



2015 - 2016

STUDENT HANDBOOK

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## SCHOOL OVERVIEW

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### INTRODUCTION

The purpose of this Student Handbook is to help Science Academy of Chicago (SAC) administration and staff to create an environment that is physically, emotionally and intellectually safe, orderly, and conducive for learning.

It is expected that the parents/guardians of the Science Academy of Chicago students, as well as the students themselves, accept and support the values and attitudes, which the school represents as they are stated in this handbook.

When it becomes apparent that either parent or student unable to comply with the guidelines and principles outlined in the handbook, it may become necessary for Science Academy of Chicago to advise the parent/guardian to transfer the student to another school.

### MISSION STATEMENT

Science Academy of Chicago’s mission is to provide accelerated STEAM (Science, Technology, Engineering, Arts and Math) focused college preparatory private education from Pre-K3 to 8th grade.

### VALUES AND EXPECTATION

We believe that success lies upon the parents and students sharing the same values with the teachers and administration. We believe that the likelihood of a student’s success and satisfaction is increased if he or she:

- Conducts himself/herself in a manner that contributes to an orderly atmosphere and ensures the rights of others
- Is considerate of others
- Becomes involved in the extracurricular activities of the school
- Gives his/her best effort to all academic and co-curricular pursuits

We also believe that if each parent develops the following value statements, there will be a significant change on student's school life and his/her success:

- I will establish high expectations for my child. I will not accept minimum effort or indifference to quality work
- I will know what is expected in each of my child's classes.
- I will insist on good attendance.
- I will provide a quiet place and time in our home for study.
- I will encourage my child to become actively involved in the co-curricular program of the school
- I will be actively involved in the school and be supportive of its work.
- I will express my appreciation to school staff members who go above and beyond the call of duty.
- I will model the importance of life-long learning.
- I will work cooperatively with the teacher and administration to create a better learning environment for my child.

## CHANGES TO STUDENT HANDBOOK

In the event that changes are made, notices of such changes shall be sent to students and parents. While the Handbook is intended to provide guidance to students and parents, it is not necessarily comprehensive and is not intended to be a limitation on the authority of the Administration to deal with students, as the Administrators deem necessary and appropriate.

The school administration reserves the right to discipline students, as the administrators deem necessary or appropriate.

## ADMISSION POLICY

Because of the nature of its mission, Science Academy of Chicago is open to all qualified students regardless of race, color, religion, and sexuality. All programs conducted by the school operate on the policy of non-discrimination.

Science Academy of Chicago reserves the right to refuse admission or continued attendance to students whose needs cannot be serviced adequately because of learning, emotional, or physical needs.

Any time during the school year Science Academy of Chicago reserves the right to dismiss any student or family who is uncooperative with the teachers and administration, or who fails to accept and abide by the policies and procedures set in this handbook and other bulletins

## WITHDRAWAL

Families withdrawing students from Science Academy of Chicago should notify the school administration as soon as possible. All permanent records will be sent or mailed to the receiving school upon request.

A student's permanent file will not be handed to parents to take to a new school; it will be sent directly by Science Academy of Chicago.

All financial obligations must be paid before permanent records are forwarded. This administrative procedure is also applied to graduating students. No official records are released until financial obligations are met.

## STUDENT RIGHTS

- To feel safe in school environment
- To take full advantage of the learning opportunities
- To work in an environment free from disruption
- To express their opinions, ideas thoughts, and concerns in a respectful manner
- To have a healthy environment that is smoke, alcohol, and drug free
- To use school resources and facilities for self-betterment under appropriate supervision
- To expect courtesy, fairness, and respect from all members of the community
- To be informed of all expectations and responsibilities
- To take part in a variety of school activities
- To have the right to due process

## STUDENT RESPONSIBILITIES

- To be caring and honest
- To do his or her best to learn and master all he or she can,
- To respect and follow school rules, regulations, and policies
- To be sure that personal expressions do not interfere with the rights of others
- To follow state law and school policies concerning substance abuse
- To respect and protect personal property and rights of others, and of the school
- To treat all members of the community with full respect, fairness, and courtesy
- To abide by all the expectations of the school and its community
- To follow the prescribed guidelines for participation in school activities, and
- To adhere to due process procedures.

## SCHOOL FACTS

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### SCHEDULE OVERVIEW

#### BEFORE AND AFTER SCHOOL CARE

- 7:00 AM – Doors open for before care

- 3:30 PM – 6:00 PM – After school Care

## CLASS SCHEDULE

- **Preschool – 3<sup>rd</sup> Grade**
  - Classes starts promptly at 8:25 AM and classes will end at 3:00 PM
- **4<sup>th</sup> Grade – 8<sup>th</sup> Grade**
- Classes starts promptly at 8:25 AM and classes will end at 3:15 PM

## BELL SCHEDULE

Homeroom	8:20 – 8:25
1 <sup>st</sup> Period	8:25 – 9:06
2 <sup>nd</sup> Period	9:10 – 9:51
3 <sup>rd</sup> Period	9:55 – 10:36
4 <sup>th</sup> Period	10:40 – 11:21
5 <sup>th</sup> Period	11:25 – 12:06 (Lunch for Preschool – 3 <sup>rd</sup> Grade)
6 <sup>th</sup> Period	12:10 – 1:00 (Lunch for 4 <sup>th</sup> – 8 <sup>th</sup> Grade)
7 <sup>th</sup> Period	1:04 – 1:45
8 <sup>th</sup> Period	1:49 – 2:30
9 <sup>th</sup> Period	2:34 – 3:00/3:15

## LUNCH/RECESS

### *Preschool – 3<sup>rd</sup> Grade*

- Students in the preschool – 3<sup>rd</sup> grade will have lunch during 5<sup>th</sup> period from 11:26 am – 12:11 pm.
- Students in preschool will have lunch inside their classroom.

### *4<sup>th</sup> Grade – 8<sup>th</sup> Grade*

- Students in 4<sup>th</sup> – 8<sup>th</sup> grade will have lunch during 6<sup>th</sup> period from 12:14 pm – 12:57 pm.

## DRESS CODE

### DAILY DRESS CODE

- Khaki skirt, khaki pants, khaki Capri's or khaki shorts (knee length)
- Dark blue polo with SAC logo (purchased from school.) This may be worn with white or navy long sleeved shirt underneath polo
- Navy SAC hooded sweatshirt (purchased from school.)
- Navy long-sleeved cardigan
- Tights or Socks: White or navy

## DRESS CODE FOR PHYSICAL EDUCATION

### Preschool – 2<sup>nd</sup> Grade

Students may wear their gym clothes all day long if they have physical education on that today. The uniform for physical education is navy SAC t-shirt not collared (purchased from the school,) shorts or sweat pants, and gym shoes, (students are not supposed to leave their gym clothes in their lockers after class for sanitary reasons.)

### 3<sup>rd</sup> Grade – 8<sup>th</sup> Grade

The uniform for physical education is navy SAC t-shirt not collared (purchased from the school,) shorts or sweat pants, and gym shoes, (students are not supposed to leave their gym clothes in their lockers after class for sanitary reasons.)

## PERSONAL APPEARANCE

- Boys may not wear earrings.
- Jewelry and accessories for girls should be appropriate for school and not attract undue attention (Facial jewelry is limited to a pair of earrings and excessive rings are not permitted.)
- No make-up.
- Artificial fingernails are not allowed.
- Facial and body piercing are not acceptable.
- Tattoos are not acceptable.
- Use of hair dyes and bleach are not permitted.
- Extreme hairstyles are not permitted.
- Gang affiliated jewelry; paraphernalia and markings are not allowed.
- Roller shoes are not allowed at any time.

## OUTERWEAR

- Hats, caps, and other headgear may not be worn in the building.
- Outerwear, such, as windbreakers, jean jackets, or ski jackets, may not be worn. Coats should be kept in lockers or in designated areas.

## SKIRTS AND SHIRTS

May not be rolled at the waist. Skirts must be below the knee and shirts tucked in at all times.

## PANTS AND SLACKS

Must fit properly. May not be baggy or saggy. Belts must fit properly and not hang down when buckled.

## LOST AND FOUND

There is a lost and found cabinet by the main office. If you find books, clothing or personal items on the school grounds please bring these items to the office. If you lose something, check the lost and found cabinet. Please be reminded that the lost and found cabinet will be emptied out and the items will be donated at the end of each month. The school is not responsible for the loss of valuables, including money.

## PUBLIC AREAS

Hallways, stairwells, and lavatories are areas used by all members of SAC. Because everyone uses these areas, there are rules of conduct that all students must follow:

- Student may not open the front door of the school without permission
- Student may not loiter in the halls, lunchroom, restrooms, or on stairs



- Student may not eat in the halls, restrooms, or on stairs
- Student may not run in the halls, lunchroom, restrooms, or on the stairs
- Student may not use any profane or vulgar language while in these areas
- Student may not yell, scream, hit lockers or otherwise make excessive noise while in these areas
- Student must do your part to keep these areas clean and safe
- Make sure you clean up after yourself and appropriately dispose of all trash
- Report any leaks, spills, or other problems in the restroom to a teacher or the office
- Do not roughhouse, push, or wrestle
- During class time, students are not to be in the halls, stairwells, or restrooms without a pass from their teacher or the main office
- Students are not allowed to enter the storage room in the Gym, no exceptions

Failure to abide these rules of public areas merits a consequence.

## ACADEMICS

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### CLASSES

All of the Science Academy of Chicago students must take the following yearlong classes.

CORE CURRICULUM	SPECIALS
<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Life Science / Physical Science</li> <li>• Social Studies</li> <li>• Language Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Computer (starting in 3<sup>rd</sup> grade)</li> <li>• Spanish / Turkish (Turkish option starts in 4<sup>th</sup> Grade)</li> <li>• Art</li> <li>• Physical Education</li> <li>• Music</li> </ul>

### PHYSICAL EDUCATION

- All students are required by state law to take Physical Education unless excused in writing by a doctor. A student who must be excused from gym for more than three days must have a request from his or her doctor and bring it to gym teacher. Those who cannot take PE for less than three days must present a note from parent to gym teacher.
- Failure to present a note for a PE excuse will merit a detention. All students must bring gym clothes for gym classes.
- Students are not allowed to take gym without gym clothes. Failure to bring gym clothes also merits a detention.

### GRADING POLICY

All classes at SAC follow this standard scale for assigning letter. Individual teachers might establish the grading policies and procedures for their classes and their grades correspond to this scale:

A	B	C	D	E
98-100=A+	87-89=B+	77-79=C+	67-69=D+	0-59=F
93-97=A	83-86=B	73-76=C	63-66=D	
90-92=A-	80-82=B-	70-72=C-	60-62=D-	

## PROMOTION POLICY

For a student to be promoted to next grade at SAC, his/her final grades from all core courses (Math, Science, Language Arts, Social Studies) should be D or above.

## GRADUATION POLICY

A student may participate in the graduation ceremony and receive the SAC diploma only if he/she has met the promotion requirements and is current in all tuition and fees. A blank diploma will be issued if the student is not current in all tuitions and fees. The SAC diploma will be issued upon completion of all payments.

## ACADEMIC PROBATION

If a student gets lower than C- in one of the four major classes (Math, Science, Language Arts, or Social Studies) by the end of the any first three quarters, he/she will be put on probation.

The student on probation has to follow an academic improvement plan. Probation terms include:

1. Extra time spent with his/her teachers
2. Utilization of professional tutors at SAC
3. More disciplined approach to home study
4. Close contact with his/her parents and teachers to discuss progress reports
5. Attendance and punctuality for all classes
6. Other conditions determined by individual needs

## TEXTBOOKS AND SUPPLIES

SAC will provide students with the textbooks for each of their classes. SAC will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned.

If student loses his/her book during the course of the year, a new one will not be given to the student until the previous one is paid for. SAC is not responsible for any missing assignments and homework in the meantime.

When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of the textbook you have and the condition of the book.

When you return the book, its condition will be checked. If you lose the book or damage it by writing it in or ripping it so that another student cannot use it, you will have to pay to replace the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

## HOMEWORK POLICY

Homework is an essential part of a successful educational program. Doing homework will help the students develop many valuable skills such as good study habits, time management, responsibility, and perseverance.

Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is the student's responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

Since Science Academy of Chicago publishes the grades, assignments and homework on the Internet, parents are able to see that by using their passwords assigned by Science Academy of Chicago. Parents share the responsibility with the student to check the homework on a daily basis on the Internet.

## HOMWORK REQUEST WHEN ABSENT

If a student is absent for one day or more than one day, it is the student or parent's responsibility to call the teachers for homework.

Arrangements are to be made by student or parent for work to be picked up. If a student is absent for an extended period of time, homework is to be returned to the teachers or administration and additional work requests are to be made.

## STANDARDIZED TESTS

NWEA MAP Testing is administered to all students at Science Academy of Chicago. In order to see the progress of a child in a year, SAC administers pre and posttests. The scores and a detailed report of the test results are mailed to the parents.

## STUDENT TRIPS

### SCHOOL-SPONSORED TRIPS

School-sponsored trips (field trips, class tours, etc.) are conducted by the school periodically during the school year. Since the school organizes these trips for some general purpose, such groups are responsible to SAC. The members of such groups act under the guidelines determined by the school for each particular situation.

### TRIPS NOT SPONSORED BY THE SCHOOL:

During the school year or summer, teachers organize trips. These trips, while having definite educational value, are not to be considered School-Sponsored Trips. The rules and procedures to be followed on such trips are to be agreed upon by the sponsor or teachers, who organize the trips and the parents of the students who are participating in the trip. SAC does not assume responsibility for these students on such tours, although teachers who organize these trips work collaboratively with administration and supported by Science Academy of Chicago

### STUDENT TRIP AND FIELD TRIP REGULATIONS

- Parents or legal guardian must sign permission slip.
- Student dress should be accordingly to guidelines of the sponsor.
- Students who do not comply with 1 and 2 above may not be allowed to participate in the field trip.
- School disciplinary regulations relating to conduct and behavior are in effect for field trips.
- No refunds will be given for absence or non-compliance with regulations.

- Failure to comply with above-mentioned regulations could result in non-participating in future field trips.

## SAFETY AND SECURITY POLICIES

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### GUEST VISITORS

Visitors for educational reasons are welcomed at SAC. All guests are required to obtain a visitor pass at the front office.

### ILLNESS AND INJURY POLICIES

Please do the following if you become ill or are injured during the school day:

1. Report to the office or teacher who is on duty. If you do not inform the office and simply miss class, it is an unexcused absence.
2. Do not just leave the building. Always report to the office.

When a child reports to the office for an illness, the school will do the following:

- SAC will contact the parent/guardian and ask the parent/guardian to pick him/her up if the student is not seriously ill or suffering excessive pain.
- If the student is deemed able to continue his/her classes by an administrator or staff member, the student has to join the classes until his/her ride arrives. No student is allowed to wait for his/her ride at the main lobby.
- If parent cannot be reached, student has to continue his/her classes if he/she is not seriously ill or injured.
- If school staff thinks that it is a life threatening emergency, an ambulance will be called immediately at the parent's expense and then contact the parent. Parent/guardians are responsible for all the medical expenses in any emergency cases.
- Parent/guardians are responsible to let the administration know by written notice about any medical conditions of the student that should be taken into consideration during emergencies and any other time.
- A staff member accompanies the ill or injured student to the hospital if the parent was not contacted until then. If the parent is contacted and agrees to meet the student at the hospital, a designated staff member may accompany the students to the hospital if he/she deems necessary.

### MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container the following information must be clearly printed:
  - Student's Name
  - Name of the medication
  - Dosage

- Time the medication must be taken
- Bring in only the amount of medication that is needed for a school day.
- In case prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- Aspirin, Tylenol, and other patent drugs are not available from school.
- Students may carry and administer their medication only if these two conditions are met:
  - It is warranted by a potentially life-threatening condition and advised by their physician and
  - A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the Director.

## SEARCH AND SEIZURE POLICY

If there is reasonable cause to believe that a student possesses illegal or harmful materials or substances, administration has the right to search a student's outer clothing and pockets, and bags, as well as lockers. The search is to protect other students and staff, as well as integrity of Science Academy of Chicago community. The administration has also right to do periodical locker search.

## INTERNET ACCEPTABLE USE POLICY

Internet access is available to students and teachers at SAC. Science Academy of Chicago believes that the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to electronic mail communication with people all over the world, information and news, public domain and shareware of all types, discussion groups on topics ranging from diverse cultures to the environment to music to politics and more.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. SAC has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. SAC firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with our educational goals.

SAC will not be responsible for any damages, which you may suffer as a result of, or arising from your utilization of the Internet. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a SAC user violates any of these provisions, his or her access will be terminated and future access could possibly be denied.

## INTERNET - TERMS AND CONDITIONS

- Students are to login with their own accounts only, unless instructed/permitted otherwise by the teacher. If you are found using somebody else's account, your own account will be suspended for 2 weeks. If you forgot your password, you should contact your computer teacher. Make your password hard to guess and write it somewhere so that you don't forget it.
- Students must sit in their assigned seats only during classes
- Students must log-off every time they are done using a PC

- Students cannot switch any keyboards, mice, screens, mouse pads, etc...
- Don't leave your personal belongings (books, notebooks, pencils, etc). Before you leave, make sure there is no litter around you.
- Computers should not be "Windows Locked" at any time. If you need to leave computer room for a short time (less than 10 minutes), you can ask supervisor to lock your computer so that nobody else uses it, until you come back. In case you come back after 10 minutes, your seat may be given to another student who asks for it.
- Students are not allowed to listen to music and watch any videos (including flash and all other computer graphics), unless otherwise instructed/permited by the teacher. Any content containing blood, violence, drugs, alcohol and anything inappropriate for children under 15 is not to be opened and viewed anytime.
- Students are not allowed to play games anytime (refer to "NGA") during regular school hours 8am – 4pm.
- Students cannot use headphones without permission of a teacher. Headphones cannot be changed by students. You are responsible for the headphones that are attached to the computer while you are using it.
- Students cannot use their personal music/video/data CDs in the computer lab, unless otherwise instructed/permited by the teacher.
- Students must take permission before using any personal electronic/computer equipment (memory stick, headphones, floppy diskette, cd/dvd, laptop, etc...) in the computer lab.
- Students cannot install/uninstall any programs and software
- No chat is allowed
- Students are not allowed to visit or trying to break into websites blocked by school. Sites that are being blocked will be updated regularly.
- Usage of any music/video/data downloading programs is prohibited.
- Computers are being monitored; your actions and websites you visit are being recorded, so please be careful of what you are doing in the computer lab. Such excuses as "I go to this website at home!" and "My mom/dad lets me do this!" are not acceptable.
- If you do not follow instructions of your supervisor, your computer may be locked at any time by your supervisor.

Any inappropriate behavior may result in suspension of using computers for a period of time and/or other disciplinary actions.

## DISMISSAL & AFTER SCHOOL CARE

### DAILY DISMISSAL

#### OVERVIEW

- Parents/guardians are expected to pick up their child(ren) promptly after school is concluded.
- Parents/guardians are expected to wait in the lobby for their child(ren.)
- Unless there is a young child in the car, parents/guardians are expected to come inside to retrieve their child. Please do not call from the car and ask staff to send the child outside due to safety concerns.

- Students wandering around the school after school is concluded will receive demerit point(s).

#### *PRESCHOOL- KINDERGARTEN*

- Students will be dismissed promptly at 3:00 pm. Students will be waiting in the hallway outside their classroom, waiting parents/guardians to pick them up. Parents/guardians are not allowed through the secured entrance.
- If the child attends tutoring or after school activities, the teachers will escort them to the proper classroom.
- Students that are not picked up by 3:20 pm, will be escorted to afterschool care. If the student does not regularly attend afterschool care, parents will be charged the daily fee for afterschool care which is \$15.
- Students that are wandering the hallway afterschool will receive demerit point(s).

#### *1<sup>ST</sup> GRADE– 3<sup>RD</sup> GRADE*

- Students will be dismissed promptly at 3:00 pm. Teachers will bring students designated hallway where the students will wait to be picked up. When parents/guardians arrive, they will inform SAC teachers that they have arrived and our staff will bring the child out. Parents/guardians are not allowed through the secured entrance.
- If the child attends tutoring or after school activities, the teachers will escort them to the proper classroom.
- Students that are not picked up by 3:20 pm, will be escorted to afterschool care. If the student does not regularly attend afterschool care, parents will be charged the daily fee for afterschool care which is \$15.
- Students that are wandering the hallway afterschool will receive demerit point(s).

#### *4<sup>TH</sup> GRADE – 8<sup>TH</sup> GRADE*

- Students will be dismissed promptly at 3:15 pm. Parents/guardians may wait in the school lobby to pick up their child.
- The student will report to their afterschool activities promptly.
- Students wandering around the school after school is concluded will receive demerit point(s).

#### EARLY DISMISSAL

Because SAC is very concerned about your safety and well-being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students' safety:

- The Director may release a student before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from the student's parent or guardian or for emergency reasons.
- A student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause students to leave school prior to the regular hour of dismissal except for medical reasons.

- Students will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Director.

## AFTER SCHOOL CARE

- Aftercare starts at 3:30PM and ends at 6:00PM during regular school days.
- Students can be retrieved from the library, outside or gym by parents for pick-up. (Half days will not have after-care available)
- Aftercare will have a homework/study hall time, play time, hands on/game activities.
- All aftercare must be paid for in advance except for the daily rate which must be paid the day of (if not already paid for in advance) otherwise a late fee of \$1.00 will be charged per day late.
- **All students must be picked up by 6:00PM. If a student is late being picked up there will be a \$10.00 fee charged for every five minutes after 6:00PM.**
- Although not required it is suggested that you pack a snack for your child/ren as he/she will most likely be hungry after a long day in school.

## ATTENDANCE

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### ATTENDANCE

The success of SAC's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of SAC will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of SAC's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will:

- keep accurate attendance records to excused and unexcused absences
- incorporate defined, daily participation as part of the teaching/learning process for each grading period
- require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments

### ABSENCE AND TARDINESS

SAC recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.



## UNEXPECTED EXCUSED ABSENCES

SAC accepts only the following as excusable reasons for absence from school. Under “Missing Child Law”, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

### *PERSONAL ILLNES/ QUARANTINE OF THE HOME/ILLNESS IN THE FAMILY/DEATH IN THE FAMILY*

- The parent or guardian must call the school each morning when the student is absent.
- When the student returns to school, there must bring an explanatory note from the parent or guardian.
- The school may require a doctor's confirmation.

## ANTICIPATED OR PLANNED ABSENCES

### *OBSERVANCE OF RELIGIOUS HOLIDAYS*

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- The student must bring a note from your parent or guardian to the office before the day(s) of the absence.

### *PROFESSIONAL APPOINTMENTS*

- Families are encouraged to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, the student must bring a note to the office the day of the absence stating clearly the time the child is to be dismissed. In addition, the parents must come to the office to pick –up the student. Parents/guardians must sign you out of school.

### *FAMILY VACATIONS*

Students are permitted to go on vacation during the school year without penalty only when the following conditions are met. Failure to meet these conditions will result to unexcused absences that will reflect in the student’s grades and attendance records. Please be mindful of the academic calendar while planning vacations. Approval will not be granted toward vacations within weeks of the end of the academic year.

- The student may not miss more than five consecutive days of school.
- A written request must be submitted 30 days prior to the first day of the vacation. The length of the absence must be made clear.
- After a request is submitted, the administrative team which includes the Director, Assistant Director, Grade Chair and Teachers will review the request and inform you if the request has been approved or denied.
- Only after the request is approved by the school will teachers provide any make up work.

If the family chooses to leave for vacation without proper approval or notification, the following may occur:

- The student will receive a D or F for the missed assignments that were assigned while the student was absent. This will affect the student’s overall grade.

- After 10 consecutive un-excused absences the student will be unenrolled.

#### MAKE-UP WORK FOR EXCUSED ABSENCES

- An absence from school, even for several days, does not excuse the student from responsibilities in the classroom. If it is an excused absence, the student will be given the same number of days that the student was absent to make up missed work.
- To be eligible for make-up work, the student must show each teacher the “excused absence slip.” It is student’s and parent’s responsibility to find out what work is required and when the work needs to be completed.
- If the student is absent for school-related reasons or for an anticipated or planned absence, make arrangements with the teacher(s) for assignments prior to the absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students’ responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher may decide not to give you the test.

#### UNEXCUSED ABSENCES

An unexcused absence does become part of a student’s school record. You will be marked for an unexcused absence if you:

- fail to bring a written note within two school days following an absence
- are absent from class without permission - including walking out of class
- are absent from school without parental permission
- get a pass to go to a certain place but do not report there
- are absent for reasons not acceptable to the administration.

#### MAKE-UP WORK FOR UNEXCUSED ABSENCES

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways:

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an “F” or “zero” for the day in each class missed.
- Teachers are not obligated to provide make up quizzes or tests.

#### TRUANCY

Science Academy of Chicago shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

- Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant:
- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your record file.
- A conference with your parents will be held.

## TARDINESS

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Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls – is not acceptable. If you have an emergency situation, please report the situation to office. Frequent tardiness will have an impact on the student's learning, therefore the student receive grade deduction for being tardy. Below are the established guidelines for being tardy to 1<sup>st</sup> period:

### *4th Grade – 8th Grade*

- A letter will be sent home after the student is tardy for three times as a warning.
- For every five times the child is beyond five minute tardy, the student will receive a grade deduction. This means that if the student is receiving a B in the class, the student will now have a C.

### *Preschool – 3<sup>rd</sup> Grade*

- A letter will be sent home after the student is tardy for three times as a warning.
- After being tardy for five times in a quarter, the child will no longer be allowed recess. After being tardy for ten times, the child will no longer be allowed to participate in any afterschool clubs and activities, even if a fee was paid.

If the student arrives after fourth period, the student will be considered absent for half a school day.

## CLASS TARDINESS/LOCK-OUT PASSES

When the final (second) bell rings the student should be in your scheduled class. If the student is late between classes, the teachers will lock you out. Report directly to the office to get a lockout pass then head to class. Three lockouts in a quarter merit two demerit points. Teachers are not obligated to give make up work for the time the student is late.

## COMMUNICATION

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### PARENT COMMUNICATION

Any communication between parents and teachers or administration should model values of mutual respect and values for each individual. When working through conflicts and concern, it is expected that the parents and teachers be positive role models for the students. Parent's behavior should never undermine respect for teacher.

While there may be differences of opinions, it should be understood that all parties are acting to the best of their ability, and on behalf of the benefit of the child.

Parent behavior constantly contrary to this expectation may result in the family being asked to withdraw from the school.

### SCHOOL CONCERNS AND QUESTIONS

Ordinarily, questions and concerns regarding a classroom or a student's progress should be discussed first with the teacher (s) involved. If the questions or concerns are not resolved between the parent/guardian and the teacher(s), the parent may schedule a meeting with our counselor who will listen to your concerns and work with the administrative team to respond.

## WRITTEN COMMUNICATION

Throughout the course of the school year, Science Academy of Chicago informs its parents through writing or e-mails. Please update your contact information with main office when there is any change.

The Director must approve any and all communications to parents, teachers and/or students sent through the school before being sent out.

## DISCIPLINE CONCERNS AND REGULATIONS

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### EXPECTATIONS FOR STUDENT CONDUCT

A sense of responsibility within a person requires self-discipline and is achieved only through a realization of one's own good and the good of his or her companions.

The rules of the school have been designated to structure the student's school in order to insure the common good of all students and maintain individual integrity. In addition to these general rules of good conduct based on common sense, a set of rules is provided for students so that he or she act more freely and be secure in the knowledge that she or he will not be restricted in his or her efforts of gaining the most from what SAC is trying to help his or her achieve.

A mutual respect is expected among the students, teachers and parents. At all times, courtesy and good manners are expected of all SAC students.

- Loitering in the neighborhood or on a private property in the neighborhood will be dealt with severely by school.
- Any gang –related activities, gang membership in such groups will not be tolerated. The student involved will be subject to suspension and/or expulsion.
- SAC school community encourages and celebrates respect and tolerance for people of all racial, ethnic, and religious backgrounds. Racism or prejudice in any form is not acceptable and will not be tolerated. Such behaviors are considered Level II misbehaviors and may face up to 5 days suspension.
- Students are expected to report any knowledge of weapons, drugs or threats to harm to staff, students, the school or its property.

### RULES AND REGULATIONS

As educators, it is our task to provide an atmosphere that will ensure the maximum learning and development of every student. Unless there is discipline in a school and certain definite regulations are followed, we cannot expect the type of behavior conducive to learning. Students must learn to respect not only the rules and regulations of the school, but the authority that enforces them as well.

- Students who lose, deface, or destroy books or any school material will be asked to make payment to replace it.
- Students are not allowed to bring valuable items to the school. SAC accepts no responsibility in case of losing any valuables in the school.
- SAC is not responsible for student' belongings. Students are discouraged from bringing unnecessary belongings to school and are urged to keep personal items locked in lockers at all times.

- Cell phones, portable music player, handheld video games, tablets, laptops may be used during before and after school only, and must be turned off and stored in the locker during the school day. If a student is in possession or uses one of these items during the school day, it will be confiscated and held in the office until the parent comes and picks up the item from the administration.
- Students are not supposed to bring skateboards, roller blades, or scooters to the school.
- Any activity concerns a group of students and organized by the students must be approved by the Director prior to initiation of it.
- Students are not allowed to chew gum in the school at any time.
- Students are not allowed to open any doors to anybody, who wants to come in. No exception.
- It is the responsibility of each student to have all materials and items ready for each school day. In the event the child has forgotten something at home and the parent wishes to deliver it, the item may be brought to the school office. The item will then be sent to the student or the child will be notified to pick it up. Nothing should be brought directly to the child's classroom during the school hours unless the permission has been given in the office.

Failure to follow any of the regulations above will be disciplined by the Director accordingly, which may be detention or possible suspension.

## DISCIPLINARY CONSEQUENCES

All students at SAC are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school.

Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

Because our students should govern themselves appropriately off campus as well as on campus, SAC reserves the right to pass judgment on a student's off campus behavior when it is such as to prejudice his/her best interest and/or that of the school.

All students at SAC have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time a student feels they are the subject of harassment, hazing, threats, or other intimidating behavior, the student should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if a student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

## STUDENT CONDUCT AND DISCIPLINE

SAC has as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the SAC administrators and teachers shall not allow the following behaviors during school, on school property, or at or during any school-sponsored activities:

Students are considered to be subject to the authority of the school when they are on route to or from school and at school related or school sponsored events even though those activities may not take place at the school. Some examples include athletic meet and games, field trips, contests, picnics, and concerts. Misbehaviors, which occur at such events, as outlined below, will be subject to the same penalties as misbehaviors that occur in school.

### *LEVEL I - MISBEHAVIORS*

- a) Failing to attend classes on time (1 point)
- b) Failing to attend all assigned classes. Cutting classes (2 points)
- c) Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment (3 points)
- d) Cheating on examinations (3 points)
- e) Possessing cell phones, MP3 player, laptop, tablets and similar electronic devices during the school day (3 points)
- f) Wearing non-dress code clothing (1 point).
- g) Posting or distributing materials on school property that causes a disruption to the educational process (2 points).
- h) Running in the hallways, chasing each other in the hallways (1 point).
- i) Failure to follow lunch, and after school procedures (1 point).
- j) Failure to follow classroom rules and procedures set by individual teachers (1 point).
- k) Bringing food to class or chewing gum (1 point).
- l) Backpack in the classroom (1 point).
- m) Not being in assigned location (2 points).
- n) Talking back to teachers (2 points).
- o) Lying (3 points).
- p) Humming, singing, making strange noises in the class (1 point).
- q) Leaving the classroom without permission (2 points).
- r) Leaving trash on the floor (1 point).
- s) Drawing, writing in the textbooks (1 point).

Administration may use their judgment for any other misbehavior that is not mentioned here but might be considered Level I misbehavior.

### *CORRECTIVE ACTION LEVEL I*

- When a student gets a referral to the office from any teacher for any of the Level I misbehaviors, her/his parents will be informed in writing and on the phone.
- If a student's demerit points reach ten, he/she is required to serve a lunch detention.
- If a student's demerit points reach twenty, he/she is required to serve a Saturday detention.
- Any student who receives thirty or more points in a quarter will be suspended one day.
- Demerit points of the student will be deleted at the end of each quarter.

## LEVEL II - MISBEHAVIORS

- a) Signing the name of another person for purpose of defrauding school personnel.
- b) Possessing or using tobacco or tobacco substitutes (except hallucinogens) at school.
- c) Leaving school without permission, in the absence of an emergency declared by the Director.
- d) Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety.
- e) Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs
- f) Intentionally causing an interruption of education in the classroom.
- g) Profanity
- h) Failing to adhere to school culture and directives of school personnel when subject to the authority of the school.
- i) Intentionally participating in or initiating actions that result in the disruption of the entire school.
- j) Fighting (physical contact between two or more individuals with intent to harm), hitting, or kicking another student
- k) Gambling on school premises
- l) Participating in hazing activities
- m) Engaging in an activity that may create a condition that is unsafe or unhealthy to others.
- n) Misusing computers and failure to follow the Internet use policy.
- o) Disrespecting and/or insubordination towards teachers or staff.
- p) Bullying behaviors- Verbal or nonverbal behavior that occurs repeatedly over time, and causes physical and/or emotional harm to another. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing, or destroying personal property.
- q) Use of intimidation. (Engaging in behavior that prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes use of threats, coercions, or force against students, school personnel and school visitors) credible threats of violence, coercion, persistent severe bullying.)

### *CORRECTIVE ACTION II*

- Administration may suspend a student for a period not exceeds five (5) school days, following appropriate due process.

## LEVEL III - MISBEHAVIORS

- a) Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school.
  - A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, etc.)
  - A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
  - An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
  - Any object, which closely resembles a weapon or explosive and could, put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)
- b) Verbally or physically threatening to injure or harm a school staff member
- c) Showing disrespectfulness to teachers or staff and/or using inappropriate language and behavior.

- d) Intentionally causing physical injury to a school staff member.
- e) Sexually assaulting another person.
- f) Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person
- g) Sexual conduct or sexual contact without mutual consent which includes all forms of sexual harassment
- h) Hate crimes
- i) Engaging in drug related activities, including but not limited to:
- j) making, selling, or distributing drugs/counterfeit drugs at school;
- k) bringing readily identifiable drug abuse instruments or paraphernalia to school
- l) or having such items in his/her possession;
- m) Using or possessing drugs/counterfeit drugs at school.
- n) Intentionally burning or attempting to burn property.
- o) Stealing or attempting to steal or possession of stolen property.
- p) Damaging or attempting to damage the school property.
- q) Forcibly entering a school building locker, classroom, or secured enclosure.
- r) Extorting or attempting to extort property.
- s) Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- t) Falsely communicating or causing to be communicated that a bomb is located in or on property
- u) More than one person acting together to intentionally cause harm or injury to alone individual
- v) Bringing pornographic materials to the school.
- w) Excessive referrals of Level II misbehaviors may/will result in expulsion.

### *CORRECTIVE ACTION III*

- The Director may suspend a student for a period not to exceed ten (10) school days.
- Parents will be informed of any Level III misbehavior offense committed by their child immediately by the Director of the school.
- Students who are found to have Violated Rule III-B (staff assault) and Rule III-I (drugs) will be expelled.

### DETENTION

If a student's demerit points reach ten, he/she is required to serve a lunch detention. Detention date will be scheduled by the administration and the parents will be notified. A "No Show" for after school detention will result in a Saturday detention.

If a student's demerit points reach twenty, he/she is required to serve a Saturday detention. Saturday detention period is from 9:00am to 1:00pm. Detention date will be scheduled by the administration and the parents will be notified. Being late to detention more than half an hour or not showing up will result in detention being doubled. Failure to serve Saturday detention more than once will result in suspension.

Detentions earned in the last week of a quarter may be served the following quarter.



## SUSPENSION

Suspension is the involuntary removal of a student from class attendance or school attendance for 10 days or less. A student will be considered as trespassing if present on school grounds during the period of suspension.

Notice of Suspension and the reasons for the suspension will be given to the student in writing by the Director after hearing the issues involved in a situation. If a student is suspended, they will not have any opportunity to make up work that you missed during the suspension.

Any student who receives fifteen or more points in a quarter will be suspended one day. Students who are suspended or expelled from school cannot participate in extracurricular activities or school-sponsored events during the period of the suspension or expulsion.

## EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Director after hearing about the events involved in a situation.