



**Family Handbook  
2017-2018**

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<b>Vision Statement</b>	

Nicholas Senn High School is to be an inclusive, world-class educational institution and the first choice high school for its community.

### **Mission Statement**

The mission of Nicholas Senn High School is to develop lifelong learners, who value diversity and social-awareness, and who possess the critical thinking, creative, and technological skills to active and responsible citizens.

### **Goals**

Nicholas Senn High School's goal is to develop global, competitive learners who will attend college and pursue the career of their choice. To achieve this goal and fulfill our mission, faculty, staff, and the community will engage in developing and implementing a rigorous, college and career readiness, internationally-minded curriculum by participating in professional learning communities focused upon increasing academic achievement for all and closing achievement gaps, especially ELL students. The MYP Framework will be expanded across Grades 9 - 10 using IB best practices, strategies, and key program components. IB certificate options will be accessible to all students. Additionally, Senn will reconnect and re-dedicate itself to neighborhood families, while maintaining magnet programs. Senn will provide a menu of program options to ensure that every student knows they are part of a valued Senn program, and they, in turn, are valued by the program. Programs include MYP/IB, Senn magnet Fine Arts, and the IB wall-to-wall program strands of Digital Journalism and Environmental Studies.

## **IMPORTANT CONTACT INFORMATION**

<b>Office</b>	<b>Location</b>	<b>Phone Number</b>
CPS Central Office	125 S. Clark St.	773-553-1000
Senn Main Office Senn Main Office FAX	Room 135	773-534-2365 773-534-2369
Attendance Office	Room 145	773-534-2360
Discipline Office	Room 127	773-534-2384
Case Manager Case Manager FAX	Room 231N	773-534-2364 773-534-2471
Counseling Office	Room 117	773-534-5110
Student Last Name A to Cl Co to Hi Ho to M N to Sam San to Z		773-534-2836 773-534-2361 773-534-2867 773-534-2866 773-534-2862
Athletic Director		773-534-2898
Student Services	Room 135	773-534-2365
Nurse	Room 200	773-534-2499
Heartland Health Center	Room 142	773-751-1860
Registrar (Transcripts)	Room 113	773-534-2365
GEAR UP	Room 341	
IB Office	Room 148	773-534-2501



Forrest Claypool  
Chief Executive Officer

## 2017-2018 CPS CALENDAR ELEMENTARY AND HIGH SCHOOLS

AUGUST					NOVEMBER					FEBRUARY					MAY					
	1	2	3	4		1	2Q	3#					1Q	2#			1	2	3	4
7	8	9	10	11	6	7	8	9	10	5	6	7	8	9	7	8	9	10	11	
14	15	16	17	18	13	14	15ESPT	16HSPT	17	12	13	14	15	16	14	15	16	17	18	
21	22	23▲	24	25	20	21	22**	23*	24*	19*	20	21	22	23	21	22	23	24	25	
28*	29+	30+	31+		27	28	29	30		26	27	28			28*	29	30	31		

  

SEPTEMBER					DECEMBER					MARCH					JUNE				
				1+					1				1	2					1
4*	5	6	7	8	4	5	6	7	8	5	6	7	8	9	4	5	6	7	8
11	12	13	14	15	11	12	13	14	15	12	13	14	15	16	11	12	13	14	15
18	19	20	21	22	18	19	20	21	22	19	20	21	22	23	18Q	19#	20*	21e	22e
25	26	27	28	29	/25/	/26/	/27/	/28/	/29/	/26/	/27/	/28/	/29/	/30/	25e	26e	27e	28	29

  

OCTOBER					JANUARY					APRIL					JULY				
2	3	4	5	6	(1)	(2)	(3)	(4)	(5)	2	3	4	5	6	2	3	4	5	6
9*	10	11	12	13	8	9	10	11	12	9	10	11	12Q	13#	9	10	11	12	13
16	17	18	19	20	15*	16	17	18	19	16	17	18ESPT	19HSPT	20	16	17	18	19	20
23	24	25	26	27	22	23	24	25	26	23	24	25	26	27	23	24	25	26	27
30	31				29	30	31			30					30	31			

LEGEND	
Q	End of Quarter
+	Teacher Institute Days
#	School Improvement Days
*	Holiday
▲	Day of non-attendance for students
■	Anticipated Window for Summer Programs
( )	Schools closed-- no salary paid
//	Schools closed—salary paid except as provided by budgetary action
HSPT	High School Parent-Teacher Conference Day (Report card pickup)
ESPT	Elementary Parent-Teacher Conference Day (Report card pickup)
e	Emergency day-school in session if student days fall below state requirement
◆	Each school is provided 2 professional development days
▲	School clerks begin working on Wednesday, August 23, 2017

*HOLIDAYS			
September 4	Labor Day	January 15	M. L. King Day
October 9	Columbus Day	February 19	President's Day
November 23, 24	Thanksgiving Holiday	May 28	Memorial Day

Please note: December 25 and January 1 are holidays for the district offices. \*\*November 22 is a paid holiday for bargaining unit school-based staff for FY18 only.

### Regular Bell Schedule Monday, Tuesday, Wednesday, and Thursday

	Start Time	End Time	Length
Preparation	7:45 a.m.	7:55 a.m.	10 minutes
Period 1	8:00 a.m.	8:51 a.m.	51 minutes
Period 2	8:55 a.m.	9:46 a.m.	51 minutes
Period 3	9:50 a.m.	10:41 a.m.	51 minutes
Period 4 (Lunch)	10:45 a.m.	11:36 a.m.	51 minutes
Period 5 (Lunch)	11:40 a.m.	12:31 p.m.	51 minutes
Period 6 (Lunch)	12:35 p.m.	1:26 p.m.	51 minutes
Period 7 (Lunch)	1:30 p.m.	2:21 p.m.	51 minutes
Period 8	2:25 p.m.	3:16 p.m.	51 minutes

### Early Release Bell Schedule Friday

	Start Time	End Time	Length
Preparation	7:45 a.m.	7:55 a.m.	10 minutes
Period 1	8:00 a.m.	8:44 a.m.	44 minutes
Period 2	8:48 a.m.	9:32 a.m.	44 minutes
Period 3	9:36 a.m.	10:20 a.m.	44 minutes
Period 4 (Lunch)	10:24 a.m.	11:08 a.m.	44 minutes
Period 5 (Lunch)	11:12 a.m.	11:56 p.m.	44 minutes
Period 6 (Lunch)	12:01 p.m.	12:46 p.m.	45 minutes
Period 7 (Lunch)	12:50 p.m.	1:34 p.m.	44 minutes
Period 8	1:38 p.m.	2:22 p.m.	44 minutes

## **ACADEMICS**

### **An IB World School**

#### **What is IB?**

The International Baccalaureate® (IB) aims to create a better world through a high-quality international education. Nicholas Senn High School offers the IB Middle Years and IB Diploma Programs. The Senn IB Program upholds the most rigorous academic standards and places a strong emphasis on responsible citizenship.

#### **What is Wall to Wall IB?**

Due in large part to the success of our IB Program dating back to 1999, Mayor Rahm Emmanuel announced in May of 2012 that Senn High School would become the first 'wall to wall' IB high school in Chicago. Wall to Wall IB ensures that every student at Senn will participate in and benefit from at least some aspect of the IB Program. The International Baccalaureate MYP framework now informs the curriculum for every student at Senn, rather than being exclusive to those who are accepted to our selective Diploma Program Prep. This translates to MYP for freshmen and sophomores in...

- Senn Arts - Senn's fine and performing arts magnet program
- Regular or honors classes
- ESL program
- Self-contained special education classes 416

### **What is the IB Middle Years Program (MYP)?**

IB MYP is a curriculum framework with emphasis on critical and reflective thinking and communication, intercultural understanding, and connections between academic disciplinary studies and the real world. MYP students take classes in eight subject areas:

- Language and Literature (English)
- Language Acquisition (Spanish or French)
- Individuals and Societies
- Science
- Mathematics
- Arts
- Physical and Health Education
- Design

All MYP students complete the following core requirements:

- Classroom-based service learning projects
- Cross-disciplinary units of study
- MYP Personal Project (an independent study of student choice with a faculty advisor)

MYP is a 5-year program for 6th-10th graders. Senn is proud to partner with Helen C. Peirce School of International Studies to offer a full IB Middle Years Program. Students may start the MYP in 9th grade whether or not they come from Peirce.

### **IB Learner Profile**

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

*Inquirers* - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

*Knowledgeable* - They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

*Thinkers* - They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

*Communicators* - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

*Principled* - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

*Open-minded* - They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

*Caring* - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

*Risk-takers* - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

*Balanced* - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

*Reflective* - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## SELECTIVE PROGRAMS

### IB Diploma Prep

Qualified students throughout the city may apply to the selective IB Diploma Prep, though students who reside in the Senn community are given preference. This pathway is best suited for highly motivated and more skilled students. It offers a full honors/advanced MYP curriculum in 9th and 10th grade in order to prepare students for the very rigorous IB Diploma Program in 11th and 12th grade.

IB Diploma Prep students are also required to complete the following core components of the program:

***Personal Project.*** A long-term project, where they decide what they want to learn about, identify what they already know, discovering what they will need to know to complete the project, and create a proposal or criteria for completing it

### IB Diploma Programme

#### What is the Senn IB Diploma Program?

The selective IB Diploma Program is offered to qualified 11th and 12th graders primarily from the IB Diploma Prep. The program is recognized by universities around the world, as it gives students a well-rounded college preparation.

IB Diploma candidates are also required to complete the following core components of the program:

**Extended Essay:** A 4,000 word independent, research paper on a self-selected topic beginning in the junior year

**Creativity, Action, Service:** A component that ensures students actively learn from experience in a range of pursuits including the arts, community service, and sports

**Theory of Knowledge:** A course that encourages students to reflect on the nature of knowledge by critically examining different ways of knowing and areas of knowledge.

## Senn Arts

### What is the Senn Arts?

Senn Arts is a Fine and Performing Arts Magnet Program where creative Chicago students pursue artistic and academic excellence. Senn Arts provides students with an environment that fosters academic, social, and personal growth to cultivate artistic members of the global community.

Senn Arts' Studio School model is an arts education approach that emphasizes exploration, interaction, and creation. Our coursework provides the technical foundation necessary for students to clarify their ideas, and promotes open exchange and critical analysis in the classroom. Through immersion in the creative process and production of art, students will explore their sense of self and deepen their unique artistic identity. Our goal is for all students to leave our program as artistically minded lifelong learners who are highly creative and deeply analytical. Senn Arts instructors are active artists and certified educators, who bring a working knowledge of their field into the classroom.

Senn Arts offering programs in the following areas:

- Dance
- Music
- Theatre
- Visual Arts

## COMMUNITY PROGRAMS

### Design

Design, and the resultant development of new technologies, has given rise to profound changes in society: transforming how we access and process information; how we adapt our environment; how we communicate with others; how we are able to solve problems; how we work and live. This course provides students the foundation to competently design new technologies in a wide variety of situations through research and investigation, understand the role of the designer's responsibility to the community and environment, and collaborate and communicate with others open mindedly.

Through collaborative teams, students will develop knowledge and understand skills from various disciplines to design and create solutions to problems using the design cycle. Students will use and apply technology effectively as a means to access, process and communicate information, model and create solutions, to solve problems. Students will develop an appreciation of the impact of design innovations for life, global society and environments and

appreciate past, present and emerging design within cultural, political, social, historical and environmental contexts. Students will develop respect for others' viewpoints and appreciate alternative solutions to problems, act with integrity and honesty, and take responsibility for their own actions developing effective working practices.

### **Credits, Promotion Policy, and Graduation Requirements**

Chicago Public Schools requires high school students to successfully complete a minimum number of credits before they can be promoted to the next grade level and graduate. Listed below are the CPS high school and graduation requirements.

#### **Credits required for high school graduation**

<b>Graduation Requirements</b>	<b>Senn High School Recommended</b>	<b>CPS Minimum Requirements</b>
English	4	4
Mathematics	4	3
Science	4	3
Social Sciences	4	3
World Languages (2 years of the same language)	2	2
Fine Arts (Music and/or Art required)	2	2
Physical Education (PE or JROTC)	4	4
Electives	4	3
Total	28	24

#### **Service Learning Hours**

All students are required to complete service learning projects as part of the course curriculum. Students who wish to provide individual service learning may complete additional hours beyond the required 40 hours but must meet the criteria of the Chicago Public Schools. For further information see a counselor in room 109/111 or refer to page 22 for specific details.

#### **9th grade promotion**

To be promoted from 9th to 10th grade, students must pass at least three core subject courses during both semesters and must have successfully completed a minimum of 5 units of credit.

**10th grade promotion**

To be promoted from 10th to 11th grade, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 11 units of credit. All 10th grade students must have completed at least 20 hours of community service learning in order to be promoted to the 11th grade.

**11th grade promotion**

To be promoted from 11th to 12th grade, students must have successfully completed a minimum of 17 units of credit.

**Graduation**

To graduate, students must complete a minimum of 24 units of credit, take the PSAE, complete Drivers Education, Consumer Education, Public Law, pass the US Constitution examination, and 40 hours of community service learning.

LEP students meet all graduation requirements with needed accommodations such as placement in English/ESL and home language support in other subject areas, as appropriate. Students with disabilities meet the general graduation requirements with appropriate accommodations and curricular modifications as determined by their Individual Education Programs (IEPs); students whose IEPs indicate an alternative mastery process receive a document of graduation.

**Grading Policy**

Teachers are required to provide a minimum of two substantive student tasks weekly that are CCSS/IB aligned. Teachers grade, provide written constructive feedback, and enter the grades into Gradebook within 5 school days. Larger assignments, such as research papers, are returned within 7 school days. Performative and larger assignments are graded using a rubric, which provides both performance descriptors and benchmark indicators.

**Grading Scale**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

**Homework Policy**

Homework is an important extension and reinforcement of learning. Homework is given regularly, and tasks are posted either on a teacher's website or is given in the daily agenda. Homework counts for 10% of the grade.

### Late Work Policy

Late work is strongly discouraged. All assignments are important and serve to support instruction. If an assignment is going to be late, the following applies. For each day beyond the original due date, the maximum possible grade decreases by 10% with a maximum grade of 70% on the third day, provided that the assignment would have warranted a grade higher than 70% had it been turned in on time. After that, any assignment turned in will be capped at 60% provided it would have earned a passing grade.

### Academic Behaviors

In addition to academic knowledge and skills, academic behavior is essential. Senn uses the Student Code of Conduct (SCC) to promote a safe, orderly learning environment in which you can do your best. Academic behavior informs our application of the SCC. But what exactly is academic behavior?

- **Perseverance** – A skill or concept may be hard to learn, but you should persevere and keep trying until it is understood.
- **Strong work ethic** – You model this behavior by valuing your work and putting forth a consistent effort to do your best. People know they can rely on you and trust you to come through with a task.
- **A sense of curiosity and a desire to know** – Being curious about the world and wanting to know more about everything makes the difference between being just a student and being a true learner. You want to be a true learner who will always be able to acquire new skills and to find meaning throughout life.
- **Positive learning attitude** – It is easy to complain about a workload or the difficulty of a task. If you keep a positive learning attitude, you see the good in what you are doing and focus on the positive outcomes.
- **Organization and preparedness** – Having all materials handy and keeping things in order makes any task easier. When working on a project or assignments, this is essential. You don't waste time, and there is no messy clutter to distract you.
- **Self-efficacy** – This is perhaps the most difficult behavior to master. It means that you are your own boss and that you utilize all the other academic behaviors effectively and efficiently. You are a self-starter, and you will go farther in life than those who do not possess self-efficacy.
- **Prioritization** – You know the difference between the important and essential and everything else. You know how to manage your time.
- **Appreciation of an academic environment** – You value learning and see the worth of education. You understand why the school has rules of conduct, and you respect that Senn has high expectations of you and for you.

Read more at <http://act.org/research/policymakers/pdf/ForgottenMiddle.pdf>

## **PARENT/GUARDIAN COMMUNICATION**

### **Parent conferences**

Parents should contact the teacher/school to schedule a conference. Parents will receive courteous responsive service. In turn, parents are requested to make appointments with appropriate staff prior to arriving to the school. Staff can be reached by phone or email.

When requested to come to school, especially for a parent conference, the parent/caregiver should attend. If the date is not convenient, then the parent/caregiver should provide three alternative dates and times, which are during regular school hours. We will try to honor everyone's time commitments.

### **Caregiver Contact Information Accuracy Plan:**

Families/Caregivers complete contact information forms during orientation and registration. However, it is extremely important that we communicate throughout the year, and we understand that contact information may change after the start of the school year. Whenever a phone number or address changes please have your child meet with a counselor to provide the new information. It is essential that we be able to reach you by phone in an emergency or send communications via both email and ground mail.

Please know that when ground mail is returned or when a phone number is disabled, your child will be requested to have you contact us to update your information. If we receive no response, your child's name will be added to a list circulated among the staff. We refer to the list at each parent conference and open house in order to get up to date information.

### **Parent/Student Portal**

The Parent Portal is a unique web-based tool that allows you to securely view your child's grades and attendance online. You can register to receive e-mail or text notifications when your child is absent or when his or her grades drop below a point you identify. Additionally, you will be able to communicate directly with your child's teachers, enhancing the opportunity for parent-teacher interaction.

#### **Parent Portal**

**Click on this Parent Portal link and follow the directions below:**

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

- 1. Choose a username and password that you will remember.**
- 2. Fill in all required fields.**
- 3. Check the checkbox for I agree to the above terms of usage.**
- 4. Click: Sign-Up at the bottom of the page.**
- 5. Click: Add a student to my account.**
- 6. Click: Add Students.**
- 7. Fill in all Fields.**

- Campus: Nicholas Senn High School
  - Date of Birth: MM/DD/YYYY
1. Refer to your letter from Senn High School for the PIN number or contact Senn High School at (773) 534-2365.
  2. Click: Submit.
  3. If you were approved: Click OK.
  4. If you were not approved: Contact Senn High School at (773) 534-2365.

### **Report Cards and Progress Reports**

Parent report card pick-up days are scheduled by CPS to take place following the first quarter on November 19, and following the third quarter on April 14. Please note that these days are not intended for full parent-teacher conferences. As time allows, parents may spend a few minutes with each teacher to discuss the child's progress. Full conferences, however, must be scheduled in advance for another day.

### ***3rd week early progress report pick-up***

Senn offers an early progress report pick-up day for freshmen and sophomores to ensure that parents receive early notification about their child's performance early in the school year. This year, the event will take place from 4:45pm - 6:45pm on Wednesday, September 15.

## **STUDENT SUPPORT SERVICES**

### **Counselors**

The following counselors at Senn are assigned to student by last name. Your assigned counselor will work with you throughout your high school career at Senn. You will discuss course selection and sequencing, academic goal setting, and career pathways. You will receive extensive post-secondary/college guidance. You also have the opportunity to discuss personal academic and/or social issues that may come up.

Last Names A to Cl	Ms. Dolores Green	<a href="mailto:dmgreen@cps.edu">dmgreen@cps.edu</a>	773-534-2836
Last Name Co to Hi	Ms. Kathleen Farrell	<a href="mailto:kafarrell@cps.edu">kafarrell@cps.edu</a>	773-534-2361
Last Names Ho to M	Ms. Wendy Boatman	<a href="mailto:wmboatman@cps.edu">wmboatman@cps.edu</a>	773-534-2867
Last Names N to Sam	Mr. Daniel Connor	<a href="mailto:djconnor@cps.edu">djconnor@cps.edu</a>	773-534-2866
Last Names San to Z	Mr. Alexander Roi	<a href="mailto:asroi@cps.edu">asroi@cps.edu</a>	773-534-2862

### **Tutoring**

Teachers regularly provide tutoring after school or at other times announced to their students. Senn is fortunate to also partner with Driven and Empowered Youth (DEY). They provide tutoring services in room 348 everyday after school starting the second week of the school year. The tutoring services are free to families, however, there is a registration process required. Parents will be notified if a child does not show up to a scheduled tutoring session. Teachers collaborate with the tutoring service to ensure that students receive credit for earnest attempts to learn course material. Tutoring runs from 3:15pm until 6:00pm. DEY also offers weekend field trips to students.

### **Library/media center**

The Senn High School Library is open during regular school hour and is available to students during lunch or during class only with a teacher's written permission. The library is a place where students can use computers, browse through a magazine, do homework, practice a speech, play chess, work on a school project with friends. With a school ID, students have access to online subscription databases and thousands of books, journals, and magazines.

### **Heartland Health Center at Senn High School**

The Heartland Health Center is a school-based center managed by Heartland Health Outreach.

Hours are: 8:00 a.m. to 4:00 p.m. Monday - Friday\*

*\*Occasionally Health Center staff must attend meetings outside the office.*

All students must have a pass from their teacher to be seen by Health Center staff. Appointments are scheduled during lunch periods and after school. Students are encouraged to present a copy of their insurance or Medicaid!KidCare card.

Students must have a signed parent/guardian consent form in order to be seen by Health Center staff. The exceptions are alcohol counseling, family planning, and STDs. Mental health counseling is available at the clinic through a subcontract with Alternatives, Inc. The Health

Center welcomes teacher and administrator referrals.

Every visit is confidential. In essence, when a student is in the Health Center he is not in school. Senn faculty and staff are not to enter the Health Center and ask students what they are doing. Health Center staff can inform you that the student has been in the Center, but they CANNOT and WILL NOT tell you why. Health Center staff will issue a pass for a student to return to class.

### **Office of Diverse Learner Supports and Services**

The Office of Diverse Learner Supports and Services is located in room 231N.

**Mission – Our Purpose**...To provide high quality and specially designed instructional supports and services for all diverse learners within their least restrictive environment.

**Vision**...To ensure diverse learners receive meaningful and relevant access to grade level core instruction.

**Goal**...To improve the academic achievement of all diverse learners at Nicholas Senn High School.

All services for Diverse Learners are developed through an Individual Education Program or IEP or a Section 504 Plan. This process is individualized and confidential.

If you have a child with an IEP or 504 Plan and have any concerns please contact Mr. Svoboda at 773-534-2364 or the main office at 773-534-2365.

The following link provides detailed supports for parents through the CPS office of Diverse Learner Supports and Services website: <http://www.cpsdiverselearner.org/>

## **STUDENT POLICIES**

Link to Chicago Public Schools Student Code of Conduct resource page:

<http://www.cps.edu/Pages/StudentResourcesStudentCodeofConduct.aspx>

This link includes information regarding the student code of conduct, anti-bullying policy and additional resources

### **ATTENDANCE POLICY**

#### **Arrival at School**

Students will be allowed in the building at 7:30 a.m. and will be directed to the cafeteria or designated locations. All students must swipe in, be in class and be ready to work no later than 8:00 a.m.

#### **Absences: Excused (Valid Absence)**

All absences must be reported by a parent/guardian sometime after 7:15 a.m. to the Attendance Office at **773-534-5103**. Valid absences include personal illness, family emergency or religious holiday. A student who has been absent must bring a note to school signed by his or her parent/guardian. It must show the student's first and last name, division number, date(s) of absent, reason for absence, **and** a phone number at which the parent can be reached during the day. The note must be submitted to the Attendance Office in room 145 on the day of return, but no later than **72 hours** after the absence to be considered for an excused absence. The student is responsible for making up class work missed during an absence.

Under Section 605 of the School Code and the Board Policy on Absenteeism and Truancy, the only valid causes for absence from school are the following:

- Illness
- Death in the immediate family
- Family emergency
- Observance of religious holidays
- Circumstances which cause reasonable concern for the health and safety of a student
- Other situations as determined by the Principal on a case by case basis

The class grades of students with excessive unexcused absences can be affected. Students who have 18 days of unexcused absences or the equivalent of 20% absence in a class during a semester will not pass the class and will not earn credit toward promotion.

According to state law and the Chicago Public Schools, all students must complete 300 minutes of instructional (classroom) time to be considered present for a full day. Students who complete 150-299 minutes of instructional time are absent for a half-day. Students who complete less than 150 minutes of instructional time are absent for a full day. Students who are tardy to school

or class and/or obtain an early dismissal will lower their attendance rate.

Early dismissals are highly discouraged because of the negative impact they have on student attendance and learning. Please refer to the CPS calendar prior to scheduling your appointments.

The Attendance Office is located in room 145. This office:

- monitors daily attendance of all students for all classes
- issues tardy slips to students who are late for school
- issues early dismissals to students who present a valid verified reason for leaving school before the end of the day
- refers students who are consistently tardy, absent or cutting classes to the Counseling Office
- mails letters to parents/guardians of students who have five or ten days of unexcused absences throughout the school year

### **Electronic Device Policy**

Due to the evolving nature of emerging technologies, Senn High School is in the process of reversing its long standing ban on cellular telephones and other electronic devices. Beginning in the 2015-2016 school year students are permitted to use electronic devices in the cafeteria.

Unless explicitly permitted by teachers, staff or administrators, students may not use their cell phones or other devices in school. This means cell phones must be turned off or placed on silent and put away. Headphones may not be visible during the school day. This includes while student are in the restroom, at lockers, auditorium, library, gyms, computer labs or any other location outside of the cafeteria. If a student is found to have used a cellular telephone or other electronic device without authorization, the phone or device will be confiscated by the teacher or staff member and will be turned into the main office.

- *1st offense* - Cell phone confiscated and returned at the end of the day. Student will be required to serve (1) detention.
- *2nd offense* - Cell phone confiscated and returned only to the parent/guardian. Student will be required to serve (1) detention.
- *3rd offense* - Cell phone confiscated and returned only to the parent/guardian during a mandatory conference along with revocation of the student's cellular telephone and other electronic device privileges. Student will be required to serve (1) detention.

Failure to relinquish the cellular telephone or electronic device to a requesting staff member will result in a one (1) day In-School Suspension and may cause the loss of privileges to have a device for the remainder of the school year.

### **Phone Zone**

The cafeteria will be a —Phone Zone. Cellular telephones or other electronic devices may be

used in the school cafeteria during breakfast and lunch only.

Students must refrain from communicating with students who are in class during the lunch period.

Loud music, taking photographs and videos will not be permitted.

This policy is designed to protect the educational program of all students but not to limit the home/school communications. In most cases, a student may be given permission to use an administrative office telephone to contact a parent/guardian, and in the case of an emergency, a student may be called out of class to receive a telephone call from parents/guardians.

In order to receive school approval to possess an electronic device (cellphone, iPod, MP3 player, camera, etc.) at school, students must first submit a parent signed Electronic Devices Contract. No Electronic Devices are to be used or displayed in the school. They must be turned off and contained out of sight in book bags, purses, etc.

If an emergency call must be placed, the student should request staff permission to go to the attendance office to make the call. Parents needing to contact a student during the school day should call the attendance office at 773.534.2360

### **Network/acceptable use policy**

#### *ACCEPTABLE USES*

CPS students may use the various resources provided by the CPS Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the CPS Network so that students will learn how Internet resources such as discussion boards, instant messaging and chat rooms can provide valuable educational information from classrooms, schools, and other national and international sources. In addition to using the CPS Network strictly for educational pursuits, students will be expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other student authorized users.
5. Do not upload, post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

#### *UNACCEPTABLE USES*

Improper use of the CPS Network is prohibited. Actions that constitute unacceptable uses of the CPS Network and are not specifically addressed elsewhere in this policy include, but are not limited to:

1. Use of the CPS Network for, or in support of, any illegal purposes.
2. Use of the CPS Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. This will protect the user against allegations of intentionally violating this policy.
3. Use of the CPS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or “stalk” another individual.
4. Non-educational uses of the CPS Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.

### **Student ID policy**

Each student will be issued a photo identification card and a lanyard. When inside the school building, students must wear the ID around their neck with the photo visible and unaltered. Students must present or submit their ID whenever requested by school personnel. \*Please note that the ID issued to the student remains the property of Senn High School.

Any time a student enters the school building without his/her ID, they will be issued a temporary ID and their student account will be debited \$1.00. If the student loses their ID, they must purchase a replacement ID.

### **Locker policy**

Each student will be issued a hall locker during the first week of school. Only locks purchased at Senn may be used on hall and gym lockers. Each student's locker number and lock combination will be recorded. The school reserves the right to access a student's locker if necessary. Students are not permitted to share lockers and are advised not to disclose their lock combinations to their friends. Locker visits should be limited to the beginning of the school day, before/after lunch, and at the end of the day. Students are prohibited from stopping at their lockers during passing periods.

### **Senn Dress Code**

Senn High School is a community of interesting and creative individuals spanning across all programs. As a collective of curious and invested students who have worked hard to make the school what it is today, we believe that we should be able to freely and respectfully express ourselves through our clothing. Though uniform shirts are absolutely appropriate they are no longer a requirement.

Students are to dress in clothes that promote a safe and respectful learning environment. Proper dress, grooming, and respectful behavior is important in preparing for future success. As students, we are responsible for understanding and preparing to dress in good taste, given cooperation being a major part of professional life. Clothes that create an unsafe and generally disruptive environment are not appropriate and not acceptable in school.

### Policy Specifics

- Clothing or accessories cannot promote profanity, alcohol, drugs, tobacco/smoking, cannabis, risqué imagery, weapons, violence, gang activity, or gang signs.
- Clothing cannot portray imagery that threatens the safety of other students and openly persecutes students based on race, color, gender, sexual orientation, religion, nationality, or disability.
- Clothing must cover underwear/gym shorts and skin between the upper chest and mid-thigh.
- Pants can't be worn below the waist.
- No pajamas.
- Hoodies are allowed, but you CAN NOT wear the hood at any time.
- All coats and jackets must be left in the lockers.
- Headwear that has been approved for health, safety, or religious reasons is allowed.
- Bare feet, slippers, and flip-flops are not allowed.
- Student IDs must be worn around the neck at all times.

**Examples of Inappropriate Dress:** Baseball Caps, bandanas, midriiffs/half shirts, pajamas bottoms, tank tops, anything with drug imagery.

**Examples of Appropriate Dress:** Jeans, T-shirts, sweaters, merchandise from the Senn Spirit Store, club/ sport merchandise, formal wear, business casual, regular casual (that complies with the dress code), collegiate merchandise from the wide array of grand institutions taking Senn students into their halls, religious/ cultural clothing that highlights the vast diversity of countries represented at Senn, clothing that best highlights the personality and uniqueness of the Senn students as individuals, and, last but not least, attire that projects one's inner strengths and promotes a positive image of how one sees themselves as they progress through the biggest transition of their lifetimes.

Students who fail to comply with dress code requirements will be asked to report to the main office and will be subject to restorative conversation and practices. In addition, students will be asked to change into more appropriate attire. If they don't have any other clothes, they will be issued a rental. The ultimate decision on what is seen as inappropriate attire is up to administration based on this policy.

### Academic honesty policy

As an IB World School, Senn High School adheres to the guidelines set forth by the IB for ensuring a learning environment that promotes personal integrity. Additionally, any violation of academic honesty will be addressed in accordance with the *CPS Student Code of Conduct*.

The following acts of academic dishonesty subject to intervention include, but are not limited to:

- Plagiarism - representation of the ideas or work of another person as the student's own
- Collusion - allowing one's work to be copied
- Duplication of work - submission of the same work for different assessments

The intervention method used for each case is dependent on the specific nature of academic dishonesty. In all cases, plagiarized or copied work will not be accepted.

After the first violation, intervention may involve one or more of the following:

- Teacher-student conference
- Teacher-student-IB Coordinator conference
- Teacher-student-IB Coordinator-administrator conference
- In-School suspension (one to five days)
- Suspension (one to five days)
- Suspension of CPS network privileges (in addition to the disciplinary action above)

For repeated violations, intervention may involve one or more of the following:

- Suspension (one to ten days)
- Suspension of CPS network privileges (in addition to the disciplinary action above)
- Dismissal from or loss of eligibility for an academic program

## EXTRACURRICULAR ACTIVITIES

### **Sports**

Boys Track and Field	Cheerleading
Boys Softball	Girls Track and Field
Boys Basketball	Girls Softball
Boys Baseball	Girls Basketball
Boys Bowling	Girls Soccer
Boys Cross Country	Girls Bowling
Boys Soccer	Girls Cross Country
Boys Swimming	Girls Tennis
Boys Volleyball	Girls Volleyball
Boys Tennis	Girls Badminton
Football	
Wrestling	

### **Clubs\***

Anime Club	Peer Jury / Peer Mediation
Chess Club	Piano Club
Gay Straight Alliance	Reading Club
Green Team	Senn Times
Healthy Living Club	Student Council
Magic Club	Weightlifting Club
Math Team	Yearbook
National Honor Society	Film Club
Coding Club	

\*Clubs change yearly based on student interest.

### **Posters, flyers, and announcements**

All posters, flyers, and announcements, whether or not they are related to a Senn curricular or extracurricular function, must be approved by the principal in advance of distribution. Posters and flyers must have the principal's initials, indicating approval. Violation of this policy may subject the offending party to disciplinary action.