

NORTH CHICAGO COMMUNITY HIGH SCHOOL

Student Resource Book 2018-2019



1717 17TH Street
North Chicago, Illinois, 60064
Main Office: (847) 578-7400

www.ncchs.d187.org | twitter: @NCCHS_WARHAWKS

TABLE OF CONTENTS

Letter from the Principal	3
GENERAL STUDENT INFORMATION	4
2018-2019 School Calendar	4
School Colors/School Mascot	4
History	4
School Fight Song	4
Disclaimer Of Responsibility	4
Equal Educational Opportunities	4
Student Quick Reference Directory	5
ACADEMIC INFORMATION	6
NCCHS Graduation Requirements	6
College Preparation.....	6
Service-Learning	6
Quarterly Grade Reports	6
Honor Roll	6
National Honor Society	7
Standardized Testing Program.....	7
Programming	7
Special Academic Programs.....	7
Student Portal.....	8
STUDENT AND FAMILY EXPECTATIONS	8
Contact Information	8
Attendance	8
Early Arrival / Early Dismissal.....	8
Field Trips.....	9
Athletic Fees	9
Cell Phones And Electronic Devices	9
Identification Cards	9
Hallway Passes	9
Textbooks	9
Chromebooks & Fees	9
Lunchroom Guidelines	10
Locks And Lockers	10
Physical Education Locker Room Policy	10
Computer Use	10
After School Activities	10
School Safety Drills	10
Lost And Found	10
Visitors	10
Student & Visitor Parking	11
Parent Conferences.....	11
Parent Portal.....	11

EXPECTATIONS ON STUDENT BEHAVIOR	11
Student Rights And Responsibilities.....	11
General Statement on Behavior	11
Appropriate Language	11
Entrance And Dismissal	11
Hallway Conduct	11
Dress Code	12
Academic Honesty.....	12
Consequences of Cheating/Academic Dishonesty.....	13
Safety Screening.....	13
Loitering.....	13
False Activation Of Fire Alarm / Fire Extinguisher	13
Disciplinary Actions And Terms	13
COUNSELING AND SPECIAL SERVICES.....	14
Counseling Services.....	14
Pathmakers (College & Career Services)	14
Social Work Services.....	14
EXTRACURRICULAR ACTIVITIES AND CLUBS.....	14
School Organizations And Clubs	14
Sports.....	14
Student Eligibility/Participation	14
Posting Of Signs.....	15
Independent Authority.....	15
STUDENT COMMITMENT STATEMENT	16

August 2018

Dear North Chicago Community High School Student and Family,

Welcome to the 2018-2019 school year at NCCHS, home of the Warhawks! When you set foot in our door, you became part of a 64-year history of excellence dating back to 1954. State senators, NFL players, judges, politicians, teachers, even Assistant Principals have all walked the same halls you take from class to class, sat in the same rooms, and played basketball in the same gymnasiums. There's a tremendous legacy here at North Chicago Community High School!

Of course, we're not all about the past: this year, you'll have a chance to do things like join the Student Council, take part in field trips, attend sports events, choose an academic program that interests you and prepares you for your post-secondary life, take dual credit classes off-campus, and explore career pathways.

This handbook uses old but reliable technology— paper and pencil—to help make sure you know about the procedures, routines, and rules that make NCCHS a safe place to learn and grow. Even if you think you already know the ropes, please take a minute to read through them again: you'll find that some things have changed, and you may find you have questions that the handbook doesn't answer. Feel free to ask those questions: of your teachers, of the administration—we have terrific Assistant Principals—and of myself. You can email me at lwerner@d187.org at any time, or just stop by the office and ask if I have a minute.

As you progress on your journey towards your post-secondary college or career, please don't hesitate to ask for help: of your friends, and of your teachers, coaches, and counselors. The adults in this building are here to help you. And even more than the 1:1 Chromebook technology, what makes NCCHS so exciting is the opportunity to learn with and from a diverse group of students and teachers. I look forward to a great year of learning together—at your home away from home.

Sincerely,

Dr. Werner
Principal

GO WARHAWKS!!

GENERAL STUDENT INFORMATION

2018-2019 SCHOOL CALENDAR

August 16	FIRST DAY OF SCHOOL FOR ALL STUDENTS
September 3	Labor Day – No School
October 8	Columbus Day – No School
October 18	No School, Report Cards/Conferences 3-7 pm
October 19	No School, Report Cards/Conferences 8-11 am
November 19 - 23	Thanksgiving Break
December 24 - January 4	Winter Break
January 7	Classes Resume
January 21	Dr. Martin Luther King Jr. Day – No School
February 15	No School
February 18	President’s Day – No School
March 4	Casimir Pulaski Day – No School
March 21	No School, Report Cards/Conferences 3-7 pm
March 22	No School, Report Cards/Conferences 8-11 am
March 25 - 29	Spring Break
April 19	No School
April 22	No School
May 23	NCCHS Graduation
May 27	Memorial Day – No School
May 31	LAST DAY OF SCHOOL (weather dependent)

SCHOOL COLORS/SCHOOL MASCOT

Our school colors are red and white. Our school mascot is the Warhawk.

HISTORY

North Chicago Community High School opened in 1954. NCCHS is a 22,000-square-foot (2,000 m²) facility with a 750-seat auditorium, library, fine arts facilities, 450-seat cafeteria, two gyms, and a modern Learning Resource Center. The high school serves approximately 700 students in the North Chicago and Great Lakes area. North Chicago Community Partners (NCCP), a local non-profit organization, proudly supports NCCHS, and has ensured that we have ongoing classroom modernization and office upgrades. Some of the projects for the 2018-2019 completed by NCCP: new Teachers Lounge, new Guidance Office, new furniture and painting in first floor classrooms, a new Concessions Stand on our football field.

SCHOOL FIGHT SONG

Hail to the Red and the White
Fight for the Team so Loyal
With Sturdy Sons to the Fight
On Red and White Let’s Fight
Rah, Rah, Rah

We’ll Hold Our Colors so High
Never to Fall
On Red and White with the Fight
That is Right
And Bring Home a Victory
FIGHT, RED and WHITE, FIGHT

DISCLAIMER OF RESPONSIBILITY

North Chicago Community High School is not responsible for the loss or theft of any personal items brought to school by students. Students are encouraged to leave valuable personal items at home. Those items include cell phones, iPods, personal gaming systems, speakers, and cash. North Chicago Community High School is also not responsible for any prohibited items, which are confiscated by teachers, security or administration and destroyed as warranted.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

STUDENT QUICK REFERENCE DIRECTORY

If a question arises that is not listed and you need an answer, please consider the following supports:

- Classroom teacher
- Counselor
- Dean's Office
- Social Worker
- Administration (Principal, Assistant Principals, Dean)
- Main Office
- Nurse / Health Aide

WHAT TO DO IF...

I am absent from school?

Students must bring a parent-written or formal note (from a doctor, etc.) to the Attendance Clerk, located in the Main Office, the day they return to school to excuse an absence(s). If parent-written, a phone number must be provided.

I have to leave school early?

Have a parent or guardian (listed on record) come to school and sign you out from the Attendance Clerk, located in the Main Office. Any emergency requiring your dismissal will be communicated to you immediately.

I am feeling ill?

See the health aide in room D102.

My locker won't open or my combination doesn't work?

See the Dean's Secretary in the Dean's Office on the first floor by the Main Office.

I lost something?

Visit the Lost and Found located in the Main Office.

This next section addresses incidents that may occur between student/teacher relationships. In almost every instance, the student should first talk things over with the teacher. If the situation is not resolved, please see an administrator.

WHAT TO DO IF...

I am not getting along with my teacher?

Discuss this with your teacher, parent/guardian, and/or administrator (if a conference seems needed or helpful).

I am not getting along with another student?

Discuss this with your counselor (Guidance Office is on the first floor) or the Dean; they can talk you through it or find additional supports for you.

I think the grade I received was incorrect?

Discuss this with your teacher, and an administrator if necessary.

I'd like to inquire about changing my class?

Discuss this with your counselor. Student schedules will not be changed unless the student is incorrectly placed or the student requires additional supports in the learning environment.

I don't understand the skills and content in my class?

See your teacher immediately for support or assistance before or after school; attend tutoring sessions; discuss the challenges with your parent or guardian; and see an administrator (if a conference seems needed or helpful).

I have personal and/or private problems?

See your counselor in the Guidance Office, the school Social Worker, or report the problem to a teacher or staff member. You can also turn to any administrator for help.

Would like to get more involved at NCCHS?

Meet with your Student Council member(s), counselor, teachers, or classmates to learn of opportunities. Staff will be able to suggest activities and people you can talk to in order to get involved.

We hope you are comfortable and successful at North Chicago Community High School! If you have additional questions or wonderings, please ask a staff member.

ACADEMIC INFORMATION

NCCHS GRADUATION REQUIREMENTS

- 4 years of **ENGLISH** (ESL credits may be counted)
- 3 years of **SOCIAL SCIENCE** (1 credit must be in United States History, also a passing score on the Federal and State Constitution Tests and the Flag Test)
- 3 years of **MATHEMATICS** (Integrated Math I, Integrated Math II, and an additional math course)
- 3 years of **SCIENCE** (must have one year of Biological Science)
- 2 years of **P.E.** or **NJROTC**
- 8 credits for **elective classes** (e.g., foreign language, art, music)
- ½ credit for **Consumer Education** (Consumer Education, Consumer Math, Intro to Business)
- ½ credit for **Health Education**
- All students must take their respective grade-level mandated district--wide assessments such as PSAT, the NWEA MAP, SAT.
- All students must earn a total of 24 credits, including eight elective credits.

Students will be required to perform **25 hours of community service per year** as part of their graduation requirements. These hours are in addition to the academic credits required to graduate.

COLLEGE PREPARATION

College entrance requirements differ with each college. At North Chicago Community High School, we will implement Naviance for the first time in 2018-2019. Naviance is an online tool to assist students with College and Career preparation. It also helps students become acquainted with specific entrance requirements of the schools they hope to attend. Students should choose high school classes which will enable them to meet the requirements of the college desired. The Guidance Office, Library, and Learning Resource Center (LRC) maintain a variety of college catalogs, computers, and other helpful resources.

Additionally, students are encouraged to strive for the following to ensure they meet the requirements of most colleges no matter where they decide to apply:

- High school work including at least 4 years of English (literature and traditional writing courses), 4 years of mathematics, 4 years of laboratory science, 2 years of world language (but 4 is recommended), and 3 years of social science (4 is recommended).
- Cumulative GPA of 2.5 or better (preferably 3.0 or better); our Pathmakers are adept at finding excellent college and postsecondary options that match individual student academic records.
- Above-average test scores on national examinations such as the American College Testing Program (ACT) or the College Entrance Examination Board (SAT).

In addition, selective colleges look at the type of courses students take such as Advanced Placement and Dual-Credit courses, as well as involvement in extracurricular activities, which demonstrate such qualities as leadership, service, and intellectual curiosity. **Although colleges typically accept students prior to graduation, colleges also review transcripts after graduation to ensure that students have maintained good academic standing.**

SERVICE LEARNING

It is District 187 Board of Education policy that students complete a minimum of 100 hours of service learning in order to graduate, preferably in the form of service learning projects.

QUARTERLY GRADE REPORTS

Grade reports are issued four times a year: October, January, March, and May. This is the official record of the student's progress in all subjects. Parent-Teacher Conference Days are held in October and March. On these days, parents/guardians come to school to pick up their student's grades and meet with their teachers. However, class credit is only awarded for semester grades, which are issued in January and May. Semester grades are sent home with students.

With the exception of PE/NJROTC/Driver's Ed. classes, it is only at the end of each semester that credit is awarded or withheld in all classes.

HONOR ROLL

Any student may achieve one of three Honor Roll distinctions each semester at North Chicago Community High School: Principal's Honor Roll, A/B Honor Roll, and B/C Honor Roll.

- **PRINCIPAL'S HONOR ROLL:** A student qualifies for the Principal's Honor Roll when they have earned A's in every subject.
- **A/B HONOR ROLL:** A student qualifies for A/B Honor Roll when they have earned all A's and B's.
- **B/C HONOR ROLL:** A student qualifies for B/C Honor Rolls when they have earned at least 4 B's and no other grade lower than a C in the rest of their classes.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, the NHS serves to honor those students who have demonstrated excellence in Scholarship, Leadership, Service, and Character. The North Chicago Community High School chapter of the NHS adheres to the principles of the national chapter and requires that the students in the NHS have a cumulative grade point average of 85%, B, 3.3 (on a 4.0 scale). The school also requires that students are up to date in Service Learning credit hours. Also required for consideration for induction in the NHS is the recommendation of teachers showing evidence of the student's Scholarship, Leadership, Service, and Character. Students are also required to write an essay demonstrating character and academic ability.

STANDARDIZED TESTING PROGRAM

In order to prepare students for successful college admission, North Chicago Community High School administers standardized tests to students each year.

- Freshmen will take MAP three times a year.
- Sophomores will take MAP three times a year.
- Juniors will take the PSAT in October 2018, a practice SAT in the winter, and the SAT in spring 2019.
- All students in AP classes will take AP exams in May to determine whether they are awarded college credit for the class.
- Other tests may be added as needed to determine student growth.

Students are encouraged to take these assessments seriously as they determine course placement at North Chicago Community High School for the following year. Students interested in retaking the ACT or SAT should see their Counselor.

PROGRAMMING

Scheduling for the next school year occurs in spring. Subjects for the coming year are chosen with great care based on graduation requirements, standardized test scores, and the wishes of the student and his/her parent/guardian. Students should make alternate selections for elective classes in case space is not available in their first choice, or the placement is not appropriate for the student. Once the program is decided upon, the student and program advisor are required to sign their approval of the coming year's subject selections. **Changes in the program cannot be made once it has been approved and acknowledged by the student and program advisor by signature.**

SPECIAL ACADEMIC PROGRAMS

NCCHS offers a variety of special academic programs for students, such as AVID, Career Pathways, Dual Credit, Pathmakers, Schuler Scholars and Tech Campus.

AVID

Our nation's schools are full of students who possess a desire to go to college and the willingness to work hard, but many of them do not truly have the opportunity to be college-ready. These are often the students who will be the first in their families to attend college and are from groups traditionally underrepresented in higher education. AVID's mission is to close this achievement gap by preparing all students for college readiness and success in a global society. AVID equips teachers and schools with what they need to help these students succeed on a path to college and career success. To address this need, AVID has developed the AVID Elective course. Students are usually selected to enroll in AVID class after an application process. For one period each day, students learn organizational and study skills, develop critical thinking by asking probing questions, get academic help from peers and college tutors, and participate in enrichment and motivational activities that make college attainable. As students progress in AVID, their self-image improves, and they become academically successful students, leaders, and role models for other students.

CAREER PATHWAYS

Career Pathways are programs of high school study that connect learning in the classroom with real-world applications outside of school. They integrate rigorous academic instruction with a demanding technical curriculum and field-based learning. Growing evidence shows that pathways hold promise for reducing high school dropout rates, increasing academic achievement and learning, and increasing students' earning power when they graduate. Studies show that students enrolled in pathways perform as well as their traditionally educated counterparts on key measures.

DUAL CREDIT

Dual Credit courses are College of Lake County (CLC) courses that are offered at the Lake Shore Campus in Waukegan. When you successfully complete a Dual Credit course, you earn both high school and college-level credits for the same course. Dual credit courses are offered under agreements between CLC and local high schools, and the high schools involved select the students who participate. In general, participants must be currently enrolled in the high school and live in Lake County.

PATHMAKERS

The Pathmakers are college & career coaches that inform, guide, and support all high school students as they develop and execute their post-secondary plans. Pathmakers will focus on delivering a college/career access and success curriculum for all high school students. They will help execute a planned timeline of workshops and informational events for students and parents to create a greater college-bound/career culture and skill set in the high school.

SCHULER SCHOLARS

The Schuler Family Foundation program was originally designed to provide college scholarship assistance to bright, motivated high school students. These awards would make it possible for these students to matriculate to selective private colleges and universities. Beginning in freshman year, selected students receive mentoring and college counseling throughout all years of high school, as well as a scholarship award for college. North Chicago Community High School has been working with the Schuler Scholars program since 2012. Throughout four years of high school, Schuler Scholars engage in a variety of academic, personal, and college preparatory programs, which are funded by the Schuler Scholar Program and are at no cost to the student or family.

TECH CAMPUS

The Tech Campus was designed for the purpose of a cooperative provision of extended career and technical education opportunities for juniors and seniors of the Lake County high schools. Students can attain employable skills through a series of Curriculum Pathways that integrate academic and career studies and link high school training to postsecondary education and careers. Cooperation among the member eighteen high school districts provides both the funding and enrollment which ensures the greatest scope and variety.

The Tech Campus offers opportunities for students to focus their career interests and goals. Curriculum Pathways provide the framework in each program which guides students toward their goals. During the orientation process, your instructor will explain the Curriculum Pathways and identify which of the following Curriculum Pathways are available in your program.

- The Associate Degree Qualifier Pathway (ADQP) allows students at the Tech Campus Career Expo to earn college credits in their specialty while still in high school.
- The Industry Certified Pathway (ICP) provides training based on specific occupational requirements, and in some cases, allows for certification of technical skills using industry standards.
- The Corporate Internship Pathway (CIP) offers short-term work experiences with local employers.
- The Student Leadership Pathway (SLP) provides students the opportunity to develop leadership potential through their participation in student organizations and community service activities.

STUDENT PORTAL

To check grades and attendance at any time, students should check their PowerSchool account. There, students log in using their @d187.org username and passcode. If a student does not have an active @d187.org username, or lost his/her password, s/he can receive help from Mr. Turner in the Athletic Office.

STUDENT AND FAMILY EXPECTATIONS

CONTACT INFORMATION

In the event of an emergency, North Chicago Community High School must be able to contact family; therefore, at least one emergency contact is required to be on file for each student. Additionally, students cannot be picked up by anyone not on file in the student's record, so **please make sure the emergency contact form is up to date.**

ATTENDANCE

Every student is expected to attend all of his/her classes on time every day. All absences and tardies, whether excused or unexcused, could have a negative impact on a student's overall education, as well as class grade. The following are acceptable causes of excused absences and tardies:

- Illness
- Death in the immediate family
- Family emergency
- Observance of religious holidays
- Other situations beyond the control of the student as determined by principal or principal's designee

Upon the student's return to school, the student must provide the Attendance Clerk with a note from the parent explaining the cause of absence.

EARLY ARRIVAL / EARLY DISMISSAL

Students are encouraged to arrive to school no later than 8:10 am to start their day. Students arriving between 7:45 and 8:10 am may wait outside on our campus and meet with friends, or they may choose to go to our cafeteria to eat free breakfast, meet with friends, or study. **Please note that there is NO adult supervision before 7:45 am.** Students will be allowed to enter and will proceed to the cafeteria at 7:45 am. Students may not roam the school or visit classrooms unless they have a pass that they have obtained beforehand from a staff member.

If students become ill or need to leave school because of an emergency, they must report to the Attendance Clerk in the Main Office for an early dismissal. If an early dismissal is required a parent or legal guardian, or a designee listed on the student's emergency contact form, must pick up the student. **Students who are under 18 cannot be released on their own. Students will only be released to individuals with a photo ID who are listed on the student's emergency information. Students may NOT leave on their own if they are ill.** Students who are over 18 can be released when a parent/guardian sends a note or has been contacted by phone. A telephone number where a parent/guardian can be reached in case of an emergency is required for student safety.

FIELD TRIPS

Students that are to be excused from any class to participate in a field trip must receive permission from their class teacher and parent at least 24 hours before the event using an official field trip permission slip. A teacher may refuse to grant permission if that student is not meeting class requirements at the time of the trip.

ATHLETIC FEES

There are no fees associated with participating in athletics at NCCHS. However, if sports equipment is damaged, destroyed, or lost, students will be billed for the cost to repair or replace the item.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices may only be used during passing periods or during the student's assigned lunch period in the lunchroom area. When given explicit permission by the teacher, phone use *may* be allowed in classes to support instruction. Students are to always respect the rights of others: the use of a cell phone or any other electronic device must not disrupt the educational environment. Students abusing this policy will be subject to disciplinary action. In the event this happens, the electronic device will be confiscated by a staff member and returned only to the student's parent/guardian by the Dean of Students or Administration. If a student does not comply with confiscation, accelerated disciplinary action will take place and a parent conference will occur to discuss how the student will be respectful of the electronics policy in the future. Students should understand that videotaping or audio recording someone without their permission is a violation of state and federal law. **The school is not responsible for lost or stolen items.**

IDENTIFICATION CARDS

All students will be given an individual photo identification (ID) card and lanyard. **For safety purposes, student IDs are required to be worn and visible at all times.** Students are required to provide their ID card to any staff member upon request. Failure or refusal to do so is considered a serious offense and will be dealt with accordingly.

HALLWAY PASSES

Students needing to leave class during class time should ask the teacher for the official hall pass or a handwritten "all purpose" hall pass. **It is the student's responsibility to obtain a pass prior to leaving a classroom.** If the teacher does not give the student a pass, the student must remain in the room. Passes will not be given during the first or last ten minutes of the period.

School personnel may stop a student at any time to request a pass. The student must comply with the request to present the pass. These regulations will be enforced during class periods as well as lunch periods.

TEXTBOOKS

Textbooks are the property of the school and are to be maintained in the same condition in which the student received them. Therefore, it is to the student's advantage to check books carefully when they are received. The teacher should be made aware of any irregularities at that time. **Students are financially responsible for loss or damage. Replacement of books can be costly to the student. Parents/guardians should check with their son/daughter to make certain that textbooks are used gently and responsibly.**

CHROMEBOOKS & FEES

All students will be issued a Chromebook upon parent registration with one2onerisk.com. A \$40 lease fee will be charged each year. Chromebook incidents are handled through One2One Risk:

- \$25 for the first repair claim
- \$50 for the second repair claim
- \$75 for the third repair claim
- Missing charger: \$45
- Missing Chromebook bag: \$25

LUNCHROOM GUIDELINES

North Chicago Community High School's cafeteria serves a complete hot meal free of charge; students may bring their own lunch from home to eat it in the lunchroom if they wish to do so. If students bring their lunch, they must leave it in their locker until their lunch period. **Food is not permitted in classrooms. Beverages that are not water are not permitted in classrooms. ONLY WATER IS ALLOWED IN CLASSROOMS.** All food is to be consumed in the lunchroom. Students are to adhere to the following lunchroom guidelines:

- Enter the lunchroom in a quiet, orderly manner wearing ID
- There are no reserved seats
- After going through the lunch line, sit down and enjoy lunch
- After eating, clean your lunch area and ensure all trash is in the garbage
- Students are to sit in seats (not on tables) for the entire period, and to maintain a conversational volume.
- Students may not take any food from the lunchroom.

Please note that outside individual food orders/deliveries are not allowed.

Failure to comply with these guidelines will result in disciplinary action.

LOCKS AND LOCKERS

Each student will be assigned a locker and a lock. In order to provide a safe and secure environment, **students are not allowed to share their locker** with any other student. Students occupying unauthorized lockers and/or sharing lockers with another student will have the lock and locker contents removed by locker control. **All student lockers are the property of North Chicago Community High School** and, as such, school authorities have right of access to lockers at any time. The student assigned to a locker will be held responsible for any contraband items found in the locker. The school is not responsible for any items lost or stolen from a student locker. Replacement locks may be purchased in the Dean's Office.

PHYSICAL EDUCATION LOCKER ROOM POLICY

Students are given a lock for the gym locker. The school is not responsible for any items lost or stolen from a gym locker. In physical education classes, students are required to change out of their street clothes and into the proper gym uniform. **Students must change clothes in the appropriate locker room, not in the hallway or the gym itself.** For the safety and security of their belongings, students are advised to leave their valuables in their hall locker and to make sure that the locker in the locker room is safely secured.

COMPUTER USE

In order to use any of North Chicago Community High School's Chromebooks or computers, students must agree to comply with and sign the North Chicago Community High School "Acceptable Use Policy", which discusses acceptable versus unacceptable websites, appropriate online communication, and other areas of importance. Note: students will not be admitted to the Learning Resource Center or to use the computer station during class time without an appropriate pass. All student Chromebooks are monitored by Go Guardian, which is a cyber-security monitoring system.

AFTER SCHOOL ACTIVITIES

School-sponsored, after-school activities are encouraged; all students **MUST** be supervised by school staff at all times. **Students that leave the building for any reason are not allowed to re-enter the building after school.** At the conclusion of the activity, students are to leave the building in a timely fashion. Loitering after school is not allowed.

SCHOOL SAFETY DRILLS

All school safety drills are to be conducted in a safe and orderly manner. Instructions for proper conduct and detailed procedures for exiting classrooms and the building during these drills are given to students on a regular basis. Students must also evacuate the lunchroom, library, and auditorium, and remain with their teachers unless otherwise directed by a staff member.

LOST AND FOUND

A "lost and found" is maintained in the Main Office. Students that find stray items— including keys—in and around the building should bring those items to the Main Office.

VISITORS

Visits will be limited to persons on official business or touring the school campus with permission. Parents and families are always welcome in the school and are encouraged to make an appointment with the person with whom they wish to meet to ensure availability. Visitors must sign in and out at the main entrance. A **visitor's pass** must be obtained at the main entrance with proper identification. All visitors not reporting to the Main Office, Attendance Office, Guidance Office, and Dean's Office need to be escorted by a staff member. While always welcome at North Chicago Community High School, relatives, guardians, and friends of students may not attend school with students without a valid, pre-approved purpose.

STUDENT & VISITOR PARKING

Students and visitors can park in the parking lot. See street signage for any parking restrictions. NCCHS will implement a new student car registration process for students later this year.

PARENT CONFERENCES

Parents/guardians are viewed as partners in North Chicago Community High School students' academic success. Parents/guardians may contact or leave a message for staff through the voice mail system or by emailing the teacher. (Teacher email addresses can be found on the school's website at www.ncchss.d187.org.) The parent/guardian or the school may request parent conferences to ensure proper supports for their student(s). Parents/guardians who wish to call a conference can make arrangements through the staff member with whom they would like to meet, their child's counselor, or a school administrator.

PARENT PORTAL

Parents are encouraged to check their student's grades and attendance on PowerSchool. PowerSchool logins and passwords are mailed to parents by the Counselors and also sent in an email blast. NCCHS cannot stress enough how important this tool is for parents to monitor their child's success.

EXPECTATIONS ON STUDENT BEHAVIOR

North Chicago Community High School is your home away from home. As Warhawks, we expect you to comply with the policies designed to keep all members of the North Chicago Community High School community happy and healthy both inside school and within our surrounding community.

STUDENT RIGHTS AND RESPONSIBILITIES

Students and parents/guardians are responsible for familiarizing themselves with their rights and responsibilities.

Each student is responsible for herself/himself in regards to maintaining a happy and health educational environment. Some of the more important information and common policies are described below, which include events outside our school community that impact our learning environment.

GENERAL STATEMENT ON BEHAVIOR

Everyone at North Chicago Community High School is responsible for honoring themselves, their school, and their society, and being accountable for their behavior. No behavior that harms another person or the integrity of North Chicago Community High School is permissible, and all will be addressed using the Code of Conduct to ensure students are taught how to behave in a way that prepares them for college and career.

APPROPRIATE LANGUAGE

All members of the North Chicago Community High School community are to show respect for themselves and those around them by using positive language free of profanity and other offensive terms. Any language that creates harm to individuals or the integrity of North Chicago Community High School is not permitted in the school or the surrounding community.

ENTRANCE AND DISMISSAL

Students may enter the building at 7:45 am through the main door, at which point they may eat breakfast, study, or meet up with friends in the cafeteria. At 8:10 am students will be released from the cafeteria to go to their lockers before first period begins at 8:20 am. Any students needing to meet with staff before 8:20 am must either have an official pass from an NCCHS staff member or be picked up and escorted from the cafeteria by an NCCHS staff member.

To minimize disruptions to after-school programs, students should promptly proceed to their lockers after their last class of the day at 3:35 pm, get their coats and books, and leave the building and campus. Students causing disruptions after school in the building or in the surrounding community will be held accountable.

HALLWAY CONDUCT

Students are not allowed in the corridors during class periods without a teacher's pass. It is the student's responsibility to obtain a pass prior to leaving a classroom, office, etc. Handwritten notes must state the name of the student, the date, the time, the place from where the student came, and the destination. **All handwritten corridor passes must be written in ink and completely filled out, including the signature of the teacher issuing the pass. Also of note: medical passes allow students extra time to get to a class but are not hallway passes and will not be treated as such.** Any student attempting to use a medical pass as an excuse to be in the hallway will be considered to have left a classroom without permission and will be held accountable via interventions and consequences.

Staff members or security may stop a student at any time and ask to see a pass or student ID. Students must comply with the request. Students found in the halls without a pass or student ID after the tardy bell are subject to disciplinary action. These regulations will be enforced during class periods as well as lunch periods. Students in the hallways are to remain quiet so as to not disrupt classes, and go to and from their destination quickly so as to minimize instructional time lost.

DRESS CODE

North Chicago Community High School's staff, students, parents, and community members strive to create a community which values individuality and does not judge a person based on their dress or fashion. At the same time, students should be dressed in a manner that is professional and appropriate. District 187 expects that each student's attire and grooming promote a positive, safe, and healthy environment within the school. Below are some basic guidelines regarding appropriate clothing at school:

- Clothing that depicts or refers to alcohol, drugs, tobacco, gangs, or obscenities is never appropriate or allowed. "Drugs" includes but is not limited to tobacco, alcohol, controlled substances, and cannabis. Clothing may not advocate or promote acts of violence, self-destruction, or sexual behavior.
- Clothing that contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, disability, gender, or sexual orientation is prohibited.
- Clothing that does not adequately cover the front, back, sides, or midriff is prohibited:
 - No halter or tube tops
 - Shirts must cover most of the torso (no bra tops, short crop tops, or tanks with the arm and/or neck holes excessively cut out)
 - Shorts, dresses, and/or skirts must be mid-thigh
 - Only outer clothing may be visible, with no underwear showing
- The following clothing items are prohibited or regulated in school:
 - Hats may not be worn in the school building and bandanas or doo rags cannot be hung on belt hooks or out of pockets.
 - Hoods cannot be up and over the head during school hours.
 - Clothing or jewelry with spikes or other metal accessories which may damage property or harm people is prohibited.
 - No house slippers, flip flops or backless sandals.

All staff members have the right to enforce the student dress code. Students must comply with staff requests regarding the dress code.

Final determination of appropriate dress is in the hands of Administration and/or the Dean of Students. Students who are not dressed appropriately may change if they have other clothing available, or may contact a parent to bring clothing. If a student refuses to comply with North Chicago Community High School dress code they will be required to be picked up by a parent/guardian; for repeated dress code violations, a parent/guardian conference will allow for clarity around school expectations for the student and his/her family.

ACADEMIC HONESTY

Belief Statement: We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents, and teachers. North Chicago Community High School will not tolerate nor condone academic dishonesty.

Students: It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner which reflects their knowledge and acceptance of these rules.

Parents/Guardians: As partners in the educational process, parents must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest school environment is maintained.

Teachers: Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

Definition of Cheating/Academic Dishonesty: Cheating occurs when a student attempts to obtain, or assist others in obtaining, credit for work that is not his/her own. This can occur verbally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to, the following:

- Copying from another student's test or helping another student during a test, or providing other students information regarding a test.
- Submitting another student's work as one's own or providing work for another student's use.
- Stealing copies of tests or answer keys.
- Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take home test.
- Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own.
- Changing answers on a test, assignment, project, etc. after grading.

- Changing grades in a grade book or altering a computer grading program.
- Using an electronic device in a manner not specified by the teacher (e.g., storing answers in a phone, looking up answers on a computer, etc.)
- Misrepresenting records for hands-on activities such as physical fitness testing.

CONSEQUENCES OF CHEATING/ACADEMIC DISHONESTY

First Offense: Complete assignment for reduced credit, immediate parent/guardian conference, and amends-making activity

Second Offense: No credit and immediate parent/guardian conference

“Cooperative learning” is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not approved as necessary to the nature of the collaborative work, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

SAFETY SCREENING

In order to ensure a safe and secure environment, students and visitors are subject to metal detector and x-ray machine screenings. Walk-through and hand-held metal detectors are employed for this purpose. Students should arrive to school no later than 8:10 am and remove all metal objects from their person prior to entering the building in order to ensure timely entry into class.

LOITERING

Students found loitering in the halls at any time are subject to disciplinary action. The passing periods are four (4) minutes in length. Students who loiter in the halls during the passing period and ignore the efforts of staff members to have them move along so the student can get to their next class on time are also subject to disciplinary action. **For the safety of all students, students are to leave the area of the school immediately after dismissal. Loitering outside the school is prohibited.** Students who loiter are subject to disciplinary action and/or arrest.

FALSE ACTIVATION OF FIRE ALARM / FIRE EXTINGUISHER

False activation of a fire alarm is a crime punishable by law. Students who are found responsible may be subject to consequences. Additionally, false activation of a fire extinguisher compromises the effectiveness of the school’s fire prevention capability. Students who falsely activate a fire extinguisher or vandalize a fire extinguisher will be responsible for the cost involved in recharging or replacing the fire extinguisher and to the consequences outlined in the Code of Conduct.

DISCIPLINARY ACTIONS AND TERMS

Students' conduct in school should demonstrate self-control and respect for classmates and school staff. Each student is responsible for his or her own behaviors. Students who cannot exercise self-discipline require the school to exert external controls and, if necessary, impose disciplinary actions. High standards of behavior are expected in school, at school activities, and in the community. **Students may be disciplined for activities that take place on or off campus, anytime during, before, or after regular school hours, if those activities interfere in any way with learning or the values of NCCHS. Ex: Online bullying can cause emotional distress that makes it difficult for the victim to learn in the school environment.**

Use of any computer or information technology device (i.e. cell phones) to stalk, harass, or otherwise intimidate others and/or to otherwise cause a security hazard are serious infractions and will result in severe disciplinary actions. North Chicago Community High School reserves the right to discipline and/or take legal action against any student(s) involved in any inappropriate behaviors posted on any social networking or internet sites.

School officials reserve the right to conduct random locker searches as necessary or warranted, as stated in the Student Code of Conduct.

DETENTION: The failure of a student to serve a detention becomes an act of insubordination, requiring more disciplinary action. Students will not be excused from detention because of work, family, extracurricular commitments or sports commitments.

SUSPENSION: During any out-of-school suspension, the student may not attend class, participate in school activities (before, during, or after school), or visit the school grounds. Students found on or near the premises can be arrested for trespassing. Parents will be notified by phone call and letter of the reason and length of the suspension; mandatory parent/guardian conferences will be scheduled for the student to return to school and successfully re-engage with the school community.

IN-SCHOOL SUSPENSION: In some instances, in-school suspension is used in lieu of an out-of-school suspension. Students remain in school but are assigned to a room with a restoratively trained staff member to reflect upon their actions and complete school work.

ALTERNATIVE SCHOOLS: Students who cannot conduct themselves in an acceptable manner and accumulate multiple days of suspension may be referred to an alternative school.

EXPULSION: Among the acts of misconduct which necessitate the referral of a student for a mandatory expulsion hearing are as follows: repeated use, possession, or sale of illegal substances such as marijuana and alcoholic beverages; and the use, possession, or concealment of any weapon including, but not limited to, guns, facsimiles of guns, tasers, mace/pepper spray, knives, and utility knives (e.g., box cutters).

COUNSELING AND SPECIAL SERVICES

COUNSELING SERVICES

Counselors and Pathmakers are available to all students in need of support in the following domains: academics, post-secondary planning, and social-emotional needs. Students are encouraged to schedule a time to meet with their counselors. Whenever possible, counseling appointments should be scheduled during the student's lunch period or study hall.

PATHMAKER SERVICES

The Pathmakers are available to all students in need of support in need of preparation for post-secondary life after North Chicago Community High School. Services include (but are not limited to) assistance with the entire college application process, scholarship and financial aid help, resume writing, interview skills, and researching military and career options. Whenever possible, appointments should be scheduled during the student's lunch period or before/after school. Pathmakers will also help students identify careers if college is not the preferred route after high school.

SOCIAL WORK SERVICES

We have one social worker at North Chicago Community High School. A counselor, teacher, or member of the administrative staff may refer a student to the social worker. A student may seek services with the social worker on his/her own by requesting an evaluation of a counselor. Parents may also request services for their child.

Seek support services if struggling in class; North Chicago Community High School is here to support your learning.

EXTRACURRICULAR ACTIVITIES AND CLUBS

North Chicago Community High School has a variety of clubs, organizations and sports activities in which students may participate. All students are encouraged to participate in a club or sport to round out their education.

SCHOOL ORGANIZATIONS AND CLUBS

Art Club	Heritage Club	NHS
Band/Choir	Key Club	Math Club
Chess Club	Newspaper	Science Club
Drama Club	NJROTC Drill Team	Spanish Club
Dance Club	NJROTC Marksman	Student Council

Only clubs officially recognized by the administration may meet and function as a North Chicago Community High School organization. If you are interested in starting a new club, please contact our Assistant Principal and Student Activities/Athletic Director, Mr. Turner (kturner@d187.org).

SPORTS

North Chicago Community High School offers students a variety of interscholastic sports, which compete in the Lake County School Athletic Association. Students must meet academic eligibility requirements and practice requirements to participate on a team.

Baseball	Soccer
Basketball	Softball
Bowling	Tennis
Cheerleading	Track and Field
Cross Country	Volleyball
Football	Wrestling

Students are strongly encouraged to try a wide variety of activities their freshman year and to commit to at least one extracurricular activity during their four years at North Chicago Community High School.

STUDENT ELIGIBILITY/PARTICIPATION

The thresholds for participation in athletics and/or extra-curricular activities for high school students are as follows.

First Semester Freshmen: A freshman that has never attended any other secondary school is considered eligible immediately upon enrollment, and this automatic eligibility will continue until the student completes his/her first semester.

All Students Other Than First Semester Freshmen: All other students must have earned passing grades in at least 5 classes for the previous semester and/or summer school, if applicable.

Every week, the Athletic Director and the administration will determine review students' behavior, attendance, and grades to determine whether they are eligible to participate in competitions, practices, or club meetings. Eligibility shall date from Monday through Sunday of each week of the semester. Students with disabilities receiving special education services will be expected to meet all criteria above, unless their Individual Education Programs (IEPs) contain modifications of these criteria.

POSTING OF SIGNS

Various organizations and clubs may wish to advertise their activities by placing notices and posters on approved surfaces throughout the building. In order to ensure fairness and compliance with school rules and procedures, representatives of organizations and clubs must have their notices and posters approved and signed by an administrator before they are displayed. Notices and posters that are displayed for viewing without prior approval will be removed.

INDEPENDENT SCHOOL AUTHORITY

North Chicago Community High School's Independent School Authority meets monthly at 6:30 pm at NCCHS. A list of meeting dates will be made available the first week of school with meeting agendas and times posted 48 hours in advance on the main doors.

NCCHS STUDENT COMMITMENT

Student Name: _____

Class of 20 _____

I am a student at North Chicago Community High School. I believe that I have the power, along with my teachers, classmates, staff, and community to have a successful high school experience.

For myself, I promise

- To ask for help from an adult when I need it in a timely manner.
- To make decisions that keep myself safe and on track.
- To be responsible for my academic planning and success.
- To be free and not be influenced by others who may not want my success.

For my parents/guardians, I promise

- To keep myself safe physically, socially, and emotionally.
- To value all their love and support by graduating on time.
- To engage in appropriate conduct at all times.

For my community, I promise

- To stand up for the right thing when there is injustice.
- To help others who need assistance.
- To support positive acts and events that promote my school, my neighborhood and my city.

I, _____ (student name), commit to keeping all of these promises, knowing that by keeping these promises, I will be successful.

Signature

Date