



## **Von Steuben Metropolitan Science Center**

5039 North Kimball Avenue  
Chicago, Illinois 60625  
773-534-5100

**Pedro R. Alonso**  
Principal

**Clinton Lewis**  
Assistant Principal

**Brian Zehr**  
Assistant Principal

**Mark Leahy**  
Chief Engineer

**Patti Liberty**  
Lunchroom Manager

This Student Handbook and Planner 2007-2008 belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Chicago, IL 606\_\_\_\_ Phone \_\_\_\_\_

Student I.D. # \_\_\_\_\_

Division \_\_\_\_\_ Division Teacher \_\_\_\_\_

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PRINCIPAL'S WELCOME

September 2007

Dear Students and Parents:

Welcome to Von Steuben Metropolitan Science Center, home of the Panthers! We appreciate the decision you have made to be part of the Von Steuben community. We have worked hard to plan an exciting and rewarding school year! Look no further than the calendar that appears on pages 23-32.

Von Steuben is a school that not only acknowledges but celebrates diversity. We know the importance of treating everyone with dignity and respect. This type of environment will prepare you for global citizenship and make you an asset in the world of work.

We hope that you will participate in the many co-curricular activities at Von Steuben. Be sure to ask your counselor or division teacher about all of our diverse clubs and organizations. We have designed the 2007-2008 course offerings, clubs, organizations and teams with you in mind. We encourage you to take advantage of the full range of opportunities available at Von Steuben. Getting involved in school activities is a good way to stay focused on graduation.

We are serious about your high school career and just as serious about your post-secondary education. Make sure you visit our Ruby Award-winning counseling department for all your college and career needs. We care about you and your future.

Parents, you are our partners in your child's education. We welcome our parents to our PTSA parent meetings. Our Local School Council (LSC) meets monthly on the second Thursday of each month promptly at 6:30 p.m. Come and be active members in your child's education and in your school community.

Best wishes for a successful 2007-2008 school year!

Sincerely,

Pedro R. Alonso

## SCHOOL DAY

The school day for students begins at 7:30 a.m. and ends at 3:11 p.m. Students will not be permitted to loiter outside of the school after arriving on campus. Students should not be on school property after 3:25 p.m. unless they are participating in a supervised school activity.

### BELL SCHEDULES

<b>Regular</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
1	7:30	8:16
2	8:20	9:06
DIV	9:10	9:21
3	9:25	10:11
4	10:15	11:01
5	11:05	11:51
6	11:55	12:41
7	12:45	1:31
8	1:35	2:21
9	2:25	3:11

<b>Extended Division</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
1	7:30	8:10
2	8:14	8:54
DIV	8:58	9:38
3	9:42	10:22
4	12:26	11:06
5	11:10	11:50
6	11:54	12:34
7	12:38	1:18
8	1:22	2:02
9	2:06	2:46

<b>Modified Schedule</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
MTG	7:30	8:30
1	8:34	9:05
2	9:09	9:40
DIV	9:44	9:54
3	9:58	10:29
4	10:33	11:04
5	11:08	11:39
6	11:43	12:14
7	12:18	12:49
8	12:53	1:24
9	1:28	1:59

This is a proposed schedule as of June 11, 2007. If approved, it would be effective on Wednesdays.

<b>8-1/8-2 Assembly</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
1	7:30	8:09
2	8:13	8:52
DIV	8:56	9:06
3	9:10	9:49
4	9:53	10:32
5	10:36	11:15
6	11:19	11:58
7	12:02	12:41
8-1	12:45	1:25
8-2	1:29	2:09
9	2:13	2:52

8-1: Report to auditorium first  
8-2: Report to class first

## PROGRAM INFORMATION

**PERIOD 1** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 2** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**DIVISION** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 3** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 4** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 5** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 6** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 7** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 8** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

**PERIOD 9** Course Title \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Text Title \_\_\_\_\_ No. \_\_\_\_\_

## OFFICES AND CONTACT INFORMATION

Office	Location	Phone Number
CPS Central Office	125 S. Clark St.	773-553-1000
CPS Cluster 1, Area 19	6323 N. Avondale	773-534-1100
VSMSC Main Office VSMSC Main Office FAX	Room 113	773-534-5100 773-534-5210
Attendance Office	Room 110	773-534-5103
Athletic Director	Boys Locker Rm.	773-534-0508
Case Manager Case Manager FAX	Room 208	773-534-5100 x22006 773-534-0504
Chicago Police Office	Room 118	773-534-5100 x22033
Counseling	Room 109	773-534-5110
Discipline and Security	Room 111	773-534-5100 x22011
Engineering		773-534-5100
Education-to-Careers	Room 111	773-534-5100 x22008
Fees, Debts and ID's	Room 126	773-534-5105
Library	Room 115	773-534-5100 x22028
Lost and Found	Room 126	773-534-5105
Lunchroom	3 <sup>rd</sup> Floor	773-534-5113
Nurse	Room 200	773-534-5112
Psychologist	Room 108	773-534-5118
Registrar (Transcripts)	Room 111	773-534-5100 x22024
School Publications	Room 127	773-534-5100 x22035
Technology Technology FAX	Room 126	773-534-5104 773-534-5289
Writing Center	Room 116	773-534-5100 x22034
Youth Guidance	Room 223A	773-534-5100 x22010

## **ACADEMIC INFORMATION**

### **ALTERNATIVES**

If Von Steuben does not meet the needs of a particular student, alternative high schools and/or GED programs will be recommended for that student in order to prevent him or her from dropping out of high school.

### **EVENING SCHOOL**

Students must have written permission from their counselor to take an evening school class. Students are not allowed to take the same class concurrently in evening school and at Von Steuben Metropolitan Science Center. (If this occurs, only the Von Steuben credit will be recorded.)

### **FAILURES**

All students who fail a course must attend an approved summer or evening school class. If the failed subject is required for graduation and is not repeated at an approved summer school, that course must be taken during the following school year. If the course is not required, another approved subject may be taken in its place.

### **GRADE REPORTS**

Student grade reports are issued four times a year: November, January, April and June. Grade report pick-up days, at which parents pick up the grade reports, are scheduled for November 9 and April 19. January and June mark the end of the semesters at which time credit is awarded for all classes successfully completed. Only semester grades are included on the official transcript.

### **HOMEWORK**

Every student is assigned a minimum of 2-3 hours of homework daily. Students are responsible for recording their homework assignments in this handbook by listing subject, date of assignment and when the assignment is due. Students are expected to complete all homework assignments carefully and accurately and turn them in on time. Parents should provide time and a quiet work space for their child to complete homework assignments. Parents should monitor their child to ensure that his or her homework is being done.

### **PERFORMANCE REPORTS**

Performance reports will be mailed to parents sometime after the fifth week of each quarter. These reports are sent so that parents may be apprised of their child's achievement and performance as of the time the reports are sent and so that any remedial action required on the part of the student may be taken in a timely fashion.

### **PLAGIARISM POLICY**

Misrepresenting another person's work as your own or allowing your work to be used by another student is plagiarism or cheating. This includes student submissions for any publication or contest, whether inside or outside of the school. Teachers will instruct students on proper procedures to be used in

gathering material from outside sources. In the event that cheating/plagiarism is suspected, the teacher involved will:

- Discuss the incident with the student;
- Notify the parents/guardian, department head, disciplinarian and an administrator.

Students caught cheating and/or plagiarizing will receive appropriate disciplinary action and a grade reduction that may result in a failing grade for the affected class.

### **PROGRAMMING**

Programming takes place during the second semester of each year. Graduation requirements are reviewed and the students' interests are taken into account. Counselors will meet individually with each student. Students must be programmed for seven classes each year. The Illinois State Board of Education requires all students to have a minimum of 300 minutes of instructional time per school day exclusive of lunch.

### **SERVICE LEARNING HOURS**

All students are required to have a minimum of forty (40) service learning hours in order to graduate. A minimum of twenty (20) hours is required for students to be promoted to junior year status. Only those hours that meet the criteria of the Chicago Public Schools will be accepted (see counselors for specific details). Deadlines for submitting Service Learning Hours are December 19, 2007 and May 14, 2008.

### **SCHOOL SONG**

Let's wave on high the banner of our school,  
Let's cheer to make the rafters ring.  
Ever be faithful to her golden rule,  
And of her glories we will carry on,  
All sons and daughters brave and true.  
In friendships linking arms,  
In mem'ries of her charms.  
Von Steuben High School  
Here's to you.

*Written by Carol Herron, Class of 1938; Music by Ray Turner, Class of 1936*

### **SUMMER SCHOOL**

In all cases, the selection of the summer school to be attended and courses to be taken **MUST** be approved by the counselor. Your counselor will have a list of the approved summer schools and courses.

### **TUTORING**

There are many places to go for help if you are having difficulty in one or more of your subjects. See your classroom teacher or counselor for tutoring programs available within the school.

## ATTENDANCE

All students are to attend classes regularly and promptly. Absence from school or from class is the greatest single cause of poor achievement in school. The basic responsibility for the regular attendance of the student lies with the student and his or her parent or guardian. The State Compulsory Attendance Law specifically states that the parent is obligated to see that the child is in school.

Students must attend their classes in order to learn and retain what they have learned in their courses. Therefore, students' success in earning credits toward promotion will be determined by attendance in class as well as by performance on academic assignments. Students with excessive unexcused absences from their classes will be penalized, in accordance with Chicago Public Schools policy, as follows:

- Students who have unexcused absences for 10% of the class sessions in a particular course, during the period for which a unit of credit is earned, will earn no grade higher than a B for the course.
- Students who have unexcused absences for 15% of the class sessions in a particular course, during the period for which a unit of credit is earned, will earn no grade higher than a C in the course.
- Students who have unexcused absences for 20% or more of the class sessions in a particular course, during the period for which a unit of credit is earned, will not pass the course and will receive no credit toward promotion.

### ARRIVAL AT SCHOOL

Students will be allowed in the building at 6:30 a.m. with teacher permission. All other students will be allowed in the building at 7:00 a.m. All students should enter through the north entrance on Kimball Avenue. Students who begin first period are to swipe in, be in class and be ready to work no later than 7:30 a.m. Students who begin second period are to swipe in, be in class and be ready to work no later than 8:20 a.m. These times apply to regular bell schedule days. Times vary according to the bell schedule being followed.

### ABSENCES: Excused (Valid Absence)

All absences must be reported by a parent/guardian some time after 6:45 a.m. to the Attendance Office at **773-534-5103**. Valid absences include personal illness, family emergency or religious holiday.

Under Section 5/26-2(a) of the School Code and the Board Policy on Absenteeism and Truancy, the only valid causes for absence from school are the following: (I) illness; (II) observance of religious holiday; (III) death in the immediate family; (IV) family emergency; (V) circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student; and (VI) other situations beyond the control of the student as determined by the Principal or Principal's designee, on a case-by-case basis, including, but not limited to, homelessness and attendance related difficulties produced by it.

A student who has been absent must bring a note to school signed by his or her parent/guardian. This note is an ADMIT TO CLASSES. It must show the

student's first and last name, date(s) absent, reason for absence, division number **and** a phone number at which the parent can be reached during the day. The note must be signed by all teachers and then submitted to the Attendance Office, Room 110, by the student at the end of the day.

**ABSENCES: Unexcused (Truant)**

School personnel will, on a daily basis, call the parents of each absent student to insure that parents are aware of the student's absence. These calls will be recorded in the student's Attendance Record. Also, these truanancies are recorded on the student's Permanent School Record. This information is sent to colleges, scholarship awarding bodies and other organizations that request the student's transcript.

Truanancies are unexcused absences, and teachers are not required to give make up work to students who return from such absences.

**Any student, who is not in school, whether due to an excused or unexcused absence, may not conduct any school business, including payment of debts and turning in of assignments. School business includes but is not limited to extracurricular functions, prom, athletic events, dances, academic competitions, etc.**

**CLASS ATTENDANCE**

Daily attendance is required in all classes. State law requires 300 minutes of instructional time each day. Non-attendance will result in such consequences as regular weekday detention, Saturday detention, In-School Suspension, parent conference, or Out-of-School Suspension. When a student is not in division, he or she will be marked absent for the day.

**CLASS CUTS**

Parents will be notified by the class teacher of any unexcused absence from class. If cutting continues, the following disciplinary action will be taken:

Cuts	Discipline	Contact
1-3 Cuts	1 Hour of Detention	Parent Notification
4-6 Cuts	2 Hours of Detention	Parent Notification
7-9 Cuts	School Suspension	Parent/Administrator Conference

**DIVISION**

Division is the student's base of operation. Students are expected to be at division on time and to remain for the entire division period. The official school attendance is taken during division, and important information is typically shared during this time.

Each division is under the leadership of a teacher and counselor. These individuals are your **FIRST** source of information for guidance with any school

problems. You should always feel free to consult with your division teacher or counselor for help.

#### **EARLY DISMISSAL**

If a student requires an Early Dismissal from school, he or she must report to the Attendance Office in Room 110. Attendance office personnel will call the student's parent or guardian and inform him or her of the child's request.

As mandated by the Chicago Public Schools Board of Trustees, early dismissals can only be issued for illness. A parent or guardian is required to pick up his or her sick child from school. Children will not be released to relatives, friends or neighbors. **Reminder:** *All medical and dental appointments are to be scheduled after school hours.*

#### **EXTENDED ABSENCES**

Parents of any student who will be absent for an extended period of time must notify the Attendance Office and the student's counselor immediately upon realizing that an extended absence is necessary.

#### **HOMEBOUND INSTRUCTION PROGRAM**

Students who must be out of school for an extended period of time for health reasons may receive instruction at home. A physician's statement and completion of a homebound request form are required. Forms are available in the nurse's office.

#### **LATE ARRIVAL: Unexcused**

The responsibility for prompt arrival belongs with the student. Students who arrive late must swipe in at the main entrance as they arrive and go directly to class. All tardies are recorded by the teacher as well as in the Attendance Office. Late arriving students will be admitted to class but will be marked tardy, and the tardy will be taken into consideration in determining grades.

#### **LEAVING CAMPUS WITHOUT PERMISSION**

Students who leave school without permission are subject to disciplinary action as outlined in the Student Code of Conduct. Seniors who violate the CPS attendance policy may be excluded from any senior activity, including prom and the graduation ceremony.

#### **OPEN CAMPUS FOR GRADES 10, 11 and 12**

Von Steuben Metropolitan Science Center is an open campus—students are free to leave campus during their lunch period—for sophomores, juniors and seniors only. Freshmen are not allowed to leave campus during the school day for any reason. Disciplinary action will be taken if freshmen are found outside of the building at any time after swiping in for the day as well as for students in grades 10, 11 12 who are outside during times other than their respective lunch period.

#### **PARENTAL NOTIFICATION OF ABSENCES**

Division and class teachers are required to notify parents by phone in the event of a division absence or class cut. In addition, an automated phone system is in

effect to notify the parent of any division absences. Parents are encouraged to call the Attendance Office at any time to verify a child's attendance.

#### **PERFECT ATTENDANCE**

A student has perfect attendance if he/she has no absences from school, no late arrivals, no early dismissals, no suspensions and no cuts. **Seniors who have had perfect attendance for all four years of high school will receive a waiver for senior graduation fees.**

#### **RELIGIOUS HOLIDAYS**

Parents are to call the Attendance Office on the day of or the day before an anticipated absence for a religious holiday; otherwise, it will be considered a regular absence.

#### **SCHOOL FUNCTIONS**

Students who wish to be excused from any class in order to participate in a school related activity (SRA) must receive permission from their class teacher prior to the event. Class teachers should sign the official field trip form. A teacher may refuse to provide permission for that student to participate if that student is not meeting class requirements at the time of the request/function.

#### **STUDENT RELATED ACTIVITY (SRA)**

At least 48 hours before the scheduled activity, students must have an SRA permission form signed by their parent/guardian and the teacher of each class missed. If a student is not doing well in a particular class, the teacher of that class may refuse to allow the student to be absent for the anticipated function.

#### **TARDY TO CLASS**

Students are expected to be in their classrooms ready to work when the second bell rings. Class tardiness can affect a student's grades; refer to course syllabi for an explanation. Excessive tardiness will be referred to the appropriate administrator for disciplinary action.

#### **TRUANCY**

Truancy is defined as an absence without valid cause for a school day or portion of the school day by a student who is subject to compulsory attendance. After five trancies from school, parents are sent a five-day letter via regular mail. After 10 trancies, parents are sent a 10-day letter via certified mail. Parents of chronically truant students may be subject to an adjudication hearing with consequences ranging from fines to community service and family counseling. Von Steuben's attendance policies are in effect to help students stay in school, maximize their learning potential and graduate from high school. Parental cooperation is both needed and appreciated.

## **GENERAL INFORMATION**

### **BALLOONS AND FLOWERS**

The school will not accept deliveries of balloons and/or flowers. Any balloons carried to classes may not be disruptive to the educational process.

### **BEFORE AND AFTER SCHOOL ACTIVITIES**

The guidelines listed below should be followed when participating in activities before or after school:

- A faculty sponsor must be present with students whenever the students use the building before or after school.
- All after school club activities must end by 4:25 p.m. Students must be out of the building by 4:30 p.m. and exit the building under the supervision of the sponsor.
- Students must be under the direct supervision of their athletic coach. All athletic practices must terminate by 5:30 p.m. Students are not to be in the locker rooms unless the proper athletic coach is present. Students must exit the building under the supervision of the coach by 5:45 p.m.
- Students must bring their coats, books and other equipment to after school activities since they will not be allowed to return to their lockers after the activity.
- For the safety and security of all Von Steuben students, individuals involved in extracurricular activities who violate the above rules will be subject to disciplinary action.

### **COMPUTER ETIQUETTE**

Von Steuben maintains more than 300 computer workstations for student access. These workstations are the property of the school. They may not be modified in any unauthorized manner.

Only the technology coordinator or computer lab instructors are authorized to modify computer hardware and software. Students may perform two activities on a student workstation: to access preloaded software and access educational data. It is the responsibility of each student user to inform the instructor immediately of problems.

Students are not allowed to:

- access someone else's data without permission;
- use a computer workstation without permission;
- play games or listen to music without permission;
- create documents that contain offensive or profane language;
- access Internet sites other than for educational research;
- or print more than four pages without permission.

Unauthorized usage of or modifications to any computer or its system or unauthorized access to a local network file server or a restricted remote resource will result in disciplinary action, according to the CPS Student Code of Conduct.

**DIVERSITY**

Diverse cultures are represented in the student body and faculty and are a valuable educational resource. Individual respect for one's own uniqueness as well as respect for the individuality and worth of others should be emphasized in all aspects of the school program.

**EXTRACURRICULAR ACTIVITIES**

Every student has a wide selection of clubs, teams, service organizations, musical groups and journalistic endeavors from which to choose. Every student is urged to join at least one activity. Through participation in activities, service to the school and evidence of leadership, every student has the opportunity to develop into the well-rounded person that both colleges and businesses seek.

Students participating in any extracurricular activity (including, but not limited to play rehearsals, athletic practice, competition, and club activities) must be in attendance on the school day. Students who participate in extracurricular activities must have a passing grade in five classes at the end of each semester.

**FIELD TRIPS**

Field trips are an extension of the classroom and curriculum. Students attending officially sponsored field trips must adhere to the CPS Student Code of Conduct while participating in such event(s). All field trips must meet at and originate from Von Steuben Metropolitan Science Center. A parent or guardian must agree to the field trip by signing an official form obtained from the field trip sponsor. Dismissal after a field trip must occur from Von Steuben Metropolitan Science Center.

**IDENTIFICATION CARDS (ID'S)**

- To insure the safety of all students and to prevent trespassers from entering the building, we require all students and staff to wear their photo ID cards at all times. This rule will be strictly enforced.
- All students will be issued a photo ID during the beginning of the school year.
- These cards are to be worn at all times during the school day while on school property. Teachers may refuse entry to any student not displaying a valid student ID.
- Students attempting to enter the building without an ID card (lost, stolen, misplaced or forgotten) must purchase a new ID for \$5 or a temporary ID for \$1. Neither amount may be added to the student's debt.
- The ID card is necessary to enter the building at any time during the day, to enter classes, to check out library materials, to enter the lunch line, to receive physical education equipment and to participate in extra-curricular activities, etc.
- Students are to surrender their ID cards to any staff member upon request. Failure to do so will be regarded as an act of insubordination.
- Students will be subject to disciplinary action for not wearing an ID, placing false information on an ID or wearing a defaced ID.
- ID's must be displayed on a lanyard or string, not on a retractable clip.
- ID's must be worn in the upper shoulder area on either side.

## **LOCKS AND LOCKERS**

Lockers are school property and they are loaned to the students for their use. The only items that may be placed in a locker are articles of clothing, school books and supplies relating to school use, lunches and personal items that the student is legally entitled to have in his or her possession at school. Rules governing the use of lockers and locks are as follows:

- During the student's school day, the locker may be entered only during the regular four-minute passing time and within ten minutes before their first class of the day.
- In an emergency, a student may obtain an official locker pass from a faculty member.
- Locks and locker problems should be reported to your division teacher.
- All school lockers are allocated by division, and the division teacher assigns a locker to each individual student. Students must keep the lockers assigned to them. They may not move their belongings to any other locker.
- Lockers are not private property. They are subject to inspection at any time by school officials.
- Students must place all outerwear in their locker. Outerwear, such as coats, hats, gloves, etc., must not be worn to class.
- Be sure to lock your locker after using it and do not store items of value in your locker. Items of value should not be brought to school.
- Physical education lockers must be locked at all times. Students must supply their own lock for physical education.

## **LOST AND FOUND**

The school maintains a Lost and Found in Room 126. If a student loses an item, he or she should check in Room 126 to determine whether the lost article has been turned in. Also, students who find articles should turn them in to room 126. If a lost article of value is not found in Room 126, go to Room 111 and give a written description of the item to a Discipline Office member who will assist in making a formal police report.

## **LUNCHROOM RULES**

All students who use the lunchroom should be able to expect a clean and orderly area in which to eat. The following rules are to be observed:

- No food may be purchased in the lunchroom and taken to a classroom.
- Enter the lunchroom in a quiet and orderly manner with your ID clearly visible. Wait courteously in the lunch lines until served.
- Only students with the appropriate lunch period shown on their ID card will be permitted in the lunchroom.
- Food purchased in the lunchroom must be eaten there and only there.
- Food purchased outside of the school must be eaten outside of the school.
- Be neat and clean. Place trays, silverware and refuse in prescribed areas before the lunch period ends. The last student at each table is responsible for removing any dishes, trays or debris left at the table.
- Students who choose to leave the building for lunch must remain outside for the entire lunch period. Students re-entering the building should do so through the rear center entrance from the courtyard.

- Students are not allowed in the hallways without a pass during their lunch period.
- When a fire alarm is sounded, all students and staff must vacate the lunchroom even if they have not completed their lunch.

#### **NATIONAL HONOR SOCIETY (N.H.S.)**

Membership in N.H.S. at Von Steuben is open to juniors and seniors who have attended the school for at least one semester and who have a cumulative Grade Point Average (G.P.A.) of 3.20.

Applications are evaluated based on outstanding performance in the following areas: scholarship; leadership; service and personal character.

The selection process begins in the fall with the following steps:

- Prospective candidates with a qualifying G.P.A. are invited to an informational meeting at which the application process is explained. At that time they are given a school activity-community service form that needs to be completed and returned to the N.H.S. advisors.
- A faculty committee reviews and evaluates each student's application. Students are then notified if they have passed this stage of the process.
- A list of eligible students is submitted to all faculty and staff for their recommendations. Faculty members then submit their completed N.H.S. recommendation forms to the N.H.S. advisors, basing their confidential recommendations on the student's character and leadership qualities. The faculty committee reviews the teacher recommendations and makes a final determination on each candidate.
- All candidates are notified of their status. Students who are accepted into N.H.S. will then be inducted into the organization in a formal ceremony that takes place during the second semester. Candidates who are not accepted during their junior year can apply again the following year.

Once inducted, students must maintain the standards that qualified them for N.H.S. membership, attend meetings and participate in N.H.S. community service activities.

"There is no right to membership. It is a privilege bestowed upon a student by the faculty of the school." *National Honor Society Handbook.*

#### **PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

The Von Steuben PTSA was established to represent the interests of the parents and students at Von Steuben. The PTSA meets monthly. Students are welcomed and encouraged to attend PTSA meetings.

#### **PERMANENT RECORD INFORMATION**

The school keeps copies of student grade reports on file. A summary of the progress reports is called a transcript; a student's transcript contains all of the

grades a student has earned along with the corresponding credits, a listing of subjects the student has failed, a record of attendance, a record of standardized test scores, plus records of completion of the Driver Education requirement, Service Learning hours (SLH), successful completion of Public Law 195 requirement (the Constitution Test), and completion of the Consumer Education requirement.

The transcript is a document that is required for college admission and is frequently requested by potential employers. It is a profile of a student's academic life in school. A good record is a priceless possession. It will remain with a student throughout life, a fact that should encourage students always to do their very best. A copy of the student transcript may be purchased for \$3.00, including postage.

### **PROM GUIDELINES**

All students who plan to attend the Senior Prom must understand this event is a privilege and needs to be viewed as such. In order to be eligible to attend prom, students must be receiving passing grades in all classes based on the Week 30 Progress Report. Prom attendees must be passing all classes on the Week 30 Progress Report. As well, prom attendees must have **fewer than** 17 absences, 20 cuts and/or 20 tardies to school.

In addition to the attendance and grade requirements, all students must have current student debt paid in full. This includes students in grades other than senior level who are invited as guests. All non-Von Steuben guests must submit a guest clearance form to the Discipline Office.

### **STUDENT FEES**

Class and activity fees are combined and collected at one time. This student fee is \$100.00 and is reviewed yearly by the Local School Council. This fee covers expenses related to the school newspaper, yearbook and literary magazine, lockers with built-in locks, one I.D. card and supplemental instructional materials for classrooms and laboratories. Optional items such as physical education uniforms, lab aprons, etc., are not included in this student fee.

### **TEXTBOOKS**

Textbooks are furnished to students by the Chicago Board of Education. Students are required to sign record cards pledging the return of all textbooks. Any books damaged or in poor condition should be brought to the attention of the class teacher immediately. When returned, the book must correspond in barcode number and condition, or students will be held responsible. Payments must be made for lost or damaged books. Payment is made in room 126.

Lost books may be claimed by using the barcode in Lost and Found, room 126. Be sure to put barcode numbers from your books on pages 4 and 5 of this handbook. If the book cannot be found, the student must pay for it. All delinquent accounts must be cleared before a student will be issued his/her final grades, allowed to attend prom or allowed to participate in the graduation ceremony.

## **DISCIPLINE**

Von Steuben follows the Chicago Public School Student Code of Conduct. Good discipline requires teamwork and is the combined responsibility of students, parents, and staff. Disciplinary actions at Von Steuben MSC include, but is not limited to: 1) verbal reprimand; 2) parent conference; 3) detention; 4) community service; 5) removal from class; 6) suspension; 7) expulsion; and 8) police intervention.

**Seniors who are found to be in violation of Group 5 or Group 6 acts of Misconduct and who have been recommended for an expulsion hearing cannot attend prom and/or the graduation ceremony.**

**Underclassmen who are found to be in violation of Group 5 or Group 6 acts of misconduct cannot attend any evening school sponsored events.**

### **ANTI-HAZING POLICY**

Von Steuben strictly forbids any form of hazing (physical, verbal, mental) against any student. This policy applies to the entire student body, clubs, organizations and teams. Violators are subject to disciplinary action under The Student Code of Conduct: Group 5-4 (use of intimidation, coercion or force). Disciplinary action may include suspension (6-10 days), disciplinary reassignment, police notification, and/or expulsion. Additionally, students will not be allowed to participate in extracurricular activities.

### **ATTIRE**

Proper dress, grooming and respectful behavior is good preparation for future careers. Students are responsible for knowing what clothing is in good taste and style and is not indecent or offensive to others.

Prohibited attire includes:

- Any form of head covering such as hats, hoods, combs, scarves, etc.
- Clothing with explicit references to alcohol, drugs, violence, racism, profanity or sexism
- Skirts, shorts and cut-offs of extremely short length
- Shoes that could jeopardize a student's safety such as loose fitting sandals
- Tinted glasses/goggles
- Sweatbands
- Bedtime attire
- Any attire/apparel that causes a distraction.
- Tank tops with thin straps, strapless, backless or halter tops or shirts with bare midriffs
  
- Any jewelry with obscene language on it or that is excessive in size
- Outerwear (coats, gloves, hats and jackets) is to be left in one's locker during school hours.
- Chain necklaces/chain belts/hanging chains.

Students who come to school wearing inappropriate attire will be sent to the Discipline Office and issued appropriate clothing to wear for the day.

### **CELL PHONE POLICY**

Upon detailed written explanation from a parent or guardian, a principal may authorize a student to possess a pager or cellular telephone for medical or other family emergencies or for any other good cause. (i.e., a sick or hospitalized relative or guardian or other family emergencies).

In order to accommodate growing parental concerns about student safety while traveling to and from school, Von Steuben will allow students to possess cell phones provided students adhere to the following rules:

- The USE (outgoing calls, incoming calls, text messaging, camera use, game-playing, or any other use) OF CELL PHONES IN THE SCHOOL BUILDING IS STRICTLY PROHIBITED. SUCH USE MAY RESULT IN SUSPENSION AND LOSS OF CELL PHONE PRIVILEGES. CELL PHONES ARE TO BE TURNED OFF WHILE IN THE STUDENT'S POSSESSION AT SCHOOL. IF A PHONE GOES OFF OR IS USED IN THE SCHOOL BUILDING, YOU MAY BE SUSPENDED.
- By signing the contract, parents and guardians agree not to contact students while students are in the school via the student's cell phone.
- Parents should continue to call the school at 773-534-5100 regarding an emergency situation. We will contact your son/daughter for you.
- In addition to a possible suspension, the cell phone or pager will be confiscated. The parent/guardian will need to come to school to retrieve the phone.
- At no time (during the school day) are students permitted to carry an exposed cell phone (e.g. on their clothing, on backpacks, etc.). Cell phones are never to be visible and always turned off.
- By signing the contract, parents and students agree that students cannot contact parents using a cell phone while the student is in the building.
- The use of camera phones is strictly forbidden. Such use may also be in violation of the criminal code.

### **DETENTIONS**

Detentions take precedence over other school activities. Students are expected to be on time, to bring study materials and not to disturb other students. Students who work will be given one day's grace to make arrangements with employers. Detentions that need to be rescheduled for confirmed personal or medical reasons must be done in advance through the assistant principal.

### **DISCIPLINARY PROCEDURE**

A referral to the discipline office is a last resort after the teacher has exhausted all other preventive measures. The seriousness of a referral to the discipline office speaks for itself, and the case will be dealt with, per the *CPS Student Code of Conduct*. The following procedures will be used:

- A referral will be made to the discipline office for the student on a Discipline Referral Form by the staff member.
- Serious acts may result in the student being brought immediately to the discipline office.

- The disciplinarian will have a conference with the student. At this time, disciplinary action will be determined according to the guidelines in the *Student Code of Conduct*. Discipline actions may include the following:
- Parent conference request.
- Assignment of detentions.
- Suspension for 1-10 days.
- Police officer notification of certain activities which are identified in Group 5 or 6 are serious breaches of state or municipal laws. Serious acts such as fighting may result in arrest.
- Other mutually agreed upon alternative disciplinary actions including expulsion from school resulting from a CPS hearing may occur.

### **EXPULSION**

Expulsion could be recommended by the administration as a result of gross misconduct or failure to comply with school policies related to criminal/illegal acts, repeated truancy, other attendance problems or other severe behavioral problems.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION**

A student who is suspended from school for any violation may not participate as a spectator or participant in any school activity during the time of his or her suspension. This ineligibility period commences with the first day of suspension and continues until the last day. Students who participate in extracurricular activities must have a passing grade in five classes at the end of each semester.

### **SEXUAL HARASSMENT**

Von Steuben MSC will provide a learning environment free of unwelcome sexual advances, verbal or physical conduct or communication constituting sexual harassment. Harassment/intimidation may include but is not limited to the following unwelcome behaviors: physical assault, direct or indirect threats, stalking, and/or participation in groups whose actions are threatening and/or intimidating to others. Students or staff who feel they have been sexually harassed may report problems or complaints to any teacher, counselor or administrator who shall report the matter to the disciplinarian for investigation.

### **SOCIAL PROBATION**

Students who seriously or persistently disobey school rules will be placed on Social Probation. A student placed on social probation is prohibited from participating or attending all athletic, extracurricular or school-related activities for a period of up to one academic year. The student is entitled to attend school and must leave immediately when the school day is over. Additionally, the student may be prohibited from participation in an open campus lunch.

### **STUDENT RIGHTS**

Every student has the right to receive an education in a safe, supportive environment regardless of race, color, creed, sexual orientation, national origin, age, sex or disability. Each student has the following responsibilities:

- To observe the rights of others;
- To accept and respect others regardless of the differences;
- To know and abide by the published rules and regulations of the school.

### **STUDENT / TEACHER CONFERENCE**

When a student's behavior becomes a problem, the teacher/supervisor will point out the behavioral problem, the change that is expected of the student, and the procedure that will be followed if the student's behavior does not improve.

### **SUSPENSIONS**

Administrators are authorized to suspend students, in accordance with the CPS *Student Code of Conduct*, for gross misconduct or disobedience committed on school property or at school related activities for a period not to exceed 10 school days. Students have the right to due process as specified in established procedures.

- In-school suspension—Students will be assigned to an in-school suspension equal to the length of the school day. Students are expected to follow the directions given to them by the supervisor of the in-school suspension room. Failure to serve an in-school suspension will result in the issuing of two out-of-school suspensions.
- Out-of-school suspension—Students may be assigned an out-of-school suspension for flagrant violations of the rules listed in the CPS *Student Code of Conduct*. Out-of-school suspension is also used as a form of progressive discipline when students have multiple infractions.

A student may not be in attendance at or participate in any school activities during a period of suspension. Students receiving an out-of-school may not return to any CPS property until they have completed their suspension. A violation of this will be considered trespassing and may result in police intervention.

### **VANDALISM AND GRAFFITI**

Marking on or vandalizing the property of others is a crime. It is the school's belief that the student who participates in such activity lacks self-control, is motivated by peer pressure, and lacks respect for others' property. Persons who engage in writing on any available space are not "artists," they are vandals and vandals are criminals and will be dealt with as such. The removal of graffiti is expensive and time consuming. Money that is spent on the removal of vandalism is money that could have been used for positive educational purposes.

Students are not allowed to have in their possession any device or tool commonly associated with defacing property with graffiti. These materials include, but are not limited to, "magic markers," spray paint, shoe polish, etching tools or daubers, etc. Students may only use such devices under the direction and supervision of an art teacher. Anyone defacing school property will be automatically suspended and will be required to pay for the clean-up and restoration of the defaced property. The student will be subject to arrest by the police authorities as well.

### **VENDING MACHINES**

Items from vending machines may be purchased until the last 10 minutes of your lunch period. Items are not to be purchased during your class periods or division. Items are to be taken unopened and consumed in the lunchroom only. **NO FOOD OR BEVERAGE IS ALLOWED IN THE CLASSROOMS.**