2018-2019

STUDENT/PARENT HANDBOOK

Chicago High School for Agricultural Sciences
3857 West 111th Street
Chicago, IL  60655
Main: (773) 535-2500    Fax: (773) 535-2507
www.chicagoagr.org
# 2018-2019 Bell Schedules

## Regular Schedule

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<tr>
<th>Period</th>
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## Wednesday Advisory Schedule

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## Friday Schedule

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Vision
Our vision at Chicago High School for Agricultural Sciences is to create a positive learning environment that will support the integration of our academic and agricultural programs. Our goal is to create competent and literate citizens.

Mission
The Chicago High School for Agricultural Sciences is a college preparatory and a career/technical education high school that provides opportunities for diverse students from across the city to study agriculture with the goal of developing marketable skills as well as college level competencies. We will produce technologically proficient graduates who will have the power to change the image of urban agriculture.

School Rules
School rules apply at all times in and around the campus, and in other places where students are under the supervision of a CHSAS staff member. Consideration for others will guide personal conduct. The rights, privileges, dignity and safety of others will serve as criteria by which personal behavior will be evaluated. The Student Code of Conduct will be followed in all matters concerning discipline. Copies are distributed to all students. It is the responsibility of parents and students to read this document.

Attendance Policies

Student/Parent Responsibility
Students and parents are expected to check Parent Portal on a weekly basis for attendance and grade updates. Absence from school is the greatest single cause of poor achievement. The basic responsibility for the regular attendance of the student lies with the student and parent.

Perfect Attendance
A student has perfect attendance if he/she has no absences from school, no late arrivals, no early dismissals, no suspensions, and no class cuts.

Excused Absences
Illinois State Statute recognizes five valid excuses for student absences: illness, death in the family, family emergency, court appearance, or observance of an established religious holiday. Vacation is not a valid excuse. A parent must call the main office by 7:15 a.m. on the day of absence at (773) 535-2503 to report the absence. Calls may be placed the night before the absence. Upon return, the student must present a note signed by the parent or guardian listing the date(s), the reason for the absence, and the parent’s contact information. An absence note must be submitted within 3 school days of absence to be considered excused. Absences exceeding 3 days must be explained by a doctor’s note or other documentation. Parents should contact the counselor when an absence is 3 or more days. Assignments that are due when students are absent should be submitted electronically. Failure to follow procedures will result in an unexcused absence.

Students cannot be absent and attend school activities or be on school grounds. Students participating in any practice session, competition, performance, or any other school activities must be in attendance on that day. Students who receive an early dismissal are no longer in attendance on that day.
School Sponsored Activities
When an authorized activity, trip, etc. is sponsored by the school, students will be given a permission slip for parents to sign and return. School activities count as a day of attendance (with the signed permission slip from parents), not an absence.

Unexcused Absences (Truant/Cut)
A student who is absent without a valid reason is defined as being truant. Teachers are not required to give makeup work for these absences. Cases of truancy are considered police cases as they involve breaking the laws of the state. Cases of truancy may involve parents coming to school for a conference. **Students arriving after 1st period without a doctor’s note will receive an unexcused absence for all missed periods.**

Early Dismissals
Students may receive an early dismissal only on the day of the early dismissal. In order for a student to obtain an early dismissal, the parent must report to the main office. Guardianship must be verified before a child is released to an adult. A student will only be dismissed to an adult who is listed on the emergency form on file in the main office. **No child will be released on his/her own.**

Closed Campus
CHSAS is a closed campus. Leaving the building without permission is a serious offense and safety hazard. This is considered a flagrant violation of school rules and regulations. Please refer to the **Student Code of Conduct (Group 2).**

Tardiness
School begins at 7:30 a.m. All students are expected to be in their first period classroom seats at that time. Tardiness is disruptive to everyone in the educational process. All tardies are unexcused. Any work missed because of a student arriving late will NOT be made up. Students who are tardy to 1st period must report to the security desk with their student ID to receive a tardy slip and proceed immediately to class. Students will receive a lunch detention that day. **Arriving after 7:45 a.m. is counted as a cut.** Tardiness to class is addressed in course syllabi. Habitual tardiness will result in social suspensions, removal from teams, and after-school detention.

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**Academic Integrity**
The expectation is that all CHSAS students will demonstrate academic integrity at all times. Claiming another’s work as your own, even with permission, is unethical and will be treated as plagiarism. Dishonesty will not be tolerated. The academic integrity policy defines cheating as (but not limited to):

- Copying from a published source, copying from another person, letting another person copy work, referring to unauthorized materials during a test, communicating during a test, and acquiring information about a test before you are scheduled to receive it, falsifying data, and so forth.

Any act of plagiarism will be subject to academic and disciplinary consequences (See **Student Code of Conduct Group 3**).
Academic Learning Center/Printer Access
The Academic Learning Center (Library) will be available for tutoring during all lunch periods and after school. Students may use the computers and printers from 7:15 a.m. – 7:25 a.m., during lunch, and after school.

Academic Progress
Report cards are issued four times a year - weeks 10, 20, 30 and 40. Progress reports are generated weeks 5, 15, 25, and 35. Parents are also encouraged to monitor student academic progress and attendance by using the CPS Parent Portal at www.cps.edu.

Address and Phone Number Changes
All students and parents are required to keep the school informed of any change in their name, address, home phone number or emergency phone number. This is a safety precaution should an emergency arise. Additionally, mailings are sent throughout the year to the address on file. Any address changes must be accompanied by appropriate documentation.

Advanced Placement (AP) Exam Schedule and Policy
5/6/2018 - Environmental Science 12:00 p.m.
5/7/2018 – Spanish Language 8:00 a.m.
5/9/2018 - United States History 8:00 a.m.
5/14/2018 - Human Geography 12:00 p.m.
5/15/2018 - English Language and Composition 8:00 a.m.

Students are responsible for purchasing AP supplemental materials. Students are responsible for paying an AP course fee of $25 that will be applied to test fees in the spring.

Arrival/Dismissal
For safety reasons, students may enter the school only through the main doors (entrance #1). The doors open at 7:10 a.m. Any student entering through any other door is subject to disciplinary action (See Student Code of Conduct Group 1).
The building will be cleared within 10 minutes of the final daily bell. No students are allowed in the building unless under the direct supervision of a staff member. Students waiting for a ride may wait in the vestibule at the main entrance. Students will not be allowed to return to the building once they exit the building. Loitering on school grounds is not permitted. All students must be off the school grounds by 3:15 p.m. (2:15 p.m. on Fridays) unless participating in a school sponsored activity. Students participating in after-school activities must leave school at the conclusion of the activity.

Candy/Food Sales
Students are not permitted to sell consumable or non-consumable items. Any items for sale will be confiscated. Students found in violation of this policy are subject to disciplinary action outlined in the Student Code of Conduct (Group 2, Group 3).

Cell Phones, Head Phones, and Electronic Handheld Devices
Cell phones, head phones, and other electronic handheld devices are not allowed in the classroom unless authorized by the teacher. Cell phones, head phones, and other electronic handheld devices are never allowed in the hallway, visibly or audibly. Unauthorized use of cell phone or other handheld electronic devices that are seen or heard will lead to the confiscation of the device. The device will not be returned to the student. Only a parent/legal (as identified on the student’s emergency form) may pick up the device from the office. All items that are not picked up by the last
day of school will be discarded. After the second violation of this policy the parent will need to meet with administration prior to picking up the item. After the third violation of this policy, the student will be subject to disciplinary action outlined in the Student Code of Conduct (Group 1, Group 3).

Cum Laude Graduate Challenge
CHSAS encourages every student to achieve Cum Laude Status upon graduation. Students who receive this distinction will wear additional regalia during commencement. The requirements below express what an ideal graduate should achieve during his/her high school career. To become a Cum Laude Graduate, students must attain the following:

- A minimum score of 1050 on the SAT
- Participate in at least one FFA/sport/club each year
- Earn an unweighted GPA of at least 3.0
- Possess good citizenship with no suspensions or good conduct violations
- Maintain a 95% attendance rate
- Pass all classes
- Earn the Ag Endorsement
- Meet the CPS Service Learning Requirements

Detentions/In-School Suspension/Social Suspension
Students are issued detentions for late arrival to school and class cuts. Detentions for being late to school will be served during lunch unless tardiness become excessive. Other detentions will be served after school. A detention may be issued by the administration for disciplinary actions. Students should bring homework or a book to read to make productive use of their time. Students may be required to perform community service during detention. Students may be issued a Saturday detention for repeated or more serious violations of the Student Code of Conduct. Saturday detentions will be scheduled as needed from 8:30 a.m. to 12:30 p.m. Students will perform community service during this time. Students should dress appropriately for physical/outdoor activities. In-School Suspension, Social Suspension, and/or removal from teams may be issued as well.

Dual Credit Opportunities
The Dual Credit program allows you as a high school junior or senior the opportunity to earn college credits while also completing high school graduation requirements. The goal of these courses is to provide rigor that will prepare students for the college experience. Credits earned are transferable to many four-year colleges or universities. Students receive an Early College Completion gold medal on a blue ribbon.

Dress
The reputation of a school is based to a great extent upon the behavior and appearance of its student body. Student dress should reflect the importance that education plays in every student’s life. While CHSAS does not have a school uniform, students are expected to dress appropriately for school. Students are to dress in a manner that neither disrupts the educational process, nor poses a safety hazard. When there is any question about the suitability of a student’s attire, it is the final authority of the school principal as to whether a young man’s or young lady’s attire or general appearance is acceptable.

For safety reasons, facial piercings are not allowed at agricultural schools. Additionally, agricultural classes may have additional dress-related safety precautions (i.e. no flip-flops in the chicken coop).
Shorts, skirts, dresses, etc. must meet the fingertip test. Clothing or other apparel with inappropriate/offensive pictures, words, or lettering is not permitted. Other examples of inappropriate dress are halter/tube/tank tops with spaghetti type straps, camisoles, tank tops, bare midriffs, bare backs, unbuttoned/revealing clothing, cold shoulder tops, ripped jeans, pants sagging below the waist, pajama pants, and undergarments worn as outerwear. Other potential forms of inappropriate dress may exist that are not included here.

**Hats, hoods, sweatbands, kerchiefs, scarves or do-rags** are not to be worn in the school building. This rule applies to males and females. Students who wear hats et. al. to school are to place the items in their lockers upon arrival. Headphones should not be worn in the building, nor visibly hanging from clothing. Confiscated items will be returned to the parents only. **All items that are not picked up by the last day of school will be discarded.**

Parents will be called when students are dressed inappropriately. Parents may bring appropriate clothing for their student to put on prior to returning to class or the school will provide alternate, appropriate clothing.

**Earned Honors Credit**

All students can earn honors credit through the Earned Honors Program. Students with a 88% or higher in their core classes can apply at the 5 week mark for each semester. If students complete additional course required assignments successfully, maintain an 88% or higher and a 95% attendance rate, they will be credited with an honors credit at the end of the semester.

**Fees**

School fees for 2017-2018 are $200 for all students. This does not include supplies, physical education uniforms, calculators, field trips, etc. Fees can be paid by cash, credit/debit card (online only at www.chicagoagr.org, “E-Pay”, cannot pay by card in the main office), check, or money order. All checks and money orders should be payable to CHSAS. No fees are refunded after the student has been enrolled in school for 20 school days. FEES MUST BE PAID ON AN ANNUAL BASIS – FEES CANNOT EXTEND TO THE FOLLOWING SCHOOL YEAR. No school records will be released until all fees are paid.

**Food/Cafeteria**

Students may purchase a school lunch or bring a lunch from home. Food and beverages are allowed only in the cafeteria. Students **are not** permitted to order food and have it delivered to the school from restaurants at any time. Students are not allowed to bring cakes/cupcakes or any food items to celebrate birthdays or any other celebratory events. **Parents should not bring in outside food for student lunches.** See “Hall Passes” for instructions on leaving the lunchroom.

**Food/Drinks**

Food or drinks are **NEVER ALLOWED** in classrooms. School vending machines may be used during lunch periods only. CHSAS is not responsible for money lost in vending machines. Students who lose money in a vending machine should report it to the main office. CHSAS will contact the vendor. If the vendor approves a refund, it will take 4-6 weeks to receive the refund.

**Grade Point Average**

Your grade point average is determined by averaging the final grades for all courses at the end of each semester. The following weights are given to each grade.

Regular Level: \( A = 4, \ B = 3, \ C = 2, \ D = 1, \ F = 0 \)

Honors Level: \( A = 5, \ B = 4, \ C = 3, \ D = 1, \ F = 0 \)
Advanced Placement: A= 6, B = 5, C = 4, D = 1, F = 0

Graduation Fees
Graduation fees are $175. Any fees collected after May 1st must be paid by cash, credit/debit card, or money orders. No checks will be accepted after May 1st for fees.

Half-Cap Ceremony
The Half-Cap Ceremony is an opportunity to recognize sophomore students who are on track for graduation. The following requirements must be met by the 35th week progress report.

- Must have earned 10 credits
- Recovered any failed classes
- Complete 2 service learning projects (see section on Service Learning)
- Completed an approved SAE
- Passed Consumer Law Exam
- Completed required Naviance tasks

Hall Passes
Students will not be permitted in the halls without a written pass in the student planner. Students in the hall without a signed signature planner will be directed back to class or to their assigned supervisor.

Identification Cards
Students must have ID cards with them at all times. Students must display ID’s upon entering the building, during lunch, and whenever requested by any staff member. All students will be issued two ID cards annually; Ventra Card and school issued ID. The cost is covered by the school fees. Any student entering the building without an ID will be required to purchase a temporary ID for $1 or a replacement school ID for $6. A replacement Ventra card is $6.

Illinois Agriculture Endorsement
CHSAS encourages every student to achieve the Illinois Agriculture Endorsement upon graduation. Students who receive this distinction will wear additional regalia during commencement and receive the Illinois Agriculture seal on their diploma. The requirements below reflect what a student should accomplish throughout a four-year agricultural program in order to receive the endorsement:

- Complete the full four years of agricultural courses
- Pass all agricultural classes
- Complete an SAE with record book
- Earn the Greenhand Degree and Chapter Degree
- Maintain a GPA of at least 2.0

Illness and Nurse’s Office
Students must obtain a pass in order to visit the nurse’s office (Office Room A in the East Building). Except in emergency, students without passes will be sent back to class. If the nurse is not available, proceed to the main office. A parent will be contacted before an early dismissal is authorize. Students who take medication during the school day must report to the nurse’s office in order to use the medication.
Students who need an elevator key must submit their doctor’s orders to the nurse for elevator key approval. The student will pick up the key from the main office. A debt of $50 will be added to the student’s account and refunded when the key is returned. Students will be required to sign in/out when using the elevator key. Students with a key are prohibited from allowing other students on the elevator.

**Locker Room**
The locker room policy is covered in the Physical Education syllabi. Students should not bring valuables to the locker rooms.

**Locks & Lockers**
Lockers must be locked at all times. Only CHSAS distributed locks are permitted. Combinations should be kept private, and locks should be closed properly. Students should not share lockers. Lockers are the property of the school and may be searched at any time. Locks will be placed on any locker without a lock and a fee will be applied. Replacement locks can be issued immediately in the main office. It is the responsibility of the student to remove all items from lockers by the designated date in June. Any personal items left in lockers after the last day of school will be disposed. **CHSAS is not liable for any items stolen from student lockers.**

**Office Hours**
The main office is open from 7:00 a.m. to 3:45 p.m. Monday – Thursday and 7:00 a.m. – 2:45 p.m. on Friday.

**Parking**
Students and visitors are allowed to park in the parking lot north of the building. Cars must be parked within the boundaries of the yellow parking lines occupying one parking space. Parking privileges will be revoked for any unsafe driving activity and/or parking in the south lot. Student vehicles parked in other locations are subject to towing.

**Physical Education Waiver**
Illinois School Code (105 ILCS 5/27-6) requires that students in kindergarten through grade 12 receive daily physical education. Chicago Public Schools (CPS) recognizes specific exceptions authorized by the Illinois School Code to the daily physical education requirement for students in grades 11-12. Waivers will be granted to students who are on track to receive their Agricultural Endorsement.

**Polo Shirts**
All students are issued a CHSAS grade level/pathway polo. This polo should be worn as the outermost layer **every Wednesday** for the entire day. After three instances of not wearing the polo on Wednesday, the student must reimburse the school $35 for the price of the polo.

**Portfolios**
The CHSAS portfolio is the culmination of four years of study at Chicago High School for Agricultural Sciences. Your portfolio will play a key role for you during grades 9 - 12. Portfolios will be checked on a regular basis during class and advisory with grades being issued at the end of each semester. Freshmen and Junior portfolios will count as 5% of their grade in every class. Sophomores and Senior portfolios are counted as 10% of their grade in every class. Sophomores will participate in a portfolio interview prior to pathway selection. Senior students will participate in a portfolio exit interview prior to commencement.
**Residency**
If school mailings are returned to sender, residency must be verified. The CPS Inspector General will be notified of suspected instances of students residing outside of the district. Parents of students found in violation of the CPS Residency Policy are liable for tuition and will be immediately transferred.

**Service Learning**
Students are required to participate in Service-Learning Projects, as mandated by Chicago Public Schools Department of Social Science & Civic Engagement in order to graduate. Service-learning is a teaching strategy that connects classroom curriculum with service projects. Service-learning engages students in projects that serve the community while building social, civic, and academic skills. The requirements are:

- One classroom-integrated Service Learning Project and 25 hours of individual service (Class of 2019)
- One service-learning project in Civics and one additional classroom-integrated service-learning project (Class of 2020 and beyond)

**Textbooks**
Textbooks are issued at no charge to the students. However, if lost or defaced, the student will be charged a replacement cost for the textbook and it becomes student debt. Any books recovered from student lockers after the official clean-out day in June are considered lost and become a student debt at the rate of 10% of the cost of the book. All fees must be paid before student records can be released.

**Visitors**
Parents and other visitors are welcomed at CHSAS. All visitors must sign in at the main entrance security station and then report directly to the main office. Teacher conferences should be scheduled in advance and take place during the teachers’ planning periods. Teachers are not allowed to interrupt class time to meet with parents.