

COMMUNITY LINKS HIGH SCHOOL

2400 South Marshall Blvd

Chicago IL 60623

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FRANCISCO BORRAS
Principal

NAME: _____ ID No. _____

ADDRESS: _____

CITY: _____ ZIP _____

PARENT PHONE: _____ STUDENT CELL PHONE: _____

Community Links Email Address: _____

CPS Email Address: _____

Gradebook Student Account: _____

Introduction:

This handbook is prepared for the benefit of the parents and students of Community Links High School. Awareness is key in succeeding at any endeavor. CLHS staff, faculty and administration want a successful year for all students, parents and stakeholders. Please take time to study your agenda/handbook to be familiar with school policies.

Community Links High School is a distinctive school offering three years of summer school and three years of regular classes as an alternative to a typical four-year high school program offered by CPS. Students and parents should evaluate their needs and interests in choosing CLHS as their school making a commitment to this alternative which will allow students to graduate from high school much sooner than their counterparts, allowing them to enroll in college, technical schools and other post-secondary options much sooner. This option is for highly motivated individuals.

All students will be given a Student and Parent Handbook Consent Form to confirm receipt of the handbook with a pledge to agree to read the handbook with parents at home. The handbook will also be available online at the CLHS website: www.comlinkshs.org.

Mission, Vision and Core Beliefs:

Mission:

Promote quality education and inspire students to reach their fullest potential.

Vision:

100% high school and post-secondary graduationⁿ.

Core Beliefs:

- Student learning is the chief priority for the school.
- The learning environment is sacred. Every student is provided a safe, engaging environment.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Teachers, administrators, staff, parents and the community share the responsibility for advancing the school's mission.

History of Community Links High School

The founder of Community Links High School is Dr. Carlos Azcoitia. It was his vision to create a school that understands its community and students and serve them addressing their needs and concerns. In 2003, the high school became an extension of Spry Community Elementary School. The community now has a Pre-k through 12th grade program available for their children to attend. The high school was atypical in that the classes started at 11 am and ended at 7 pm which accommodated many family schedules and increased attendance and student success. Over the years, there have been various accommodations, but one thing remains the same and is responsible for CLHS's students' success: the three-year cohort designed to move students through a shortened and successful high school career. Another very special feature of CLHS is the smaller class sizes. CLHS students rarely experience class

sizes over 30 students which is beneficial to them as they receive more one on one time with the instructors. Finally, the instructors are highly professional, dedicated and committed to the CLHS community. They work in harmony with students, staff, administration and one another to create an environment that is constant and stable in its message to students, “Si, se puede.” Instructors dedicate hours and hours to students’ success devoted to their development as individuals and their individual futures.

Faculty and Staff

Administration:

- Francisco Borrás Principal
- Carmen Rangel Dean of Students
- Elizabeth Bermejo Counselor
- Maribel Castro Clerk
- Benjamin Harris Restorative Justice Coordinator
- Jesus Castañeda Security Officer
- Armando Badillo Engineer
- Rebecca Jimenez Lunchroom Manager

Instructors:

Koroski, Laura	History
LTC Stewart	ROTC Instructor
Sgt First Class Cortes	ROTC Instructor
Kreinbring, Kate	English/OneGoal
Kyale, Soren	Science
Schorr, Kira	English
Ma, Amy	Special Education
Swierczewski, Edward	Math
Meyer, Jessica	Special Education
Rocque, Jennifer	Special Education
Ruby, Timothy	History
Sack, Margaret	English
Segura, Natalia	Spanish (Bilingual Coordinator)
Carney, Azucena	Math
Stehley, Benjamin	ESL
Levinson, Nathan	Special Education
Suh, Edward	Special Education

Local School Council:

The Local School Council is made up of six parents, two community members, two faculty representatives and one support staff representative also with one student member and one principal representative. The LSC meets monthly to discuss school progress and issues that are relevant to the community and parents.

Parent Advisory Council:

CPS has formed NCLB Title I Parent Advisory Councils (PAC) at the local school level. The PACs exist to provide parents/legal guardians, teachers/staff, and concerned community individuals with the opportunity to work with their principal in the planning, design, implementation, and evaluation of the Title I Program.

The PACs serve as an advisory group by providing input on amendments and future Title I programs. PACs jointly develop and approve a parent involvement policy which includes the school-parent compact. PACs also provide and share NCLB Title I information updates received from the New Region PAC.

Bilingual Parent Advisory Council:

The Bilingual Committee supports the action of inclusion for all families and students with language differences, to provide an environment where all students have an equal opportunity to learn and flourish.

The Bilingual Committee will meet monthly with the principal to talk about current events at school. It is a great service for Spanish-speaking parents to address specific concerns such as ESL and tutoring needs.

Volunteers Needed

Calling all Bilingual parents! If you are interested in translating for our weekly parent e-mail or LSC meetings, please sign on the link below. We can really use your help! Contact Main Office at (773) 534-1998.

School Calendar:

CLHS maintains a web calendar of school events. For questions or concerns about the calendar, contact the main office at (773) 534-1998. This calendar is updated and published monthly. You can also find the school calendar on the CLHS website at www.comlinkshs.org.

Chicago Public Schools also has a calendar indicating holidays and other half days and days of interest for parents and students.

The Board's academic calendar can be found at <http://cps.edu/Pages/DistrictCalendar.aspx>.

Graduation Credits

Subject	Courses	No. of Credits Required
English	English 1	1 Credit
	English 2	1 Credit
	English 3	1 Credit
	English 4	1 Credit
	Foundational Writing	1 Credit
		5 Credits
Mathematics	Algebra I	1 Credit
	Advanced Algebra/Trig	1 Credit
	Geometry	1 Credit
	Math 090	1 Credit
		4 Credits
Science	Biology	1 Credit
	Chemistry	1 Credit
	Physics	1 Credit
		3 Credits
Social Science	World History	1 Credit
	U.S. History	1 Credit
	CIVICS	1 Credit
		3 Credits
World Language	Spanish I	1 Credit
	Spanish II	1 Credit
		2 Credits
Fine Arts	Art	1 Credit
	Music	1 Credit
		2 Credits
Physical Education	JROTC 1	1 Credit

	JROTC 2	1 Credit
	JROTC 3	1 Credit
		3 Credits
Elective	Computer Science	1 Credit
	One Goal 1	1 Credits
	One Goal 2	1 Credits
		3 Credits
Total Credits for Graduation		25 Credits

Students must also pass:

Driver's Education, Constitution Test, Consumer Education and take the SAT.

Other Requirements: LPS

GRADUATION**High school promotion policy**

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

9th grade promotion

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

10th grade promotion

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

11th grade promotion

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

Graduation

To graduate, students must complete a minimum of 24 units of credit and 40 hours of community service learning.

Students with Limited English Proficiency (LEP) and students with disabilities

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

GRADING SYSTEM

Daily, every five weeks, every ten weeks, along with semester grades will be recorded as numerical grades in teachers' grade books. All grades will appear on report cards and cumulative records as letters.

GRADING SCALE

LETTERS NUMERICAL SPAN

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

ADVISORY

Advisory programs play a critical role in a school's overall academic and student support services plan. Advisories are a primary vehicle for creating a more personalized learning environment where all students are well known by at least one adult. Moreover, advisory provides a structure and a set of practices for monitoring and supporting students' academic progress and college and career readiness throughout their high school career.

ATHLETICS and STUDENT ACTIVITIES

Students must pass five of the seven classes in which they enrolled to be eligible to participate in any and all extracurricular activities. They must also be on track toward graduation. See the sponsor of the activity for details.

Basketball
Dodgeball
Soccer
Track
Volleyball

Clubs, Teams and Activities

Just Chill
American Film
Asian Media
Art
Cards Club
Chess
Code Club
Dance
Healthy Lifestyle
Sci-Fi
Yearbook

Bell Schedule

M/Tu/Th		Min in Class
1st	8:45-9:35	50
2nd	9:39-10:29	50
3rd	10:33-11:23	50
4th	11:27-12:17	50
5th	12:21-1:11	50
Lu/ Adv	1:15-1:42	27
Lu/ Adv	1:45- 2:12	27
6th	2:16-3:06	50
7th	3:10-4:00	50

Wednesday		Min in Class
1st	8:45-9:26	41
2nd	9:30-10:11	41
3rd	10:15-10:56	41
4th	11:00-11:41	41
5th	11:45-12:26	41
6th	12:30-1:11	41
Lu/Adv	1:15-1:42	27
Lu/Adv	1:45- 2:12	27
7th	2:16-2:57	41
Co	3:01-4:00	59

Friday		Min in Class
1st	8:45-9:26	41
2nd	9:30-10:11	41
3rd	10:15-10:56	41
4th	11:00-11:41	41
5th	11:45-12:26	41
6th	12:30-1:11	41
Lu/Adv	1:15-1:44	29

Lu/Adv	1:47- 2:15	29
7th	2:19-3	43

Report Card Schedule / Report Card Pick Up

Grades are assessed and reported every 5 weeks so that students may know their progress and make adjustments if necessary to earn desired grade for the semester. Progress Reports are distributed as follows:

Quarter 1 – October 1, 2021

Quarter 3 – March 4, 2022

Quarter 2 – December 17, 2021

Quarter 4 – May 13, 2022

It is CLHS customary practice to have parents come to the school to pick up their student's progress report. An invitation will be sent home notifying parents and students as to the time and place for pick up.

In addition to progress reports, students' grades are also reported on a quarterly basis (every 10 weeks). This is yet another opportunity for students and parents to know the status of grades for final reporting at the semester. The end of each Quarters for school year 2019-2020 are as follows:

Quarter 1 – November 4, 2021

Quarter 3 – April 7, 2022

Quarter 2—January 27, 2022

Quarter 4—June 14, 2022

Report Card Pick-up (11/17/21)

Report Card Pick-up (04/20/22)

Grades for the semester are permanent and the final results of students' efforts at learning. These grades are important as they make up students' Grade Point Average (GPA) and are reported for credit for graduation from high school and to postsecondary institutions for consideration. The semester grades are issued on January 27, 2021 (Semester I) and June 14, 2022 (Semester II).

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and may be subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days
- Required court appearances
- Activities related to obtaining United States citizenship
- Service as an election clerk
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year
- Is absent on three or more days or parts of days within a four-week period

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school. If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal

offense. If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy.

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time

The district must submit attendance of its students to CPS, reflecting attendance at a specific time each day.

Official attendance is taken every day during second period. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or

condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Volunteer Policy and Procedures

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

Discipline and Restorative Justice Plan of Action

Expectations for student behavior:

The purpose of having a discipline and restorative justice plan is to ensure that our community of learning is both engaging and safe. Secondary school not only strives to enrich a student's learning academically, but also socially and emotionally. This plan is geared towards preparing students to attend college, find success professionally, and become active and productive participants in their community.

Section I: Professionalism

A. GENERAL DISRESPECT

Objective: Students will consistently choose to speak and act in ways that show respect to themselves, their peers, CLHS staff, and community members. This will prepare them to build successful relationships in their personal and professional lives.

Actions that do not conform to this objective include, but are not limited to:

- Refusal to follow teacher directions (move seats, throw out food, get into uniform, etc.)
- Putting head down in class/ refusing to complete work
- Leaving class before being given permission
- Horseplay- play fighting/ touching/ invading each other's space in an unwanted (non-sexual) or inappropriate way.
- Refusal to clean lunchroom tables

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- 30 min of detention
- Dean referral once behavior becomes recurrent based on teacher discretion.

B. ATTENDANCE

Objective: Students will show a commitment to learning by arriving to school every day, which will allow them to engage in learning and develop the habits necessary for future success.

CLHS will implement the following procedures to promote student attendance:

- Following any full day or partial day absence, students must report to the main office to get an absence reinstatement form BEFORE first period.
- If a student has a note from a parent or guardian explaining the reason for the absence, the absence will be excused. If not, the absence will be unexcused. Any note excusing a student's absence must be brought to the office on the day the student returns to school.
- For any unexcused absence, students will NOT be able to make up missed assignments, and will receive a zero for any in-class work.
- Leaving school grounds without parental and staff permission at any point during the school day will be considered ditching and treated as an unexcused absence (See Section IV B for more details).
- For all excused absences, students must turn in all missed assignments within 24 hours per day absent.
- If a pattern of missing school develops without a doctor's note, we reserve the right to document these absences as unexcused.

According to the CPS Code of Conduct, There are only 6 valid reasons for excused absences. Community Links High School will only excuse absences that fall into these categories.

- Student's illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency with explanation
- Circumstances which cause reasonable concern to the parent/guardian for child's safety with explanation
- Other situations beyond the control of the student with explanation

Front office will call home every time a student is absent.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Immediate dean referral
- Excessive excused absences will require parents to attend a parent meeting and may lead to the same consequences as an unexcused absence.

C. TARDIES

Objective: Students will show responsibility by arriving to every class on time, which will contribute to a positive classroom environment and develop students' professional habits.

- If a student arrives to school more than 30 minutes late, he or she must report to the main office, fill out the tardy log, and get a note.
- If the student has a note from the parent, the tardy will be excused. If not, the tardy will be unexcused.
- Any student who goes to the front office for any reason without a teacher note and is late to class will be considered tardy. The front office will not write excused tardy passes.
- If the student has a note from a teacher, the tardy will be excused. If the student does not have a note, the tardy will be unexcused.
- If a student misses ½ a day this is considered ditching and not a tardy unless the missed periods are a result of late arrival to school and the student has a note from a parent.
- If excused tardies become frequent, we reserve the right to consider these as unexcused unless the student has a note from a doctor or other professional.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to::

- Parents will be notified
- 30 minutes or less will result in a 30 minute detention
- 31 minutes to a full period will result in an hour detention
- If tardies become recurrent, the student will be referred to the dean.

D. EARLY DISMISSAL

Objective: Students will be able to make mature decisions about when leaving school early is appropriate. Early dismissal policies and procedures are a safety and legal issue that are in place to protect students. It also prepares students for the world of work. Leaving jobs early on a frequent basis can lead to removal. We do understand that there are some reasons you must leave early. In order to leave school grounds during school hours please follow the procedures below:

- If you are feeling ill and believe you need to call home, you must first inform your classroom teacher and obtain a note. Any student arriving to the office without a note will be sent back to their classroom and receive a tardy. (Exceptions may be made for extreme situations and are determined by front office staff).
- You must be picked up by a parent/guardian. Those individuals listed on your Emergency Permission Form may pick you up with verbal parent permission.
- You will not be allowed to use the front office phone. We will only call phone numbers on the Emergency Permission Form or our parent/guardian contact list.
- The front office will not grant early dismissals via telephone.
- If you leave school with an individual who is not a parent/guardian or approved individual on the Emergency Permission Form, your actions will be considered ditching and the discipline team will be notified. It is against the law for you to be removed from a school without the consent of a parent/ guardian. If this does occur proper legal procedure will be followed.
- For your own safety, keep your emergency contact information updated.

- You may not wait in the office for a parent or guardian to pick you up from school.
- You must remain in class and wait to be pulled upon the arrival of your parent or guardian.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Breaking the following regulations will result in a disrespect or ditching write-up depending on the infraction.
- Possible dean referral

*If you experience frequent medical conditions that remove you from the building on a consistent basis, you must provide a dated and signed note from a doctor. If a pattern of missing school, being tardy or getting EDs develops without a doctor's note, we reserve the right to document these absences as unexcused.

**If you experience frequent headaches, body aches, excessive pain during menstruation, etc., please have your parent/guardian provide a note giving us permission to give you medication. This note must include a signature from your parent/guardian, be dated and be completed in pen. You will need to provide the medication (aspirin, ibuprofen, etc.) and leave it with the front desk.

E. UNIFORM

Objective: Students will be able to make the choices to determine appropriate clothing and appearance for school and the workplace. This will allow them to engage in learning and developing the habits necessary for future success.

- Students must wear the school-issued polo, UNALTERED, at all times. Tying, pinning, or other alterations are not allowed.
- The uniform must be the outermost layer when in school buildings.
- Uniform tops must match the student's year in school. If a student is held back, they may not wear a color for a higher grade level. Students who have been promoted may wear polos from their current or previous school year(s).
- A student's shoulders and torso/midriff must be covered at all times. The only exception to the rule on shoulder coverage will be picture day(s). No clothing that shows undergarments. *
- Students may not wear gang color combinations or symbols on any part of their clothes or shoes at any time, under any circumstance. Guns, drugs and other inappropriate images on clothing and accessories are subject to CONFISCATION. *
- Pants and long skirts must be solid blue or black jeans or solid color blue or black pants. Pants cannot have any see-through/ holes, or any other excessive decorations. Deans reserve the right to make final decisions when it comes to the appropriateness of clothing (including on out-of uniform days).
- Short skirts and shorts must be knee length and will only be allowed when deemed appropriate by staff according to the weather. *
- Students may not wear hats or any other kind of head covering inside the school building. Any accessory that covers the head (baseball caps, beanies, berets, hoods pulled up over head, etc.), bandanas worn in any fashion, or other accessories on their person deemed inappropriate by the CLHS staff for school or the learning environment may not be worn in the school building. Head coverings will only be allowed for religious reasons. *
- Students must wear closed-toed shoes.
- Pants must fall over the shoes. Rubber bands or any other bindings are not allowed on pant legs. *
- Students may only wear earrings if they are wearing two identical earrings - one in each ear. The CLHS staff reserves the right to ask a student to remove any accessories if deemed inappropriate. *
- According to Spry Elementary School policy, facial piercings, tongue piercing and gauges are not allowed. When working with elementary school students and staff, male students may not have any piercings and female students may only have one piercing (of matching earrings) in each ear lobe. *

- Students are allowed to wear a CLHS, college related, program (Boy's and Girl's Club/ GEAR-UP/ etc.), or CLHS sport clothing instead of the uniform polo on Mondays. This only applies to the polo, no other part of the uniform code.
- Fridays are out-of-uniform fundraisers. You must follow the directions provided by the sponsoring committee. Refusal to pay or follow these rules will be considered a uniform offense. If this is recurrent, we reserve the right to take away all out-of-uniform privileges.
- On days of sports competitions, sports teams may wear their uniform. during Friday out-of-uniform, students must follow all of the above uniform rules indicated with an asterisk (*).

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- If a student fixes their uniform immediately and it remains fixed for the entire school day then no action will be taken.
- If a student refuses to fix the issue they will be given a 30 minute detention for uniform violation.
- If a uniform infraction is fixed, but the student breaks that same infraction during that day, they will have the item confiscated and receive a 30 minute detention for uniform violation.
- If uniform infractions become recurrent, the student will be referred to the dean.

F. IDs

Objective: Students will be able to present themselves in a professional manner that reflects the expectations found in many workplaces. This policy maintains an academically focused and respectful environment for all students. It also mirrors the expectations within the workplace of either presenting oneself properly and/or wearing a uniform. Wearing an ID is not only a safety procedure mandated by CPS, but also reflects the expectations of many employers.

Students must wear their student IDs at all times.

- IDs must be worn on a lanyard around their neck (not in wallets or pockets); lanyards which denote gang or drug affiliation will be confiscated. Lanyards from other high schools are not permitted. The CLHS staff reserves the right to ask a student to remove any lanyard if deemed inappropriate.
- If a student does not have an ID they will be charged \$1 and receive a temporary ID. After the 5th day without an ID the student will automatically be given a new ID. The student may also order a new ID at any point for \$5. The money owed will be placed on their student account. Students will not receive transcripts or their diploma until their account is paid in full.
- IDs may not be defaced in any way. The student's face, name/ID number and name of school may not be scratched out, drawn on, or covered in any way. If this occurs the student will need to purchase a new ID.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to::

- Defacing an ID will lead to a requirement of the student to purchase a new ID for \$5 dollars. The student must wear a temp ID until this is obtained.
- Students will be required to purchase a temp ID (\$1) at the BGC front desk if they do not have a temp or an ID during the day.
- If student is consistently needing reminders to put on their ID properly, they will be given a 30 minute ID detention.
- If a student refuses to take out an ID, wear an ID, or obtain an ID, they will receive a 30 minute ID detention.

G. FOOD, DRINK AND GUM

Objective: Students will be able to follow CPS/ school policies of not eating food, drinking (except for water) or chewing gum which mirrors policies in many work and college settings. Not only are these rules meant to teach following future policies in college, but also promote a clean and rodent free space.

- Students may not eat any food (including cafeteria food) in any location besides the lunchroom.
- Students may only bring water in clear containers.
- Students may not purchase food from food vendors during the school day.

- Students may not litter.
- Students may not have or chew gum

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- All gum (including closed gum in bags), open food, and non-clear water bottles will be confiscated and disposed of. Refusal to comply will result in an additional 30 minute disrespect detention.
- Eating, drinking liquids other than water, and/or chewing gum in class or in the hallways will lead to a 30 minute detention.
- Purchasing food from food vendors during the school day will result in confiscation of food and a 30 minute detention.
- Students found littering will get 30 minute detention.
- If this becomes a recurrent behavior the student will receive a dean referral.

H. USE OF TECHNOLOGY

Objective: Students will use school technology in an appropriate manner which mirrors expectations in college, public spaces and work environments. These policies also ensure the working condition of the devices.

- Students will sign an electronics contract and use all electronics respectfully and responsibly.
- Misuse of technology includes, but is not limited to: installing software, defacing hardware, changing computer settings, using another person's login, accessing inappropriate materials, using computers in an off task manner during class, and sending inappropriate or obscene messages.
- Students may use earphones at the discretion of the classroom teacher.
- Accessing inappropriate materials and/or sending inappropriate or obscene messages (results in a direct dean referral and higher level consequences including suspension).

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- 30 minute detention
- Student may lose computer or headphone privileges in all classes.
- Destruction of school material will require the student to pay to replace or fix the equipment.
- Recurrent behavior will lead to a dean referral.

I. DISRESPECTFUL LANGUAGE

Objective: Students will use appropriate language that shows respect for their peers, teachers, and others in our school community. Learning to control language is essential for being successful in future work and college settings.

- There are two categories for disrespectful language. The first is for basic profanity. The second is for homophobic, sexist, ableist, and racist comments. This also includes hate language based on appearance. If you are unsure of what words fall under which category please see your dean.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- All profanity will receive a 30 minute detention.
- If it is a recurrent issue, a dean referral will be made

Use of Hateful Speech (Racist, Homophobic, ableist, sexist, etc.). This includes hateful speech in Spanish. Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Hate speech is considered bullying and is an immediate dean referral. Disciplinary actions follow those under the heading bullying.

J. PHONES/ IPADS/ TABLETS

Objective: Students will be responsible and will turn in phones and other electronic devices. Having phones/other electronics in school promotes cyber bullying and increases the chance of theft.

- Students are expected to turn in phones, iPads, and tablets in the morning as they arrive at school. They will be given a designated envelope or drawer for their phones. If the device does not fit in the envelope, a rubber band will be placed around the device and the envelope.
- Students may remove their battery if they choose.
- CLHS staff reserve the right to hold onto phones when a student has detention until the end of the detention.
- If you need your phone, iPad, Tablet or laptop for class, you must get approval from your classroom teachers and turn it in with that teacher before school.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- All offenses result in 30 min detentions as well as...

1 st Offense	Electronic device may be returned to student
2 nd Offense	Electronic device returned to student with parent notification
3 rd Offense	Phone is only returned to a parent IN PERSON
4 th Offense	Parents will be required to attend parent- dean conference; Phone is only returned to a parent IN PERSON
5 th Offense	Student loses privilege to bring phone/ returned only to parent IN PERSON.

K. BULLYING

Bullying is defined by the US government as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This behavior can be physical and/or emotional. This behavior can be displayed inside of school, outside of school, electronically and/or through social media.

Objective: Students will respect all students and teachers in order to create a safe learning and working environment.

- Bullying includes but is not limited to:
 - Using hate language
 - Sexual harassment (unwanted touching of another student or sexual comments toward another student or staff member).
 - Commenting on another student's/ staff member's appearance in an inappropriate or negative manner.
 - Threats of bodily harm on or off of campus and/or assisting of the planning of events that may lead to bodily harm.
 - Commenting on a staff member's or student's identity (gender, sexual identity, gender, ethnicity, etc.) in a negative or otherwise unwanted manner.
 - Commenting on a staff member's or student's abilities, intelligence, or speech in a negative otherwise unwanted manner
 - Taking or spreading of pictures or videos when the staff member or student(s) are unaware or do not give permission.
 - Spreading of pornographic, drug, or gang related pictures/ videos (immediate dean referral).

CLHS staff will take the following actions for all bullying:

- Immediate dean referral
- Principal referral

J. Senior Year Contract

Your Links family is looking forward to celebrating your accomplishments as the end of your senior year approaches. All members of the senior class should understand they must fulfill the Chicago Public Schools graduation requirements to receive a diploma, yet earning a diploma does not afford all students the privilege to participate in the culminating class events (class field trips, prom, awards ceremony, graduation rehearsal, commencement exercises, etc.). Below are some expectations all seniors must meet in order to participate in senior celebratory events.

- I understand that in order to participate in Physics Day at Six Flags, I must have one hour or less of outstanding detention minutes by the third quarter.
- I understand that if significant detention minutes are accrued after this date, I may be pulled from this trip.
- I understand that if I receive two or more in-school suspensions, I may be pulled from this and other trips.
- I understand that if I am suspended due to school safety concerns, I may not be allowed on the Physics Day trip, the overnight, or prom.
- I understand that if I want to attend prom and/or the overnight, my parents and I are required to attend a mandatory prom meeting.

Section II: Academic Success

A. HOMEWORK

Objective: Students will be active learners and give their highest level of effort in order to enrich their learning through completion of homework. Students will learn study techniques and apply them. These techniques are essential for college success.

- Homework turned in late will be given half credit.
- Special arrangements can be made per discretion of the teacher for larger assignments and absences (if excused).
- If you are absent (excused only), any homework that was due that day must be turned in the day you return.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- 30 minute detention
- If behavior becomes recurrent, teachers may call home, be required to attend study sessions, and/or complete a behavior plan.
- If a lack of homework becomes extreme the student may be referred to the dean.

B. ACADEMIC DISHONESTY

Objective: Students will be able to articulate the value of academic integrity, will complete their studies with a commitment to honesty and will maintain their commitment to a high standard of their own and other student's work.

- Academic dishonesty is defined as any behavior in which a student has not done his or her own work in a classroom setting or on a classroom assignment.
- This includes but is not limited to: copying another student's homework, copying from another student's quiz/test/other assignment, using notes not allowed by the teacher for an assessment, and plagiarism of another's work. This also includes a student allowing another student to copy or use their work.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Phone call home
- Student will be required to re-do the assignment, but credit given will be determined by the teacher
- 1 hour detention
- If behavior is recurrent, the student may receive a dean referral

SECTION III: Security

A. BUILDING SECURITY PROCEDURES

- Students must come and go through designated doors.
- Student are ONLY to use main entrance both at Spry and at the Boys & Girls Club. This INCLUDES door nearest to B3, which is not to be used by students as an exit. In the event of an emergency lockdown or other situation student will be given instructions as to which alternate door can be used.
- Students may not enter any classrooms or other locations within and outside the school without adult presence. This includes, but is not limited to, cutting through classrooms, entering restricted spaces, gyms, playground, blacktop/ soccer area, etc.

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- 30 minute detention
- Parent notification
- Dean referral

B. DESTRUCTION OF SCHOOL PROPERTY/ GANG TAGGING

- Destruction of school property includes any action that defaces or breaks school property or the physical school building.
- Consequences escalate when gang tagging is involved

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Dean referral
- Principal referral
- Requirement to fix or replace school property.
- One hour of detention
- If gang related tagging (this includes on student property) the student will receive an immediate out-of-school suspension.

C. USE OF GANG SIGNS OR GANG RELATED LANGUAGE

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Student will receive a dean referral with consequences including but not limited to a mixture of out and in-school suspension.

D. DITCHING

Objective: Students will attend class and therefore show respect towards their teachers, peers and education. Ditching class leads to lowered grades and missing important information. Leaving school grounds presents danger to students and the school as a whole.

- There are four levels of ditching: ditching the entire school day, ditching ½ day (arriving after 4th period), ditching that involves leaving school grounds, and ditching class but not leaving school grounds.
- Leaving school grounds includes going to corner stores or crossing any street surrounding the school (Sacramento, 25th, 24th and Marshall Blvd) or the equivalent sidewalk).

Disciplinary measures taken by CLHS staff for this infraction include, but are not limited to:

- Ditching the entire day offenses will result in immediate dean referral, parent contact and inability to make-up work and/or quizzes given during all missed periods.
- Ditching the entire day will result in immediate in-school suspension.
- Ditching and leaving school grounds will result in confiscation of goods, a search returning to the school, an hour detention for first offence, and a dean referral.
- Ditching a class, but not leaving school grounds will result in an hour detention.
- Dean referral

E. APPROPRIATE MATERIALS

Objective: Students will keep the school community safe, clean and productive. The following materials are not permitted: weapons, drugs, alcohol, permanent marker, and/ or any illegal material is not permitted.

- All of the above items will be confiscated by staff and not returned.
- Students found with weapons, drugs, alcohol or illegal materials will immediately be referred to their dean and principal. Possible consequences include: suspension, restorative justice, notification of police and/or expulsion
- Students may bring sports equipment or other types of items to the school, but are responsible for keeping these contained. They may not be thrown, kicked, etc. If this occurs they will be confiscated. If this is a recurrent issue student will no longer be able to bring these items to the school.

F. SEARCHES

Searches are important for the safety of the school. Searches can and will be done at any time of the school day. Any year, class, group or individual can be searched at any time for a routine search or if there is a suspicion of student or student's in possession of drugs, weapons, food, stolen items, etc.

Section IV: Consequences

A. DETENTION

Detentions will be assigned to a specific day and time by the assigning teacher. There will be detentions provided three days after school and 30 minutes every day before school.

Procedure:

- Students must sign in and out on the Detention Sheet.
- Students must follow all directions given by the detention teacher.
- Students must work on the assignment that they received the detention for. Once completed, they must work on other homework assignments or read a book.
- You will not be able to go to sports games or practice or other after-school activities UNLESS you have 60 minutes or fewer.
- After school activities and participating in sports does not count for detention minutes, but study sessions with a specific teacher do count. You are responsible for guaranteeing that the sponsoring teacher enters your minutes.
- Some community service events may count for detention minutes, but must get dean approval.
- Completing credit recovery does not count for detention minutes unless it is done in the detention room.
- If you have detention minutes on Monday, you have until the end of the week to serve these minutes. If you do not serve your minutes you will receive an additional 30 minute detention.
- If you consistently do not serve your minutes, you will receive a dean referral which will lead to being pulled from in-school activities such as open gyms.

B. FIELD TRIP GUIDELINES: (exceptions may be made for academically based field trips)

Field trip privileges can be taken away for severe offenses or if you do not fit the following guidelines:

Students must have:

- No more than one hour of detention minutes left to be served
- Teachers must sign-off on field trip teacher approval form
- No out of school suspensions in that quarter

C. Sports Guidelines/ Procedures:

Sports privileges can be taken away for severe offenses or if you do not make eligibility. Sports eligibility for event participation is:

- GPA (grade point average) at or above 2.0, and currently passing ALL classes
- If you do not have a 2.0 grade point average, you must get an ISP (Individual Study Plan) which requires you to come to tutoring every morning for 30 minutes for the entire semester (20 weeks)
- In order to play and practice you must have less than 60 minutes of detention. You may attend practice AFTER serving your minutes.

Eligibility will be determined with grades as of Monday morning to establish eligibility for that week and detention minutes will be considered each day. If a student is failing a class as of Monday morning they will be ineligible to participate in outside events that week. Students who are ineligible to play in an event due to current grades or detention are expected to practice but must first serve any outstanding detention.

Cause for Immediate Dean Referrals

Per CPS Code of Conduct students who have major discipline infractions and violations will be brought in front of a discipline committee consisting of a dean, the principal, parents and involved staff members. At this meeting the team will discuss student behavior, further consequences, as well as how they intend to alter or change their behavior in the future. Disciplinary action can range from behavior contracts, restorative justice programs, in-school suspensions, out of school suspensions and expulsion.

Examples of behavior that will lead to the use of a discipline committee include unexcused absences w/o parent notification, leaving school grounds, drugs/ alcohol, fighting, gang activity, defacing/ destroying school property, disrespect and insubordination.

Restorative Justice Programs

Conflict Resolution Circles- For certain conflicts between students or between students and staff, students will be referred to the Dean to participate in a conflict resolution circle. During conflict resolution circle, students will be given a space to discuss their perspectives and listen to the perspectives of their fellow students or staff members.

In-school Restorative Justice- In-school restorative justice will be required on all in-school suspensions. Students that commit serious discipline infractions as listed above will be assigned a restorative justice project to be completed while on their in-school suspension, along with the completion of a reflective curriculum assignment. These projects will aim to build empathy and a greater understanding of the harm caused by bullying, harassment and fighting and will address the root causes of inequality and oppression in society.

Saturday Volunteer Activities- The Discipline Deans will assign students Saturday community service and outreach when they deem it necessary. Saturday volunteer activities will build empathy and a greater understanding of society, inequality, oppression, and helping others in their community.

Other- Other restorative justice consequences include attending workshops, assisting teachers with tasks, school property clean-ups, assisting janitorial staff, participating in school wide initiatives.

**PLEASE DETACH THIS PAGE, HAVE A PARENT/GUARDIAN SIGN,
AND RETURN IMMEDIATELY TO YOUR ADVISOR.**

I, _____, parent of _____ have read the discipline code. I understand the consequences laid out here and will support the administration, staff, and teachers in upholding the culture of Community Links High School.

Date: _____

Signature of Parent/Guardian: _____

Signature of Student: _____

Computer Use and Policy:

Computers and technology are a part of our everyday lives and are part of the education process at Community Links High School. All use of CLHS computer systems must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials. The following procedures, rules and guidelines apply as follows:

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

CLHS does NOT permit students to possess personal mobile telephones throughout the school day. Mobile phones MUST BE TURNED INTO THE SECURITY GUARD OR STAFF MEMBER RESPONSIBLE FOR COLLECTING PHONES AND OTHER ELECTRONIC DEVICES AS STUDENTS ENTER THE BUILDING.

A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The use of mobile telephones is strictly prohibited in while at school.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student's parent may pick up the confiscated telecommunications device from the main office. If student continues to violate this rule, the mobile phone will be confiscated again. CLHS or its staff and faculty will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. CLHS and any of its staff or faculty will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Electronic Devices: Students must obtain a electronic device pass from the instructor with whom they will use the electronic device. Students must get a pass for each day they plan to have possession of an electronic device and carry it with them throughout the entire day.

Computer Lab (Room B3): There are over 28 computers available for student use. These computers are available for all students of CLHS. We must share and leave these computers in good, working condition

for all students at all times. No food or drinks are allowed in the computer lab. When finished with the computer, please report any graffiti or non-working components to your instructor. Leave the keyboard and mouse on top of the CPU box. Tuck the chair in under the table. Do NOT leave any garbage in or around the computer station. Please think of how you would like the computer to be, i.e. the area clean, the computer's keyboard and mouse intact and the internet accessible. The CPS Computer Policy applies to all use of the computer.

Mobile Labs: When using the mobile labs, please follow these rules and procedures. Students MUST have a student ID in order to use a laptop. Teachers will distribute laptops for student use in exchange for the student ID. Students will follow CPS computer policy as to use and be responsible for the condition of the laptop. Graffiti is NOT allowed. If a student finds graffiti or the laptop is broken, student must report immediately to the teacher. If damage is found by the teacher, student will be held responsible for damage and consequences will be applied with the possibility of fines and cost to repair laptop.

Chicago Public Schools Policy Manual

Title: STUDENT ACCEPTABLE USE OF THE CPS NETWORK

Section: 604.2

Board Report: 03-0326-PO03 Date Adopted: March 26, 2003

Policy:

I. PURPOSE

This policy, also referred to as the “Student Acceptable Use for Electronic Network Related Technologies and Access Policy” (“AUP”) sets forth the standards governing Chicago Public Schools (“CPS”) students’ use of the CPS Electronic Network Related Technologies and Access (“CPS Network”) system. This policy also sets forth the rules under which student authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the CPS Network and ensures CPS compliance with the Children’s Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the CPS network. Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the CPS Network is a privilege that is provided to help student authorized users complete and deliver educational obligations. The CPS Network provides student authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students’ educational experiences and complies with this policy and regulations established from time to time by the Chicago Board of Education (“Board”). CPS students, through their use of the CPS Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

II. DEFINITIONS

A. Chicago Public Schools’ Electronic Network Related Technologies and Access (“CPS Network”)

is the system of computers, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the CPS Network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, such as T-1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by CPS.

B. Distance Learning Equipment is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.

C. Electronic Mail (e-mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.

D. Internet is a worldwide telecommunications system that provides connectivity for thousands of other smaller networks.

E. Other Electronic Devices include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.

F. Password is a secret word or series of letters and numbers that must be used to gain access to an online service or the Internet or to modify certain software (such as parental controls).

G. Student Authorized Users are any students enrolled in any classes offered by CPS in a traditional classroom or virtual classroom setting.

H. Website is a collection of "pages" or files on the Internet that are linked together and managed by a company, institution or individual.

III. GENERAL PROVISIONS

A. STUDENT AUTHORIZED USERS

All student authorized users shall adhere to the provisions of this policy as a condition for continued use of the CPS Network. It is a general policy of CPS to promote the use of computers in a manner that is responsible, legal and appropriate. This policy is enacted anytime there is a connection to the Board's hardwired or wireless network via outside lines such as T-1, BRI, PRI, VPN, Dialup, DSL, Distance Learning Equipment, Personal Digital Assistants, and other personal electronic devices.

B. DISCLAIMER

Pursuant to the Children's Internet Protection Act, CPS uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Student authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, student use of the CPS Network is governed by this policy.

IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE CPS NETWORK

A. ACCEPTABLE USES

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

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

B. UNACCEPTABLE USES

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

1. Use of the CPS Network for, or in support of, any illegal purposes.
2. Use of the CPS Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. This will protect the user against allegations of intentionally violating this policy.
3. Use of the CPS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or “stalk” another individual.
4. Non-educational uses of the CPS Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. Making a statement of policy, either expressly or by implication, except for messages that quote policies, Board Rules, procedures, documents published by CPS, or other official sources.
6. Using Internet tools such as discussion boards, chat rooms, and instant messaging for personal rather than educational purposes.
7. Using profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
8. Plagiarizing any information gained on or through use of the CPS Network or any other network access provider.
9. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws. (If students are unsure whether or not they are using materials in violation of copyright provisions, they should ask their teachers or a school technology coordinator for assistance. School based personnel are encouraged to contact the Office of Technology Services if they have questions regarding use of copyright materials found through the CPS Network.)
10. Violating of any provision of the Illinois School Student Records Act (105ILCS 10/1 *et seq.*), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores is prohibited.
11. Using the CPS Network for financial gain or for the transaction of any business or commercial activities.

C. SECURITY

All student authorized users are to report promptly any breaches of security violations of acceptable use and the transmission of web addresses or e-mail information containing inappropriate material (as outlined in Section III B of this policy) to their teacher or the school principal. Authorized personnel will report such breaches to the Area Instructional Officer or designee or the Chief Technology Officer or designee of the Chicago Public Schools. Failure to report any incident promptly may subject the student authorized user to corrective action consistent with the Uniform Discipline Code (“UDC”), Board’s rules, and policies. In order to maintain the security of the CPS System, students are prohibited from engaging in the following actions:

1. Connecting to a modem to dial into any online service provider, or Internet Service Provider (“ISP”) or connect through a Digital Subscriber Line (“DSL”) while physically being connected to the CPS Network where a T-1 line is functioning.
2. Intentionally disrupting the use of the CPS Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, or engaging in “hacking” of any kind, which is an illegal or unlawful entry into an electronic system to gain secret unauthorized information.
3. Intentionally spreading computer viruses or programs that loop repeatedly, or for the purpose of infiltrating a computer system without authorization or for damaging or altering without authorization the software components of a computer or computer system.
4. Disclosing the contents or existence of CPS computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Student authorized users must not share logins or password(s) and unauthorized information regarding other users’ passwords or security systems.
5. Downloading unauthorized games, programs, files, electronic media, and/or stand-alone applications from the Internet that may cause a threat to the CPS Network.

V. STUDENT WEBSITES

1. Educational Purposes. Student authorized users may create webpages as a part of a class activity. Material presented on a student's class activity website must meet the educational objectives of the class activity. CPS has the right to exercise control over the content and/or style of the student webpages. Only those students whose parent(s) or guardian(s) have completed the attached Consent Form and Release (Attachment A) may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.
2. Website Development Students designing websites should go to www.schoolhosting.cps.k12.il.us for the directions and procedures they need to follow in developing their websites.

VI. MONITORING

The CPS Network is routinely monitored to maintain the efficiency of the system. Student authorized users should be aware that use of the CPS Network, including their use of e-mail, is subject to reasonable and appropriate monitoring by OTS that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the UDC may be reported and will subject the user to sanctions specified either in the UDC or in this policy.

VII. ASSUMPTION OF RISK

CPS will make a good faith effort to keep the CPS Network system and its available information accurate. However, student authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, PS does not warrant that the CPS Network will be error free or free of computer viruses. In making use of these resources, student authorized users agree to release the Board from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the CPS Network. Student authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. CPS has no ability to maintain such information and has no authority over these materials. CPS makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the CPS Network from outside networks. Use of the CPS Network is at the risk of the student authorized user.

VIII. INDEMNIFICATION

The student authorized user indemnifies and holds the Board harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the CPS Network that cause direct or indirect damage to the user, CPS, or third parties.

IX. SANCTIONS

Failure to abide by this policy may subject the student authorized user to corrective action ranging from suspension of some or all access privileges up to and including expulsion and prosecutions according to the UDC. A violator must understand that if his or her privileges to use the CPS Network are revoked by a school faculty member that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL.

If an student authorized user's access to the CPS Network is suspended by CPS Network administrators as a result of violations of this policy, the student may appeal the suspension to the Chief Education Officer or designee.

A violator must understand that if he or she is removed from the CPS Network, there shall be no obligation to provide a subsequent opportunity to access the CPS Network.

**ATTACHMENT A
CONSENT FORM AND RELEASE**

School _____

Date _____

Board of Education

City of Chicago

125 South Clark Street

Chicago, Illinois 60603

I hereby consent to have _____ (full name and relation) photographed, videotaped, audio taped and/or interviewed by the Board of Education of the City of Chicago (the "Board") or the news media on the school premises when school is in session or when my child is under the supervision of the Board. Additionally, I hereby give the Board consent to use creative work(s) generated and/or authored by my child on the Internet, or on an educational CD, or any other electronic/digital media. I understand that my child will be identified by first name only, for confidentiality purposes, as the author of said work.

I also consent to the Board's use of my child's photograph or likeness or voice on the Internet or on an Educational CD or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the Board, its members, trustees, agents, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's creative work(s), photograph, likeness or voice on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's creative work(s), photograph, likeness or voice.

Child's Name: _____

Address _____

Signature of Parent or Guardian

Principal's Signature

Amends/Rescinds: Rescinds 02-0626-PO04 and 97-0325-PO2

Cross References:

Legal References: 105 ILCS 10/1 *et seq.* (Illinois Student Records Act); Pub. L. No. 106-554

INTERNET PERMISSION FORM

Student Agreement

I understand and will abide by the terms and conditions for internet use. I further understand that any violation of the regulations is unethical and may constitute a criminal or school system offense. Should I commit a violation, my access privileges may be revoked, school disciplinary action may be taken, and appropriate legal action may be taken.

Date: _____

Student ID Number: _____

Grade: _____

User signature: _____

Address: _____

City: State: Zip: _____

Parent or Guardian Agreement

As the parent or guardian of this student, I have read the terms and Conditions for Internet Access. I understand that this access is designed for educational purposes and the Chicago Public Schools has taken available precautions to eliminate controversial material. I also recognize that it is impossible for the school system to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired through the internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the internet on resources provided by the Chicago Public Schools and certify that the information contained on this form is correct.

Student's Name (please print) _____

Parent or Guardian's name (please print) _____

Parent or Guardian Signature: _____

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

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

You will need your child's CPS ID number as well as your unique school-issued personal identification number (PIN) prior to creating an account. Please contact your child's school to learn how to obtain your PIN. To ensure the security of your child's records, PINs will not be issued over the phone under any circumstance.