

The Chicago High School for the Arts

2011-2012 Student and Family Handbook

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Overview

SCHOOL HISTORY

In 2004, The Elizabeth Morse Charitable Trust and The Elizabeth Morse Genius Charitable Trust convened a group of approximately ten arts and education organizations to discuss the issue of diversity within mid- to large-sized arts organizations in Chicago and specifically the lack of representation in this landscape by professional artists representing the many ethnic communities who call Chicago home.

The Diversity Working Group (DWG) surveyed the Chicago landscape to identify existing educational resources for aspiring young artists across a broad age spectrum, keeping in mind the concentrated, focused training required to prepare young artists for professional careers. Incredible richness within the existing resources in Chicago's many excellent privately funded community music schools, youth orchestras, university music programs and major cultural institutions were evident. What was not found was a public institution that would provide a comprehensive learning environment with superior training at the high school level – a critical stage in development for the aspiring young artist. This age group stood out as the one area of greatest need and also that with greatest potential for positive impact.

Once it was decided to pursue the idea of an arts high school, the group undertook conversations with key senior administrative members from Chicago Public Schools to assess receptivity and possible options for the creation of an exceptional arts-focused educational institution in Chicago. DWG members conducted site visits and/or spoke to officials at several public and private arts high schools in other cities.

At that time, Renaissance 2010 became an avenue for establishing new schools and offering students and parents a quality choice in education. Civic leaders were identified by the DWG members to become the executive committee that would lead the project through the application process. The Chicago Board of Education approved the school on October 24, 2007. The executive committee became the founding board of directors of the school. On May 27, 2009 Chicago Board of Education approved ChiArts to be temporarily located at 3200 S. Calumet. The school was co-shared in the Douglas School Building with Pershing West Middle School. After much consideration, the Chicago Board of Education approved ChiArts to be located at 521 East 35th Street in the Doolittle Campus' primary building.

MISSION AND VISION

Mission

The mission of The Chicago High School for the Arts is to provide artistically gifted, diverse Chicago high school students an intensive pre-professional training in the arts, combined with a comprehensive college preparatory academic curriculum.

Vision

The vision of The Chicago High School for the Arts is to utilize the best practices inherent in arts education to create an ethos for the school community, a framework for instruction, and a climate of trust, empowerment, individuality and collaboration. The best arts education values diversity, creativity and open ended inquiry. It embraces techniques such as differentiated instruction, performance based assessment and skill development through coaching. It sets high expectations for critical thinking, individual growth and successes through collaboration.

The Chicago High School for the Arts will be an exemplary public high school, a model in providing a rigorous and exhilarating teaching and learning environment. The Chicago High School for the Arts will be a leader in artistic and academic innovation, and will collaborate with and provide access to the world-class artistic and intellectual resources of Chicago's arts and higher education institutions.

CORE VALUES

We reflect, create, connect, and express:

- **Creativity** - We seek artistic and intellectual inquiry through active use of imagination and taking risk towards passionate innovation.
- **Community** - We support personal growth, respect diversity, and foster ambassadors who positively affect the intellectual and artistic life of Chicago and give back to the community through service.
- **Integrity** - We hold ourselves and each other to high academic and artistic standards through honesty, sincerity, and accountability.
- **Humility** - We allow our artistic and intellectual talents to speak for themselves; we are open to constructive criticism and acknowledge our history, realizing our finest achievements could not happen without the contributions of others.
- **Balance** - We strive to lead well rounded lives; we are reflective and manage our energies in ways that are productive, healthy, and foster connection with others.
- **Perseverance** - We demonstrate courage through self-discipline and dedication and embrace a willingness to move through obstacles with resilience.

Amendment:

Statements in this handbook are subject to amendment with or without notice. The administration will keep parents/guardians and students informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.

School Operations

Hours of Operation

The building will be open from 7:00 A.M. until 6:00 P.M. Monday through Friday. Academic classes meet from 8:00 A.M. -1:45 P.M. Conservatory classes meet from 2:00 P.M. - 5:00P.M. To ensure proper supervision, students are asked to leave the school premises immediately after school has ended. Lingering inside or around the building is not permitted. ChiArts cannot provide supervision for scholar artists before 7:00 A.M. or after 6:00 P.M

Daily Bell Schedule

The Chicago High School for the Arts Monday Bell Schedule

8:00-8:40	1 st Block
8:43-9:23	2 nd Block
9:26-10:06	3 rd Block
10:09-10:54	Advisory
10:57-11:37	4 th Block
11:40-12:20	5 th Block
12:25-12:50	6 th Block/ 9 th Grade Lunch A
12:55-1:25	6 th Block/10 th Grade Lunch B
1:30-1:55	6 th Block/11 th Grade Lunch C
2:00-5:00	Conservatory

Tuesday-Friday Bell Schedule

Time	Tuesday	Wednesday	Thursday	Friday
8:00-9:15	2 nd Block	1st Block	2 nd Block	1st Block
9:18-10:33	4 th Block	3 rd Block	4 th Block	3 rd Block
10:36-11:51	6 th Block	5th Block	6 th Block	5th Block
11:54-12:25	8A Lunch9/Study Hall	7A Lunch9/Advisory	8A Lunch9/Study Hall	7A Lunch9/Advisory
12:28-12:58	8B Lunch10/Study Hall	7B Lunch10/Advisory	8B Lunch10/Study Hall	7B Lunch10/Advisory
1:01-1:45	8C Lunch11/Study Hall	7C Lunch11/Advisory	8C Lunch11/Study Hall	7C Lunch11/Advisory
1:45-2:00	Arts Break			
2:00-5:00	Conservatory Classes			

Breakfast and Lunch

All students must have a food application on file regardless of qualification. Breakfast will be served at 7:30am. Students will be served a high school lunch in accordance over three lunch periods. Lunch periods are assigned based on grade level. Students are allowed to bring their lunch, but there will not be a student refrigerator or microwave for use. Glass bottles are not permitted for lunch or water purposes.

Locker Use

ChiArts is not responsible for any lost or stolen property. Lockers should be checked to ensure they are properly closed and the lock is secure. Students should place all valuable items in their assigned locker. In the 9th grade year students are provided with a lock, but will be responsible for purchasing a lock from the main office if it is lost. Students are discouraged from bringing valuable personal items, large sums of money, etc. All electronic devices including cell phones, mp3 players, & game systems, **MUST BE PLACED IN LOCKERS UPON ARRIVAL & REMAIN THERE FOR THE DURATION OF THE SCHOOL DAY.** A student must report to the main office if their locker or lock is not working properly. Students will fill out a repair request and be provided with another means to secure their belongings, approved by administration or the office manager. **ChiArts is not responsible for lost or stolen goods.** Students must never leave property unattended, especially in the lunchroom, garden area, locker rooms or hallways.

NOTE: Lockers may be decorated for birthdays and/or other approved celebrations. Students must gain approval from the main office. No balloons or gift items may be carried throughout the school day. No exceptions will be made.

Search of Student Lockers

Administrators have the right to search a locker or lockers when they have reason to believe that the content of such locker or lockers may jeopardize the safety or well-being of the school population and/or the school building.

Elevator Use

The building elevator is for the use of staff and approved students only. Students who are moving equipment for conservatories must be accompanied by a staff member. Students who have physical or medical reasons to use the elevator must have medical documentation if it is not already on file. Elevator passes will be issued by the main office for students with appropriate documentation. Again, the elevator is not for general use.

Cell Phones and Electronics

The Chicago High School for the Arts acknowledges the advantages of students having cell phones before and after school for parent contact and for use in emergency situations to and from school. However, when used during the school day, cell phones and electronic devices become a disruption to the educational environment. **Therefore, all cell phones or other electronic devices (ipods, mp3 players, personal camera's, etc.) must be placed in lockers & remain there throughout the school day.**

Teachers and staff will be instructed to confiscate cell phones and electronic devices if they are seen or heard. Said items will be turned into the assistant principal only. Items will be locked away in the AP's office and can only be retrieved from her office.

1st Offense – Student may pick up at the end of the day from the AP's office; parent will be contacted.

2nd Offense – Cell phone or electronic device will be confiscated, and remain in the AP's office until arrangements are made for parent/guardian pick-up.

3rd Offense - Cell phone or electronic device will be confiscated and remain in the office until arrangements are made for parent/guardian pickup, and the student must also serve a Saturday detention.

If a student has a cell phone or electronic device confiscated more than three times, the student may be subject to out-of-school suspension.

Parents and guardians—please assist us in protecting the learning environment by not calling or texting your child during the school day on their cellular devices.

Personal Laptop Policy: Students are permitted to use their personal laptops in classrooms only when approved and supervised by a teacher. These are the ONLY electronic devices that are permitted to be visible during the school day. They are not allowed to use laptops in the lunchroom. Laptops are brought to school at your own risk. We strongly encourage students who get permission to bring/use them to exercise caution in how and where they are stored in the building. ChiArts shall not be held liable for any damage or theft that may occur to personal laptops. **Note: No electronic tablets or i-Pads are permitted.

School Identification Policy:

ChiArts identification cards are to be carried throughout the academic school day. Students are allowed three temporary identification cards per school year at a rate of \$1.00 per need. In the event that they are in need of a fourth identification card, the student must purchase a permanent identification card for \$5.00 in the main office. Records are kept of student transactions and the need for identification cards.

Social Media: You Tube, Facebook, Twitter, Flickr and etc.

Students are prohibited from posting messages and pictures that cast themselves, their peers or the school in a negative light. Facebook, Twitter and You Tube postings should not transpire between the hours of 7:30 A.M. and 5:00 P.M. because student's cell phones are not allowed to be outside of their lockers (see the cellular phone policy). Postings before or after these hours should refrain from using ChiArts or The Chicago High School for the Arts taglines or photo names, as these are trademarked names. Foul and inappropriate language used in conjunction with the school's name or the like will be reported to the above referenced sites to be removed (see site policies).

The works of our students, teaching artists and arts department heads are their personal creations; therefore the property of said individual, group or the department. Personal videos and pictures taken at ChiArts performances both on and off campus should not be posted without the expressed knowledge and approval of the creative artist.

Food in Hallways and Classrooms

No food or drink (except bottled water) will be allowed in class at any time. No glass bottles are permitted for lunch or water purposes.

Leaving the Building ChiArts is a closed campus school.

Under no circumstances should students leave the building for lunch or during the transition to conservatory upon dismissal from the academic school day. Additionally, throughout the course of the day, the parking lot is off limits to students who are approved to drive. Thus, students must bring all belongings from their vehicle in the morning.

Parent/Guardian Phone Calls and Messages

Phones and other electronic devices are not to be visible or used during the school day. This includes calls and/texts from families. Student's instructional and pre-professional time is valuable and must be held sacred. In the event a parent/guardian needs to communicate with a student, a message can be taken by the main office staff. Students will not be called from class to retrieve calls. Students will be retrieved from class to receive a written message if it is deemed an emergency; otherwise, messages will be held until lunch, advisory or breaks. If a student has to return a call, it may only be at one of the aforementioned times. ChiArts administration asks that parents/guardians limit the amount of communications made during the day.

Emergency Situations

If your child has a legitimate excuse for being tardy to school (ill, car trouble, family matters, etc...) please call the main office at 773-534-9710 to excuse the child's tardy. **Notes from parents will not be accepted.** Students will be allowed 4 excused tardies per semester. Once the student arrives to school, he/she must report to the main office to receive an **excused** tardy pass to class. If the student already has 4 excused tardies, he/she will receive an **unexcused** tardy pass to class.

Fire and Tornado Drills

In compliance with state laws, ChiArts will hold fire and tornado drills at mandated intervals. The purpose of drills is to ensure a speedy and orderly evacuation of the building or rooms in case of fire or other life-threatening emergencies.

School Cancellations

In the event of inclement weather or other instances, the announcement to cancel school sessions for the day, delay opening or dismiss early may be deemed necessary. Media broadcasts for inclement weather will include ChiArts as a Chicago Public School. Any other decisions of this magnitude will lead to phone calls and emails by school staff.

Custody Issues

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. If one parent has been denied this privilege, it is the parents' obligation to make this known in writing to ChiArts. Mailings and student information are directed to the custodial parent.

Student Services

The student services department supports students throughout the school day by providing a comprehensive approach that includes school counseling, post-secondary counseling, social work, health and special education services. Some areas are handled in house by ChiArts staff and others are handled by Chicago Public Schools' student services team. The case manager oversees a team of special education staff to provide students with 504s and IEPs with appropriate accommodations and services. In cases of need based on information supplied by the school team, students may be referred to the Response to Intervention team.

Lost and Found

We encourage students of ChiArts to keep up with all their belongings for both academics and conservatories. In the event an item is lost and found, students may report to the main office and inquire regarding their materials.

Transportation

CTA: Student behavior on the CTA is expected to be reflective of the expectations set forth by ChiArts. In the event of an incident on the CTA or along the route, we ask that students and parents report it to ChiArts administration. Every effort will be made to assist with route information and to establish and maintain a rapport with CTA officials.

Student Driver Expectations (Juniors Only): Only juniors are allowed to drive at ChiArts with proper paperwork and approval from administration. Vehicles must be properly tagged

and registered in the state of Illinois. Paperwork includes provision of license, insurance, license plate, make/model and etc. Incomplete documentation results in revoked approval. The safe operation of motor vehicles is absolutely essential. Failure to exercise proper care and caution on school grounds will result in loss of parking/driving privileges. Student drivers for the full school term must obtain and display an officially issued permit and park in a parking spot designated by administration. Year round student drivers must obtain a temporary permit and parking space. Temporary permits are day to day and the campus coordinator will monitor permits and parking spaces.

Drop Off and Pick Up: Students who are being dropped off and picked up from ChiArts are only allowed to do so at the designated area of the side parking lot, at the corner of 35th and Rhodes Street or another safe location in the immediate vicinity of the school. Safety for students and parents warrants our request that no student be dropped off or picked up on 35th Street, Cottage Grove or King Drive. None of the streets are conducive for safety and access of the aforementioned.

Academics/Student Policies for Classes

School Wide Standards

All students must adhere to all regulations and policies stated in The Chicago High School for the Arts Handbook and must follow the CPS Student Code of Conduct. FULL VERSIONS OF THE CPS CODE OF CONDUCT ARE AVAILABLE ONLINE ON THE CPS WEBSITE. In addition, the following classroom standards are expected at all times:

Places - Be on time to school and to class. Come prepared with all materials, supplies, appropriate dress and attitude.

Harmony - Respect each other and work together.

Collage - Seek and receive wisdom-- all voices complete the picture.

Direction - Be willing to lead and follow.

Arrangement - Consider the shared space. Leave things better than you found them.

Academic Integrity

ChiArts is committed to educating and supporting students in academics, pre-professional training, morals, ethics and citizenship. Academic honesty is an expectation of all and students are required to sign an official plagiarism policy. Cheating on tests and examinations, allowing others to copy or look at work, or engaging in other activities that are dishonest (plagiarism), are serious offenses that require strict sanctions. Sanctions can include, but are not limited to receiving no credit for the work involved, disciplinary actions and parent/guardian conferences. All cases of academic dishonesty are reported to the

instructional coaches and assistant principal. All parents/guardians will be notified of academic dishonesty.

Academic Curriculum

The school's curriculum is developed in a way that integrates critical content and college readiness skills into core classes. Student growth is measured by classroom assessments and the EPAS (Explore, PLAN, ACT and PSAE) testing system. The EPAS testing system measures academic growth toward mastery of college readiness standards. Teachers and administrators analyze data and use the information to inform the work in the classroom to address student needs.

Homework Policy

Homework is an integral part of the learning process at ChiArts. Our unique schedule and model makes homework a critical piece in supporting student academic development. Failure to regularly complete and submit homework will impact student learning and the course grade. Specific homework requirements per class can be found in each teacher's course syllabus.

Final Exams

Comprehensive tests are given at the end of each semester. Study guides are generally offered per class. For more detailed information regarding final exams please refer to the course syllabus. Final exams are 15% of a student's final grade. An amended schedule is afforded to the students and parents/guardians during final exams.

Report Cards and Progress Reports

Grade reports are issued every five (5) weeks for student progress and report cards are issued at the conclusion of each quarter. Parents and guardians are required to pick-up report cards at the end of the first and third quarters, Second and fourth quarter grade reports are sent home via mail. 70% of a student's final grade is comprised of tests, quizzes, performance based assessments. For a more detailed account of grade weights please refer to the course syllabus.

Advisory

Advisories strengthen relationships between and among students and faculty. This time is used to explore academic and social issues in accordance with the advisory curriculum set by the counseling department. Students are expected to use their advisory time wisely to achieve balance with their academic and conservatory classes.

Service Learning Hours

Service learning is a requirement of the Illinois State Board of Education. All students are required to have 40 hours to graduate from high school. The counseling department plans and keeps track of SL hours.

Transcripts

Transcript requests are directed to the guidance counselors. Transcripts include semester grades, conservatory grades, GPA and service hours completed. Subsequent requests carry a \$2.00 fee unless the student is a graduating senior (Class of 2013).

Textbook Policy

All textbooks are furnished by the school. **Students are expected to return books in good condition and will be charged for lost or damaged textbooks.** Textbook fees must be paid prior to the next semester. Failure to pay fees will result in holds placed on the student account. This could lead to withholding grades, transcripts and other vital information.

Copies and Supplies

Students who need to make school relevant copies may do so before or after school in the main office at a fee of 10 cents per copy.

Field Trips

Field trips are extensions of classroom and conservatory experiences. All school regulations are in effect throughout the trip. Students **MUST** have a signed permission slip and have paid any required costs in order to participate. Student attire must be appropriate and reflect the school dress code notated in this handbook. Any ChiArts staff member may, for sufficient reason, remove a student from a field trip with just cause. Appropriate alternative assignments will be given to students who miss a field trip. Students who miss academic classes due to conservatory trips **MUST** be in contact with their teacher prior to the trip to retrieve missed work and homework.

GRADING SCALE

A+	100-98
A	97-95
A-	94-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-77
C-	76 - 74
D+	73 - 71
D	70 - 68
D-	67 - 65
F	64 and below

GPA SCALE

A = 4.000 points	C = 2.000 points
A - = 3.666 points	C- = 1.666 points
B+ = 3.333 points	D+ = 1.333 points
B = 3.000 points	D = 1.000 points
B - = 2.666 points	D- = 0.666 points
C+ = 2.333 points	F = 0.000 points

HONORS and AP GPA SCALE

A = 5.000 points	C = 3.000 points
A - = 4.666 points	C- = 2.666 points
B+ = 4.333 points	D+ = 1.333 points
B = 4.000 points	D = 1.000 points
B - = 3.666 points	D- = 0.666 points
C+ = 3.333 points	F = 0.000 points

Attendance, Tardy and Class Cutting Policies

Student success in school is directly tied to attendance. The responsibility for attending class lies with the student; and students will be held accountable for tardy arrivals and missing class.

ABSENCES:

If a student is absent from class, the following must occur:

- Parents must call the office to excuse the attendance of a student.
- After three consecutive days of absence, a parent or legal guardian must accompany the student upon returning to school. Parents are required to meet with the attendance clerk. Following the meeting, a main office designee will issue a reinstatement.

Students will not be allowed to miss more than ten days of school including excused absences. If a student misses more, he/she may receive failing grades.

If a student is absent due to hospitalization or if the student is under a doctor's care, the student must return to school with a doctor's statement. The statement must be submitted to the main office for a reinstatement.

The doctor's statement must be consistent with the dates listed for the student's absence.

Please note: Students will not be allowed in class or advisory without a reinstatement from the main office. The school wide policy states that any assignment that was not turned in due to an excused absence must be submitted the day the student returns. **It is the responsibility of students to check teacher web pages and/or contact teachers via email for assignments while absent.**

Tardy Policy

1. Students are expected to arrive at school at least 15 minutes prior to the 1st block of the day. When a student arrives after 8:00 A.M., he or she must obtain a tardy pass from the attendance office.
2. Classes will begin promptly at 8:00 A.M. Students are expected to be in their seats with class materials.
3. Students must arrive to all classes on time throughout the entire school day.

Tardy to School and Class Consequences:

- After 4 unexcused tardies to school or 3 to class during the day, the student will be required to serve a Friday detention. An administrative assistant or assistant principal designee will make the appropriate contact to inform of this consequence.
 - After 6 unexcused tardies to school or class, the student will be required to serve a Saturday detention that begins promptly at 8:00 am. An administrative assistant or assistant principal designee will make the appropriate contact to inform of this consequence.
 - After 9 unexcused tardies to school or class, the student will be required to serve a Saturday detention that begins promptly at 8:00 am. There will also be a mandatory parent conference at which a family contract will be initiated. An administrative assistant or assistant principal designee will make the appropriate contact to inform of these consequences.
 - Any failure to serve a Saturday detention will result in an in-school suspension. Repeat failures to serve can/may result in an out of school suspension and an administrative meeting.
 - All students begin the 1st and 2nd semesters with zero tardies.
-

Class Cuts

Cutting class or missing a class after a student has arrived at school is a very serious offense.

1. Students who are reported to have cut class will serve a Saturday detention that begins promptly at 8:00 am. Failure to serve this detention will result in an in-school suspension.
2. Parents will be notified via telephone or email for class cuts.
3. Chronic cuts will result in a parent conference and/or out of school suspension.

Early Dismissal

Early dismissals from school will only be granted if the student is sick and/or has a doctor's appointment, has a family emergency, must be present in court, or is observing a religious holiday. Parents or legal guardians must report to the attendance office and sign-out his/her student for the remainder of the day. Per Illinois School law, minors are not allowed to leave a school building without being accompanied by a parent/guardian. In the event a designee has to come for a student, they must present valid identification. The school must also be contacted to advise of who has been designated to pick up the student.

ChiArts operates under a closed campus policy. Under no circumstances should students leave the school grounds during the day or leave for lunch.

Truancy

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. "Valid cause" for absence shall include illness, observance of a religious holiday, death of the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances, which cause reasonable concern to the parent for the safety or health of the student.

"Chronic or habitual truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from attendance for 10% or more of the previous 180 regular attendance days.

Extended Illness

If a student is going to be absent for an extended period (more than 5 days), the parent/guardian should immediately contact the student's counselor, advisory teacher, the main office and the school nurse.

In Case of Illness During School:

A student who becomes ill while in school should be escorted to the main office. If the student is too ill to remain in school, the parent/guardian must be notified and arrangements for adult pick-up made. As a reminder, minors are not allowed to leave the school grounds without appropriate adult supervision even in cases of illness. The student should show the early dismissal (ED) to all his/her teachers upon returning to school and make arrangements for missed assignments.

ChiArts does not currently have a school nurse on campus daily. In the event of extreme illness, administration will call emergency medical services to the school. Parents/guardians will be contacted immediately.

Excused Absences Due to School Related Events

Students who wish to be excused from classes to participate in a school sponsored activity (field trip, performance, dance, assembly, etc...) must notify the teacher of each class to be missed at least one day before the event. Though teachers/arts instructors will notify the school of a field trip, the students must present their permission slip as a means of notification.

Collaboration between the academics and arts teams will help to ensure that students are meeting their academic requirements and not missing valuable instructional time.

School Dress Code:

The following dress code is to provide an environment conducive to learning without distractions. These rules also apply to all school sponsored events.

- NO clothing or jewelry displaying lewd, vulgar, obscene, offensive language or symbols.
- NO inappropriate logos or designs on clothing, shoes, notebooks or textbooks.
- NO gang affiliated clothing, jewelry, tattoos, or combination of colors.
- NO hair designs advertising, promoting, or picturing alcoholic beverages, tobacco, drugs, or illegal sexual or violent behavior.
- NO hats, caps, sweatbands, bandanas, doo rags, hairnets, hoods, or sunglasses.
- NO outerwear. All coats/jackets must be placed in the student's locker. Hoodies may be worn, but hoods are not allowed on during the school day.
- NO exposed midriff, halter tops, backless shirts, spaghetti/one shoulder shirts, cleavage, or exposed underwear (sagging pants).
- NO short shorts or short skirts. Shorts and skirts must be no more than four inches

above the knee.

- No pajamas of any type or pajama bottoms.
- **NOTE: If a student is in violation of the school dress code and asked by school staff or personnel to correct the violation, it must be done immediately unless it warrants having to go to a restroom. The student must then report back to the staff member and be cleared. A pass will be issued if a tardy is caused.**

HEALTH AND SAFETY

Medical Requirements:

Physical and dental examinations, as well as specified immunizations, are required for all entering freshmen and transfer students. Students in the upper grades may also need to update their immunizations.

Injuries or Illness Note: The school nurse is only available on Wednesdays.

A student who becomes ill or injured during the school day should report to the school nurse or school office. No student may leave the building due to illness without permission from the nurse or other designated school personnel. In addition, no student may leave the building without a parent/guardian or their designee. All adults must present valid ID to dismiss a student and sign the student out. In the event that an illness or injury is major, the emergency medical technicians will be called to transport a student to an emergency facility.

Medications

The administrative assistant and the student's teacher must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication should be brought to the administrative assistant in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the administrative assistant is not present, a trained staff member will administer the medication.

A note must be presented to the nurse and kept in the student file for over the counter and self-administered medications such as asthma inhalers, EpiPens, and Tylenol.

Food Expectations and Safety

ChiArts is a closed campus school. Students may eat school provided food or bring a lunch. Parents may bring lunch to students, yet the lunch must be available at the start of a student's lunch period only.

Parents may also only bring lunch for their student(s). Food will not be accepted for any one or group of students who is not related to the parent.

- **Students may not call out for orders of food to be delivered from ANY company.** Any company who attempts to make a food delivery for students will be turned away.
- **Birthday Celebrations:** Cake and cupcakes are NOT allowed without the permission of the principal or assistant principal.
- **No homemade foods are allowed to be served to students at ChiArts per Illinois School Law**

PARENTAL INVOLVEMENT

The Chi Arts Parent Support Organization (PSO) will be established to cultivate parent involvement in the activities of ChiArts students, as well as to provide the school with volunteer and fund-raising support. The PSO is an entirely volunteer organization and has no governance over ChiArts staff, curriculum, or operation. Support provided by the PSO can include, but is not limited to, serving as parent volunteers at public events (music and dance recitals, art exhibits, theatre performances), organizing fund-raising efforts for specific student activities and needs, creating a newsletter every other month to inform the PSO membership and the general public of academic and arts-related school activities, maintaining & operating a ChiArts merchandise store to raise funds to be equally distributed amongst the four arts areas, and compiling, printing, and distributing a school directory. If you are interested in joining the PSO, please contact Ms. Orr, Assistant Principal at gorr@chiarts.org.

CHIARTS CONTRACT

The success of The Chicago High School for the Arts depends on the support of each member of the School community. Working together, faculty and staff, parents, and students will promote academic and artistic achievement and good character. On behalf of the administration, management, faculty, and staff, we pledge to fulfill the responsibilities and uphold the expectations of The Chicago High School for the Arts.

Jose Ochoa, Executive and Artistic Director

Teresa Milsap, Principal

The Chicago High School for the Arts is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Your signature in the appropriate space below will indicate your commitment to helping fulfill our mission, vision, and core values.

As the parent of _____, I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress
- to support my child's best efforts
- to model school wide expectations and standards
- to support and work with School staff to promote my child's learning

Signed: _____ Date: ____/____/____

As a student at The Chicago High School for the Arts, I pledge:

- to be responsible
- to show courage
- to persevere
- to exercise self-discipline
- to respect myself and others
- to be fair
- to be kind
- to value true friends
- to tell and seek the truth
- to be a good citizen
- to accept and learn from the consequences of inappropriate behavior

Signed: _____ Date: ____/____/____

GOVERNANCE AND ADMINISTRATION

ChiArts is grateful to the following people who serve on the Board of Directors of Chicago High School for the Arts, a 501(c) 3 corporation committed to supporting this high school and providing it with leadership and encouragement.

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Administrative Coordinator

Camille Kuthrell

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The Chicago High School for the Arts

Calendar Dates

2011-2012 School Year

<u>Labor Day</u>	September 5
<u>First Day of School</u>	September 6
Staff Development Day, No School	September 23
ChiArts Back to School Night 6:30pm.....	September 29
<u>Progress Report Grades Due, 5pm</u>	October 7
<u>Columbus Day Holiday</u>	October 10
<u>Progress Report Distribution Day</u>	October 12
<u>Red Ribbon Week</u>	October 24 – 28
Staff Development Day, No School	October 27
<u>Daylight Savings Time Ends</u>	November 6
End of 1st Quarter	November 10
<u>Veterans Day</u>	November 11
<u>1st Quarter Grades Due, 5pm</u>	November 14
<u>High School Report Card Day / Parent Conferences</u>	November 17
Staff Development Day	November 18
<u>Thanksgiving Holiday</u>	November 24-25
<u>Progress Report Grades Due, 5pm</u>	December 19
<u>Progress Report Distribution Day</u>	December 21
<u>Winter Vacation</u>	December 26 – January 6
<u>1st Day Back After Vacation</u>	January 9
<u>Martin Luther King, Jr. Day</u>	January 16
<u>1st Semester Final Exams</u>	January 24 – 26
Staff Development Day, End of 2nd Quarter	January 27
<u>1st Semester Grades Due, 5pm</u>	January 30
<u>Report Card Distribution Day</u>	February 1
<u>Lincoln's Birthday</u>	February 13
<u>President's Day</u>	February 20
<u>Progress Report Grades Due, 5pm</u>	March 2
<u>Casimir Pulaski Day</u>	March 5
<u>Progress Report Distribution Day</u>	March 7
Staff Development Day	March 22
<u>Spring Break</u>	April 2 – 6
Staff Development Day, End of 3rd Quarter	April 13
<u>3rd Quarter Grades Due, 5pm</u>	April 16
<u>High School Report Card Day / Parent Conferences</u>	April 19
<u>Teacher Appreciation Week</u>	May 7 – 11
<u>Progress Report Grades Due, 5pm</u>	May 21
<u>Progress Report Distribution Day</u>	May 23
<u>Memorial Day</u>	May 28
<u>2nd Semester Final Exams</u>	June 11 – 13
<u>2nd Semester Grades Due, 5pm</u>	June 14
Staff Development Day	June 14
<u>Report Card Distribution Day / Last Day of School / End of 4th Quarter</u>	June 15
