Handbook Review Compliance Form

I understand that CICS Ralph Ellison High School is a charter school and therefore, a school of choice. I am aware that attendance at this school requires compliance with school mission and policies. I have read the 2016-2017 Student and Family Handbook and agree to comply with all of the policies mandated by Civitas Schools for CICS Ralph Ellison High School Campus. Specifically,

- I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance and I will use the calendar as a reference when planning appointments. I understand that absences during exam weeks, without a medical note are unacceptable.

- I have reviewed and understand the Student Code of Conduct. I agree to comply with student conduct expectations.

- I understand and will abide by the Acceptable Use of Technology Policy.

- I have reviewed and agree to the model release policy.

- I understand that I am financially responsible for lost or damaged school materials.

- I understand the purpose of this handbook is to communicate school policies and to record assignments. This book is considered school property and should not be used for any other purposes.

Student Name: ______________________________________________________________________________

Student Signature: ____________________________________________________________________________

Parent/Guardian Signature: ___________________________________________________________________

Advisor Name: _________________________ Student Grade: ___________ Date: _____________________

Please remove and submit this signed compliance form to your Advisory teacher before August 29, 2016
Ralph Ellison High School
CHICAGO INTERNATIONAL CHARTER SCHOOL

“BE VISIBLE”

2016 – 2017
STUDENT AND FAMILY HANDBOOK
www.cicsellison.org

Student Name: _____________________________________________________________

Address: _______________________________________________________________________________________________________

Home Phone #: __________________________ Mobile Phone #:_________________________

ADV Teacher Name: ___________________________________ ADV #: __________________________

In case of emergency, please notify:

Name: __________________________________ Phone #: ____________________________
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OVERVIEW

History
Civitas Schools is an educational management organization founded in 2004 that currently manages three charter campuses: CICS Ralph Ellison High School, CICS Northtown Academy, and CICS Wrightwood Campus. Civitas is a Latin word meaning “citizenship.” This name was chosen to reflect the organization’s vision to develop urban schools that emphasize student achievement and promote civic responsibility. Civitas Schools was originally created as a subsidiary of the Chicago Charter School Foundation (CCSF), a non-profit organization that holds a multi-campus charter with the State of Illinois and serves as the umbrella organization for all Chicago International Charter School campuses (CICS).

Organizational Structure
CICS Ralph Ellison is managed by Civitas Schools. Questions or concerns about the school should be addressed on campus. If any issues remain unresolved after communicating with the campus, families and community members are welcome to contact Civitas Schools.

Charter Schools
Charter schools are public schools operated by independent, often private, organizations. Charter schools enjoy the flexibility and autonomy to their own academic model and policies, as delineated by the Illinois School Code. Every five years, charter schools undergo a comprehensive review process to renew their charter and ensure a quality educational program.

Before joining CICS Ralph Ellison High School, it is important to understand that we are a school of CHOICE. Families who choose our school are expected to support the mission, values and policies espoused by CICS and Civitas Schools. In choosing to attend CICS Ralph Ellison, families and students agree to adhere to all rules and regulations designed to promote a productive learning environment. Students who consistently violate school policy will be subject to progressive discipline, up to and including expulsion from Chicago International Charter School.

Vision and Values:
- Ralph Ellison is a school community in which our students:
  - Choose to be productive members of society who are fully equipped to be self-sufficient, life-long learners and critical thinkers
  - Value and accept diversity in order to successfully navigate different environments.
  - Are accepted and prepared for 4 year college and the world of work.

Ralph Ellison provides:
- A college preparatory rigorous academic environment with an evolving and innovative curriculum that meets the diverse needs of all students while equipping them to be positive and contributing members of society
- A highly qualified, talented, dedicated and caring staff
- A community where homes and school work together to provide positive education experiences to ensure student success.
- A place where adults work as a highly collaborative team to achieve a world class education as a pillar in the Auburn-Gresham community

Mission
CICS Ralph Ellison High School Campus is to ensure that all students demonstrate the intellectual skills, the cultural competence, the belief in self, and the engagement in community necessary for success in school, college, the workplace and life.
Admissions Policy
CICS Ralph Ellison High School admits students of any race, color, national, and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, service scholarships, athletics, and any other programs.

Accreditation
CICS Ralph Ellison High School was accredited by the nationally recognized institution AdvancED during the 2015-2016 school year.

Amendment
Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances. A complete, current Civitas Schools Policy Manual is available for review in the CICS Ralph Ellison main office.

Parent Responsibility
▪ Be an active participant in your student’s education - monitor academic progress, make sure your student(s) arrive to school everyday on time and prepared to learn, attend quarterly parent meetings including parent-teacher conferences and report card pick up.
▪ Communicate openly and respectfully with school faculty staff and administration.
▪ Adhere to and promote the rules, policies and procedures established by CICS Ralph Ellison High School.

Student Responsibility
▪ Come to school prepared and on time every day.
▪ Take ownership of your learning and your actions as a responsible, young adult.
▪ Respect your peers, adults, teachers, staff and community members at all times.
▪ Communicate your academic and emotional needs when necessary.
▪ Communicate concerns regarding the safety of the members of your school community.
▪ Adhere to the rules, policies and procedures established by CICS Ralph Ellison High School.

School Responsibility
▪ Provide a safe and welcoming learning environment.
▪ Communicate with all community members in a timely and efficient manner.
▪ Set high expectations for all students through a rigorous college preparatory curriculum.
▪ Enforce all rules, policies and procedures established by CICS Ralph Ellison High School.
▪ Promote and encourage parental involvement in the school community.

Academics

Civitas Schools adheres to eight essential educational principles:

1. All students engage in a rigorous, college preparatory course of studies.
2. The student is at the center of all academic programming, surrounded by an environment that emphasizes upward academic mobility.
3. A consistent, content-based curriculum is implemented across three major academic disciplines: Humanities, Math & Science, and Arts & Wellness. The curriculum focuses on themes both contemporary and historical in scope.
4. The development of student literacy and mathematical skills are emphasized across all disciplines. Student progress toward skill mastery is assessed regularly through the Northwest Evaluation Association (NWEA) at the
elementary school level and the Educational Planning and Assessment System (ACT’s EPAS) at the high school level.

5. The critical thinking skills of all students are developed through an emphasis on teaching conflicting interpretations and an orientation to controversy.


7. Staff collaborate to implement the program, purposefully focused on student achievement, with decisions informed by data and qualitative measurements.

8. Civitas Schools is a learning community, in which students learn as a community and learn about community.

**Academic Growth and Accountability:** The school’s college preparatory curriculum is developed in a way that integrates critical content and college readiness skills into core classes. This curriculum is designed to help students understand how to achieve "Excellent Growth" as measured by the EPAS testing system and to ensure that all of our students are prepared to be successful in a four-year college or university.

Through the EPAS testing system, students are tested three times per academic year with the ACT system of assessment to determine their individual growth toward mastery of college readiness standards. In addition to the ACT assessments, students complete a PARCC examination per Illinois state policies. Teachers and administrators analyze the data and use the information to inform their work in the classroom to better address student needs. Using the information gleaned from these assessments in conjunction with student performance in the classroom, our staff is able to make differentiated instruction adjustments to ensure that students in need of remediation or enrichment have their needs fully met.

**Academic Integrity:** Civitas Schools is committed to its mission of educating students in the morals and ethics of responsible citizenship. Academic honesty is an expectation of all students. Cheating on tests and examinations, allowing others to copy or look at work, or engaging in other activities that are dishonest (including plagiarism), are serious offenses requiring strict disciplinary action, including but not limited to receiving no credit on the academic work involved, disciplinary action and losing standing in Honor Societies. All cases of academic dishonesty are reported to the Dean and parents/guardians will be notified.

**Academic Requirements and Promotion Policy:** CICS Ralph Ellison is a four-year college prep high school. All students attend full-time. All students must carry a course load of 7.0 credits per year. The following credits are required for graduation. **Note: that requirements have changed as of SY 2016-2017.** We have phased out writing and it is now part of the English Composition course. Advisory is a graduation requirement. As a result, requirements for each graduating class will differ slightly. For specific credit information, students should see their advisor or college counselor.

For students graduating 2019 and earlier

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>5.0</td>
</tr>
<tr>
<td>Math</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>3.0</td>
</tr>
<tr>
<td>Social Science</td>
<td>5.0</td>
</tr>
<tr>
<td>Writing</td>
<td>4.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>(includes Health)</td>
</tr>
<tr>
<td>Electives</td>
<td>2.5 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>27.0</strong> credits</td>
</tr>
</tbody>
</table>
For students graduating 2020 and after

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl/Comp</td>
<td>4.0</td>
</tr>
<tr>
<td>Math</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>3.0</td>
</tr>
<tr>
<td>Social Science</td>
<td>7.0</td>
</tr>
<tr>
<td>College Prep</td>
<td>2.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives</td>
<td>3.5</td>
</tr>
<tr>
<td>Advisory</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>27.0</strong></td>
</tr>
</tbody>
</table>

Earned credits are reviewed annually to ensure that each student is on track to graduate from CICS Ralph Ellison. If a student is not meeting earned credit requirements, the school will work with the student and family to define options for remediating credits. Options may include summer school or evening school. If a student has fallen significantly behind, the student may be required to repeat the current grade.

Following is a list of academic requirements for each grade level, students must have these minimum credits in the fall of the academic year to be placed in the corresponding grade levels (Special circumstances will be considered on a case by case basis by the school director):

- **Freshmen** must provide documentation of 8th grade completion and EXPLORE scores.
- **Sophomores** enter the school year with 7.0 high school credits.
- **Juniors** enter the school year with 13.0 high school credits.
- **Seniors** enter the school year with 20.0 high school credits.

Students must test with the grade level they are in based on credits earned, not based on credits expected. Students who do not meet these academic benchmarks may require 5 years to complete the full course of study at CICS Ralph Ellison.

**Achievement Levels:** There are two levels of courses provided at CICS Ralph Ellison sophomore and junior year:

- **Honors/AP** courses are taught at an accelerated pace to provide students with elevated levels of rigor and enrichment within the college preparatory program. **Note: All students at this level are required to take Advanced Placement courses.**
- **Academic** courses are designed for students to meet rigorous standards within the college preparatory program.

Program of study and course placement is determined by a policy that considers scores on student academic performance in previous classes, standardized test results, and teacher recommendations.

**Course Selection:** Registration for the following school year begins in February. Rising seniors, and rising juniors, work with teachers and counselors to determine placement in required and elective courses from the Course of Studies Guide. Rising sophomores and rising freshman take a prescribed set of college preparatory courses based on the course placement policies. Based on registration, the master schedule of classes is developed and every effort is made to provide each student his/her chosen courses. The Counselor contacts students whose schedules contain conflicts or require that alternative choices may be made.

**Course Offerings:** Can be viewed on our website at [www.cicsellison.org](http://www.cicsellison.org).

**Course or level changes:** Student requests for a course change or drop during the school year or after registration period, must be approved by the administration. A teacher may also recommend a change in course level if evidence
suggests that the student would be better supported at a different level. Due to class capacity and course offerings, course changes may not be possible.

Course Sequence: The following is a list of required courses at each grade level. Math sequence and options may be altered to meet student needs and levels of achievement. Elective courses are available in all departments.

<table>
<thead>
<tr>
<th>Freshman:</th>
<th>Sophomore:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
</tr>
<tr>
<td>Eng/Comp I: Survey Lit</td>
<td>Eng/Comp II: World Literature &amp; Culture</td>
</tr>
<tr>
<td>Ethnic Studies I</td>
<td>Ethnic Studies II</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Biology</td>
<td>World History</td>
</tr>
<tr>
<td>Health</td>
<td>Spanish I</td>
</tr>
<tr>
<td>Reading</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior:</th>
<th>Senior:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Calculus, Algebra II or Geometry</td>
<td>Math: Statistics (Honors)</td>
</tr>
<tr>
<td>Engl/Comp 3: American Literature &amp; Culture</td>
<td>Pre-Calculus I</td>
</tr>
<tr>
<td>Civics/Economics</td>
<td>Pre-Calculus II</td>
</tr>
<tr>
<td>Physics &amp; Space Science</td>
<td>English/Comp 4: Western Literature</td>
</tr>
<tr>
<td>United States History</td>
<td>Western Civilization</td>
</tr>
<tr>
<td>Civic Leadership</td>
<td>College Seminar</td>
</tr>
<tr>
<td>Spanish II</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Grade Point Policy Description:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Academic</th>
<th>Honors</th>
<th>AP</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.3</td>
<td>4.8</td>
<td>5.3</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
<td>4.2</td>
<td>4.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
<td>3.8</td>
<td>4.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
<td>3.2</td>
<td>3.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.3</td>
<td>2.8</td>
<td>3.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>Below Average</td>
<td>1.7</td>
<td>2.2</td>
<td>2.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.3</td>
<td>1.8</td>
<td>2.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
<td>1.5</td>
<td>2.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>Poor</td>
<td>0.7</td>
<td>1.2</td>
<td>1.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

The grade of Incomplete (I) is assigned when, due to medical or other serious reasons, a student is not able to complete course obligations by the end of a marking period. Administrative approval is required before issuing an incomplete. If requisite course work is not completed during the period determined when the grade is assigned, the student will earn a failing grade in the class.

Honor Roll: The honor roll is calculated at the end of each semester. To qualify for High Honors a student must earn a GPA of 3.5 or higher. To qualify for Honors a student must earn a GPA between 3.0 and 3.49. Students who earn
honor roll distinction may not receive any grades lower than a “C” or have an incomplete “I” in any subject that semester.

**Failed Courses:** No credit is awarded for failing grades. Students are required to remediate failing grades at Ralph Ellison’s evening school or alternative option approved by school administrators. **NOTE: Ellison students are required to make up credits at Ellison night school.** In situations where a student needs to make up a class that is not being offered by CICS Ralph Ellison, students may be permitted to attend approved courses offered by outside educational organizations. The counselor must approve enrollment in any outside course; if approval is not sought or granted, credits will not count toward CICS Ralph Ellison graduation requirements. Students who do not remediate failed courses may be denied promotion to the next grade level. Students who fail more than 2.0 credits may be required to repeat the year and may not be granted the opportunity to pursue credit remediation options.

**Progress Reports:** Midway through each quarter (or as needed), progress reports will be sent home. They must be signed by parents/guardians and returned to advisors.

**Reports Cards:** Grade reports will be issued at the conclusion of each quarter. After first and third quarters, report cards must be picked up at Parent-Student-Teacher conferences. Second quarter report cards will be sent home with students. Final report cards are mailed the week after fourth quarter exams conclude. One report card will be issued per student.

**Parent-Student-Teacher Conferences:** Family conferences, scheduled at the completion of first and third quarters, provide an important opportunity to discuss student progress at CICS Ralph Ellison (see calendar for specific dates). Report cards from first and third quarters will be distributed at conferences. Students may be present for conferences; families are encouraged to schedule conferences throughout the year to address any academic issues that may arise.

**Transcripts:** Transcript requests should be directed to the main office. Transcripts include semester grades, GPA, and service hours completed. The first five transcripts are provided free of charge. Subsequent transcript requests may carry a $2.00 fee.

**Transfers:** Transfers out of CICS Ralph Ellison will be considered only after the parent/guardian identifies a receiving school, presents required paperwork and signs a transfer request form. All obligations must be met before a transfer can be processed. All transfers out of the CICS network are permanent.

**Grading and Assessment Overview**

**Quarter grades:** Will be calculated based upon student performance in a variety of areas including class work, homework, participation, performance on formal and alternative assessments, and on EPAS (Educational Planning and Assessment System) practice. This system allows for students to review and learn content, skills, and integration before demonstrating mastery.

**Alternative Assessments:** Include essays, projects, integrated units, lab reports and presentations; apply to sections or units as appropriate and reflect content, skills and integration.

**Classwork and Homework Participation:** Includes daily class work, preparation, participation, attitude and respect. Regular academic assignments include reading, writing, and research. The work will apply to sections or units as appropriate and will reflect course content, skills, and/or integration.

**Homework Policy:** Homework is an integral part of the learning process and plays a critical role in supporting student academic development. Failure to regularly complete and submit homework will impact both student learning and course grade.
SAT College Board Standards: Integrated and explicitly aligned according to achievement level in each core course. Will be assessed both formally and informally in class work and assessments. Assessments included PSAT-style passages that reflect SAT College Readiness Standards.

Formal Assessments: Include unit exams and the quarterly exam; designed to assess knowledge of content, skills, and integration.

Quizzes: Given on a semi-regular basis; reflect course content, skills, and/or integration.

Semester Grades: Credit bearing grades for each semester are calculated as follows:
- Quarter 1=40%
- Quarter 2=40%
- Semester Exam=20%

Semester Exams: Cumulative semester assessments given at the end of each semester. The cumulative semester exam reflects content, skills, and integration.

Note: Senior grades are calculated on a similar scale; however, seniors are not tested on EPAS skills. Senior projects will be calculated as 20% of the semester 2 grade. Senior course syllabi will present more information on grading procedures.
Daily Schedule

The school day is from 8:00 to 3:30 PM, except on Mondays when students are dismissed early for teacher professional development. Students will be assigned to one of three lunches.

Regular Schedule (Monday-Thursday)

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Opens</td>
<td>7:15 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>7:15 AM</td>
<td>7:45 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>Advisory</td>
<td>8:00 AM</td>
<td>8:16 AM</td>
<td>16 min</td>
</tr>
<tr>
<td>1st</td>
<td>8:20 AM</td>
<td>9:10 AM</td>
<td>50 min</td>
</tr>
<tr>
<td>2nd</td>
<td>9:14 AM</td>
<td>10:04 AM</td>
<td>50 min</td>
</tr>
<tr>
<td>3rd</td>
<td>10:08 AM</td>
<td>10:58 AM</td>
<td>50 min</td>
</tr>
<tr>
<td>4th / A Lunch</td>
<td>11:02 AM</td>
<td>11:28 AM</td>
<td>26 min</td>
</tr>
<tr>
<td>4th / B Lunch</td>
<td>11:32 AM</td>
<td>11:58 AM</td>
<td>26 min</td>
</tr>
<tr>
<td>4th / C Lunch</td>
<td>12:02 PM</td>
<td>12:28 PM</td>
<td>26 min</td>
</tr>
<tr>
<td>5th</td>
<td>12:32 PM</td>
<td>1:22 PM</td>
<td>50 min</td>
</tr>
<tr>
<td>6th</td>
<td>1:26 PM</td>
<td>2:16 PM</td>
<td>50 min</td>
</tr>
<tr>
<td>7th</td>
<td>2:20 PM</td>
<td>3:10 PM</td>
<td>50 min</td>
</tr>
<tr>
<td>Advisory</td>
<td>3:14 PM</td>
<td>3:30 PM</td>
<td>16 min</td>
</tr>
</tbody>
</table>

Professional Development Schedule (Friday)

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Opens</td>
<td>7:15 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>7:15 AM</td>
<td>7:45 AM</td>
<td>30 min</td>
</tr>
<tr>
<td>1st</td>
<td>8:00 AM</td>
<td>8:26 AM</td>
<td>26 min</td>
</tr>
<tr>
<td>2nd</td>
<td>8:30 AM</td>
<td>8:56 AM</td>
<td>26 min</td>
</tr>
<tr>
<td>3rd</td>
<td>9:00 AM</td>
<td>9:26 AM</td>
<td>26 min</td>
</tr>
<tr>
<td>4th</td>
<td>9:30 AM</td>
<td>9:56 AM</td>
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Additional Academic Programming Information

**Advisory:** The goal of advisory is to develop socially responsible students through intentional and effective practices that support health development, academic success and post secondary access for all students. To strengthen relationships between and among students and faculty, each student will be assigned to an advisory at CICS Ralph Ellison. Advisory provides an opportunity for staff and students to explore academic and social issues in accordance
with our advisory curriculum. Students are expected to participate actively during advisory. Students must successfully complete the minimum requirements of advisory in order to earn 2 of their 10 community service hours per year. These hours must come from advisory to be promoted to the next grade. All school attendance rules apply.

**Service Learning Hours:** Service learning is a teaching strategy that connects in school classroom learning to external community service projects. Service learning engages students in projects that serve the community while building social, civic and academic skills.

**Service Hours Graduation Requirements Summary:**

- Students must complete a minimum of 40 hours of service between 9th and 12th grade in order to graduate.
- All students must complete a minimum of 10 service hours per year in order to receive a passing grade in advisory (a minimum of 5 hours must be completed by the end of Semester One).
- A minimum of half of all service hours each semester must be completed outside of CICS Ralph Ellison.
- In-coming freshman will not receive credit for any service hours accumulated prior to the first day of school at CICS Ralph Ellison.

**Textbooks:** Books and related materials are school property that must be kept in good condition. They are provided on a rental basis. Students must pay for lost or damaged books. Textbooks are inspected periodically by teachers and must be covered according to their directives. Students are responsible for recording their names in the appropriate place in all of their books.

**Attendance Policies**

**Attendance Requirement of Credit or Promotion**

The requirement for Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-I.-15). Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by the board of education. The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 to cause such child to attend school the entire time it is in session during the regular school term.

In the event of any absence, the student’s parent/guardian is required to call the school at High School at 773-478-4434 to explain the reason for the absence. If a call to the school has not been made by 10:00 a.m. on the day of the absence, a “robocall” will call a parent/guardian to inquire as to why the student is not in attendance. A signed note must be turned in the office, within two days of the student’s return to school, for the absence to be considered excused, even if the absence was phoned in by a parent.

Any absence due to illness which lasts for more than three consecutive days must be verified by a medical note, which must be produced within two days of the student’s return for the absence to be considered excused.

Students are limited to nine days of absence per semester. Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school upon returning.

**Category 1 EXCUSED ABSENCES**

An excused absence can be defined as, but is not limited to:

1. Students absent due to a valid cause as per Illinois school code law (see above)
2. Medical appointment verified by a medical note.
3. College days for Seniors Only – Limit of 2 per school year – Must be verified by college or university. Additional days may be granted by the building principal for testing and assessment. (see Prearranged Absences).
4. Illness confirmed by a medical note.
5. Observance of a religious holiday. 
6. Illness confirmed by a note from a parent/guardian \textbf{(parent/guardian verified absences may not be excused if total absences are in excess of 9 days per semester)}. 
7. Court appearance demanded by official summons or subpoena verified by court. 
8. Funeral (confirmed with a parent/guardian note or memorial leaflet). 
9. School sponsored activities, i.e. field trips, athletic events or scholastic competitions (see Prearranged Absences). 

\textbf{Category 2 UNEXCUSED ABSENCES} 
An unexcused absence can be defined as, but is not limited to: 
1. Any absence that is not confirmed with a parental/guardian, medical, or college note within the two day grace period. 
2. Truancy 
3. An illness which last for more than two consecutive days that is not verified by a medical note. 
4. Vacation days taken with family (credit will be given if student meets the expectation of the building principal and classroom teachers) see Prearranged Absences. 
5. Personal reasons or business 
6. Failure to attend because of transportation problems, unless transported by school bus. 

\textbf{Reporting Absences:} If a student is going to be absent from school, a parent or guardian must call the school between 7:00AM and 10:00AM to report the absence. The attendance clerk will attempt to call the parents if the absence is not reported. If no contact is made with the student’s parent/guardian, the absence may be considered unexcused and the student must obtain permission from the Dean of Students before returning to school. 

\textbf{Excessive Absences:} Because of the importance of class participation, excessive absences may result in lowered grades. When a student misses five days in a quarter, his/her parents may be called to school for a conference. Any student who misses more than 10 days in a semester may not receive credit in that class. The CICS Ralph Ellison policy is that three tardies is the equivalent of one absence. 

\textbf{Extra Curricular Participation:} Any student who is not in school at the start of the school day or leaves school will not participate in practice or any extra-curricular event that night. Students who leave school because of sickness, who are tardy or absent for any reason other than for medical appointments, or who miss school because of college visits or funerals (all must be verified) will not be allowed to attend or participate in extracurricular activities or practice on the same day. This pertains to that day only. 

\textbf{Homebound Services:} If a student incurs more than ten school days of consecutive absence because of health or physical impairment and resides in the Chicagoland area during the absence, the student is required to seek home/hospital instruction. Homebound services are only offered with a licensed doctors medical certification. To receive homebound services, contact the Director of Student Services for Civitas Schools or the CICS Ralph Ellison Case Manager. 

\textbf{Perfect Attendance:} Students are eligible to be recognized for perfect attendance if they have been present for every day during the school year. Three tardies for the year disqualifies the student from perfect attendance. 

\textbf{Tardy to School:} School begins promptly at 8:00AM. Any student not in first period class by the 8:00AM bell is tardy to school. Students who are tardy to first period need to be in class by 8:05. They will not receive a pass from the dean and should head straight to class. A student not in their seat at the bell is considered tardy. Students more than five minutes tardy to a class will be sent to the dean for a 30 minute after school detention. Students with excessive tardies may be issued a detention to be served after school. Students are required to be in full uniform and have all of their class materials to begin the day; students who are not ready to begin the day may be sent to the office.
Failure to report to detention will result in escalating consequences that may include in school and out of school suspension.

Chronic tardiness to school is a serious academic concern. Parents of chronically tardy students will participate in meetings with school staff to remedy the concern. Failure to remedy the concern may lead to academic failure and discharge from Ellison.

**Tardy to Class:** Punctuality demands that students be present in classrooms and ready to begin class on the second bell. Any student not in the classroom and prepared with their materials by the second bell is considered tardy for that class. There are no excused tardies. On time for class means that at the sound of the second bell, the student is seated with materials to start work immediately. Students standing or walking into class at the sound of the second bell are tardy. Excessive tardiness (5 minutes or more) to class will result in the assignment of a detention. A student who misses more than 5 minutes of a class period is considered absent for that class unless otherwise determined by the Dean. Chronic tardiness to class will lead to more serious disciplinary consequence and a parent conference.

**Quarter and Semester Exams:** Students who are tardy or absent for exams must arrange a time to make-up their exam with their teacher. Tardy students will not be permitted into their regularly scheduled exam classroom; they are required to make-up the exam after school on the same day that they reported tardy or on a day of non-school attendance.

Absent students are required to schedule make-up exams with their teacher immediately upon return to school. Any student who fails to schedule or misses a make-up exam will receive no credit for the exam. Students who are sent out of an exam for behavioral disruptions will not be permitted to take their regularly scheduled exam for that period; they are required to make-up the exam after school on the same day or on a day of non-attendance and must schedule their make-up exam with the dean.

**Early Dismissals:** CICS Ralph Ellison is a closed campus; once a student arrives at school, he/she may not leave the campus. No student may leave the building before dismissal without early dismissal permission. Students may be given permission to leave the building during the school day only by the administration. Students leaving early must be picked up by a parent/guardian. Exceptions may be made if the student has driven himself/herself to school. Early dismissals are strongly discouraged before 11:00 AM and after 2:00 PM.

Leaving school early for work, job interviews, leisure or travel are strongly discouraged. Absences for these reasons may not be excused. Requests for time off from school for medical reasons or family emergencies should be presented to the school at least one day before the scheduled appointment. The Office Manager will review this request. Whenever possible, appointments should be scheduled so as not to interfere with the school day. In the event of an unavoidable scheduling conflict, the following procedure is to be followed:

1. The student presents the request to the Office Manager for review, the office manager approves or denies the request
2. If approved, the Office Manager makes out an Early Dismissal slip, and places the approved written request in the main office for filing.
3. Early dismissals without prior written notice may not be granted.

If the request involves a medical appointment, the student is required to submit a doctor’s statement of verification the following day in order for the dismissal to be excused.

**Truancy:** Absence from any class-period or any part of the school day without permission or a legitimate reason is strictly prohibited and will be considered truancy.
Medical Policies

As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without a fever, or headaches (unless noted on the health form). The Nurse’s Office is not used for resting.

Reasons to keep student at home: If a student exhibits any of the following symptoms, they should be kept at home:

1. temperature over 100 degrees
2. has an unexplained rash
3. diarrhea or vomiting
4. pink eye

Illness at School: If a student does not feel well enough to attend school and actively participate in the educational program, the student should remain home and/or seek medical attention for the condition causing the illness. When a student becomes ill during the school day and is unable to remain in class, the student should obtain a pass from their teacher and report to the school nurse or the front office.

The school nurse will record the student’s name, the time, the nature of the illness, and the name of the teacher who distributed the pass. If the student is able, he/she is given permission to return to class and receives a pass from the nurse authorizing the return. Students should present the pass to the teacher from whose class he/she was absent or tardy. In the event of serious, persistent or visible student illness, school administrators may withhold a student from returning to class.

If the student is unable to remain in school, the school nurse will contact the student’s parents or the emergency contact identified on school records to come to school or to send an identified escort to pick the student up. If an escort is not available and the student is too ill to remain in school, he/she may be sent home by a means agreed upon by the parent and school administrator. At no time should a student contact a parent/guardian by personal cell phone to communicate illness or a desire to be picked up from school. This action violates school cell phone policy and may result in school staff being unaware of a serious health/medical issue.

School Medical Emergencies: In the event of a medical emergency during the school day, CICS Ralph Ellison is obliged to notify the proper medical and emergency authorities, set aside an area where the sick/injured student can be taken and notify the student’s parent/guardian or the emergency contact identified on school records. The school will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility. The school nurse or designee will make every effort to provide support, assistance and resources to the student until medical attention is secured. If a student appears to be under the influence the school nurse or designee will notify parents and EMS will be called.

Prescription Medication: Prescription medication must be reported to the school nurse and placed in the health record. Such medication should be taken in the presence of the school nurse. Such information might be of vital importance should the student require emergency treatment.

The nurse will not dispense any medication to any student without permission from the student’s parent/guardian/physician. The original pharmacy medicinal container, labeled with the students’ name, name of medication, doctor’s name and phone number, pharmacy and phone number should be kept in the nurse’s office. Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian. Permission forms for dispensing medication must be completed yearly and kept on file with the nurse. Any changes must be reported in writing to the nurse.
Elevators: Students must have a doctor’s note and confirmation from the school nurse to receive an elevator pass. Any student using the elevator without a pass will be subject to disciplinary action.

Records: All incoming freshmen must have a completed medical form on file by the first day of school. Students not in compliance will be excluded from school on October 15 in accordance with Illinois State Law.

CHICAGO INTERNATIONAL CHARTER SCHOOL
DISCIPLINE CODE

The Chicago International Charter School (“CICS”) expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment, which promotes CICS’ philosophy of providing a college preparatory education for all students.

The CICS Discipline Code applies to the actions of students during school hours, before and after school, while on school property, while wearing CICS attire, at all CICS sponsored events, and when the actions affect the mission of CICS. Students may also be subject to discipline for serious acts of misconduct, which occur either off-campus or during non-school hours, when the misconduct disrupts the safe and secure positive learning environment and poses a threat to the orderly educational process at CICS.

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. CICS’ staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:

- Age, health, maturity, and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll in a student assistance program

In some cases, CICS, with parent/guardian consent, may deem screening and referrals for drug/alcohol counseling as a necessary component of the disciplinary action. Loss of privileges and community service may also be considered. Community service, with parent/guardian consent, may include, but is not limited to, the following:

- Repairing or cleaning property damage as a result of the offense;
- Participating in landscaping, gardening or cleaning inside the building or of the school grounds;
- Participating in projects that beautify the school, surrounding property or the community;
- Providing services that improve the life of community members.

Each category of offense listed below has a minimum and maximum disciplinary action associated with it. After considering the actual disciplinary violation and factors such as those listed above, CICS staff shall determine the disciplinary action within the minimum/maximum range to which the student shall be subjected.

CATEGORY I

These acts of misconduct include the following:

- Eating, drinking or chewing gum outside of the cafeteria (C1-EG)
- Persistent tardiness to school or class (C1-ET)
● Running and/or making excessive noise in the hall or school building or premises (C1-HB)
● Failing to abide by stated school rules or regulations (C1-SR)
● Violating the dress code as outlined in CICS campus handbook (C1-UV)

Students who commit any of these acts may be subject to one or more of the following behavioral response options, including, but not limited to: incentives for positive behavior, restorative conversations, teacher-student-parent conference, loss of privileges, temporary removal from classroom, problem-solving exercises, logical consequence, self-management plan, academic tutoring, behavior contract/behavior report card, meaningful work, as the result of a first offense and may, as a result of repeated violations and depending on the circumstances, be subject to the maximum penalty of a one-day, in-school suspension. As a supplement and/or alternative to suspension, school staff may require students to complete between 1 and 8 hours of public service, with parent/guardian consent, as commensurate with the seriousness of offense(s).

**CATEGORY II**

These acts of misconduct include the following student behaviors that disrupt the educational process at CICS:

● Repeated Category I violations (C2-R1)
● Altering records and Forgery (C2-AF)
● Use of intimidation, credible threats of violence, coercion, or persistent severe bullying (See Appendix A for CICS Anti-Bullying and Cyber-Bullying Policy) (C2-B)
● Repeated refusal to participate in classroom activities or complete academic assignments (C2-CA)
● Cheating, Plagiarism, or Copying other’s work, or allowing others to copy work (C2-CP)
● Violating the civil rights of others
● Defamation
● Violation of Discipline Agreement (C2-DA)
● Persistent tardiness and/or absence to school or class (C2-ETA)
● Play fighting, threatening, bullying, and/or intimidating students (C2-FIN)
● Harassment or discrimination of others (C2-HD)
● Acts that obstruct or interrupt the instructional process in the classroom (C2-IDa)
● Participation in acts designed to disrupt classroom or school activities (C2-IDb)
● Repeated use of profane, vulgar or obscene words, gestures or other actions which disrupt the school environment (C2-IS)
● Leaving the classroom and/or campus without permission (C2-LA)
● Fighting or unwanted physical contact or threatening of any student or staff member (C2-PA)
● Cutting school, class, detention, homework center, Saturday school, summer school, or mandatory school events (C2-SK)
● Disregard for the stated school rules, instructions or direction of school personnel resulting in disruption to the educational process (C2-SPa)
● Failing to comply with school imposed consequences (C2-SPb)
● Repeated failure to follow stated school rules and procedures (C2-SPc)
● Theft, loss or destruction of personal or school property that costs less than $150.00 (C2-TR)
● Using, possessing, selling or transferring tobacco products (CO-TO)
● Truancy (Absence without permission, just cause and disregarding school’s supportive services and resources provided) (C2-TR)
● Violation of CICS Acceptable Use of Technology guidelines, including campus Wi-Fi (C2-TV)
● Providing unauthorized visitors access to the building before, during or after school (C2-UA)
● Unauthorized use of cell phones, pagers or other electronic devices (C2-UP)
As a result of a first offense, students who commit any of these acts may be subject to one or more of the following behavioral response options, including, but not limited to: one after school and/or one Saturday in-school detention, work plan, skills building In-school suspension, peer conference/peer mediation, referral to behavioral health team, daily and/or weekly check in/check out, targeted social skills instruction, anger management group, mentoring, referral to counseling/social work services, and teacher-student-parent conference. Repeated violations, and/or depending on the circumstances, students may be subject to the maximum penalty of a four day out-of-school suspension and teacher-parent conference. Students may be subject to out of school suspension for 3 days when/if student’s continuing presence would (1) pose a threat to the safety of other students, staff members or the school community, or (2) disruption to the operation of the school. The degree of the suspension, whether in-school or external, as well as length of suspension, shall be determined by CICS’ staff and/or Board of Directors. As a supplement and/or alternative to suspension, school staff may require students to complete between 3 and 12 hours of public service, with parent/guardian consent, as commensurate with the seriousness of offense(s).

**CATEGORY III**

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school, and/or on the school grounds. These acts of misconduct include the following:

- Repeated Category I & II violations (C3-R2)
- Assault on a student or any school employee (Assault is interpreted as an attempt to do bodily harm to a student or to any staff member) (C3-A)
- Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, contraband, drug paraphernalia or look alike contraband/drugs or use of any substance for the purpose of intoxication in or before school or a school related function. (C3-AD)
- Arson (C3-ARS)
- Any act that endangers the safety of the other students, teachers or any school employee (C3-END)
- Creating a false fire alarm or making a threat to create a false fire alarm (C3-FA)
- Sex violations-Engaging in sexual activity or inappropriate touching (C3-FS)
- Gambling (C3-G)
- Participating in gang activity or overt displays of gang affiliation (C3-GA)
- Hazing (C3-H)
- Participating in a mob action-a large disorderly group of students using force to cause injury to a person or property, or persisting in severe disruption after being directed to cease by school personnel or police (C3-MA)
- Destruction of property (C3-PD)
- Indecent exposure (C3-SM)
- Theft, loss or destruction of personal or school property that costs more than $150.00 (C3-T1)
- Trespassing – entering CICS property when previously prohibited or remaining on campus grounds after receiving a request to depart (C3-TRS)
- Possession and or use of weapons-any object that is commonly used to inflict bodily harm, and/or an object that is used or intended to be used in a manner that may inflict bodily harm, even though its normal use is not as a weapon (C3-W)
  - Possession of the following items: firearm, look-alike firearm, knife, brass knuckles or other knuckle weapon or billy club may be subject to an expulsion for at least a year, adjusted on a case by case basis.

Students who commit any of these acts may be subject to a one or more of the following behavioral response options, including, but not limited to: maximum of 10 days, out-of-school suspension, per violation, clinical services referral, referral to CPS Crisis Management, referral to DCFS (Department of Children and Family Services, referral to SASS (Screening Assessment & Support Services) Hotline, substance abuse treatment/prevention, peer conference/peer mediation, skills building In-school suspension, a student- teacher-parent conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. Students may be subject to out of school suspension
for 4 days or more after appropriate and available disciplinary interventions have been exhausted and student’s continuing presence in school would (1) pose a threat to the safety of other students, staff or members of the school community or (2) substantially disrupt, impede, or interfere with the operation of the school. Students suspended for longer than 4 days must be provided with appropriate and available support services during the period of their suspension. As a supplement and/or alternative to suspension or expulsion, school staff may refer students to the Chicago Public Schools’ (CPS) Saturday Morning Alternative Reach out and Teach (SMART) Program, and/or require students to complete between 6 and 30 hours of public service, with parent/guardian consent, as commensurate with the seriousness of offense(s).

**SUSPENSION AND EXPULSION**

When a student’s misconduct results in the need to suspend or expel the student, the following procedures shall be followed:

A. **Suspension Not Exceeding Ten School Days:** Students suspended for ten school days or less shall be afforded due process in the following manner:

- School staff meet with the student to discuss, investigate, and assess the situation
- If a student is found to have violated the Code of Conduct in a manner that warrants suspension, the student’s infraction will be logged in PowerSchool or appropriate Student Information System. School staff, in consultation with the school administration, determines the duration of the suspension and whether the suspension is served in-school or out-of-school
- School staff will immediately notify the student’s parent or guardian of the situation and the disciplinary action with a full statement of the specific misconduct, rationale for duration of suspension, and notice to parents of their right to review. School staff will be available for a follow-up conference with the family, if requested.
- A behavioral contract containing specific behavior expectations may be drawn up and signed by the student, parent/guardian and school director during a re-engagement meeting. In developing a re-engagement plan, the school will consider ways to prevent future school suspensions, forms of restorative action and supportive intervention to aid in the student’s academic success.
- School will facilitate a re-engagement meeting of students who are suspended out-of-school, expelled, or returning from an alternative school setting.
- Students are allowed to make up work following their suspensions. Upon returning to school, it is the student’s responsibility to make up work in a reasonable time proportional to their suspension
- The Board will be provided all information and summaries for suspensions and expulsions.
- For suspensions for 4 or more days, the school will note in the suspension notice whether support services are to be provided during the period of suspension or whether it was determined that there are no such appropriate and available services.
- Within the suspension and expulsion decision, the school will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

If a student or parent/guardian is dissatisfied with the suspension, the student and guardian may present his/her version of events to Regional Manager/Director for the School Management Organization that manages the campus on behalf of the Chicago International Charter School. The student shall be given oral or written notice of the charges against him/her; an explanation of the basis for the accusation; and a chance to present his/her version of the incident, in writing, to the Campus Director. If unsatisfied with the response of the Campus Director, the student and guardian may present his/her version of events to the appropriate administrative officer of the educational management organization that manages the campus on behalf of the Chicago International Charter School.

It is prohibited that any school encourage any student to dropout.
B. Suspension and Expulsion: Students suspended and/or expelled as a result of gross disobedience or misconduct shall be afforded due process in the following manner:

CICS will request that the student’s parents or guardian appear before the CICS Board of Directors (“Board”), an appointed hearing officer, or a Board representative. Such requests will be made by registered or certified mail and state the time, place, and purpose of the meeting. In addition to advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, the right to be represented by counsel, and the right to present evidence.

The expulsion hearing need not take the form of a judicial or quasi-judicial hearing. In no event shall a hearing be considered public. Further, at the discretion of the Board, the hearing may be closed to those individuals deemed advisable, except the student, the student’s parents or guardians, the student’s attorney, at least one school official, and the Board’s attorney at all times. Witnesses shall be admitted to a closed hearing only to the extent necessary to testify. In order for another student to act as a witness, signed written consent of that student’s guardian must be obtained prior to the meeting. The following procedures will be included in an expulsion hearing: School presents more than hearsay evidence to prove allegations, parents and students are allowed to present evidence and cross-examine witnesses and separation exists between the staff member facilitating the expulsion, hearing officer and decision-maker. Hearing officer will state reasons for expulsion and date it would be effective. Hearing officer provides summary of evidence. The expulsion decision details specific reasons why removing the student is in the best interest of the school. The expulsion decision includes rationale for the duration of the expulsion.

If a general education student is expelled from Chicago International, it is a permanent expulsion so that the student may not return to any Chicago International campus at any time in the future. However, the CICS Board/Board Designee may expel a student with disabilities for a definite period of time not to exceed 2 calendar years. The CICS Board/Board Designee may expel a student with disabilities for a definite period of time not to exceed 2 calendar years as determined on a case by case basis. If a parent and/or student wish to appeal the expulsion from Chicago International, there are two options. First, the parent and/or student may appeal in writing by sending a letter to the CICS Board of Directors before the next regularly scheduled board meeting stating why the parent and/or student feels the expulsion decision should be overturned. Second, the parent and/or student may request a meeting with the CICS Board Executive Committee on the day of the next scheduled CICS Board meeting for appeal. The Board will discuss the student and expulsion decision during executive session and will notify the parent/student in writing of its decision.

ACCEPTABLE USE OF TECHNOLOGY

This Student Acceptable Use Policy (“Policy”) sets forth the standards governing Chicago International Charter School (CICS) authorized users' access to local, state, national, and international sources of information through the Internet, the CICS network, and computer and electronic mail (“e-mail”) access. This Policy sets forth the rules under which student users may continue their access to and use of these resources. This Policy promotes the ethical, legal, and school-related use of the Internet, CICS network, electronic mail and computer access. This Policy is in compliance with the Children’s Internet Protection Act.

Access to the Internet, CICS network, Wi-Fi and computer and electronic mail access is a privilege that is provided to student users for educational purposes. These resources provide students with effective means of communication and research and should be used in a manner that does not violate the CICS school Policy and regulations established by the CICS Board of Directors.

I. GENERAL PROVISIONS
Authorized Users: CICS provide computers and network capabilities to students for the purpose of enhancing instruction through technological resources. CICS uses filtering and blocking technology to protect against materials that are obscene, pornographic, or harmful to minors. CICS may make Internet access to e-mail available to students on the CICS networks as an educational resource. It is a general policy of CICS to promote the use of computers in a manner that is responsible, legal and appropriate. Student use of CICS network is a privilege. A student’s failure to adhere to the Policy will result in the revocation of the student’s access privileges. Should a student’s access privilege be revoked, there shall be no obligation on the part of CICS to provide a subsequent opportunity for access to the CICS network.

CICS uses filtering software to screen Internet sites for materials that are obscene, pornographic or harmful to minors. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general it is difficult to avoid at least some contact with this material while using the Internet. Users accessing the Internet do so at their own risk and CICS and the Chicago Public Schools (CPS) and the City of Chicago are not responsible for material viewed or downloaded from users from the Internet. If a student gains access to inappropriate, obscene, pornographic and/or harmful material, CICS, CPS and the City of Chicago will not be liable. To minimize these risks, your use of the Internet, the CICS network, and computer and electronic mail is governed by this Policy. Student Users may apply for less restrictive access to the internet to conduct bona fide academic research under the supervision of a teacher or administrator.

II. USE OF INTERNET, COMPUTER ACCESS AND ELECTRONIC MAIL
Improper use of the Internet, Wi-Fi, computer access, and electronic mail is prohibited. Uses of the Internet computer access and electronic mail that are prohibited include the following:

- Use of the CICS network for, or in support of, any illegal purposes
- Use of the CICS network for, or in support of, any obscene or pornographic purposes; this includes the retrieving or viewing of any sexually explicit materials, failing to use the Internet, computer access and email in a manner consistent with this Policy.
- Violation of any provisions of Illinois School Student Records Act, which governs students’ right to privacy and the confidential maintenance of certain information including, but not limited to, a student’s grades and test scores
- Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities
- “Reposting” or forwarding personal communications without the author’s prior consent
- Copying commercial software in violation of state, federal or international copyright laws
- Using the CICS network for financial gain or for the transaction of any business or commercial activities
- Plagiarizing (claiming another person’s writing as your own) any information gained on or through the CICS network or any other network provider
- Using the CICS network for political lobbying
- Intentionally disrupting the use of the CICS network for other users, including disruptive use of any process, program, or tool for ascertaining passwords or engaging in “hacking” of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information
- Disclosing, using or disseminating private or personal information of other students, staff or administrators
- Providing access to the CICS network to violate any provisions of the CICS Code of Conduct
- Using a modem to dial into any online service provider, Internet Service Provider (I.S.P) or connect through a Digital Subscriber Line (DSL) while connected to the CICS network, as this poses a security risk to the CICS network
- Using the CICS network for anything related to “cyber-bullying”

Cyber-Bullying
“Cyber-bullying” means using information and communication technologies to bully. “Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

- Deliberately threatens, harasses, intimidates a student, a school employee or any school-related personnel; or
- Places a student, a school employee or any school-related personnel in reasonable fear of harm to the student, a school employee or any school-related personnel or damage to the student, a school employee or any school-related personnel’s property; or
- Has the effect of substantially disrupting the orderly operation of the school.

**Reporting Procedure and Investigation:**

Any student, school employee or any school-related personnel who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another student, school employee or any school-related personnel is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results.

**Social Media/Chat Room Guidelines for Students**

- Be transparent. Your honesty, or dishonesty, will be quickly noticed in the social media environment. Identify yourself by using your real name.
- Be judicious. Make sure that you are not sharing confidential information concerning its staff, students or parents.
- Write what you know. Ensure that you write and post about your area of expertise. If you are unfamiliar with a subject matter, do the research before commenting.
- Perception is reality. In online social networks, the lines between public and private, personal and professional can be blurred. Just by identifying yourself as a CICS student, you are creating perceptions about your expertise and about the district. Be sure that all content associated with you is consistent with your work and with the district’s professional standards.
- Your responsibility: What you write is ultimately your responsibility. Participation in social media on behalf of CICS is not a right but an opportunity, so please treat it seriously and with respect. Be careful and considerate when dealing with others.
- Take responsibility. If you make a mistake, admit it. Be upfront and make your correction quickly.
- Press pause. If you are about to publish something that makes you even the slightest bit uncomfortable, then don’t. Take a break and come back to it later. Ultimately, what you publish is yours and so is the responsibility.

Other training opportunities on internet practices will be given throughout the school year.

**III. GENERAL INFORMATION**

The privilege of using the CICS network is free to students of CICS. The student to whom an account on the CICS network is issued is responsible, at all times, for its proper use. A responsible Student User of the CICS network:

- May keep a free account on the CICS network as long as he or she is a student in CICS
- May use the Internet to research assigned classroom projects
- May use the Internet to send e-mail to other users of the CICS network and to people around the globe
May use the Internet to explore other computer systems
Does not give his or her password to another person
Understands that none of his or her communications and information accessible through the CICS network is considered private or confidential and CICS reserves the right to access all user accounts, at any time, including student email
Understands the Policy before logging on
Understands that if the Policy is violated, the student’s account on the CICS network will be revoked
Understands that if he or she is removed from CICS’ network by a school faculty member that he or she has the right to appeal the removal within thirty- (30) days, in writing, to the Director of the school; the CICS Director’s decision shall be final
Understands that if he or she is removed from the CICS network, there shall be no obligation to provide a subsequent opportunity to access the CICS network

IV. PARENT/GUARDIAN CONSENT FOR USE OF CICS NETWORK
Prior to the activation of a student’s account on the CICS network, the parent or guardian of the student must provide written authorization (located on the first page of the community handbook).

V. STUDENT ACKNOWLEDGEMENT AND INTERNET TEST
All students to whom an account on the CICS network has been assigned shall sign a form acknowledging the requirements of the Policy on student acceptable use and verifying his or her successful completion of the CICS Network Student Internet Orientation.

VI. WAIVER OF PRIVACY, MONITORING, ENFORCEMENT
Users do not have a personal privacy interest in anything created, received or stored on the Internet, CICS network, or electronic mail systems, as these systems are neither secure nor private.

Users expressly waive any right to privacy in anything created, stored, and or received while using CICS computer equipment or Internet access. Users consent to allow CICS personnel to access and review all materials created, stored, sent or received by the User through any of the CICS network or Internet connections.

CICS has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet, CICS network, and electronic mail use to ensure that these resources are being used for educational and school-related purposes, consistent with this Policy.

When a faculty member determines that a student has made an inappropriate use of computer equipment or the Internet the faculty member may remove the student from the CICS network. The student may appeal the decision to the Director of CICS within 30 days of revocation.

PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES/IMPAIRMENTS

School officials may suspend students with disabilities/impairments and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, if students with disabilities continue to participate in the general education curriculum, continue to receive their IEP services, and continue to participate with non-disabled peers to the same extent as specified in the IEPs, in-school suspensions and lunch detentions do not count toward the 10-day limit. Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the

1 All procedural safeguards contained in the SCC and this Appendix are equally applicable to those students with §504 plans.
circumstances permit a suspension in excess of 10 days per school year, consultation by the school with the Department of Procedural Safeguards and Parental Supports (773/553-1905) is absolutely necessary. **Without such consultation and approval from the Department of Procedural Safeguards and Parental Supports, the 10 school day limit on out of school suspensions will continue to apply.**

When school officials anticipate a referral for expulsion, the following apply:

1. School must provide written notice to the parent/guardian or surrogate parent of the request for an expulsion hearing and the date of an Individualized Education Program (IEP) Manifestation Determination Review (MDR) meeting, which must be held within 10 school days of the date of the decision to request the expulsion hearing. School must also provide parent/guardian/surrogate with a written copy of the Notice of Procedural Safeguards.

2. The IEP team must:
   a. Determine whether the misconduct is related to the student’s disability by reviewing all current and relevant information, including evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student’s IEP. The behavior is a manifestation of the student’s disability if:
      i. The conduct in question was caused by the student’s disability or has a direct and substantial relationship to the student’s disability; and/or
      ii. The conduct in question was the direct result of the school’s failure to implement the student’s IEP.
   b. Review, and revise if necessary, the student’s existing behavior intervention plan or develop a functional behavior assessment and behavior intervention plan (FBA/BIP) to address the misconduct. The behavior intervention plan (BIP) must address the misconduct for which the student is being disciplined.

If the student’s behavior is not a manifestation of the disability, school officials may apply the code of conduct, taking into consideration the student’s special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student’s behavior is a manifestation of the disability, a disciplinary change in placement (expulsion) cannot occur. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

All MDRs are subject to legal review by the Department of Procedural Safeguards and Parental Supports.

**Chicago International Charter School (CICS) ANTI-BULLYING POLICY Abbreviated**

**Purpose**

A safe and civil school environment is necessary for students to learn and achieve. CICS promotes a safe and secure learning environment for all students and takes allegations and reports of bullying very seriously. If you suspect your child is being bullied, please contact an administrator or your child’s teacher. The sooner the school knows, the sooner the school can intervene and work to improve the situation.

Bullying can cause physical, psychological, and emotional harm to students and can interfere with their ability to learn and participate in school activities. The Chicago International Charter School (CICS) governance board, in conjunction with all CICS campus staff, endeavor to provide a non-threatening and non-violent environment for all students.
The definitions for ‘bullying’ and ‘cyber-bullying’ are found on page 2 in this document.

The bullying of one student by another student on school property, in school vehicles, at designated school bus stops, at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology or devices of a local school system is prohibited.

CICS and School Leadership asks every CICS student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

**Scope**

Bullying is contrary to the policies of CICS and Illinois law and this policy is consistent with the Illinois School Code. This policy protects CICS students against bullying and harassment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The CICS Board recognizes the particular vulnerability of students with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender. Nothing in this policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution or Section 3 of Article I of the Illinois Constitution.

Bullying is prohibited:

1) during any school-sponsored or school-sanctioned program or activity;
2) in school, on school property, on school buses or other Board-provided transportation, and to and from school while in school uniforms.
3) through the transmission of information from a CICS computer or computer network, or other electronic school equipment;
4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other CICS provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Board-provided transportation;
6) when it is a CICS Student Code of Conduct (SCC) Category II behavior that occurs off campus but seriously disrupts any student’s education.

**Definitions**

“Bullying” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:
1) placing the student in reasonable fear of harm to the student’s person or property;
2) causing a substantially detrimental effect on the student’s physical or mental health;
3) substantially interfering with the student’s academic performance; or
4) substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying behaviors may also qualify as other inappropriate behaviors listed in the CICS Student Code of Conduct. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student’s intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student’s intent and power imbalances.

“Cyber-bullying” means using information and communication technologies to bully. This definition does not include cyber-bullying by means of technology that is not owned, leased, or used by the school district, unless an administrator or teacher receives a report that bullying through this means has occurred. This policy does not require a district or school to staff or monitor any non-school-related activity, function, or program. The school is not responsible for cyber bullying that occurs off of school property. CICS asks parent(s) and/or guardian(s) to monitor personal devices at home to ensure that students are not engaging in cyber bullying.

“Retaliation” means any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying.

“Peer Conflict” means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying. A peer conflict is an argument or disagreement between two students. They, typically, are not recurring situations where one student is taking advantage or hurting another.

**Responsibilities of Students, Parents and Guardians**

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and an adult at home as quickly as practicable. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Director/Designee as quickly as practicable. Reports can be submitted to the CICS Director/Designee (contact information for the Director/Designee is available on the CICS Campus website). Bullying report template can be found at the CICS website, the campus website or can be obtained at the school office. Every report MUST be captured in PowerSchool for reporting purposes in accordance with state law. No disciplinary action will be taken on the sole basis of an anonymous report. Parent(s) and/or guardian(s) are asked to monitor their child/ren’s personal devices at home to ensure that they are not engaging in bullying and/or cyber-bullying, via Facebook, Instagram and other social media.

**Responsibilities of the School**
The school’s responsibilities are fully detailed in the complete CICS Anti-Bullying Policy which is posted on the CICS website and the campus website. It is also available in the school’s main office. The responsibilities include the selection of a campus representative knowledgeable about bullying prevention and intervention to perform a comprehensive investigation for any bullying complaints filed using the Bullying Report Template. The investigation of a bullying incident to the maximum extent possible shall be initiated within five school days of receipt of a report and completed within 10 school days, unless the Director grants an additional 5-day extension due to extenuating circumstances. As part of the investigation the Director/Designee shall report to the parent/legal guardian of all known involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying and shall also discuss with the parent/legal guardian, as appropriate, the availability of social work services, counseling, school psychological services, other interventions and restorative measures.

When the investigation is complete, the Director/Designee shall notify the parents/legal guardians of all students involved of the outcome of the investigation. Parents/legal guardians of the students who are parties to the investigation may request a personal conference with the Principal/Designee to discuss the investigation, the findings of the investigation, the actions taken to address the reported incident of bullying, and any resources available in or outside the school to help the students address the underlying reasons for the bullying.

If the investigation results in the imposition of consequences, the Director/Designee may advise the parent/legal guardian of students other than the perpetrator that the CICS Student Code of Conduct was followed. S/he may not advise them of the specific consequence imposed, as that would violate the confidentiality of school-record information required by law.

If the target or perpetrator is a student with a disability, the school shall consider convening the IEP Team to determine whether additional or different special education or related services are needed to address the student’s individual needs and revise the IEP accordingly.

**Assigning Interventions and/or Consequences**

Many Peer Conflicts can be resolved immediately and do not require reporting or creation of a Misconduct or Incident Report. If, however, a conflict is ongoing and meets the definition of bullying, the investigation procedures in this policy must be followed.

The Director/Designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The perpetrator is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the perpetrator.
- School staff notices an increase in positive behavior and social-emotional competency in the perpetrator and/or the target.
- School staff notices a more positive climate in the areas where bullying incidents were high.

CICS prohibits reprisal or retaliation, in any form, against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Director/Designee after consideration of the nature, severity and circumstances of the act.

CICS prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may include, but are not limited to, positive behavioral interventions and disciplinary action when deemed necessary.
Please refer to the complete CICS Anti-Bullying policy available on the CICS and school campus websites in addition to being available on the school’s main office.

**AFTER SCHOOL DETENTION**

After school detention will take place on Fridays from 1:05-3:05PM. There will also be daily detention for less serious infractions. Students may be expected to complete assignments related to the disciplinary issue that resulted in the detention. They are also expected to be engaged in completing homework. They are also expected to complete schoolwork. There is no cost for students who serve an after school detention. However, students who fail to serve their detention will be required to serve a one-day in-school suspension, a make-up detention will be issued and students will lose extracurricular activities for the following week including dances and special events. Failure to serve the one-day in-school suspension and make-up detention may result in a one-day out of school suspension.

Any student that receives an in-school or out-of-school suspension will lose all extra-curricular activities including dances, dress down days, or after-school sports for one week and will need a paper signed off by the dean to continue participation.

**DEMERIT SYSTEM**

**Tier 1**
If a student accrues 25 demerits in the school year, they will be excluded from all school related functions, including but not limited to the homecoming dance, and Staff vs. senior game. If a student has less than 25 demerits, prior to the homecoming dance, and staff vs. senior game, they have to earn the right back to participate in the school related events. Once a student reaches 25 demerits the student will meet with a Dean for a student dean conference, explaining the loss of privileges and the guardian will be notified as well. Students will be required to fulfill hours of community service with the school; one of the hours must be completed with teacher who has issued the highest amount of demerits. After service requirements have been fulfilled student may have privileges reinstated with a Dean of Students written permission. There will be consistent opportunities to “buy back” demerits through successful restorative meetings & incentive programs.

**Tier 2**
If a student accrues 50 demerits in one year, it will result in student going on a behavior contract, and a parent conference will also be held. In the parent conference, grades, and attendance will be reviewed, as well as student’s behavior. Any students who accrues 50 demerits during the school year will lose all privileges/access to extra curricular events, including athletics, dances, drivers education, and after-school clubs. In order to be reinstated for extra curricular events, student will need to complete five hours of community service, and a dean will have to sign off approving student participation. Student will serve at least 1 community service hour with the teacher who issued the most demerits.

**Tier 3**
If a student accrues 75 demerits or more in one year, that student will be excluded from extra-curricular activities for the remainder of the year. (Juniors and Senior this includes prom, and senior week/graduation) Once a student reaches 75 demerits, student will have an automatic 1-day suspension. Upon being reinstated into school, the student will be placed on an updated behavior contract with input from student’s family and a parent/guardian will be required to shadow the student in school for 1 day. Student will also be required to perform 5 additional hours of community service.

**Tier 4**
If a student accrues 100 demerits or more during the school year, student will be placed on an updated behavior contract, and will receive an automatic 3 day suspension. A parent conference will take place with guardian and the
student will also have to be shadowed in school by guardian for one day upon regular reinstatement to school. Student will also be required to perform 5 additional hours of community service.

**Dress Code**

This system is designed to address minor infractions of the Code of Conduct.

CICS Ralph Ellison students take pride in their appearance. Except on designated days, students are required to wear the regulation school uniform. Uniforms are to be clean, well fitted, and presentable. **Students must be in proper uniform and may not be allowed into class if they are in violation of the school dress code.** Students who violate the student dress code will remain confined to in-school suspension until the violation is corrected. Fridays will be designated as “spirit days” where students may wear Ellison-sponsored items. All students not in Ellison sponsored gear will need to be in full uniform.

**Required Uniform:** The CICS Ralph Ellison uniform is described below. Clothes must be in good condition and may not have loose, ripped or torn hems or sleeves. **STUDENTS ARE NOT ALLOWED TO WEAR GAME UNIFORMS OR SPORTS APPAREL UNLESS ANNOUNCED AND APPROVED BY THE DIRECTOR.** Please see pictures for full uniform rules.

- **IDs**
  - An issued ID must be worn, on a lanyard, at all times. It is the student’s responsibility to keep ID in good condition and on a lanyard. Student must pay a $5 fee to replace any damaged/lost ID.

- **Pants**
  - Students must wear appropriately fitted khaki pants that are worn at the waist (pelvic bone). All pants must have belt loops. Pants may not be tight, excessively baggie, or have pockets (such as Cargos) anywhere on the legs. Pants may not be rolled or pulled up.

- **Belt**
  - Students must wear a belt without excessive or inappropriate decoration.

- **Shirt/Polo**
  - All students will wear the official Ellison Polo on a daily basis, including when the student chooses to wear an official school sweater or sweatshirt. Official school polos will be offered in navy blue for underclassman or maroon for seniors and can only be purchased through the school. **Only official school polos, sold by the school, with the CICS Ralph Ellison logo may be worn. Shirts MUST be tucked in at all times for all students.**

- **Undergarments**
  - Undershirts must be plain colored, without ornamentation, design or writing that can be seen through the polo shirt. Other undergarments, such as bras must not be visible through a student’s uniform shirt. Gym uniforms may not be worn as undershirts due to hygiene concerns.

- **Shoes**
  - Solid black shoes must be worn (no sandals of any kind). Shoes with laces must be tied. Shoes must have backs, covered toes, and heels must be no more than 2 inches in height. During the winter, students who choose to wear boots on their way to school must bring their regular uniform shoes to wear during the school day. Students are prohibited from wearing boots as a part of their regular uniform.

- **Sweater/Sweatshirt**
  - A navy blue sweater or sweatshirt with the CICS Ralph Ellison logo may be purchased from the school. Only officially sanctioned school sweaters and sweatshirts with the CICS Ralph Ellison logo may be worn.

- **Drinks/Food**
  - Students may be allowed to have water (only) in the classroom. Students are allowed water in a clear water bottle only. No juice of any kind is allowed. Students that are using computers or are in a lab class will not be prohibited to bring water in that area. Food in the classroom is prohibited.
Gym Uniforms must be in compliance as pictured above throughout the gym class.

Prohibited at All Times: head coverings or hats, oversized head decorations, flip-flops or open-toe shoes, or excessive jewelry.

Dress Down Days: For all dress down days, students given permission to “dress down” must wear modest, appropriate, and non-distracting clothing suitable for the classroom environment. Students are not allowed to wear ripped clothing of any kind, leggings or jeggings, tops with spaghetti straps, sleeveless tops, one-shouldered tops or non-school hoodies. If any of student’s midsection is showing at any time dress is considered inappropriate. Skirts and shorts must be to the knee or lower, and pants must be worn at the waist. Shirts must be appropriate and cannot display vulgar or inappropriate language or pictures.

Hairstyles/Piercing: Student appearance should not be a distraction to the educational process at CICS Ralph Ellison. Excessive hairstyles and designs, including in the eyebrows, are not acceptable. Students are permitted to wear stud earrings only. Please note that any hoop or dangling earring is prohibited. Facial piercings are limited to studs.

Accessories: Oversized and excessive amounts of jewelry, body glitter, wallet chains and tattoos are not allowed. All necklaces must be tucked inside shirts. Any jewelry or accessories that include fake bullets, guns, daggers, spikes or other weapons are strictly prohibited. Any student wearing these items may be considered in possession of a weapon and disciplined accordingly.

CICS Ellison Student Uniform Guide

What to look for

- Headbands are okay, full head-coverings, scarves and shower caps are not acceptable.
- Ellison logo (not stitched on from another shirt)
- ID on lanyard around neck and in good shape.
- Khaki pants, not too tight or too loose and no extra pockets (cargo)
- Shoes are all black including soles and laces
- Soft Soled gym shoes
- Polo collar must be visible
- Belt is solid black or brown
- Ellison logo

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Additional Student Policies

**Personal Property:** CICS Ralph Ellison provides lockers for all personal property. If property is stolen while it is not properly stored it is not CICS Ralph Ellison’s responsibility to track down the property. Security will do everything possible, within reason, to assist students in recovering lost property.

**Lockers:** Lockers are provided to students to store coats, lunches, schoolbooks and materials. A locker is school property. The school reserves the right to search lockers at any time. If a locker is broken or malfunctioning, it is solely the responsibility of the student to report it to the Dean of Students. **Students may only occupy the one locker to which they have been assigned. If students are found sharing a locker they may be subject to discipline as determined by administration. Students may not share lockers or locker combinations with other students. Students are responsible for any and all materials and possessions found in lockers. Students should keep only school related materials in school lockers.**

**Mobile Phones/Electronic Devices:** All electronic devices must be secured in student’s individual locker throughout the school day. Students who are seen with any electronic devices (phones, PSPs, M3 Players, etc) in the school will be referred for disciplinary action. CICS Ralph Ellison is not responsible for the theft, loss or damage of any electronic device. **Parents should call the main office in the event of an emergency, do NOT call or text the student’s cell phone.** Every offense will result in an after school detention, and confiscation of the electronic device. Parents or guardians can pick up the electronic device after the school day from 3:30pm-4:30pm. Phones will not be released to students.

**Driving:** Students who drive to school must follow safe driving rules. The Student Code of Conduct applies to travel to and from school; reckless and aggressive driving will not be tolerated, nor will repeated “cruising” around campus at arrival or dismissal. Students are NOT allowed to park in staff parking lots. Students or unidentified vehicles will be towed at the owner’s expense.

**Field Trips:** Field trips are extensions of classroom experiences, and consequently, all school regulations are in effect throughout the trip. Students must have a signed permission slip and must have paid required costs in order to participate. If it is decided that uniforms need not be worn for a particular field trip, the dress worn by the students must be appropriate and reflect the requirements in effect for school dress-up days. Any teacher may, for sufficient reason, remove a student from participating in a particular field trip. Appropriate alternative assignments will be given to all students who miss a field trip. Students who accumulate a specified number of demerits may require a personal parent/guardian chaperone in order to attend the fieldtrip. Students who violate rules while on a field trip may require a personal parent/guardian chaperone for subsequent field trips. Students must have a signed permission slip in order to attend field trips, verbal consent is not allowed.

**Loss of Privileges:** Students who are habitually late or students who are placed on discipline agreements may lose privileges until the issue is resolved. Lost privileges include early dismissals, extra curricular activities (both as a participant and spectator), dress down days and any school activities not directly related to the school curriculum.
Model release: By signing this handbook form, parents/guardians are granting to CICS Ralph Ellison High School and their legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of your student, or in which the student may be included, for editorial, trade, advertising and other purposes and in any manner and medium including electronic usages (web sites, photo CDs, email, television, on-line stock, etc.); to alter the same without restriction, and to copyright the same. The parent/guardian signature on this Handbook Review Compliance Form hereby releases CICS Ralph Ellison High School and their legal representatives and assigns from all claims and liability to said photographs.

Student Rights: The right of students to freedom of expression shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the administration.

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by students.

Conflict Resolution

The School Director is responsible for making decisions that are in the best interest of the school. Occasionally, a student may make a request and/or have an issue or grievance that he/she believes is not being addressed consistent with the philosophy of the school, its policies and procedures. If this occurs, it is the responsibility of both parties to address the concerns or issues in a constructive dialogue. The grievance process has a maximum of three steps, but resolution may be reached at any step in the process identified.

Step One: The student presents his/her grievance or issue to staff member with whom he/she has the conflict. The staff member should address the grievance, attempt to resolve it, and give the student a decision within a reasonable amount of time.

Step Two: If there is dissatisfaction with the decision or if is not within the scope of the person’s responsibilities to respond, the student should approach the Associate Director. Following a review of the concern, the Associate Director will confer and determine a response to the issue raised. The response is submitted in writing to the student with the explained decision.

Step Three: If the response given by the Associate Director seems unreasonable to the student, he/she should then submit a written request for a meeting with the Director. Following a review of the request and an investigation of the issue, a meeting will be scheduled with involved parties. After considering the contents of the appeal letter, information collected during the investigation, and information clarified during the hearing, a decision will be communicated in writing to all involved parties.

Student Services

The Student Services Department at CICS Ralph Ellison supports students throughout high school by providing a comprehensive approach that includes college counseling, social work, peer mediation, health and special education services.
College counseling: Our program design is based on national standards wherein advisors and the college counselor identify competencies that help students learn about college and career planning. Students are encouraged to identify their abilities, interests and values and explore career possibilities and opportunities.

Social work: Our services are available to any student who struggles with emotional or social issues that may be interfering with academic success. Any student is eligible for social work services. Counseling sessions are designed as a time for students to share information that will remain confidential between the students and the social worker. However, as mandated reporters, school personnel are required by law to protect life. School personnel are required to report threats to someone’s life and suspected cases of abuse, maltreatment and neglect.

Health Program: The school nurse supports a comprehensive school program available to all students. Specific details are available in the Medical Policies section of this handbook.

Special Education Services: These services are available and provided to all students in accordance with 504 or Individualized Education Plans authorized by the Chicago Public Schools. A case manager oversees a team of special education staff to provide students with the appropriate accommodations and services.

Mandated Reporting: All faculty and staff of CICS Ralph Ellison are mandated reporters. If there are accusations, allegations or evidence of abuse or maltreatment, all staff are required by law to contact DCFS. In such cases, we are not required to contact the parent or guardian. If a student threatens injury to him/her self or others the proper authorities will be notified immediately.

Additional School Services, Policies and Information

Lost and Found: This department is located in the dean’s office. Students are to bring found purses, wallets or jewelry to the main office. Books with student names will be returned to a student’s advisor.

VENTRA passes: The school will provide order forms for students to purchase student rider permits directly from VENTRA.

SCHOOL VISITOR POLICY: CICS Ralph Ellison encourages parents/guardians and community members to visit the school and believes that there are many potential benefits, which can result from increased interaction with the public. At the same time, our school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the school’s facilities and equipment from misuse or vandalism.

As a result, visitors are allowed beyond the main office when entry is required to conduct school-related business with the school and/or school staff or when individuals are authorized to attend a scheduled activity or function. The following guidelines are required for visitors.

General Requirements for Visitors:

- A visitor is defined as any person seeking to enter a school building, who is not an employee of the school or a student currently enrolled in that building.
- All visitors must enter through either Main Entrance Door and immediately go to the Main Office, sign in, state the purpose of their visit, the floor or room the wish to visit, and obtain a visitor pass from the Main Office. A valid, government-issued photo ID is required. Visitor passes must be displayed in a clearly visible location and worn at all times and need to be returned to the main office upon leaving the building.
- Whenever possible, visitors should schedule an appointment with the person(s) they wish to see in advance. At the discretion of the School Director, such prior authorization may be waived. Visitors wishing to conference with teachers or school staff members during school hours are encouraged to make arrangements in advance. There is no guarantee that the teacher or staff member will be available if an appointment has not been made in advance.
● Visits may be prohibited at certain times, such as the first and last weeks of school, immediately before or after school breaks or major holidays, and while standardized testing or other student assessments are being conducted.
● Videotaping or photographs are not allowed while on campus unless permission has been secured in advance of the visit.
● Visitors may be subject to a search of their person or items in their possession upon entry of school property.
● Students attending CICS Ralph Ellison may not bring guests to school.
● CICS Ralph Ellison reserves the right to deny any individual the right to visit the school.
● All school visitors must comply with school policies at all times.

Please note that as a school, our first commitment is to serve our students at a high level of quality throughout the school day. As a result, please observe the following guidelines while in a classroom:
- Do not interrupt the teacher or attempt to engage them in a conversation if they are teaching a class;
- Position yourself in a location where you are not obstructing the learning of any student;
- Do not address students unless the teacher or administration has given you permission to work with students;
- Keep your volume minimal if you are speaking.

Exceptions to Visitor Requirements.
Parents/guardians or City of Chicago community members who have been invited to visit CICS Ralph Ellison as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours, are exempt from the requirements listed above.

Classrooms and other instructional areas are the most vulnerable to disruption.
Therefore, access to classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher or as otherwise deemed necessary by the School Director.

The School Director has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Parent Organization
In support of the values and the mission of the Chicago Charter School Foundation, CICS and CICS Ralph Ellison, the purpose of the Parent Organization shall be:
- To provide a forum for communication that promotes mutual respect and understanding between home and school
- To support student activities by sharing interest, skills, and expertise
- To provide opportunities for celebration between home and the school community
- To engage in fundraising activities, under the direction of the school administration, for school programs that enhance the academic and social development of the students of Ralph Ellison High School

All parents or legal guardians of a registered student of CICS Ralph Ellison are automatically “Members” of the Ralph Ellison High School Parent Organization. Communications regarding activities and opportunities for are sent periodically.

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 parents’ obligation to make this known through court order to CICS Ralph Ellison. Mailings and student information are directed to the custodial parent.
Asbestos Public Notice

In accordance with the US EPA AHERA regulations, Ralph Ellison High School’s Inspection Report and Management Plan was submitted to the Illinois Department of Public Health on October 12, 1989. A copy of the Management Plan is on file in the Building Manager’s office and is available for inspection by appointment only with the administration. Plans cannot be removed from the school premises. On July 1, 1989, all asbestos containing acoustical plaster was removed from each of the seven stairwells. All work was performed in accordance with EPA and OSHA Guidelines, as well as Illinois Department of Public Health Asbestos Abatement Regulations.

Extra Curricular Activities

All after school activities are held in specified locations and supervised by adults. All students MUST be in the designated location for their after school activity by 3:45 PM or they will be escorted out of the building and considered trespassing if found on premises without an adult. Student will only be allowed to wait inside when temperatures drop below 32 degrees.

Athletics: CICS Ralph Ellison recognizes the importance of athletics in the development of young men and women. CICS Ralph Ellison is a member of the Illinois High School Association (IHSA), the sanctioning body for interscholastic high school athletic competition in the state of Illinois and adheres to their respective rules and regulations. Students must sign a CICS Athletic Eligibility Contract, have an annual sports physical on file with the school, and meet eligibility requirements by maintaining acceptable behavior, regular attendance, and good academic standing.

Students must provide certification of medical insurance in advance of participating in sports. Those students who do not have insurance should see the athletic director for options.

Athletic Eligibility: In order to be eligible for participation in interscholastic sports, students must be passing all classes. Student athletes will be informed of their eligibility status following grade checks, run every Friday. A student who is failing any class is ineligible for a period of one week (defined as Saturday through the following Friday). If a student improves his/her standing at any point during that period, he/she will remain ineligible for the remainder of the week. Eligibility is reinstated on the Friday afternoon following the weekly report confirming that the student is passing all courses.

Extracurricular Eligibility: The CICS Ralph Ellison campus maintains high standards for participation in clubs and student government. Student grades and behavior will be checked on a weekly basis. Students who are not meeting their behavioral obligations to the school community or who are failing a class will be excluded from extra-curricular activities for a period of one week (a week runs Monday through Sunday). If a student improves his/her standing at any point in the week, he/she will remain ineligible for the remainder of the week. Eligibility is reinstated on the Monday following the weekly report confirming that the student is passing all courses.

Clubs and Student Government: Extracurricular activities are designed to be an extension of the learning experience. All students must be in good academic and social standing in order to participate in any activity (clubs, sports, boards and office). Club membership, academic service, and leadership achievements are recorded on students’ permanent records.

Club Meetings: Students are expected to attend all scheduled meetings of the clubs and organizations to which they belong. Repeated unexcused absences from meetings may result in removal from the club roster.

Club Membership: CICS Ralph Ellison offers a variety of clubs, athletic teams, school organizations, and activities. Membership is an integral part of the learning process because it contributes to the student’s complete cultural and social development.
Formation/Review/Disbanding of Clubs: In order for a group to organize itself into a club, it must submit a formal application; please see the Associate Director for an application.

Frequent reviews may be done of clubs/organizations/teams. Clubs must receive approval from the Associate Director before officially disbanding. The Associate Director may disband a club/organization/team for failure to meet objectives or inappropriate actions.

Club Officers: Officers are elected from among the members of the club. Specific requirements are clarified in club constitutions. Students are discouraged from holding office in more than one club.

National Honor Society: Juniors and seniors who excel in scholarship, character, leadership and service may be nominated by CICS Ralph Ellison faculty for membership into the National Honor Society. A Faculty Council, led by the Associate Director will determine final membership based on the requirements listed below.

Scholarship: A minimum cumulative Grade Point Average of 3.5. No D’s for the previous three semesters.

Character:  
- Exemplifies cheerfulness, friendliness and a positive attitude.
- Upholds high standards of honesty and morality.
- Shows courtesy, concern and respect for others.
- Demonstrates responsibility and reliability.
- Takes criticism willingly and accepts recommendations graciously.
- No serious discipline issues for the current school year.

Leadership:  
- Demonstrates leadership in promoting school and community activities.
- Inspires positive behavior in others.

Service:  
- Willingly assists teachers, students and community members.
- Works well with others.
- Takes on difficult or inconspicuous responsibilities.

Student Government: Student Government provides students a voice in the leadership and programming of CICS Ralph Ellison. It seeks to promote a sense of shared responsibility, to encourage strong relationships throughout the school, to provide a forum for student leadership, participation and expression, and to provide students with the opportunity to design and lead school activities that promote a robust school community.

Student Government Advisory Representatives: Representatives attend all Student Government meetings, facilitate in communication between Student Government Board and advisory students, and assist the leadership team and board in Student Government activities.

School Dances: Any student attending a dance sponsored by CICS Ralph Ellison must adhere to all school policies and behavioral expectations of dance supervisors. Students are responsible for the behavior of any visitor accompanying them to the dance. With the exception of recent graduates, former students are not allowed to attend dances.