



THE  
CHICAGO  
HIGH SCHOOL  
FOR THE  
CHIARTS ARTS

THE CHICAGO HIGH SCHOOL  
FOR THE ARTS

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STUDENT/PARENT HANDBOOK  
SCHOOL YEAR 2016-17

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## **Overview**

### **SCHOOL HISTORY**

In 2004, The Elizabeth Morse Charitable Trust and The Elizabeth Morse Genius Charitable Trust convened a group of arts and education organizations to discuss the issue of diversity within mid- to large-size arts organizations in Chicago, specifically the lack of representation in this landscape by professional artists representing the many ethnic communities who call Chicago home. This Diversity Working Group found incredible richness within the existing resources in Chicago's many excellent privately funded community music schools, youth orchestras, university music programs and major cultural institutions. What was missing was a public institution that would provide a comprehensive learning environment with superior training at the high school level - a critical stage in development for the aspiring young artist.

After five years of preparation, ChiArts opened its doors in September 2009 as Chicago's first and only public high school for the arts. Now in its eighth year, ChiArts is a reality and is fulfilling the Diversity Working Group's vision to provide accessible opportunities for young artists of diverse backgrounds—including talented students from low-income families—to benefit from the intensive preparation needed for a successful career in the arts. ChiArts combines intensive college preparatory academics with pre-professional arts training and taps the resources of Chicago's numerous arts institutions. These 74 Arts Partners - representing Dance, Music, Theatre and Visual Arts - provide our Scholar Artists with training, mentorship, and access to Chicago's rich cultural and artistic resources.

### **MISSION AND VISION**

#### **Mission**

The mission of The Chicago High School for the Arts is to provide artistically gifted, diverse Chicago high school students an intensive pre-professional training in the arts, combined with a comprehensive college preparatory academic curriculum.

#### **Vision**

The vision of The Chicago High School for the Arts is to utilize the best practices inherent in arts education to create an ethos for the school community, a framework for instruction, and a climate of trust, empowerment, individuality and collaboration. The best arts education values diversity, creativity and open-ended inquiry. It embraces techniques such as differentiated instruction, performance based assessment and skill development through coaching. It sets high expectations for critical thinking, individual growth and successes through collaboration.

The Chicago High School for the Arts will be an exemplary public high school, a model in providing a rigorous and exhilarating teaching and learning environment. The Chicago High School for the Arts will be a leader in artistic and academic innovation, and will collaborate with and provide access to the world-class artistic and intellectual resources of Chicago's arts and higher education institutions.

## CORE VALUES

We reflect, create, connect, and express:

- **Creativity** - We seek artistic and intellectual inquiry through active use of imagination and taking risk towards passionate innovation.
- **Community** - We support personal growth, respect diversity, and foster ambassadors who positively affect the intellectual and artistic life of Chicago and give back to the community through service.
- **Integrity** - We hold ourselves and each other to high academic and artistic standards through honesty, sincerity, and accountability.
- **Humility** - We allow our artistic and intellectual talents to speak for themselves; we are open to constructive criticism and acknowledge our history, realizing our finest achievements could not happen without the contributions of others.
- **Balance** - We strive to lead well-rounded lives; we are reflective and manage our energies in ways that are productive, healthy, and foster connection with others.
- **Perseverance** - We demonstrate courage through self-discipline and dedication and embrace a willingness to move through obstacles with resilience.

### Amendment:

Statements in this handbook are subject to amendment with or without notice. The administration will keep parents/guardians and students informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.

# School Operations

## Hours of Operation

The building will be open from 7:00 A.M. until 5:30 P.M. Monday through Friday. Academic classes meet from 8:00 A.M. -1:45 P.M. Conservatory classes meet from 2:00 P.M. - 5:00 P.M.

*Students may only remain on campus if they are in a school sponsored and adult supervised program.* To ensure proper supervision, students are asked to leave the school premises immediately after school has ended at 5:00 P.M.. Lingered inside or around the building is not permitted.

ChiArts **cannot** provide supervision for scholar artists before 7:00 A.M. or after 5:30 P.M..

## 2016-2017 Daily Bell Schedule

7:30 AM	Building Opens	Students Enter Thru Entrance 7A	Academic Teachers Report	Grab and Go Breakfast served in Student Cafeterias
7:45 AM	Students Allowed Upstairs		Teachers posted @ their doors and in stairwells	
7:55 AM	Breakfast Ends			
8:00 AM - 9:15 AM	Block 1/2			
9:20 AM - 10:35 AM	Block 3/4			
10:40 AM - 11:45 AM	Study Hall / Advisory			
11:50 AM - 12:15 PM	9th Grade Lunch	Block 5/6		
12:20 PM - 12:45 PM	10th Grade Lunch			
12:50 PM - 1:15 PM	11th Grade Lunch			
1:20 PM - 1:45 PM	12th Grade Lunch			
1:45 PM - 2:00 PM	Arts Break			
5:00 PM	Dismissal			
5:30 PM	Building Closes			

**Note:** 4 day and 3 day weeks will just be the next academic day in the sequence and the Advisory/Study Hall that would normally be on that day

Delayed Start Schedule				
Time	Block			
10:00 AM - 10:55 AM	Block 1/2			
11:00 AM - 11:55 AM	Block 3/4			
12:00 PM - 12:25 PM	9th Lunch	Block 5/6 for 12th	Block 5/6 for 11th	10th Lunch
12:25 PM - 12:50 PM	Block 5/6 for 9th		11th Lunch	Block 5/6 for 10th
12:50 PM - 1:15 PM		12th Lunch		
1:15 PM - 1:45PM				
1:45 PM - 2:00 PM	Arts Break			
2:00 PM - 5:00 PM	Conservatory			

### **Breakfast and Lunch:**

Breakfast will be served at 7:30am. Students will be served a high school lunch in accordance over four lunch periods. Lunch periods are assigned based on grade level. Students are allowed to bring their lunch, but there will not be a student refrigerator for their use.

Food Deliveries during school hours are prohibited. Students who break this rule are subject to disciplinary actions in accordance with the Chicago Public Schools student code of conduct handbook.

### **Locker Use:**

ChiArts is not responsible for any lost or stolen property. Lockers should be checked to ensure they are properly closed and the lock is secure. Students should place all valuable items in their assigned locker. In the 9<sup>th</sup> grade year students are provided with a lock, but will be responsible for purchasing a lock from the main office if it is lost (\$10). All personal locks not authorized by school administration will be removed without prior notice.

Students are discouraged from bringing valuable personal items, large sums of money, etc. ChiArts HS accepts no liability for any electronic devices including cell phones, mp3 players, game systems, tablets, etc. A student must report to the main office if their locker or lock is not working properly. **ChiArts is not responsible for lost or stolen goods.** Students are instructed not to share their lockers with their peers. Students must never leave property unattended, especially in the lunchroom, courtyard area, locker rooms, or hallways.

**NOTE: Lockers may be decorated school appropriately for birthdays and/or other approved celebrations. NO balloons or gift items may be carried throughout the school day. No exceptions will be made. All decorations must be removed by the following school day or may be removed by custodial staff.**

### **Search of Student Lockers:**

Administrators or security designees have the right to search a locker or lockers when they have reason to believe that the content of such locker or lockers may jeopardize the safety or well being of the school population and/or the school building.

### **Elevator Use:**

The building elevators are for the use of staff and approved students only. A staff member must accompany students who are moving equipment for conservatories. Students who have physical or medical reasons to use the elevator must have medical documentation if it is not already on file. The main office will issue elevator passes for students with appropriate documentation. Passes **must** be displayed during use. Students who violate these policies are subject to disciplinary action.

## **Cell Phones and Electronics:**

The Chicago High School for the Arts acknowledges the advantages of students having cell phones before and after school for parent contact and for use in emergency situations to and from school. However, when used during the instructional and conservatory portion of the school day, cell phones and electronic devices become a disruption to the educational environment. The following is the 2016-2017 cellular phone and electronics policy:

- **Students may use their devices in the building before 8:00 am and during passing periods.**
- **Students may use their devices in the cafeteria and courtyard during their designated lunch break. They may not be used during a lunch break that is not theirs. Administration will terminate this privilege if it is abused school-wide (ChiArts Wi-Fi may not be used).**
- **ONLY at teacher's discretion in academic and conservatory classes, may students use their electronic devices (including headphones) for educational purposes**
- **Students may use their devices in the building as soon as they are dismissed from their last class at 5:00 pm (ChiArts Wi-Fi may not be used).**
- **ChiArts will not be held responsible for any data overage charges incurred on personal electronic devices.**

Teachers and staff will be instructed to confiscate cell phones and electronic devices if they are used inappropriately or at any time not listed above. Said items will be turned in to the Dean of Culture and Climate or Dean of Operations only. Items will be locked away in an office.

\* **1<sup>st</sup> Offense** – Student may pick up at the end of the day from the office; logged.

\* **2<sup>nd</sup> Offense** – Cell phone or electronic devices will be confiscated, and remain in the office until arrangements are made for parent/guardian pick-up.

\* **3<sup>rd</sup> Offense** - Cell phone or electronic device will be confiscated and remain in the office until arrangements are made for parent/guardian pickup, and the student must also serve a Saturday detention.

**If a student has a cell phone or electronic device confiscated more than three times, the student may be subject to suspension.**

**Parents and guardians—please assist us in protecting the learning environment by not calling or texting your child during academic nor conservatory portions of the school day on their electronic devices.**

**Personal Laptop and Tablet Policy:** Students are permitted to use their personal laptops and tablets in classrooms ONLY when approved and supervised by a teacher. These are the ONLY electronic devices that are permitted to be visible during the instructional and conservatory portion of the school day. They are permitted in the cafeteria and courtyard. **Laptops and tablets are brought to school at your own risk. We strongly encourage students who get permission to bring/use them to exercise caution in how and where they are stored in the**

**building.** ChiArts shall not be held liable for any damage or theft that may occur to personal laptops or tablets. ChiArts WI-FI MAY NOT BE USED.

### **School Identification Policy:**

**ChiArts identification cards are to be worn to gain entry to the building.**

Lunch will not be served without a ChiArts ID. Students are allowed three temporary identification cards per school year at a rate of \$1.00 per need. In the event that they are in need of a fourth identification card, the student must purchase a permanent identification card for \$5.00 in the main office. Records are kept of student transactions and the need for identification cards.

### **Social Media: YouTube, Facebook, Twitter, Instagram, Snapchat, and etc.**

Students are prohibited from posting messages and pictures that cast themselves, their peers or the school in a negative light. Facebook, Twitter, Instagram, Snapchat and YouTube postings should not transpire between the hours of 7:30 A.M. and 5:00 P.M. Doing so will be considered gross abuse of the electronic device policy and may lead to termination of the entire student body's privileges. Postings before or after these hours should refrain from using ChiArts or The Chicago High School for the Arts hashtags or photo names, as these are trademarked names. Foul and inappropriate language used in conjunction with the school's name or the like will be reported to the above referenced sites to be removed (see site policies).

The works of our students, teaching artists and arts department heads are their personal creations; therefore the property of said individual, group or the department. Personal videos and pictures taken at ChiArts performances both on and off campus should not be posted without the expressed knowledge and approval of the creative artist.

\*ChiArts administration, faculty and staff take bullying very seriously. Please note that bullying via social media is investigated extensively and consequences are issued as seen necessary

It is a crime to create, send or possess sexually explicit photos of a minor (even if the photo is of you, or if it is sent to your boyfriend or girlfriend).

Video recording of fights/ acts of violence will be result in disciplinary action according to the CPS Student Code of Conduct.

### **Leaving the Building:**

**ChiArts is a closed campus school.** Under no circumstances should students leave the building for lunch or during the transition to conservatory upon dismissal from the

academic school day. Students who violate this policy are subject to discipline according to the CPS Student Code of Conduct.

### **Parent/Guardian Phone Calls and Messages:**

Phones and other electronic devices are not to be visible or used during class time unless authorized by a teacher for educational purposes. This includes calls and/texts from families. Student's instructional and pre-professional time is valuable and must be held sacred. In the event a parent/guardian needs to communicate with a student, the main office staff can take a message. Students will not be called from class to retrieve calls. Students will be retrieved from class to receive a written message if it is deemed an emergency; otherwise, messages will be held until lunch, advisory, or breaks. If a student has to return a call, it may only be at one of the aforementioned times. ChiArts administration asks that parents/guardians limit the amount of communications made during the day.

### **Parent /Guardian Visiting school:**

Parent/Guardian cannot visit, or observe, their students in classes due to confidentiality. We welcome parents/guardian involvement in Back to School night, Parent/Teacher Conferences, Conservatory performances, etc.

### **Fire and Tornado Drills:**

In compliance with state laws, ChiArts will hold fire and tornado drills at mandated intervals. The purpose of drills is to ensure a speedy and orderly evacuation of the building or rooms in case of fire or other life-threatening emergencies.

### **Fundraising**

There is no individual student fundraising allowed on the ChiArts campus. This includes food or beverage sales from lockers, book bags, etc.

### **School Cancellations:**

In the event of inclement weather or other instances, the announcement to cancel school sessions for the day, delay opening or dismiss early may be deemed necessary. Media broadcasts for inclement weather will include ChiArts as a Chicago Public School. Any other decisions of this magnitude will lead to phone calls and emails by school staff.

### **Custody Issues:**

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. If one parent has been denied this privilege, it is the

obligation of the parents to make this known in writing to ChiArts. Mailings and student information are directed to the custodial parent.

### **Student Services:**

The student services department supports students throughout the school day by providing a comprehensive approach that includes academic counseling, post-secondary advising, clinical counseling, health, and special education services. Some areas are handled in house by ChiArts staff and others are handled by Chicago Public Schools' student services team. The case manager oversees a team of special education staff to provide students with 504s and IEPs with appropriate accommodations and services. In cases of need based on information supplied by the school team, students may be referred to the Response to Intervention team.

### **Gender Support Plan**

Students identifying as transgender will meet with Clinical Counselor to put in place a gender support plan. Students information forms will be filled out during the first week of advisory to identify preferred names and pronouns. Students will be identified by their preferred name and pronoun during the school day by staff. Parents/Guardians of students under 18 years old retain control over official student records. Students may request to withhold their first name on their ID.

### **Assessments for Suicidal/Homicidal Students**

ChiArts takes the safety of students seriously. Parents/Guardians will be notified by the Clinical Counselor if their student requires a medical assessment. If parents/guardians refuse to follow medical recommendations, DCFS may be called to report medical neglect and a well being check from the police may be requested.

### **Lost and Found:**

We encourage students of ChiArts to keep up with all their belongings for both academics and conservatories. In the event an item is lost and found, students may look for them in the lost and found. ChiArts shall not be held liable for any item a student has lost. The lost and found will be emptied out bi-weekly.

### **Transportation:**

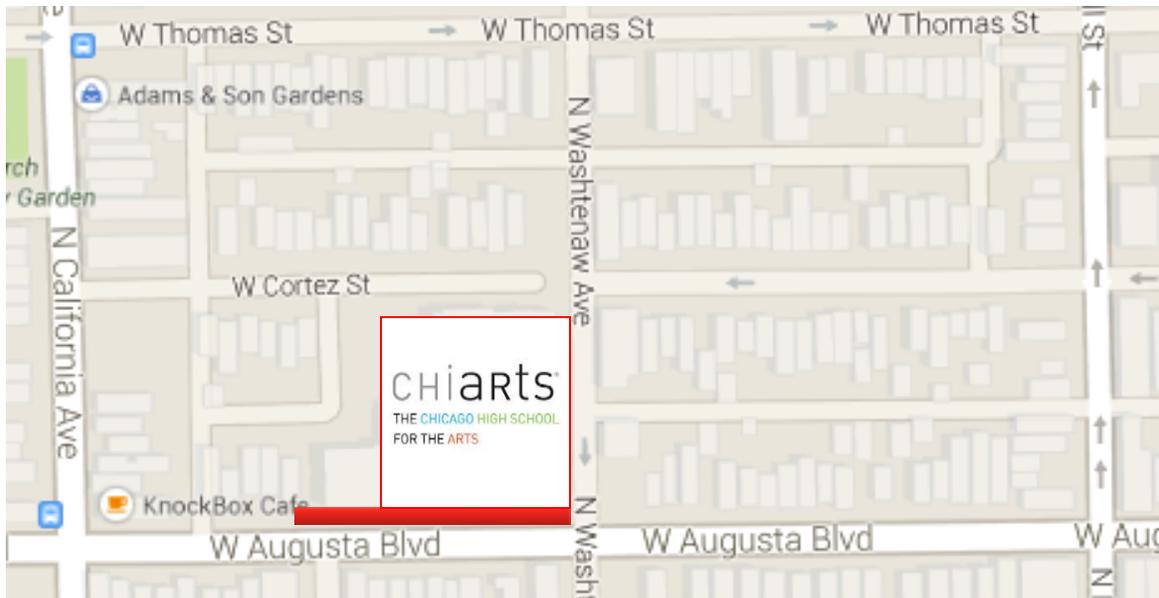
**CTA:** Student behavior on the CTA is expected to be reflective of the expectations set forth by ChiArts. In the event of an incident on the CTA or along the route, we ask that students and parents report it to ChiArts administration. Every effort will be made to assist with route information and to establish and maintain a rapport with CTA officials.

**Student Drivers:** ChiArts does not provide parking in school lots for student drivers. Students who chose to drive to school should utilize street parking at their own risk. Any vehicle without proper identification parked in school lots will be towed at the owner's expense.

**Drop-Off and Pick Up:**

Students may be dropped off and picked up on Augusta Blvd. Shuttle busses run by the parent organization drop off and pick up on Augusta Blvd.

Please be considerate of our neighbors and do not double-park while waiting for your student. Violations are subject to ticketing by the Chicago Police Department.



## Student Email Accounts:

All students will be provided with ChiArts gmail accounts which will serve as the primary form of electronic communication between the school and students. Most students will be issued with email addresses as follows: *first name.lastname@stu.chiarts.org*

- All student Electronic Mail (email) accounts are property of The Chicago High School for the Arts. Email activities must comply with CPS Student Code of Conduct. The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the school's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the school's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail from the system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of the Principal. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Electronic mail sent or received by the ChiArts system is not confidential. Although the school does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files (i.e. animated Santa during December) that are unrelated to the school district's operation.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

- As it deems necessary, the school may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- If necessary, ChiArts, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board of Education or administration will be in effect.

## **Academics/Student Policies for Classes**

### **School Wide Standards**

**All students must adhere to all regulations and policies stated in The Chicago High School for the Arts Handbook and must follow the CPS Student Code of Conduct. FULL VERSIONS OF THE CPS CODE OF CONDUCT ARE AVAILABLE ONLINE ON THE CPS WEBSITE. In addition, the following classroom standards are expected at all times:**

**Places** - Be on time to school and to class. Come prepared with all materials, supplies, appropriate dress and attitude.

**Harmony** - Respect each other and work together.

**Collage** - Seek and receive wisdom-- all voices complete the picture.

**Direction** - Be willing to lead and follow.

**Arrangement** - Consider the shared space. Leave things better than you found them.

### **Academic Integrity:**

ChiArts is committed to educating and supporting students in academics, pre-professional training, morals, ethics and citizenship. Academic honesty is an expectation of all and students are required to sign an official plagiarism policy. Cheating on tests and examinations, allowing others to copy or look at work, or engaging in other activities that are dishonest (plagiarism), are serious offenses that require strict sanctions. Sanctions can include, but are not limited to receiving no credit for the work involved, disciplinary actions and parent/guardian conferences. All cases of academic dishonesty are reported to the Dean of Culture and Climate and the Principal. All parents/guardians will be notified of academic dishonesty.

**Academic Counselor:** Kaitlyn Curta, [kcurta@chiarts.org](mailto:kcurta@chiarts.org)

**Post Secondary Counselor:** Dr. Heather McCowen, [hmccowen@chiarts.org](mailto:hmccowen@chiarts.org)

## **School Wide Plagiarism Policy:**

### Rationale

The faculty at ChiArts is committed to teaching students to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process of writing and proper documentation, but also to hold students accountable for submitting original work. Whether an assignment is in a visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by ChiArts or by any institution of higher learning. All departments must enforce and students must adhere to this policy.

### Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source and using those ideas or works as one's own.
- Deliberate and/or inconsistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

### Student Responsibilities

- Submit authentic work
- Follow the MLA style or APA style guide
- Cite in-text or paraphrased sources correctly and accurately
- Format Works Cited pages correctly and accurately

## **Consequences of Plagiarism:**

Whenever a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection, or whenever a teacher reasonably believes, based upon significant evidence, that a student has knowingly assisted another student to plagiarize part or all of an assignment, the teacher shall evaluate the nature and extent of the assistance lent to the student who plagiarized, remind the student of the existence of this rule, and warn the student that he/she is, or may be, subject to the following penalties.

- Conference between the teacher and the student about honest authorship
- Conference between the teacher and parent/guardian regarding the offense
- Reduced credit for the assignment
- Refusal to give the student any credit for the assignment
- Require the student to rework the assignment entirely using his/her own ideas and style
- Refer the student to the proper school authority for any additional counseling or discipline consistent with any other policy of ChiArts
- Failure of the entire semester that the *plagiarism occurred in*

- *Removal from the school for repeated offenses in spite of intervention*

E. Kavanagh, *High School Plagiarism Policy*, September 2009

### **Academic Curriculum:**

The school's curriculum is developed in a way that integrates critical content and college readiness skills into core classes. Student growth is measured by classroom assessments, the PSAT/SAT testing system, and STAR testing. This system of testing measures academic growth toward mastery of college readiness standards using multiple data points. Teachers and administrators analyze data and use the information to inform the work in the classroom to address student needs.

Students must be enrolled in six (6) ChiArts academic classes per semester.

### **Testing out of courses for advanced placement**

If a student is interested in skipping a course, and moving into AP classes, they must consult with the Academic Counselor within the first three (3) weeks of school. Students will need to take both Common Formative Assessments at once and earn a combined score of 80%. Students will not receive credit for the classes they are skipping. Please note, we may not be able to honor all schedule request changes.

Please see Course Catalog for descriptions and requirements for CP, Honors, and Advanced Placement classes

### **Homework Policy:**

Homework is an integral part of the learning process at ChiArts. Our unique schedule and model makes homework a critical piece in supporting student academic development. Failure to regularly complete and submit homework will impact student learning and the course grade. Specific homework requirements per class can be found in each teacher's course syllabus and via each teacher's Google Classroom page (academic).

### **Late Work Policy:**

- The responsibility of obtaining makeup work after an absence rests solely with the student. Failure to comply to with this policy may result in a zero for the assignment. Work assigned/due on the date of an unexcused absence may not be accepted for credit.
- **After 10 absences/class/semester (excused and/or unexcused), it is at the individual teacher's discretion whether to accept late work for credit.**
  - Excludes suspensions and hospitalizations (medically excused absences; see pg. 19-20 for definitions

**Final Exams:**

Comprehensive tests are given at the end of each semester. For more detailed information regarding final exams please refer to the course syllabus. Final exams are 15% of a student's final grade in all academic classes. An amended schedule is afforded to the students and parents/guardians during final exams.

If a student misses a final exam, make ups generally take place the day after exams end on Teacher Institute day.

Accommodations will be made for students who have medical and religious exclusions.

Any student failing to take the exam during the designated time, or make up period, forfeits credit on the final exam.

**Report Cards and Progress Reports:**

Grade reports are issued every five (5) weeks for student progress and report cards are issued at the conclusion of each quarter. Parents and guardians are required to pick-up report cards at the end of the first and third quarters, second and fourth quarter grade reports are sent home with students. 70% of a student's final grade is comprised of tests, quizzes, performance based assessments in academic classes. For a more detailed account of grade weights please refer to the course syllabus.

We highly advise families to play a proactive role in monitoring student progress by using our online grade book: [www.teacherease.com](http://www.teacherease.com)

**Advisory**

Advisories strengthen relationships between and among students and faculty. This time is used to explore academic and social issues in accordance with the advisory curriculum set by the counseling department. Students are expected to use their advisory time wisely to achieve balance with their academic and conservatory classes.

**Service Learning Hours:**

Service learning is a requirement of the Illinois State Board of Education. All students are required to have 40 hours to graduate from high school. Pre-approval from the academic counselor ([kcurta@chiarts.org](mailto:kcurta@chiarts.org)) of all service learning projects is required prior to students earning service learning hours. ChiArts reserves the right not to honor any service learning hours that are not pre-approved.

**Transcripts:**

Transcript requests are directed to the academic counselor. Transcripts include semester grades, conservatory grades, GPA and service hours completed. Subsequent requests carry a \$2.00 fee unless the student is a graduating senior (Class of 2017).

### **Textbook Policy:**

The school furnishes all textbooks. **Students are expected to return books in good condition and will be charged for lost or damaged textbooks.** Textbook fees must be paid prior to the next semester. Failure to pay fees will result in holds placed on the student account. This could lead to the inability to participate in certain student activities, withholding grades, transcripts, diplomas, and other vital information.

### **Copies and Supplies:**

Students are allotted a limited quantity of copies/printing according to their conservatory. ChiArts reserves the right to charge students for printing overages.

### **Field Trips:**

Field trips are extensions of classroom and conservatory experiences. All school regulations are in effect throughout the trip. Students **MUST** have a signed permission slip and have paid any required costs in order to participate and to be excused from missed classes. Student attire must be appropriate and reflect the school dress code notated in this handbook. Any ChiArts staff member may, for sufficient reason, remove a student from a field trip with just cause. Appropriate alternative assignments will be given to students who miss a field trip. Students who miss academic classes due to conservatory trips **MUST** be in contact with their teacher prior to the trip to retrieve missed work and homework.

### **Incomplete Policy**

Incomplete grades at the end of the semester should rarely be given because they are for students who, because of illness/ injury, or unforeseeable circumstances inhibiting ability to meet course requirements on time cannot fulfill their academic obligations. Incomplete grades are not to be given to students who had sufficient time to complete makeup work.

Qualification will be determined by the Academic Counselor and approved by the Principal. For students qualifying to receive an incomplete grade at the end of a semester, there is a grace period of ten (10) working days to complete the missed work after the grading period is over. If the makeup work is not

completed in the grace period, then the incomplete reverts to a failing grade. It is the responsibility of students qualifying for an incomplete grade to arrange a meeting with the Academic Counselor.

Course Withdrawals must be approved by the Principal. Students will have the following documentation on their transcripts:

W - withdrawn by the 10th day of the Semester through last day of 1st quarter and 3rd quarter, this does not affect GPA

WF - withdraw from course during 2nd or 4th quarter; this will affect GPA

#### **GRADING SCALE**

A+	100-97
A	96-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73- 70
D+	69 - 67
D	66 - 64
D-	63 - 60
F	59 and below

#### **GPA SCALE**

A	=	4.000 points	C	=	2.000 points
A -	=	3.666 points	C-	=	1.666 points
B+	=	3.333 points	D+	=	1.333 points
B	=	3.000 points	D	=	1.000 points

B - = 2.666 points

D- = 0.666 points

C+ = 2.333 points

F = 0.000 points

### **HONORS and AP GPA SCALE**

A = 5.000 points Honors, 6.000 points AP

C = 3.000 points Honors, 4.000 points AP

A - = 4.666 points Honors, 5.666 points AP

C- = 2.666 points Honors, 3.666 points AP

B+ = 4.333 points Honors, 5.333 points AP

D+ = 1.333 points Honors and AP

B = 4.000 points Honors, 5.000 points AP

D = 1.000 points Honors and AP

B - = 3.666 points Honors, 4.666 points AP

D- = 0.666 points Honors and AP

C+ = 3.333 points Honors, 4.333 points AP

F = 0.000 points Honors and AP

### **Dual Enrollment**

Dual enrollment is weighted as an AP course. If a student takes a class for dual enrollment, they still may be required to take the equivalent course at ChiArts if the master schedule cannot accommodate a different class.

Community college courses outside of dual credit options may be taken for high school credit only when the principal grants prior approval. Such courses will be limited to areas of study not offered at ChiArts. Any such course must be taken outside of the school day. Courses taken outside of ChiArts will count toward the GPA if it is to fulfill a high school graduation requirement.

### **Attendance, Tardy, and Class Cutting Policies:**

Student success in school is directly tied to attendance. The responsibility for attending class lies with the student; and students will be held accountable for tardy arrivals and missing class.

### **DEFINITIONS**

**“Valid Cause for Absence”** shall mean:

- illness;
- observance of a religious holiday;
- death in the immediate family;
- family emergency;

- circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student ( the reasonable concern of the parent’s legal guardians is subject to evaluation by the principal, principal’s designee, or other Board officials, on a case-by-case basis);
- other situations beyond the control of the student as determined by the principal, or principal’s designee, on a case -by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless may be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

**“Excused Absence”** shall mean: an absence for which there is a valid cause either:

- known to the principal or principal’s designee; or
- attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or the principal’s designee either before or after the date of the absence

**“Unexcused Absence”** shall mean: an absence for which there is no valid cause either:

- known to the principal or principal’s designee; or
- attested by a letter (or note) signed by the parent or legal guardian setting forth such case and approved by the principal or the principal’s designee either before or after the date of absence.

**“Medically Excused”** shall mean: an absence for which there is documentation from a physician (add definition of physician) excusing attendance from school with exact dates noted.

**“Chronic Truant”** shall mean: a student who is absent without valid cause for 5% or more of the previous 180 school days

## **ABSENCES:**

If a student is absent from class, the following must occur:

- Parents/Guardians must notify the main office **within 48 hours** of the date(s) of absence to excuse the attendance of a student via:
  - o Phone: 773.534.9710 x 12279
  - o Email: [attendance@chiarts.org](mailto:attendance@chiarts.org)
  - o Signed note/letter from parent/legal guardian
- After three consecutive days of absence, a parent or legal guardian must be in contact with the guidance department or dean. Parents are required to conference with the dean, academic counselor or assistant principal. Following the meeting a reinstatement will be issued.

**\*After 10 absences/class/semester (excused and/or unexcused), it is at the individual teacher's discretion whether to accept late work for credit.\***

- Excludes suspensions and hospitalizations (medically excused absences)

If a student is absent due to hospitalization or if the student is under a doctor's care, the student must return to school with a doctor's statement. The statement must be submitted to the attendance clerk for a reinstatement. The counseling department will work with any student and family to ensure schoolwork is issued and a fair makeup plan is established with the teaching team and department head.

**The doctor's statement must be consistent with the dates listed for the student's absence.**

**Please note:** The responsibility of obtaining makeup work after an absence rests solely with the student. Failure to comply with this policy may result in a zero for the assignment. Work assigned/due on the date of an unexcused absence may not be accepted for credit.

College Visits: limit (5/year for 11th and 12th Graders), documentation (field trip-like form) submitted to Post Secondary Adviser

**Tardy Policy:**

1. Students are expected to arrive at school at least 15 minutes prior to the 1<sup>st</sup> block of the day. When a student arrives after 8:00 A.M., he or she must obtain a tardy pass from the attendance office/security desk.
2. Classes will begin promptly at 8:00 A.M. Students are expected to be in their seats with class materials. All faculty and staff are permitted to count a student as tardy after 8:00 A.M.
3. Students who are unexcused tardy to 50% of class shall be marked as absent. Teachers shall indicate on attendance records time at which student arrived

**Tardy to School and Class Consequences:**

- After 3 tardies to school or class during the day, the student will be required to serve a detention from 5:15 pm -6:15 pm on a designated Wednesday. The attendance clerk or dean of students designee will make the appropriate contact to inform of this consequence.

- After 6 tardies to school or class, the student will be required to serve a Saturday detention from 8:30 am - 12:30 pm. An attendance clerk or dean of students designee will make the appropriate contact to inform of this consequence.
- After 9 tardies to school or class, the student will be required to serve a Saturday detention that begins promptly at 8:30 am. There will also be a mandatory parent conference at which a family contract will be initiated. An attendance clerk or dean of students designee will make the appropriate contact to inform of these consequences.
- Any failure to serve a Saturday detention will result in a suspension. Repeat failures to serve can/may result in a suspension and an administrative meeting.
- All students begin the 1<sup>st</sup> and 2<sup>nd</sup> semesters with zero tardies.

### **Class Cuts**

Cutting class or missing a class after a student has arrived at school is a very serious offense. A class is defined as any instructional session including study hall and advisory.

1. Students who are reported to have cut class will serve a four-hour Saturday detention that begins promptly at 8:30 am. Failure to serve this detention will result in an in-school suspension.
2. Parents will be notified via telephone or email for class cuts.
3. Chronic cuts will result in a parent conference and/or out of school suspension.

### **Early Dismissal**

The ChiArts school day is from 8 am to 5 pm and students are expected to attend the entire day. Due to the collaborative nature of some of the conservatory classes, early dismissals can have an adverse effect on the work of other students.

Early dismissals from school will only be granted if the student is sick and/or has a doctor's appointment, has a family emergency, must be present in court, or is observing a religious holiday. **Parents or legal guardians must report to the attendance office and sign-out his/her student for the remainder of the day.** Per Illinois School law, **minors are not allowed to leave a school building without being accompanied by a parent/guardian.** In the event a designee has to come for a student, they must present valid identification. All designees must be listed as a student emergency contact.

**ChiArts operates under a closed campus policy. Under no circumstances should**

**students leave the school grounds during the day or leave for lunch.**

### **Extended Illness**

If a student is going to be absent for an extended period (more than 5 days), the parent/guardian should immediately contact the ATTENDANCE CLERK who will inform the academic counselor, advisory teacher, and the student's team of teachers.

### **Conservatory Absences**

**Performance Excusal Policy:**

#### **1. Unresolvable Conflict - Proper Notice**

- Requires 6 weeks' notice from parent
- Decision to grant permission to miss is at the discretion of the Department Head
- Must complete all class work, assignments and assessments up to the performance date
- Must complete an alternate assignment for the missed performance

#### **2. Unresolvable Conflict - Less than 6 weeks' notice**

- Decision to grant permission to miss is at the discretion of the Department Head
- Must complete all class work, assignments and assessments up to the performance date
- Must complete an alternate assignment for the missed performance (maximum value will be 50%)

#### **3. Last Minute Emergency**

- Requires parent confirmation for medical, death or other emergency
- Decision to grant permission to miss is at the discretion of the Department Head
- Must complete an alternate assignment for the missed performance

#### **4. No Show at a Performance**

- Student receives a 0 for that performance

**Students will not be granted excusal from isolated parts of a performance (ex. 1 day not the other, leaving early etc.).**

## School Dress Code:

The following dress code is to provide an environment conducive to learning and to prepare students as professionals in the workplace.

These rules also apply to all school sponsored events.

- NO clothing or jewelry displaying lewd, vulgar, obscene, offensive language or symbols.
- NO inappropriate logos or designs on clothing, shoes, notebooks or textbooks.
- NO gang affiliated clothing, jewelry, tattoos, or combination of colors.
- NO hair designs advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, or illegal sexual or violent behavior.
- NO sunglasses or hoods
  - Hoodies may be worn, but hoods are not allowed on during the school day.
  - Hats may be asked to be removed during classroom activities due to safety and testing security
- NO exposed underwear.
- NO excessively short shorts, short skirts, crop tops, or tube tops.
  - Considerable and rationale exceptions are made on an individual student basis.
- **NOTE: If a student is in violation of the school dress code and asked by school staff or personnel to correct the violation, it must be done immediately unless it warrants having to go to a restroom. The student must then report back to the staff member and be cleared. A pass will be issued if a tardy is caused.**

Some Conservatory classes have specific dress codes. Families should consult the appropriate conservatory guide for detailed information.

## HEALTH AND SAFETY

### Medical Requirements:

Physical and dental examinations, as well as specified immunizations, are required for all entering freshmen and transfer students. Students in the upper grades may also need to update their immunizations.

## **Injuries or Illness:**

A student who becomes ill while in school must notify an adult and then be escorted to the main office. If the student is too ill to remain in school, the parent/guardian **MUST** be notified and arrangements for adult pick-up made. As a reminder, minors are not allowed to leave the school grounds without appropriate adult supervision even in cases of illness. The student should inform about the early dismissal (ED) to all his/her teachers upon returning to school and make arrangements for missed assignments.

Students whose parents/guardians are unable to pick them up from school will be sent back to class. ChiArts is not able to provide medical/supervision in the main office.

ChiArts does not currently have a school nurse on campus daily. In the event of extreme illness, administration will call emergency medical services to the school. Parents/guardians will be contacted immediately.

No student may leave the building due to illness without permission from designated school personnel. In addition, no student may leave the building without a parent/guardian or their designee. All adults must present valid ID to dismiss a student and sign the student out. In the event that an illness or injury is major, the emergency medical technicians will be called to transport a student to an emergency facility.

## **Medications**

The attendance clerk, the guidance counselor and the case manager if applicable, must be notified of prescribed medication. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication should be brought to the main office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when main office staff is not present, a trained staff member will administer the medication.

A note must be presented to the nurse and kept in the student file for over the counter and self-administered medications such as asthma inhalers, EpiPens, and Tylenol.

## **Food Expectations and Safety**

### **Food in Hallways and Classrooms:**

**NO food or drink (except bottled water) are allowed to be consumed in classrooms.**

No glass bottles are permitted for lunch or water purposes. Students are allowed to consume snacks during passing periods.

ChiArts is a closed campus school. Students may eat school provided food or bring a lunch. Parents may bring lunch to students, yet the lunch must be available at the start of a student's lunch period only. Parents may only bring lunch for their student(s).

- **Students may not call out for orders of food to be delivered from ANY company during the school day (8:00 am -5:00 pm).** Any company who attempts to make a food delivery for students will be turned away.
  
- **No homemade foods are allowed to be served to students at ChiArts per Illinois School Law**

## **PARENTAL INVOLVEMENT**

The ChiArts Parent Support Organization (PSO) will be established to cultivate parent involvement in the activities of ChiArts students, as well as to provide the school with volunteer and fundraising support. The PSO is an entirely volunteer organization and has no governance over ChiArts staff, curriculum, or operation. Support provided by the PSO can include, but is not limited to, serving as parent volunteers at public events (music and dance recitals, art exhibitions, theatre performances), organizing fundraising efforts for specific student activities and needs, maintaining & operating a ChiArts merchandise store to raise funds to be equally distributed amongst the five arts areas, and compiling, printing, and distributing a school directory. If you are interested in joining the PSO, please contact Mrs. Batterson by emailing: [ps@chiarts.org](mailto:ps@chiarts.org)

## ChiArts HIGH SCHOOL CONTRACT

The success of The Chicago High School for the Arts depends on the support of each member of the School community. Working together, faculty and staff, parents, and students will promote academic and artistic achievement and good character. On behalf of the administration, management, faculty, and staff, we pledge to fulfill the responsibilities and uphold the expectations of The Chicago High School for the Arts.

Jose Ochoa, Executive and Artistic Director  
Michael Wang, Principal

*Digital Copy of the Handbook is available at [www. chiarts.org](http://www.chiarts.org) located under Resources for Parents.*

The Chicago High School for the Arts is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.  
Your signature in the appropriate space below will indicate your commitment to helping fulfill our mission, vision, and core values.

**Name of Student:** (PRINT) \_\_\_\_\_

### CONSENT OF PARENT/GUARDIAN

As the parent or legal guardian of the student named above, I have read the Student/Parent Handbook and agree that my student will be bound by these terms .

Parent /Guardian Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

As a student at The Chicago High School for the Arts, I pledge:

- to be responsible
- to show courage
- to persevere
- to exercise self-discipline
- to respect myself and others
- to be fair
- to be kind
- to value true friends
- to tell and seek the truth
- to be a good citizen
- to accept and learn from the consequences of inappropriate behavior
- to adhere to all policies outlined in the parent/student handbook including the school's academic integrity and plagiarism policy

Student Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### GOVERNANCE AND ADMINISTRATION

ChiArts is grateful to the following people who serve on the Board of Directors of Chicago High School for the Arts, a 501(c) 3 corporation committed to supporting this high school and providing it with leadership and encouragement.

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