be attached to painted walls using any type of adhesive.

WATER/JUICE MACHINES

Water or juice is available to students during the lunch periods. No food or drink is to be consumed in the classroom.

Waste baskets are conveniently placed near the machines and at other points in the building. Please exhibit good sense and concern for others by placing empty cans and all litter in the containers provided.

COUNSELING SERVICES

Each student has a counselor to whom he/she is assigned. The counselors provide many services to the students. Students are encouraged to see their counselor for help with problems or to secure information.

Students wishing to see their counselor should follow this procedure:

1. Report to the Counseling Office directly during a non-class period such as lunch or before or after the student's school day.
2. Sign up to see the counselor and wait until called.
3. If the counselor is absent and it is an emergency, the student should ask the guidance office clerk to arrange for another counselor to see him/her immediately.
4. If the counselor's schedule conflicts with the free period or he/she is too busy to meet that day, a note should be left and the counselor will contact the student with a suitable appointment time.
5. Counselors are available from 8:00 a.m. until 3:00 p.m. in the counseling office, room 111.
6. For the student's security, parents/legal guardians will be asked to produce a photo ID.



SCHOOL DRESS STANDARD

In accordance with the resolution regarding school uniform or dress code policy by the Chicago School Reform Board of Trustees, Carl Schurz High School has a legitimate goal of eliminating gang related activities and providing the children who attend Chicago Public Schools with a safe environment within which to learn. Our goal is to instill discipline, create a positive educational environment, eliminate competition concerning dress and de-emphasize the socioeconomic differences of students. Our goal is to promote a more effective climate for learning and student's dress must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health and decency.

Therefore, to achieve these goals, Carl Schurz High School will have a dress standard rather than a school uniform. Rather than have a specific uniform to be purchased from one source, a dress standard was developed specifying the general appearance desired with clothing that could be purchased from a variety of ordinary discount and department stores.

It is not the purpose of the council's policy to be unnecessarily restrictive or to create an economic hardship on students and their families. Rather, it is an effort to remove a significant means of intimidation from those who wish to create an atmosphere of fear and hostility.

In case of warm weather, the Principal will approve and announce modifications to the student dress standard.

ATTENTION: Upon entry into the school building, ALL dress standards must be met. Therefore, IDs must be worn, cell phones and other electronic devices are removed from pockets, and sweatshirts and coats are opened and unzipped. This will greatly reduce traffic upon entering the building.

NOTE: Any color combinations of clothing, shoes, accessories is not allowed and the student will be subject to mandatory uniform rental clothes.

| | <u>ALLOWED – DRESS STANDARD</u> | <u>NOT ALLOWED – VIOLATION</u> |
|--|---|---|
| T O P S | <ul style="list-style-type: none"> • Schurz-issued short or long sleeve shirt and NO SKIN is showing • No other uniform tops will be allowed except those that are Schurz-issued | <ul style="list-style-type: none"> • Logo or Emblem • Color shirts or color tank tops worn under the white shirt with logo or writing • Cleavage showing • Unbuttoned shirts or blouses (excludes top button) • Midriffs, halters, and tank tops |
| | <ul style="list-style-type: none"> • Schurz-issued sweater/fleece/pullover/sweatshirt/hoodie • SOLID white undershirt can be worn underneath of the same length | <ul style="list-style-type: none"> • Coats/jackets/hats/gloves/scarves with logos or emblems • Logos anywhere |
| B O T T O M S | <p>SOLID BLUE OR BLACK</p> <ul style="list-style-type: none"> • Pants/Jeans • Skirts—no shorter than 3” above the knee • Capri Pants (calf-length) | <ul style="list-style-type: none"> • Lounge pants • Sweatpants/Jogging Pants • Spandex • Logos anywhere • Undergarments visible • Mini or micro skirts • Shorts |
| | <p>Belts</p> <ul style="list-style-type: none"> • Standard length • SOLID white/black/brown | <ul style="list-style-type: none"> • Hanging belts • Large belt buckles • Colorful belt buckles • Logo belt buckles • Initialed belt buckles • Studded/chain belts |
| | <p>Pants must be loosely fitting around the ankle</p> | <ul style="list-style-type: none"> • Rubber Band around pant leg • Rolled pant legs |

Violations of the Schurz Dress Standard

| S O C K S | <u>ALLOWED – DRESS STANDARD</u> | <u>NOT ALLOWED – VIOLATION</u> |
|--|---|---|
| | <ul style="list-style-type: none"> • SOLID white, black, or brown • HOSIERY that is neutral, white, black, or brown | <ul style="list-style-type: none"> • Color combinations • Logo |
| S H O E S | <ul style="list-style-type: none"> • SOLID colored Gym Shoes that are white, black, or brown • SOLID colored Casual Shoes that are white, black, or brown • SOLID laces that are white, black, or brown | <ul style="list-style-type: none"> • Color combinations of shoes or laces • Untied laces • Flip Flops • Logo • Steel Toe • Slippers • Open-toed shoes and sandals |
| A C C E S S O R I E S | Earrings white, black, or brown | <ul style="list-style-type: none"> • Logo or Color-coded rings/necklaces/bracelets/headbands, etc. • Face piercing |
| | Headbands (Girls Only) white, black, or brown | <ul style="list-style-type: none"> • Logo or Color-coded • Hats in the building • Headbands (Boys) • Displayed Tattoos |
| | <ul style="list-style-type: none"> • Purchased Schurz book bag (optional) or a plain black bag** • Girl’s Purse must be SOLID white, black or brown <p>** All backpacks must be kept in lockers as students are not allowed to carry them to class.</p> | <ul style="list-style-type: none"> • Non-black book bag • Logo or Color-coded • Design/symbols/initials carved into the hair or eyebrows (girls and boys) • Shaven eyebrows (girls and boys) • Color rosary beads worn around neck • Any gang-related color combination or accessory deemed inappropriate by the school |

1st violation — a warning is noted and recorded in the student's discipline file. Students must change into rental uniform and pay a \$2.00 fee per item or the student's account will be charged for the rental.

2nd violation — the student is issued a Saturday detention and a violation is noted and recorded in the student's discipline file. Students must change into rental uniform and pay a \$2.00 fee per item or the student's account will be charged for the rental.

3rd violation — the student is issued a Saturday detention and a mandatory parent conference. A violation is noted and recorded in the student's discipline file. Students must change into rental uniform and pay a \$2.00 fee per item or the student's account will be charged for the rental.

4th and subsequent violations — the student is issued a Saturday detention, mandatory parent conference, and ISI. A violation is noted and recorded in the student's discipline file. Students must change into rental uniform and pay a \$2.00 fee per item or the student's account will be charged for the rental.

NOTES:

– Logo clothing brought into the building in book bags, gym bags or under clothing is **prohibited**. This includes to sporting events, dances, assemblies, concerts, performances, or any school-sponsored activities.

– Students must remain in dress standard at all times while in the building. Students may NOT change clothes prior to leaving the building or wear street clothing under the dress standard.

– Please visit our website for updated dress standard policies enacted after publication of the student agenda.

--Students will be required to rent school uniform if available.

The administration reserves the right to evaluate individual cases for safety, security and appropriateness. Violations of the Carl

Schurz Dress Standard will be handled in accordance with the Student Code of Conduct of the Chicago Public Schools, Group 3-5. The material presented in the preceding pages is not intended to cover all situations nor list all items of information. What we have listed here are guidelines which will enable you as an individual and Schurz as an organization to function together harmoniously for the purpose of education.

Questions which arise that are not answered here may be referred to Room 115 or any administrator. We are here to help you and each other.

NOTICE TO PARENTS AND STUDENTS REGARDING STUDENT RECORDS

Under the Federal Family Educational Rights and Privacy Act (“FERPA”) and the Illinois School Student Records Act, parents and students have certain rights with respect to their children’s educational records. These rights transfer solely to the student (“Emancipated Student”) who has reached the age of eighteen, graduated from secondary school, married or entered into military service, unless the parent or the Illinois Department of Children and Family Services continues as the student’s guardian beyond the age of eighteen.

Student Records

Educational records include student information maintained by the school district. The law requires the Board of Education of the City of Chicago (the “Board”) to maintain “permanent records,” including student’s name, date of birth, address, grade level, grades, parent(s) name(s) and address(es), attendance records, and other minimal personal information necessary for use by the school or mandated by the Illinois State Board of Education, for sixty years. Temporary records, including all information not contained in the permanent record maintained by a school, must be maintained by the Board for five years after the student leaves the school for whatever reason.

Rights to Review and Challenge Student Records

Parents or students, regardless of whether they are an Emancipated Student or not, have the right to inspect and copy all of the student’s educational records maintained by the school or the Board unless the parent is prohibited by an order of protection from obtaining those records.

Parents and Emancipated Students have the right to review and copy records proposed to be destroyed by the school. Schools may not charge to search for or retrieve information, though it may charge a fee to copy records not to exceed \$0.35 per page. *No parent or student shall be denied a copy of the student records due to their inability to pay.*

Parents and Emancipated Students have the right to request that a school correct recorded information that they believe is inaccurate (with the exception of academic grades), irrelevant or inappropriate through an informal conference at the local school. If the school decides not to amend the records, the parent or Emancipated Student has the right to request a formal hearing by submitting a written request to the Board. Parents of elementary school students should contact the Chief Instruction Officer, Chicago Public Schools, 125 S. Clark Street, 10th Floor, Chicago, IL 60603, for a formal hearing, and parents of high school students or Emancipated Students should contact the Office of High School Programs, 125 S. Clark St., 9th Floor, Chicago, IL 60603. After the hearing, if the Board decides not to amend the record, the parent or Emancipated Student has the right to place a statement with the records commenting on the contested information in the record. The parent or Emancipated Student may appeal the Board's decision by contacting the Illinois State Board of Education (ISBE), Division Supervisor for the Division of Accountability, 100 W. Randolph St., Suite 14-300, Chicago, IL 60601. For more information on how to review and/or challenge a student's record, review the Board's policy on "Parent and Student Rights of Access to and Confidentiality of Student Records." For a copy of the policy, log on to www.policy.cps.k12.il.us/documents/706.3.pdf or

write to the Board Secretary, Board of Education of the City of Chicago, 125 S. Clark St., Suite 600, Chicago, IL 60603.

Release of Student Records

Generally, schools may not release student records information without written permission from the parent or Emancipated Student. However, the law allows the school to disclose records, without consent, to select parties, including:

- School District employees or officials who have an academic or administrative interest in the student;
- Schools to which the student is transferring, upon the request of the parent or student;
- Certain officials as required by State or Federal law;
- Persons conducting studies, provided no student can be individually identified;

- Individuals who have obtained a court order regarding the records, provided the parents are notified;
- Persons who need the information in light of a health or safety emergency; and
- State and local authorities in the juvenile justice system.

A school may also disclose, without consent, certain “Directory Information” such as a student’s name, address, telephone number, date and place of birth, awards and dates of attendance, provided that prior to the release of the Directory Information the parents or Emancipated Student are given the opportunity to object to the release of this information, in which case the information will not be released. For more information on how to “opt out” of the release of directory information, please see the Board’s Policy on Parent and Student Rights of Access to and Confidentiality of Student Records (www.policy.cps.k12.il.us/documents/706.3.pdf).

Release of Records to Military Recruiters

Pursuant to the No Child Left Behind Act (“NCLB”) and the Illinois School Code, school districts must provide the names, addresses and telephone numbers of all 10th, 11th and 12th grade students to military recruiters or military institutions of higher learning upon their request. Parents and students, regardless of whether they are an “Emancipated Student,” may request that their information not be disclosed.

If a parent or student does not wish to have their information released to military recruiters, they must notify the Office of High School Programs, Chicago Public Schools, 125 S. Clark St., 9th Floor, Chicago, IL 60603, (773) 553-3540, FAX (773) 553-2148. **Parents and students must contact the Office of High School Development by April 15, 2011 if they wish to opt out of releasing student records to military recruiters.**

Parents and students must either mail or fax the form provided to opt out of this release of information, or provide via e-mail the student’s name, ID number and school as well as their name and relationship to the student.

NOTICE OF STUDENT RECORD RETENTION AND DISPOSAL

Illinois law requires the Board of Education of the City of Chicago to maintain student educational records, which include both “permanent records” and “temporary records” for specified periods of time. Once

the retention period for each type of student educational record has passed, the Board is no longer required to maintain the records.

A student's permanent record contains the student's name, date of birth, address, grade level, grades, parent(s) name(s) and address(es), attendance records, and other minimal personal information necessary for use by the school or mandated by the Illinois State Board of Education. The student's temporary records include all information not contained in the permanent record.

According to Board policy, for Chicago Public Schools, the Student Permanent Record consists of the Registration Card, Transcript, and Student Health Folder. The Student Temporary Record consists of the Student Cumulative (or Temporary) Folder (including, but not limited to, the Student Cumulative Record Card, information regarding serious disciplinary infractions, and State assessment test scores) and the Special Education Folder.

The Board has determined that retention of student records based on the students' dates of birth is the most practical and feasible operating method to comply with the five-year State of Illinois retention requirement for student temporary records. According to Board policy, the retention periods for student temporary records are as follows:

- The Student Cumulative (or Temporary) Folder for elementary school students shall be kept until the student is 21 years old.
- The Student Cumulative (or Temporary) Folder for high school students shall be kept until the student is 27 years old.
- The Special Education Student Folder shall be kept until the student is 27 years old.

In accordance with Illinois law, the Board is currently retaining permanent student records for at least sixty years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

The Board will follow the above retention schedule and will destroy these student records in the natural course of business when the records are eligible for disposal. All rights to student educational records transfer solely to the student once the student has reached the age of eighteen, graduated from secondary school, married, or entered into military service, unless the parent or the Illinois Department of Children and Family Services continues as the student's guardian beyond the age of eighteen. To review student records after the student has transferred, graduated or withdrawn from school, parents and

students may contact the student's former school or Student Records Services (773-535-7722).

Board Policy on Student Records

For more information concerning the Board of Education's handling of student records, please review the Board's policy on "Parent and Student Rights of Access to and Confidentiality of Student Records." For a copy of the policy, log on to www.policy.cps.k12.il.us/documents/706.3.pdf or write to Board Secretary, Board of Education of the City of Chicago, 125 S. Clark St., Chicago, IL 60603.

Filing of Complaints

Parents and Emancipated Students have the right to file a complaint with the U.S. Department of Education if they believe the school district has failed to abide by the requirements of FERPA.

Contact the Department of Education at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

SECTION II

STUDENT BEHAVIOR and OUTLINE OF DISCIPLINARY ACTIONS

When a student is referred to the Discipline Office, the dean may subject the student to any one or a combination of the following judgments.

ATTENTION: Suspended students CANNOT participate in any school function.

DETENTIONS

A student who receives a detention is assigned to report to a detention room before or after his school day until his assigned numbers of detentions are served.

BARRED FROM CLASSES - PARENTAL CONFERENCE

Students whose conduct justifies a parental conference will not be permitted to attend classes after the day the student is barred and until the parent comes to school and gives assurances that the student will obey all rules and regulations. The parent is phoned immediately and asked to come to school as soon as possible.

When a student is barred from classes pending a parent conference, or suspended for a specific number of days, a parent must accompany the student to the appropriate office for reinstatement. Only a parent or legal guardian, with proper identification, will be permitted to reinstate the student, as only the parent or legal guardian is responsible for his behavior and can give assurances of the future conduct.

SUSPENSION

Rule 6-9 of the Chicago Board of Education states, "For gross disobedience or misconduct, a pupil may be suspended temporarily by the principal for a period not exceeding 10 school days for each offense." This action is handled by the assistant principal in charge of discipline or one of the deans of discipline. The student will be told the reason for his suspension and will be given the opportunity to reply.

When a student is suspended for a specific number of days, his parent is immediately notified by telephone. The student is referred to the School Website [www.schurzhs.org] (which may be accessed 24 hours a day) for homework assignments to cover during the suspension period. The student is then sent home with the understanding that he will be at home during school hours and at no time be in the area of the school nor participate in any extracurricular activity during the period of the suspension. In all cases of suspension, a parent or legal guardian must accompany the student to school for a conference before reinstatement to class is permitted.

EXPULSION

Rule 6-8 of the Chicago Board of Education states, “Whenever a pupil from any school is found by the school authorities to be a distinct detrimental influence to the conduct of the school, guilty of gross disobedience or misconduct, or to be unable to profit or benefit from further experience in his school, he may be excused from attendance, or excluded from school by the General Superintendent of School.”

PUPIL REASSIGNMENT AND WITHDRAWAL

Students whose continued presence in the school pose a threat to the safety of its occupants and/or constitute a significant disruption to the orderly process of education will not be allowed to remain in regular enrollment. Student will be placed in an Alternative School as determined by the Area 19 Office or the Chicago Public Schools’ Law Department.



DISCIPLINE INFRACTIONS

Please note that the cited disciplinary infractions below represent only a portion of those acts cited in the Chicago Public Schools, Student Code of Conduct. For a complete listing of infractions and their consequences, please refer to the Chicago Public Schools, Student Code of Conduct.

In all cases of suspension, a parent or legal guardian must accompany the student to school for a conference before reinstatement to classes is permitted.

A legal guardian is defined as a person who has been appointed by the courts to be responsible for a minor. Evidence of these documents must be on file with the school authorities.

The reinstatement conference can take place any time during the suspension period.

| <u>PROBLEM</u> | <u>SCHOOL POLICY</u> | <u>DISCIPLINARY ACTION</u> |
|------------------------------|---|---|
| Assault on a school employee | Assault is defined as a threat or the actual inflicting of bodily harm upon a school employee. | <ul style="list-style-type: none"> • 10 day suspension • Possible expulsion • Referral to police for arrest • Disciplinary reassignment |
| Fighting | Fighting in school, or on school grounds, in the area of the school or at school sponsored events will not be tolerated and will be dealt with according to the Chicago Public Schools Student Code of Conduct. | <ul style="list-style-type: none"> • 5-10 day suspension • Referral to police for arrest |
| Fighting Gang Related | See Fighting | <ul style="list-style-type: none"> • Arrest • 10 day suspension • Student will be considered for reassignment to another school setting • Expulsion |
| Intimidation | Verbal threat by one student upon a staff member is totally unacceptable behavior. | <ul style="list-style-type: none"> • Suspension • Arrest • Possible expulsion |
| Intimidation - Gang Related | Gang activity of any kind will not be tolerated. | <ul style="list-style-type: none"> • Arrest • Suspension • Consideration for reassignment • Referral to Police |
| Intoxicants (Alcohol-Drugs) | Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, "look-alikes" of such substances, or contraband, or use of any other substance for the purpose of intoxication. | <ul style="list-style-type: none"> • Referral to police • 10 day suspension • Expulsion referral |

| <u>PROBLEM</u> | <u>SCHOOL POLICY</u> | <u>DISCIPLINARY ACTION</u> |
|--|---|---|
| Possession or use of dangerous weapons | Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons defined in the Student Code of Conduct, or use or intent to use any other object to inflict bodily harm. | <ul style="list-style-type: none"> • Referral to police • Expulsion for a minimum of one year |
| Smoking | Smoking is not permitted in school or on school grounds. Holding a lighted cigarette constitutes smoking. | <ul style="list-style-type: none"> • In possession of cigarettes – they will be confiscated • 1st offense – barred • 2nd offense – in school suspension |
| Obscene language Objectionable behavior | Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, or disability. | <ul style="list-style-type: none"> • Referral to Discipline Office • 1 – 5 day suspension • Mandatory parent conference |
| Refusal to identify oneself | Each student is given a photo ID card at the beginning of each school year and is required to wear it at all times during the school day. The student must surrender the ID card to a school employee or the office upon request. | <ul style="list-style-type: none"> • Referral to Discipline Office • 1st offense - barred • 2nd offense – suspension • 3rd and more – suspension |
| Forgery | Forgery of a teacher’s or administrative staff’s signature for any purpose is a serious offense and will be handled accordingly. | <ul style="list-style-type: none"> • 3 day suspension • Mandatory parent conference |
| Gambling | Games played for money are prohibited by state law. No gambling (pitching coins) is permitted in the area of the school. | <ul style="list-style-type: none"> • Referral to Discipline Office |

| | | |
|-------------------------|---|---|
| Class Disruption | The purpose of coming to school is learning. Any behavior interfering with this process will not be tolerated. | <ul style="list-style-type: none"> • Referral to Discipline Office • Detention • ISI • Parent Conference |
| Insubordination | Any student who presents any school employee with a situation which definitely challenges the person's authority shall be considered insubordinate. | <ul style="list-style-type: none"> • Referral to Discipline Office • Detention • ISI • Parent Conference |
| Vandalism | No student shall deface or destroy public or private property. | <ul style="list-style-type: none"> • Suspension • Referral to police • Reimbursement • School service • Transfer or withdrawal from school • A criminal damage fee will be assessed |
| <u>PROBLEM</u> | <u>SCHOOL POLICY</u> | <u>DISCIPLINARY ACTION</u> |
| Theft | Any student found in the act of thievery or in possession of stolen property is displaying anti-social and criminal behavior. | <ul style="list-style-type: none"> • 10 day suspension • Referral to police • Disciplinary reassignment • Possible expulsion |
| Closed Campus Violation | Outside the building during school hours. Trespassing in exit foyers. | <ul style="list-style-type: none"> • 1st offense – Parent Conference • Continual closed campus violations - suspension |
| Inappropriate Clothing | Students must meet the dress standard | <ul style="list-style-type: none"> • See pages 32-33 |

| | | |
|---|---|--|
| Cyber-bullying, harassment, and other website misuses | Use of any computer or information technology device to stalk, harass, or otherwise intimidate others, to access student records or other unauthorized information, and/or to otherwise cause a security hazard or interfere with the education process | <ul style="list-style-type: none"> • Immediate removal of website content and/or video • Referral to Discipline Office • 1st offense – 5-10 day suspension • 2nd offense – 10 day suspension and Expulsion referral • Possible referral to police |
| Sexting | Use of electronic device to send sexually explicit messages or images | <ul style="list-style-type: none"> • Referral to Discipline Office • 1-5 day suspension in or out of school • Possible referral to police |
| Texting on school grounds | Use of electronic device to communicate | <ul style="list-style-type: none"> • Referral to Discipline Office • 1-5 day suspension in or out of school • Possible referral to police |

| Expectations | <u>R</u>espectful | <u>R</u>esponsible | <u>A</u>nd <u>P</u>ositive |
|--|--|--|--|
| Leaving/ Entering Community | <ul style="list-style-type: none"> *Be patient in lines and at the bus stop *Remove hats *Use inside voices | <ul style="list-style-type: none"> *Be ready to go through the metal detector *Check for supplies you need to take home or with you to school | <ul style="list-style-type: none"> *Greet people in the morning *Look forward to learning |
| Hall | <ul style="list-style-type: none"> *Stay to the right *Keep a clear path for others *Walk and talk | <ul style="list-style-type: none"> *Take the most direct route to class *Take required materials from your locker for as many classes as needed | <ul style="list-style-type: none"> *Encourage others to get to class *Greet friends and classmates with kindness |
| Cafeteria | <ul style="list-style-type: none"> *Be patient in line *Be kind to cafeteria staff | <ul style="list-style-type: none"> *Be prepared with your money and ID *Dispose of your garbage *Pick up around your area | <ul style="list-style-type: none"> *Include everyone at your table in conversation |
| Classroom/ Gym | <ul style="list-style-type: none"> *Speak at appropriate times *Be engaged in the lesson | <ul style="list-style-type: none"> *Do your own work *Use equipment and supplies appropriately *Be responsible for your belongings *Stay on task | <ul style="list-style-type: none"> *Strive for excellence *Cooperate with other students |

| | | | |
|----------------------------------|--|---|---|
| Locker Room/ Bathroom | <ul style="list-style-type: none"> *Wash your hands *Use resources appropriately | <ul style="list-style-type: none"> *Wash your hands *Leave valuables in hall locker *Lock up all items in the locker-room *Carry a pass | <ul style="list-style-type: none"> *Return to class in a timely fashion |
| Extra Curricular | <ul style="list-style-type: none"> *Participate in the activity *Demonstrate sportsmanship | <ul style="list-style-type: none"> *Support your health through hydration and nutrition before sports *Stay drug and alcohol free | <ul style="list-style-type: none"> *Cheer on your teammates *Praise other's talents |
| All Settings | <ul style="list-style-type: none"> *Use appropriate language *Honor personal space of others *Comply with all rules in the student handbook *Listen and respond to school staff *Keep the school and community free of graffiti | <ul style="list-style-type: none"> *Follow dress code, including wearing your ID *Clean up after yourself *Be on time to school, classes and activities *Be prepared for school, classes and activities *Organize your materials | <ul style="list-style-type: none"> *Show school spirit *Value learning *Always give your best effort |

SECTION III

ACADEMICS, SCHOOL RESOURCES, AFTER SCHOOL ACTIVITIES, AND STUDENT RESOURCE PAGES

(more resources are also found at the end of the agenda)

HOMEWORK

All teachers post homework assignments on our school website

www.schurzhs.org.

Homework will be found under the ACADEMICS tab. Select CLASSES / HOMEWORK and find your subject. Once you click on your subject you will then need to locate your teacher's name to find his/her class assignments.



HOME ABOUT ACADEMICS ALUMNI CALENDAR SCHOOL INFO STUDENTS CONTACT STAFF

Classes / Homework

If you need help with your homework try going to
<http://www.ed.gov/students/landing.jhtml?src=fp>

Also, be sure to ask your teacher at the beginning of class the very next day!

These are the times suggested for homework assignments provided by the teacher:

- 120 minutes a day for 9th grade students;
- 130 minutes a day for 10th grade students;
- 140 minutes a day for 11th grade students;
- 150 minutes a day for 12th grade students.

CPS GRADE SCALE

A=100-90

B=89-80

C=79-70

D=69-60

F=69 & below

GRADES—Student and Parent Portal



<https://student.cps.k12.il.us/pc/studentlogin.aspx>



<https://parent.cps.k12.il.us/pc/default.aspx>

SEMESTER FAILURES

Class absences affect grades. Therefore, attending class will help ensure class promotion.

Students should understand that any semester failure is a final failure and must be made up in summer school/evening classes or graduation will be delayed. Any questions regarding grades and failures should be referred to the student's counselor.

CPS HIGH SCHOOL AND GRADUATION REQUIREMENTS

| Grade | Current Policy |
|--------------------------------|--|
| Ninth Grade Promotion | To be promoted from ninth to tenth grade in a CPS high school, students must have successfully completed a minimum of 5.0 units of credit. |
| Tenth Grade Promotion | To be promoted from tenth to eleventh grade in a CPS high school, students must have successfully completed a minimum of 11 units of credit. All tenth grade students must have completed at least twenty (20) hours of service learning in order to be promoted to the eleventh grade. |
| Eleventh Grade Promotion | To be promoted from eleventh to twelfth grade in a CPS high school, students must have successfully completed a minimum of 17 units of credit. Must have completed thirty (30) hours of service learning. |
| Graduation | To graduate from a CPS high school, students must complete a minimum of 24 units of credit and 40 hours of community service learning. |
| Driver's Education Requirement | To be able to take the Driver's Education class you must have earned four (4) credits in the previous two (2) semesters. |

General High School Course Schedule

| | Grade 9 | Grade 10 | Grade 11 | Grade 12 | credits |
|--------------------|-------------------------|--------------------------------|--------------------------|--------------------------------------|---------|
| Language Arts | English I | American Lit. | British Lit. | World Lit. or AP Eng College Writing | 4 |
| Math | Algebra | Geometry | Adv. Alg. Trig. | Calculus AP Calc | 3 |
| Science | Biology | Chemistry | Physics | | 3 |
| Social Science | World Studies | U.S. History | CAH/WLD Geo. w/Cons. Ed. | | 3 |
| World Language | | World Language I | World Language II | World Language III/AP | 2 |
| Fine Arts | Art or Music | | Music or Art | | 2 |
| Physical Education | PE.I with Health, JROTC | PE.II with Drivers Ed. , JROTC | | | 2 |

Our students are organized into Smaller Learning Communities. All students will choose one of the four Academies: Finance & Careers Academy, Fine & Performing Arts Academy, World Language & Global Studies Academy, or the Math, Science & Technology Academy.

Students will be expected to remain in the Academy of their choice for four years. Students' schedules will be structured according to the following tables unless certain prerequisites have not been met.

Students are advised to take double periods of their electives in their chosen Academy during their Junior and Senior year.

Fine & Performing Arts Academy

| | |
|--|---|
| Band: Wind Instruments, Percussion Orchestra: String Instruments Chorus: Intermediate and Advanced Piano Guitar Studio Sculpture Murals and Graffiti | Photography Creative Writing Computer Graphics Yearbook Journalism Radio TV Journalism Intro to Theater Dance |
|--|---|

Finance & Careers Academy

| | |
|---|---|
| Accounting I, II Computer Applications National Academy of Finance I, II, III Business Law Automotive Technology I, II, III | Comparative Economic Systems College Writing Argument and Debate Business Math Entrepreneurship Career Readiness |
|---|---|

World Language & Global Studies Academy

| | |
|---|--|
| Spanish, French & Italian I, II, III, IV AP Spanish AP French AP Italian Latin American History | Psychology Sociology Humanities Anthropology World Studies |
|---|--|

Math, Science & Technology Academy

| | |
|---|--|
| Botany Astronomy Anatomy Forensic Science Zoology | Science Fiction Writing AP Calculus AP Biology Speech and Debate Radio/TV Computer Technology |
|---|--|

SCHURZ LIBRARY

LOANS

The loan period of a book is three weeks and books may be renewed. The front desk contains a book drop; except for an overdue, students do not need to present the returned item to the librarian. Merely drop it in the slot.

CHECK OUT PROCEDURES

Each book has a card inside a pocket along with a Date Due slip. On EACH, the student must sign his name in the middle column and write his division code in the right column. A librarian will stamp the date due in the left column. Fill these out before coming to the desk to prevent delay. A student may have up to three books out at any one time.

FINES

Overdue books will be fined five cents a day for each one overdue plus the cost of replacing the book if it is never returned.

COMPUTERS AND TABLES

Computers are usually available for students' use before and after school, and during lunch periods. Check in advance with a librarian if you are depending on needing a computer. Tables and access to the book collection are available for student use at the same times. Students may also be admitted to conduct research with a proper pass.

PRINTING

A student may print from the computer at a cost of ten cents per page. Please pay at the front desk.

COPIER

Photocopies are five cents a page.

PROMPTNESS

A student may either come to the library or go to the lunchroom at the appropriate time, but not both. Students must report promptly at the beginning of a period to be admitted.

No food or drink is permitted in the library. All other school-wide policies are also in effect.








Chicago Public Libraries

- Damen Ave.
2056 N. Damen
(312) 744-6022
- Austin-Irving
6100 W. Irving Park
(312) 744-6222
- Independence Park
548 W. Irving Park
(312) 744-0900
- Logan Square
3030 W. Fullerton
(312) 744-5295
- Portage-Cragin
5108 W. Belmont
(312) 744-0152
- Sulzer Regional
4455 N. Lincoln
(312) 744-7616
- Harold Washington
400 S. State
(312) 747-4396
- North Pulaski
4300 W. North
(312) 744-9573
- Jefferson Park
5363 W. Lawrence
(312) 744-1998
- Humboldt Park
1605 N. Troy
(312) 744-2244


Write Zone (Room 334)

The Carl Schurz High School Write Zone was established in 2001. We are not the typical sit-down-with-a-teacher-to-get-help kind of writing center. We can assist you in prewriting, revising, editing, and proof reading without the dreaded RED PEN! Don't let that due date pass you by, get it right at the Write Zone.

The Write Zone is...

-  A lab for students to visit to improve their writing skills
-  A place to get personal, immediate feedback on a piece of writing
 -  A technology resource
-  A place to get inspiration at any stage of the writing process
 -  An up-to-date contest center
 -  A RED PEN FREE ZONE
 -  A vehicle for real life writing


How do I write research papers and avoid plagiarism?

-  See *The Write Source* for research links and style guides for M.L.A. and A.P.A.:

<http://thewritesource.com>

<http://www.citationmachine.net>


Where can I find general help for my writing?

-  Try these *college writing centers* for expert handouts and advice for all stages of the writing process:

<http://owl.english.purdue.edu>

<http://www.writing.ku.edu>

Why doesn't spell/grammar check fix all my mistakes?

-  Utilize experts on the web for *checking your work*:

<http://englishplus.com/grammar/>

<http://grammarbook.com>

Academic Support Center

Carl Schurz High School has an Academic Support Center for any students who want help with their homework or to study for an exam. Teachers will be available after school in the Library to tutor students and offer extra support. Students receiving a failing grade in any subject are *strongly encouraged* to attend.

Carl Schurz Academic Integrity Policy

Carl Schurz High School strives to educate students to be responsible, contributing citizens in a global society, and we seek to instill in our students the value of academic integrity. Students and teachers must model the ethics and mechanics of responsible research practice. To that end, teachers must instruct students in the correct methods and students must be held accountable for the proper use of all resources. According to Merriam Webster's online dictionary, to plagiarize means:

- *To steal and pass off the words and ideas of others as your own*
- *To use another's production without crediting the source*
- *To incorrectly credit any source*
- *To copy so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.*

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Plagiarism in any form is unacceptable. We believe it is the responsibility of both teachers and students to exercise good faith in the writing of research-based papers.

It is the teachers' responsibility to provide:

- Instruction on topics including the thesis, note-taking, citations and works cited pages
- Clear assignments that outline specific directions and documentation style
- A rubric of assessment

- Advice on notes, outlines, drafts, and documentation during research to assist students along the way
- Collaboration with the Write Zone or Academic Support Center

It is the students' responsibility to:

- **Submit only his/her own, original work**
- Meet the requirements of each checkpoint and the final assignment
- Ask questions and seek resources in the building such as teachers, the library, the Academic Support Center, and the Write Zone
- Follow the documentation guidelines accurately

The CONSEQUENCES of plagiarism are as follows:

| Violation | Procedure | Penalty | Example |
|------------------|---|---|---|
| Level I | <ul style="list-style-type: none"> •Teacher & student conference | <ul style="list-style-type: none"> • One rewrite opportunity with Write Zone session • If there is no rewrite, the paper receives ½ credit. | Student leaves out or improperly gives credit, but the majority of the writing is his/her own. |
| Level II | <ul style="list-style-type: none"> •Teacher & student conference •Parent notified on the next progress report | <ul style="list-style-type: none"> • Zero credit | Student uses the Cut/Paste tools with NO documentation and the majority of work comes from other sources. |

6+1 writing traits

is a good writing model to follow...

- 1 IDEAS/CONTENT: Remember your purpose and audience. Also, your focus and elaboration must engage the reader.
- 2 ORGANIZATION: Supply a map for the reader. Do not forget—transitions should connect ideas smoothly.
- 3 VOICE: Reveal emotion and an attitude.
- 4 WORD CHOICE: Use active verbs, sensory details, specific nouns, adjectives, and adverbs.
- 5 SENTENCE FLUENCY: Read your paper out loud. Listen for rhythm and variety in your sentences.
- 6 CONVENTIONS: Pay close attention to your grammar, usage, and punctuation.
- 7 PRESENTATION: Follow the proper format for your assignment.

QUICK REFERENCE GUIDE TO PUNCTUATION

| | | |
|---------------------|--|--|
| ? Question Mark | Always use a question mark at the end of a sentence that asks a question. | What is your name? How old are you? |
| ! Exclamation Point | Use an exclamation point after a sentence that is loud or expresses strong feelings. | Thanks! I love it! Go away! |
| . Period | A period goes at the end of a sentence and after abbreviations. | It is a very nice day. Fri. Dec. 1 st |
| “ ” Quotation Marks | Quotation marks are used around words that people have spoken. | “I love you,” she said. “Hello there,” the teacher said. |
| () Parentheses | Parentheses are used to separate words that may be left out of a sentence. | Everybody (except me, of course) ran. Today is Friday (my favorite day). |
| : Colon | A colon goes after a formal salutation and before a list. | Dear Mr. President: My favorite colors are: red, blue, purple, and green. |
| ' Apostrophe | An apostrophe is used to show ownership or in place of the letters left out of contractions. | The cat's collar was red. I can't go to the movie. |
| , Comma | A comma is used to separate words in a sentence or to indicate a pause. Commas are also used in dates and addresses. | I like bikes, bugs, and school. No, thank you. On May 1, 2000, I was in New York, New York. |
| ; Semicolon | A semicolon is used to combine two complete sentences that are closely related to one another. A semicolon may also be used to separate the items of a list when some of the items themselves contain commas. | I went to the pool; I was informed that it was closed due to scheduled maintenance. There are several Waffle Houses in Atlanta, Georgia; Greenville, South Carolina; Gainesville, Florida; and Mobile, Alabama. |

Special Programs

AVID

Advanced Via Individual Determination is a nationally recognized academic support program that prepares students for college success.

NATIONAL HONOR SOCIETY

Outstanding juniors and seniors have an opportunity to apply for NHS. Membership is based on scholarship, leadership, character, and service.

NATIONAL WORLD LANGUAGE HONOR SOCIETY

The World Language Department at Carl Schurz High School has established chapters of the *Société Honoraire de Français*, *Societa' Onoraria Italica* and *Sociedad Honoraria Hispánica* (high school language honor societies) in order to recognize the academic achievements of our students.

ADVANCED PLACEMENT PROGRAM

This is a program of college-level courses and exams for secondary school students. The following exams are offered: Calculus, Biology, Literature, Composition, Spanish, French, and Italian.

APPROVED VOCATIONAL PROGRAMS (CTE)

National Academy of Finance and Automotive Technology

JROTC

The JROTC program is a teaching and training program that helps cadets learn useful skills and take an active leadership role in the school.

BILINGUAL EDUCATION PROGRAM

A state-mandated program designed to provide instruction for English Language Learners (ELL) and native language instruction to limited-English proficient (LEP) students, in content area classes.

COLLEGE AND CAREER RESOURCE CENTER

The College and Career Resource Center houses excellent resources for information on careers, colleges, and admission to colleges.

Student Activities & Clubs

| | | |
|---------------------------|------------------------|--------------------------------|
| African-American Club | Debate Team | Math League |
| After School Matters | Environmental Club | Murals and Artists' Portfolios |
| Aspira | French Club | Muslim Club |
| Azucar Juvenil Dance Club | Foreign Relations Club | National Honors Society |
| Basic Automotive Care | Future Teachers Club | Pep Band |
| Bilingual Club | Girls Soccer Skills | SPIRIT Club |
| Book Club | Girl-to-Girl Mentoring | Student Council |
| BuildOn | Latino Club | Weight Training |
| Chess Club | Male Achievement Club | World Cultures Club |



Sports Teams

To qualify to participate on a team, the student:

1. Must maintain a GPA of 2.0 ("C" average). Otherwise must sign up for ISP - Independent Study Program - for at least three hours each week under the supervision of a coach or coordinator
2. Must pass at least four classes each semester
3. Will be on probation if he/she receives one grade of "F"
4. Will be suspended from the team if he/she receives two or more grades of "F" until these grades are raised

| Fall | Winter | Spring |
|------------------------------|-------------------------------------|------------------------------|
| Boys 16 Inch Softball | Boys Basketball | Boys Baseball |
| Boys and Girls Cross Country | Boys Swimming | Girls Volleyball |
| Boys and Girls Golf | Cheer & Pom | Boys and Girls Water Polo |
| Boys Football | Chess (Co-Ed) | Boys Tennis |
| Boys Soccer | Girls and Boys Bowling | Boys Volleyball |
| Cheer & Pom | Girls Basketball | Girls Soccer |
| Girls Swimming | Boys Wrestling | Girls Softball |
| Girls Tennis | Boys and Girls Indoor Track & Field | Boys and Girls Track & Field |

Service Learning

Service Learning

Every high school student (9th-12th Grade) must complete 40 hours of service learning in order to graduate. Service Learning is an opportunity for you to learn skills and knowledge by doing service projects in the community that help build your skills, while you are strengthening the community.

Service Learning is a way to:

- Get your voice heard on what matters in your community and what problems should be addressed.
- Learn effective problem solving, critical thinking, and project management skills.
- Learn about potential careers by completing a project in collaboration with a community organization.
- Meet amazing people that you wouldn't ordinarily get to meet. They'll stretch the way you think about the world.
- Do something good for your community.

Each Service Learning project must have the following components:

- Preparation- learn about the issue and/or organization and plan your project;
- Act- perform the service;
- Reflection- What did you learn? How did you grow? What changed?

The following are things that you cannot do:

1. Receive money for your work;
2. Serve when no academic objective is addressed;
3. Promote a specific faith or religion;
4. Work for a for-profit business (even if you receive no money).

See the Service Learning Coordinator to discuss your ideas before you start your project.

OR

Talk to one of your teachers about organizing a class project...remember, everyone needs service learning hours.

Bell Schedule 2011-2012

| Period | Regular Schedule (46 min/period) Monday, Wednesday, Thursday, Friday | Restructured Schedule (40 min/period) Every Tuesday |
|--------|---|---|
| 0 | 7:10 - 7:56 | 7:16 - 7:56 |
| 1 | 8:00 - 8:56 | 8:00 - 8:40 |
| 2 | 9:00 - 9:46 | 8:44 - 9:24 |
| 3 L | 9:50 - 10:36 | 9:28 - 10:08 |
| 4 L | 10:40 - 11:26 | 10:12 - 10:52 |
| 5 L | 11:30 - 12:16 | 10:56 - 11:36 |
| 6 L | 12:20 - 1:06 | 11:40 - 12:20 |
| 7 L | 1:10 - 1:56 | 12:24 - 1:04 |
| 8 | 2:00 - 2:46 | 1:08 - 1:48 |
| | | 1:52 - 2:50 SLC Teacher Meeting |