

**STUDENT AND PARENT HANDBOOK – 2010-2011**

**Noble Street Charter School Campuses**

*Preparing 2,020 New College Graduates by the Year 2020*

**Noble Street College Prep** - William Olsen, Principal

**Pritzker College Prep** - Pablo Sierra, Principal

**Rauner College Prep** - Eric Thomas, Principal

**Golder College Prep** - Stephanie Stewart, Principal

**Rowe-Clark Math & Science Academy** - Joe Tenbusch, Principal

**UIC College Prep** - Oliver Sicat, Principal

**Gary Comer College Prep** - James Troupis, Principal

**Chicago Bulls College Prep** - Tyson Kane, Principal

**Muchin College Prep** - Kimberly Neal, Principal

**Johnson College Prep** - Garland Johnson, Principal

**Founders**

Michael and Tonya Milkie

*Scholarship – Discipline – Honor*

|              |
|--------------|
| Name_____    |
| Campus_____  |
| Advisor_____ |

Please note that information in this handbook is subject to changes during the school year which will be provided in writing to students. In addition, Noble campuses may have written addendums specific to their campuses that are distributed with this handbook. The teachers and staff at Noble campuses work very hard to prepare students well for college, and the high academic and behavior expectations in this handbook help make that possible. Staff members pledge to communicate well with parents and will return all parent e-mails and phone calls within two business days.

## PROMOTION AND GRADUATION POLICY

Students must meet requirements in all three of the following areas to be promoted to the next grade level or to graduate: academics, health, and discipline. Only students who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies.

**1. Academics:** Students have three academic requirements to be promoted to the next grade level or to graduate.

A. Students must earn the credits from all classes in which they are enrolled during the regular school day and school year. Any student who fails any class will be expected to enroll in make-up classes in order to make the credits up at the next available opportunity or a penalty make-up class may be imposed. The cost of these make-up classes is \$140. Double block (double credit) courses are \$280 to make-up. Students unable to make up all credits at least one week before the school year starts, will not be promoted to the next grade level or graduate.

B. To be promoted or to graduate, students must earn the number of enrichment credits required at their campus, which can be no less than the requirements listed below. Enrichment credits are classes taken outside the regular school schedule. A minimum of 25 hours of classtime or study time is needed for each quarter (.25) credit except for physical education which may be a minimum of 8 hours for each quarter (.25) credit. Enrichment credit for sports participation is limited to .25 enrichment credits per season and the total combined sports and gym enrichment credit is limited to ½ of the enrichment credit required.

1. To be promoted to a junior: 0.25 (1/4) total enrichment credit
2. To be promoted to a senior: .5 total enrichment credit
3. To graduate: 1 total enrichment credit

C. Students must pass the community service requirement as specified at their campus, which must total a minimum of 40 hours over the four years of high school.

**2. Health:** Students must pass a written health test and a physical fitness test to be promoted to the next grade level and to graduate: the requirements for the fitness test for freshmen, sophomores, juniors and seniors in order are given below: Students who do not pass the health and/or fitness test during the school year, must take a gym class during the summer where they will prepare to pass either or both of the tests.

**A. Minimum:**

Girls

½ mile in 7, 6.5, 6, 5.5 minutes or less ½ mile in 4 minutes or less

3,5,6,8 push-ups in 1 minute 20 push-ups in 1 minute

15,20,25,30 crunches in 1 minute 48 crunches in 1 minute

Boys

½ mile in 6, 5.5, 5, 4.5 minutes or less ½ mile in 3 minutes or less

10,15,20,25 push-ups in 1 minute 40 push-ups in 1 minute

25,30,35,40 crunches in 1 minute 55 crunches in 1 minute

**B. Honors (for all classes):**

Girls

½ mile in 4 minutes or less

20 push-ups in 1 minute

48 crunches in 1 minute

Boys

½ mile in 3 minutes or less

40 push-ups in 1 minute

55 crunches in 1 minute

**3. Discipline:** Students must demonstrate discipline and maturity to be promoted or to graduate. The following are requirements for promotion or graduation:

- a. 0-12 detentions earned in one school year: Students may be promoted or graduate as long as they pay for and serve all detentions.
- b. 13-32 detentions earned in one school year: Students may only be promoted or graduate if they remove each detention over 12 from their record. All detentions must still be paid for and served. Each campus will determine how to remove detentions from the record, which may include discipline classes or clean weeks for example. Discipline classes to remove detentions generally will cost \$140.
- c. More than 32 detentions earned or more than 20 days suspension earned in one school year: The student will not be promoted or graduate and must repeat the grade.

**Note: Students who do not meet all the academic, fitness and discipline requirements at least one week before school starts for the following year, must repeat the entire grade.**

**GRADING POLICY**

Grading periods:

- Noble Street Charter School high school campuses operate on a 40-week school year. There are two semesters per year; each semester is 20 weeks long.
- Students will receive progress reports every two weeks of the semester, however, parents must attend Report card pick-up to receive the 10<sup>th</sup> and 20<sup>th</sup> week's progress report (also known as report cards).
- Students receive credits at the end of each semester for classes they have passed. (See graduation requirements below)

Grading Scale:

Noble Street Charter School high school campuses use the following grading scale:

|    |        |     |    |       |     |
|----|--------|-----|----|-------|-----|
| A+ | 97-100 | 4.3 | C+ | 77-79 | 2.3 |
| A  | 93-96  | 4.0 | C  | 73-76 | 2.0 |
| A- | 90-92  | 3.7 | C- | 70-72 | 1.7 |
| B+ | 87-89  | 3.3 | D+ | 67-69 | 1.3 |
| B  | 83-86  | 3.0 | D  | 63-66 | 1.0 |
| B- | 80-82  | 2.7 | D- | 60-62 | 0.7 |
|    |        |     | F  | 0-59  | 0.0 |

Pass / Fail classes are issued "P" or "F" and earn credit; however, they do not factor into grade point averages. Students must have a 90% to earn credit and pass a pass/fail class.

Make-up Exams or Quizzes:

- Must be given within 1 week of the student's return to school.
- May only be administered by the teacher of the class.

Extra Credit:

- Extra credit can only be made available to the whole class and not to individuals.
- No extra credit assignments can be given or accepted during the last two weeks of any semester. However, there can be extra credit points available on assignments or assessments at any time.

Late Work:

There are only two options for accepting late work from students: Either no credit for late work or no more than ½ credit if the work is turned in no later than the class period after which the work was due.

## ATTENDANCE POLICY

**Enrollment:** Students may only enroll at a Noble campus during the first five weeks of any semester. Students who desire to enroll after that time must wait until the following semester to enroll. Once a student has enrolled or taken the incoming student placement test for a campus, they may not transfer to another Noble campus or be on a waiting list for another Noble campus. Students, who leave a Noble campus and later wish to reenroll, may only reenroll at the campus which they left.

**Students transferring in from other high schools:** Students transferring to a Noble campus from another high school may have a semester's worth of successfully completed classes count as a semester of Noble credit. However, transfers must take and pay for any classes they have failed at another school and will have an additional requirement of .5 enrichment credits for each semester's worth of work that they transfer into a Noble campus. These make-up classes and additional enrichment credits must be earned as soon as possible but must happen before being promoted to the next grade (some enrichment credit may be deferred until the following year). Students already enrolled in one Noble campus may not transfer to another Noble campus.

**Attendance:** Absences may be excused only for illness, or for a verifiable family emergency. **These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's returns to school. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days.** Notes from the doctor must come from the doctor on their letterhead. If a student is to be out, the parent/guardian should inform the student's main office before 8:00am if possible.

Students who are absent for all or part of any day may not attend or participate in any extra-curricular event or sporting event on that day or night except with written permission of the principal

Students who are absent for all or part of any day for "cut days", "senior cut days", "skip days", "ditch days", or any similar events may be denied participation in any extra-curricular event or sporting events such as prom, luncheon, or graduation and/or given multiple detentions.

To receive a full day of credit for attendance, students must be in attendance for at least 80% of the school day and to receive a half day of credit for attendance, students must be in attendance for at least 40% of the school day

Students who have more than 20 days of absence during any school year, for any reason including excused medical absences, will be required to attend a summer school class at a cost of \$25 in order to be promoted to the next grade or to graduate. This includes absences earned as a result of tardies (see below). The only exceptions will be for seniors who have verifiable medical conditions that prevent their attendance. Regular, non-emergency visits to the doctor will count as absences Tardy to school four (4) times counts as an unexcused absence from school and counts towards a student's absence total for the school year.

For excused absences and absences due to suspension, make up work must be allowed and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, they would have to turn in make-up work by the second day they are

back. Community Service Hours are not counted if done during the school-day hours that students are suspended.

For unexcused absences, make-up work does not have to be given.

**Leaving campus (school):** Students are not permitted to leave campus once they are inside the building. Leaving the campus (school) without authorization will result in a suspension and/or a detention. Parents should be aware that students are permitted to leave campus before their first class and once the school day ends.

**Early dismissals or late arrivals:** If at all possible, students must make medical or other appointments after school hours or on weekends. In the rare event that a student needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian must come and sign the student in or out of school.
2. The student must make up all missed work, including points in gym class.
3. Only early dismissals or late arrivals for verified doctor's appointments will count as excused absences in class or gym. All others are considered unexcused. Doctor's notes should be brought upon arrival to school.

## STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY

The Board of Directors ("Board") of the Noble Network of Charter Schools is responsible for establishing policies under which all campuses of Noble Street Charter School operate. This Student Code of Conduct (SCC) has been designed to provide a positive learning environment and a safe environment for student learning. It has been designed to be used as an instructional and corrective tool. The goal of this policy is to provide students with the necessary tools to develop a sense of self-discipline, self-understanding, self-direction, successful interpersonal skills as well as a sense of self-worth. The academic as well as the discipline expectations of all Noble Street Charter School campuses are high and the SCC is designed to give students the best chance to be prepared for college or a career and to feel safe and happy at school.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address student misconduct that is not specifically included in this discipline policy. This code applies to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles funded by Noble Street Charter School campuses, while participating on any team or group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT Devices. **This code also applies to actions of students before or after school hours and off school property if those actions disrupt the learning environment in the school.**

Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student, while consistently following the policies outlined below. Mitigating circumstances include, but are not limited to the following factors: Age, health, maturity, and academic placement of a student, the student's discipline record, including previous similar incidents, the student's attitude and willingness to change, the cooperation of parents/guardians, seriousness of offense and willingness to enroll student in a student assistance program

**Merits** - Merits will be given when students perform above and beyond in the areas of citizenship, behavior, kindness, or school upkeep. Some examples include:

- a. Making the school look better.
- b. Stopping to greet visitors to the school and answer their questions

- c. Helping tutor a fellow student.
- d. Allowing adults the right of way on the sidewalk or CTA.

Merits are never given when a student asks for one for themselves. Merits may result in a student being entered in a raffle for prizes or tickets to various events or amusement parks or special recognition.

**Demerits** - A student can be assigned from 1-4 demerits for a rule infraction. Any infraction deserving more than 4 demerits, such as gross disrespect to staff or other students, results in the student being sent to the Dean of Discipline. It is up to the teacher's discretion as to the number of demerits, except as prescribed by the list below:

- a. Chewing gum – 4 demerits
- b. Eating or drinking outside the lunchroom– 2 demerits
- c. Food or drink visible outside the lunchroom- 1 demerit. Water in clear bottles is permissible.
- d. Pop or energy drinks (such as Red Bull or Monster) visible anywhere – 4 demerits
- e. Standing, yelling or throwing anything in the lunchroom - minimum 1 demerit
- f. Not returning a tray or not cleaning up in the lunchroom – minimum 1 demerit
- g. Talking during a fire or tornado drill - 2 demerits
- h. Tardy to school:
  - 1. less than 1 minute – 1 demerit
  - 2. 1 minute to 45 minutes – 2 demerits
  - 3. Tardy to school more than 45 minutes – 4 demerits
- i. Tardy to class (not in assigned seat when the bell rings):
  - 1. less than 1 minute – 1 demerit
  - 2. 1 minute to 3 minutes – 2 demerits
  - 3. Tardy to class more than 3 minutes – 4 demerits
- j. Unexcused absence from a class (cutting)– 4 demerits
- k. In the hallways at any time while classes are in session without an escort (except during passing periods or specific times designated by the principal) – 4 demerits
- l. Having or using a cell phone, pager, ipod, headphones, or other electronic devices visible (whether or not in use) or audible anywhere, anytime in school or without staff permission at any school event- 4 demerits and confiscation of the device until parent retrieves item from school.
- m. Dress code violations that can be corrected immediately (such as an untucked shirt, untied shoes) – 1 demerit (no warnings will be given and 4 demerits given if not corrected)
- n. Dress code violations that cannot be corrected immediately (Such as no belt, dress pants, or school shirt) – 4 demerits
- o. Foul language including curse words and ethnic or other slurs – minimum 1 demerit
- p. Bullying or verbal harassment - minimum 1 demerit
- q. Rowdy or loud behavior anywhere in the school - minimum 1 demerit
- r. Inappropriate public displays of affection – minimum 1 demerit
- s. Loitering on school grounds – minimum 1 demerit
- t. Disciplinary removal of a student from class – 4 demerits
- u. Academic dishonesty, cheating or plagiarism – 4 demerits
- v. Writing graffiti anywhere on school property or dirtying or damaging any school property or possession of a permanent marker or sharpie – 4 demerits and payment for repairs or cleaning.

**Detentions/Demerit Cycles** –Anytime a student earns 4 demerits within a two-week period, he/she is issued a three-hour detention and charged a \$5 fee to cover the cost of the

teacher who monitors detention. Detention may take the form of a silent study period, behavior improvement work, cleaning or maintenance work, physical fitness work or a combination of these.

Demerit cycles coincide with the progress report cycles and are reset after the two-week period ends. Thus, if a student receives only one, two or three demerits within a two-week period, the demerits reset to zero and he/she will not be issued a detention.

#### **Corrective Disciplinary Consequences besides Demerits and Detentions**

**Discipline Classes-** Students who earn more than 12 detentions or have a violation of the SCC related to fighting, bullying, gang activity or drug use or distribution will be required to take discipline classes that teach proper behavior in order to be promoted or to graduate. Typically each class will be a four week summer class or fifteen week after-school class costing \$140. The student will also have to serve any detentions or suspensions days earned for violations in addition to taking the discipline class(es).

**Good Standing-** Students who break school rules or fail to serve the penalty for breaking them may lose their good standing status at school. For those who are not in good standing, this could result in not eating lunch with classmates and in not being eligible for sports, dances, proms, camp, activities, field trips, night school classes, promotion or graduation.

**Student Conference-** Student is informed of consequences that will be recommended or assigned if inappropriate behavior continues.

**Parent Conference-** Parent informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

**Suspension-** A suspension is when a student is removed from school due to the serious nature of the inappropriate behavior for up to 10 school days. Students who have been suspended may not appear on campus nor attend any school functions (before school, after school or evening) while suspended. They may, however, enter the school to take or prepare for state assessments. Suspended students must be assigned homework and given the opportunity to make-up missed assignments, quizzes or tests.

Students with disabilities may be suspended up to 10 school days in one school year for violations described herein. Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. (Please see Procedural Guide for Students with Disabilities for additional information)

A campus official must fill out an appropriate misconduct report anytime a student is suspended. Students must have due process which allows them to hear the charges and respond to them. Parents will be notified as soon as possible but no later than 12 hrs after the suspension is administered, through a phone call, a message on an answering machine, letter mailed home or an email.

A parent or student may appeal a suspension by requesting a review in writing to the Noble Street Charter School Superintendent within two days of the notice of the suspension. The superintendent will make the final determination of any suspension appeal. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

**Arrest-** Police may be called to arrest students if there is reason to believe they are involved in any illegal activity. This includes, but is not limited to; involvement in a physical altercation or for bringing weapons or illegal substances of any kind to the school. A weapon is defined as anything that can inflict harm including, but not limited to; a firearm, a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b.guns, toy guns, slingshots, or broken bottles. A campus official must call the parents immediately after the police are called.

Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Principal (or designee). The Principal or designee shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile officer of the Police Department. The Principal (or designee), in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police department. In addition the student who is charged with possession and/or use of a weapon shall be subject to immediate suspension from school and may face expulsion.

**Expulsion-** When a campus determines that a student has committed an offense(s) which is (are) grounds for expulsion, the Principal or designee will forward the Noble Street Charter School Superintendent and hearing office the appropriate misconduct report. The student will be suspended for up to 10 school days pending an expulsion hearing conducted by a hearing officer designated by the Superintendent. After the expulsion hearing, the hearing officer will then make a written report that same day to the Superintendent summarizing the grounds for expulsion and the evidence presented at the hearing and making a recommendation as to whether to expel the student and if so, for what period of time. Students can be expelled for periods of time from 10 days to permanently depending on the severity of the offense.

The parent and student will have the right to appeal the recommendation of the hearing officer within 5 days of notification of the recommendation. The appeal should be in writing and sent along with any additional evidence to the Superintendent who will deliver the final decision within 10 days of the recommendation of the hearing officer. The Superintendent's final decision shall be delivered by the most expedient means of communication identified by the Parent/Guardian or student at the hearing (telephone, e-mail, etc.) and shall also be delivered by certified mail. Expulsion causes the student to be terminated from enrollment at all campuses of Noble Street Charter School for the entire term of the expulsion.

Expulsion steps in order:

1. Principal or designee recommends student for expulsion with a misconduct report to the superintendent and hearing officer. Principal or designee contacts (minimum three attempts) parent to schedule expulsion hearing, documents that contact in Powerschool, and notifies parent of the expulsion hearing via certified mail.
2. Superintendent or designee schedules expulsion hearing.
  - a. Designated hearing officer will conduct expulsion hearing.
  - b. Representatives of the principal may present evidence or witnesses.
  - c. Parent is strongly urged to attend
  - d. Parent and student afforded due process by being allowed to refute charges and present evidence.
  - e. Parent may bring legal counsel.
3. Hearing officer makes recommendation to Superintendent that same day and notifies parent.
4. Superintendent makes final decision.
5. Parent or student may appeal recommendation in writing to Superintendent within 5 days of notification of the hearing officer recommendation.
6. For placement information for your student after an expulsion, please contact the Chicago Public Schools, Department of Student Adjudication at 773-553-2249).

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**Unacceptable Behavior & Corrective Disciplinary Consequences other than demerits**

| Unacceptable Behavior   | Range            | Disciplinary Consequences   |
|---|------------------|---|
| 2-1 Electronic Devices  | Min.<br><br>Max. | Confiscation—for parent release only and detention<br><br>Confiscation—for parent release only, 1-3 day Suspension                              |
| 2-2 Failure to Serve Detention or earning any multiple of six detentions. | Min.<br><br>Max. | Serving missed detention, and penalty Detention and parent conference<br><br>Serving missed detention, 1-3 Day Suspension and parent conference |
| 2-3 Gambling  | Min.<br><br>Max. | Item/Money Confiscated<br><br>1-3 Day Suspension  |
| 2-4 Improper use of technology  | Min.<br><br>Max. | Suspend network use privilege, Parent conference<br><br>1-3 day Suspension  |
| 2-5 Leaving class without permission                                      | Min.<br><br>Max. | Detention<br><br>1-3 day Suspension   |
| 2-6 Profanity/Obscene Gestures and Behavior                               | Min.<br><br>Max. | Parent conference<br><br>1-3 day Suspension   |
| 3-1 Forgery/Cheating  | Min.<br><br>Max. | Parent Conference-No credit given for assignment<br><br>Detention, 1-5 Days Suspension  |
| 3-2 Tobacco   | Min.<br><br>Max. | Detention<br><br>1-5 Day Suspension   |

|  |      |  |
|--|------|--|
| 3-3 Truancy/Skipping Class   | Min. | Double Detention, Parent Conference  |
|  | Max. | 1-5 Day Suspension   |
| 4-1 Disrespect-<br>students, staff/adults or theft of<br>property of students, staff/adults. | Min. | Parent conference, 1-2 Day Suspension  |
|  | Max. | 10 Day Suspension  |
| 4-2 Harassment/Hazing of other<br>students including harassment on<br>the Internet           | Min. | Parent Conference, Counseling  |
|  | Max. | 1-10 Day Suspension and summer behavior<br>improvement class                                 |
|  |      |  |
| 6-1 Arson  | Min. | 10 day Suspension, Police Report/Citation<br>and summer behavior improvement class           |
|  | Max. | Referral for Expulsion Hearing   |
| 6-2 Assault/Battery  | Min. | 10 day Suspension, Police Report/Citation<br>and summer behavior improvement class           |
|  | Max. | Referral for Expulsion Hearing   |
| 6-3 Possession, Use, sale of<br>Alcohol or Illegal Drugs, or drug<br>paraphernalia           | Min. | 5-10 Day Suspension and/or out-Patient<br>Counseling or summer behavior<br>improvement class |
|  | Max. | Referral for Expulsion Hearing   |
| 6-4 Fighting   | Min. | 10 Day Suspension and summer behavior<br>improvement class                                   |

|   |      |  |
|---|------|--|
|   | Max. | Referral for Expulsion Hearing   |
| 6-5 Gang-Related Activity   | Min. | 5-10 Day Suspension and summer behavior improvement class                      |
|   | Max. | Referral for Expulsion Hearing   |
| 6-6 Robbery/Extortion   | Min. | 10 day Suspension and summer behavior improvement class                        |
|   | Max. | Referral for Expulsion Hearing   |
| 6-7 Threat, including threats on the Internet   | Min. | 1-10 Day Suspension and summer behavior improvement class                      |
|   | Max. | Referral for Expulsion Hearing   |
| 6-8 Vandalism/Graffiti  | Min. | 1-5 Day Suspension, Restitution of Property & cost,                            |
|   | Max. | Referral for Expulsion Hearing   |
| 6-9 Possession and/or use of weapons/dangerous objects, including, but not limited to firearms, knives of any kind, pepper spray, and mace.             | Min. | Item Confiscated, 5-10 Day Suspension and/or summer behavior improvement class |
|   | Max. | Referral for Expulsion Hearing   |
| 6-10 - repeated violations of the SCC including repeated disruptions to the learning process or earning more than 32 detentions in any one school year. | Min. | 1-5 Day Suspension   |
|   | Max. | Referral for Expulsion Hearing   |

## NOBLE STREET CAMPUSES SCHOOL-YEAR DRESS CODE

**Dress code:** Faculty and staff strictly enforce the dress code. Warnings are not issued. Students not in the school uniform will be put in silent study hall for the day or until they can get in proper dress code. The dress code is in effect anytime students are in the school building and at most school functions.

### 1. Shirts and outerwear

- a. Students must wear unaltered school shirts each day.
- b. Students may not wear anything underneath their school shirts except one white short-sleeve T-shirt and nothing over them except school sweatshirts with the school seal. T-shirt sleeves may not be visible at any time. If sweatshirts are worn over the top of the school shirt, the collar of the school shirt must be completely visible.
- c. Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
- d. Shirts must always be tucked whenever students are on school grounds.

### 2. Pants/skirts

- a. Boys must wear dress pants. Girls must wear dress pants or skirts. Capri pants, spandex material, and corduroys are not permitted.
- b. All pants and skirts must be light-khaki in color.
- c. No pockets, loops or straps on pants or skirts can be below the hip level. Rubber bands are not permitted around pants.
- d. Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level. Other clothing must not be visible under pants.
- e. Skirts must be knee length or longer and no slit may come too high. Skorts are not allowed.

### 3. Shoes

- a. Black **dress** shoes are required. Shoelaces and all parts of the shoe must be black. Timberlands, boots or gym shoes are not permitted.
- b. Girls' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 3" heel (as measured from the back).
- c. Boots, flip-flops, stilettos, stacks, platform shoes, gym shoes, and thin sandals are not permitted.
- d. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

### 4. Gym Uniforms

- a. Students must wear school gym shirts. Students may not cut off or alter the gym shirts in any way.
- b. Students may be allowed to wear their own gym shorts or sweatpants. If so, no short-shorts, jeans, jean shorts, cut offs, Lycra, pajamas or Spandex are permitted.
- c. Students must wear gym shoes.
- d. Students must change in their assigned locker room.

### 5. Belts

- a. Solid black belts must be worn at all times. Belts may not hang down. Pants must be purchased that allow for belts.

### 6. Jewelry and make-up

- a. Boys may not wear any earrings and girls may wear earrings only in ears.
- b. Visible body piercings or tongue piercings or band-aids covering piercings are not permitted.
- c. All necklaces must be tucked inside the shirt.
- d. No heavy make up is permitted and make up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms.

- e. Wristbands, and multiple or distracting wrist wear are prohibited.
- 7. Head Coverings**
  - a. No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands, and bandanas anywhere inside a building at any time, except where mandated by legitimate religious requirements.
- 8. Hair**
  - a. Hair can be colored or highlighted only in a natural human hair color.
  - b. No designs of any kind are permitted to be in the hair or on the face. This includes a prohibition on Mohawks, Faux-Hawks, designs in corn rows, designs with braids or any distracting or unprofessional hair styles..
- 9. Tattoos**
  - a. No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.
- 10. Distracting Clothing**
  - a. No clothing or jewelry that is determined by any teacher or staff member to distract from the learning process is permitted.

### NOBLE STREET CAMPUSES SUMMER SCHOOL DRESS CODE

**Same as the school year dress code except:**

1. Students may wear tailored shorts, skirts, dresses or jeans if the campus permits them. No cut-offs, pants with holes in them, spandex, short-shorts or Daisy Dukes.
2. Students may wear gym shoes if the campus allows.
3. Belts are not required if the campus allows.

### SEARCHES, LOCKERS AND LOCKS

**Searches:** Personal property of a random group of students can be searched with reasonable suspicion or if the group of students searched is chosen at random. Searches of a student themselves may also be done with reasonable suspicion. The search must be done by a staff member who is the same sex as the student and there must always be a second staff member present as a witness.

**Lockers and locks:** Students and parents must be aware that a student's locker is school property and may be searched by school officials at any time without notice or warning. All locks must be school locks purchased through the school office; any other lock will be removed without notice.

### ACADEMIC DISHONESTY

**Academic Dishonesty.** Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or more

severe penalty if their cheating continues.

Deliberate plagiarism:

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as one's own.

Accidental Plagiarism

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, actual test questions.
- Having or using non-permitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test. Representing as one's own work the product of someone else's creativity.

**The following consequences may occur for students who engage in acts of academic dishonesty.**

- Automatic 0 on the assignment
- Detention
- Teacher/student/Dean of Discipline/parent conference
- Removal or disqualification from NHS or summer programs
- Suspension
- Homework must be handed in to the office

**CODE OF CONDUCT FOR COMPUTER USE**

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Students have the privilege to use computer workstations, the school network, e-mail, and the Internet **for school assignments only**.

**Student Responsibilities:** In order for the school to provide sound educational opportunities via its computer network, each student must use computers and the network responsibly.

**Responsible students use computers, other hardware, and printers carefully.** Students will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; avoiding damage to the mouse, keyboard, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

**Responsible students use the Internet appropriately.** The student is responsible for all web pages accessed. Students must earn Internet authorization by studying the Acceptable Use Policy and passing a quiz on its contents with a 100% score.

Students are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of the Noble Street Charter School network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Students must comply with the following safety rules for Internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Students should never agree to meet or to send any picture to someone they have communicated with on-line.

Students must check their e-mail accounts on a regular basis. Teachers often communicate to their students and request assignments via e-mail.

**Responsible students respect the privacy and rights of others.** Students must keep their computer account and password private; if students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Students may not access student records of other students. Students may not alter any network address or identifiers. Students may not copy software from computers, or destroy or damage another person's files or messages. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it. Students must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action. Students may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

**Responsible students maintain the integrity of the school network.** Students have the responsibility to report all violations of privacy. Students are accountable for all e-mail sent or received under their user accounts. Students may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

*Students should not expect that files stored on school-based computers or servers will be private.* Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

## PROCEDURAL GUIDE FOR STUDENTS WITH DISABILITIES

Noble Street Charter School campus officials may suspend students with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Detentions do not count toward the 10 day limit. Campus principals do not have to suspend students with disabilities for the mandatory periods set forth in this Discipline Policy for a single offense. The campus principal has discretion to be flexible in the amount of days of suspensions given to each special education student with disabilities. Students with disabilities can be suspended in excess of 10 school days in certain circumstances, but only after receiving authorization from the CPS department of Due Process and Mediation at 773-553-1905. When campus officials anticipate a referral for expulsion, the following apply:

1. Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the student.
2. The IEP team must:
  - a. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of the student's disability if:
    - i. the student was given appropriate special education supplementary aids and intervention strategies; and
    - ii. the disability does not impair the ability to control behavior.
  - b. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
  - c. Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so it will not recur.

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

If the student's behavior is a manifestation for the disability, the student's placement may be changed to an appropriate interim educational setting if the student carried a weapon to school or a school function or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school function.

Special education students with disabilities may be placed in an alternative school on an interim basis for a maximum of 45 school days, even in instances where the student's misconduct is ultimately determined to be a manifestation of his or her disability.

Special education students with disabilities may be referred for an expulsion hearing when in possession of firearms or destructive devices, large amounts of drugs, for inflicting serious bodily injury on someone, or for using a weapon or other object to inflict bodily harm on someone. All students will be ensured a due process expulsion hearing.

### SNOW DAYS/SCHOOL CANCELLATION

Noble Street campuses follow the Chicago Public Schools (CPS) with respect to snow days or other weather related issues. If CPS cancels school because of weather, so will the Noble campuses. Call CPS at 773-553-1000 to find out if they have cancelled school.

### SUPERVISION OF STUDENTS

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member.

### PERSONAL SAFETY OUTSIDE THE BUILDING

To maximize personal safety outside the building, it is recommended that students stay in groups if possible and do not wear I-Pods/talk on cell phones/or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or a public area as quickly as possible. Ask to call the police.

### FIRE DRILL

Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. **There is to be no talking whatsoever during a fire drill.**

### TEXTBOOKS

Students pay a textbook fee and are responsible for keeping their textbooks in the condition in which they received them.

### SPORTS ELIGIBILITY

Students are eligible to be official members of a school sports team only if:

- They have a cumulative GPA of at least 2.0.
- They have failed no more than 1 class in the previous semester.
- They meet additional requirements that an individual coach or campus requires, if any.

### GUESTS

Guests must always obtain a visitor's pass from the Main Office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when knocking on the door of a classroom.

## STUDENTS' RIGHTS

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

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

**Freedom of Speech.** Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

**Freedom of Press.** Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." Noble Street Charter School reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school.

**Freedom of religion.** Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify Advisor and school office in writing **prior** to absence. An absence for religious reasons does not count as an official absence from school.

**Search and Seizure.** Any searches of lockers *will* be conducted solely for the safety and well being of the Noble Street Charter School community. Mass searches of lockers is permitted when the Principal (designee) deems that a threat to the safety of the school exists. Ownership of lockers is maintained by Noble Street Charter School and student use is subject to the right of the school administration to have access to the lockers at any time for cleaning or to search for illegal or dangerous materials.

**Right to equal education.** Noble Street Charter School students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

**Right to access:** All public events for parents, students and community members for whom an announced site for a school program or event is not usable may request 10 days in advance that the program be relocated into a site which would meet their needs to the extent it is possible. Requests

should be made to the principal of the campus

**What to do if rights are violated.** Students are encouraged to talk to your advisor, your teachers, your Principal, or someone else in the School. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Superintendent, by submitting a request in writing to the school office.

### STUDENT INITIATED GROUPS

Non-curriculum related student groups can meet on school premises for purposes of religious, political or philosophical discussion during non-instructional time if approved by the building Principal, subject to the following:

- Attendance at the meeting must be voluntary and student initiated;
- The meeting will not be school-sponsored;
- One or more school employees shall be present in a non-official capacity only;
- Non-school persons may not direct, conduct, control or regularly attend meetings; and
- All school rules, applicable laws and the constitutional rights of other persons must be observed.

Approval by the Principal may not be denied on the basis of the religious, political, philosophical or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful or is in violation of any applicable School District policies or school rules.

Non-curriculum related student groups shall also be granted the following:

- Access to classrooms in the school for meetings and events during non-instructional time;
- Access to designated bulletin boards, upon which student groups may post written materials that have been reviewed and signed by a faculty member or administrator at the school (a disclaimer of school sponsorship may be required on such written materials);
- The ability to submit student group announcements to be made during advisory periods;
- The opportunity to hold fund raising activities and engage in community service;
- Access to scrolling video screens where announcements and events are communicated; and
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to town hall assemblies held in the school. In addition, the school shall not expend public funds to non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of the activities and opportunities listed above.

## MEDICAL POLICIES

**Records and Physical Exams** - In order to enroll at a Noble Street campus every student must have an up-to-date physical, health records, including immunizations. Students will be excluded from school until that record is provided or until record of an upcoming medical appointment is provided by parent/guardian.

**Medications** - If a student requires medication during school hours, the distribution of the medications will be supervised by the Office Manager or Nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

Each campus will designate employees as the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: Name of Student/Child, Name of Medication, Date, Time, and Who Dispensed Medication.

Students are responsible for coming to the main office to receive their medications at the appropriate time.

Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

## POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they: "have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm".

1. Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:

- a. Call the DCFS hotline at (800) 25-ABUSE,
- b. Notify the Dean of Students or Social Worker, and
- c. Complete a NSCS incident report.

2. When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in

the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

3. While these steps are taking place, the social worker will assist both the faculty member and student in understanding the ramifications of the call. The social worker will debrief the student and, when appropriate, will contact the parent(s)/guardian.
4. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.
5. Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means". Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Act of torture are defined as "deliberately or inflicting cruel or unusual punishment which results in physical or mental suffering". When reporting physical abuse, it is important to document the presence of any injuries.
6. Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student's words verbatim as much as possible. The student will be referred immediately to the school social worker and the Dean of Students will be informed.
7. Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment", or when an adult "provides inadequate supervision of a child (particularly small children)".

## POLICY ON STUDENT RECORDS

The following policies and procedures were developed in compliance with the Illinois School Student Records Act and the rules and regulations to govern school student records, effective March, 24, 1976, issued by the Illinois State Board of Education.

### **Definition of Student Records**

1. "Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which the Noble Street Charter School maintains.
2. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

### **Student Permanent Record**

The Student Permanent Record shall consist of:

1. Basic identifying information, including student's name and gender

2. Academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record of release of permanent record information

#### **Temporary Records**

The Student Temporary Records shall consist of all information not required to be in the student's permanent record and may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies or organizations
11. Other verified information of clear relevance to the education of the student
12. Record of release of temporary record information to individuals not on the school staff

#### **Inspection of Student Records**

1. Parents shall have the right to inspect, challenge and copy student records of that parent's child until one of the following events occurs:
  - a) The student attains 21 years of age; or
  - b) The student attains 18 years of age and declares himself or herself financially independent of his or her parents.
2. Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until they:
  - a) Attain 18 years of age
  - b) graduate or,
  - c) Assume financial independence.
3. Student records shall be made available to parents and eligible students within fifteen (15) school days of the time a written request for review is submitted to the records custodian.
4. Whenever access to student records is granted to parents or students, a qualified staff member shall be present to interpret information contained in these records.
5. Copies of student records shall be provided to eligible parents or students at a cost of 25 cents per page. No parent or student shall be denied a requested copy of student records due to inability to bear the cost of such copying.
6. Whenever a parent or student desires a copy of information contained in the student's records,

he or she shall:

- a) Submit a written request to the student's counselor; and
- b) Pay the school 25 cents per page of copy.

#### **Right to Control Access of Student Records**

School officials shall release student records to the official records custodian of another school in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of that information. Parents may, upon written request, inspect, copy and challenge such information.

Once parents have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

#### **Access to Records without Parent Consent**

1. School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records.
2. School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.
3. Student records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No student or parent shall be personally identified from the information released.
4. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
5. If a student is 18 years of age and the student is financially independent of parents, the student may request the parents be denied access to his or her records.
6. A student who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

#### **Challenge Procedures**

1. A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records of his or her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.
2. The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

#### **Maintenance of School Records**

1. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.
2. Student temporary records shall be maintained until August 1st of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation or permanent withdrawal from the school.
3. The Principal shall be responsible for having all student records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all students' files.