

**STUDENT AND PARENT HANDBOOK – 2017-18**

**Noble Campuses**

- Noble Street College Prep** - Ellen Metz, Principal
- Pritzker College Prep** - Pablo Sierra, Principal
- Rauner College Prep** - Jennifer Reid, Principal
- Golder College Prep** - Stephanie Hernandez, Principal
- Rowe-Clark Math & Science Academy** - Brenda Cora, Principal
- UIC College Prep** - Tressie McDonough, Principal
- Gary Comer College Prep** - Estee Kelly, Principal
- Chicago Bulls College Prep** - Wendy Erskine, Principal
- Muchin College Prep** - Emily Mason, Principal
- Johnson College Prep** - Matthew Brown, Principal
- Gary Comer Middle School** - Trent Epley, Principal
- DRW College Prep** - Matt Kelley, Principal
- Hansberry College Prep** – Kashawndra Wilson, Principal
- Baker College Prep** – Mary Kearns Arrigo, Principal
- Butler College Prep** - Christopher Goins, Principal
- ITW David Speer Academy** - Thomas Mulder, Principal
- The Noble Academy** – Lauren Boros, Principal
- Mansueto High School** - Darko Simunovic, Principal

**Founders:** Tonya and Michael Milkie

*Scholarship – Discipline – Honor*

|               |
|---------------|
| Name _____    |
| Campus _____  |
| Advisor _____ |

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

## PROMOTION AND GRADUATION POLICY

Students must meet requirements in all six of the following areas to be promoted to the next grade level or to graduate: academics, attendance, community service, enrichment, discipline, and health and fitness. Students who fail any of the promotion requirements, will be expected to enroll in a makeup class. The cost of these classes are \$100 for 0.5 credit classes, with the minimum of 20 hours, \$140 for 1.0 credit classes, with the minimum of 40 hours, and various ranges for other promotion-related class requirements (e.g. attendance, community service, etc.). Only students who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies.

**1. Academics:** Students must earn the credits from all classes in which they are enrolled during the regular school day and school year. Any student who fails any class will be expected to enroll in make-up classes in order to earn credits at the next available opportunity.

**2. Attendance:** Students must meet the Noble attendance requirement as detailed in the attendance section of the handbook. Students who have 21 or more days of absence during any school year will be required to attend a summer school class at a cost of \$25 in order to be promoted to the next grade or to graduate.

**3. Community Service:** Students must pass the community service required benchmarks, as specified at their campus, which must total a minimum of 40 hours over the four years of high school. Any student who fails to meet campus community service benchmarks will be required to complete a campus specific make-up program.

**4. Enrichment Credit:** Students must earn the number of enrichment credits required at their campus, which can be at minimum the requirements listed below. Enrichment credits are classes taken outside the regular school schedule. A minimum of 25 hours of class time or study time is needed for each (0.25) credit. Campuses will pre approve what qualifies as an enrichment credit.

- a. To be promoted to a junior: 0.25 total enrichment credit
- b. To be promoted to a senior: 0.5 total enrichment credit
- c. To graduate: 1.0 total enrichment credit

**5. Discipline:** Students must demonstrate self-discipline and maturity to be promoted or to graduate. The following are requirements for promotion or graduation. If a student earns:

- a. 0-12 detentions in one school year, students may be promoted or graduate as long as they serve all detentions.
- b. 13-24 detentions in one school year, students may only be promoted or graduate if they take a character development class. All detentions must still be served.
- c. 25-36 detentions in one school year, students may only be promoted or graduate if they take two character development classes. All detentions must still be served.
- d. 37 or more detentions or 21 or more days suspension in one school year, students will not be promoted or graduate and must repeat the grade. Please note, for freshmen, the detention count toward promotion doesn't begin until the start of Quarter 2. Freshmen earning 37 or more detentions between Quarter 2 and the end of the school year, will not be promoted and must repeat the grade. Any detentions earned during first quarter by freshmen, however, must still be served and will count toward earning character development classes.

**6. Health and Fitness Test:** Students must pass a written health test and a physical fitness test to be promoted to the next grade level or to graduate. Any student who fails either test, or did not successfully complete an alternative campus fitness support program, will be required to take a make-up class in the summer at the cost of \$25.

Note: Students who do not meet all the academic, attendance, community service, enrichment, discipline, and health and fitness requirements at least one week before the subsequent school year must repeat the entire grade. Also, please note, that decision regarding promotion will be made on an individual basis when documented accommodations are relevant (e.g. medical)

## GRADING POLICY

### Grading periods:

- a. Noble high school campuses operate on a 40-week school year. There are two semesters per year; each semester is approximately 20 weeks long.
- b. Students will receive progress reports every two weeks and parents must attend report card pick-up at the end of every quarter.
- c. Students receive credits at the end of each semester for classes they have passed.

**Grading Scale:** Noble Network high school campuses use the following grading scale:

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

Honors classes are awarded a 0.5 GPA point bonus and Advanced Placement/International Baccalaureate classes are awarded a 1.0 GPA point bonus when calculating weighted grade point averages. Pass / Fail classes are credit bearing; however, they do not factor into grade point averages. Full credit classes have twice the impact on GPA calculations than half credit classes.

**Class Rank:** Class rank is determined by the weighted cumulative GPA.

### Extra Credit:

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

## ENROLLMENT AND ATTENDANCE POLICY

**Enrollment:** Once a student has taken the incoming student placement test or attended classes for a campus, he or she may not transfer to another Noble campus or remain on a waiting list for another Noble campus. Students who leave a Noble campus and later wish to reenroll may only reenroll at the campus from which they left.

**Fees:** Any fees paid to a Noble campus are non-refundable after student's first day of attendance.

**Students transferring into a Noble campus:** Students transferring to a Noble campus from another high school may have a semester's worth of successfully completed classes count as a semester of Noble credit. Transfers must take and pay for any classes they have failed at another school. Make-up classes must be earned as soon as possible and must happen before being promoted to the next grade. Students may only enroll at a Noble campus pending campus enrollment capacity. Students transferring to a Noble campus from another school must serve the entire term of any suspension or expulsion imposed on the student by any public or private school

before being admitted to any Noble campus.

**Attendance:** Absences may be excused only for illness, doctor's appointments, observance of a religious holiday, death in the immediate family, or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. If a student is going to be absent, the parent/guardian should inform the school's main office before classes begin.

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

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

Students who have 21 or more days of absence during any school year will be required to attend a summer school class at a cost of \$25 in order to be promoted to the next grade or to graduate. This includes absences earned for late arrivals and early dismissals (see chart below.)

For excused absences and absences due to suspension, students will be provided the opportunity to make up any missed work (including tests) for equivalent credit and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, he or she would have to turn in make-up work by the second day he or she returns. Community service hours are not counted if done during the school-day hours that students are absent or suspended.

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

**Leaving campus (school):** Students are not permitted to leave campus (school) once they are inside the building. Leaving the campus (school) without authorization may result in a suspension and/or a detention.

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

1. The legal guardian or a designated emergency contact with guardian approval must come and sign the student in or out of school.
2. The student must make up all missed work.
3. Only early dismissals or late arrivals for verified doctor's appointments, observance of a religious holiday, death in the immediate family, or verifiable family emergency will count as excused absences. All others are considered unexcused. Doctor's notes should be brought upon arrival to school.

Late arrivals and early dismissals will have the following impact on a student's attendance record:

| Length of Time Missed in a School Day | Late Arrival | Early Dismissal |
|---------------------------------------|--------------|-----------------|
| 0-24%                                 | 1-4 demerits | ¼ day absent    |
| 25-49%                                | ¼ day absent | ½ day absent    |
| 50-74%                                | ½ day absent |                 |
| 75-100%                               | 1 day absent | 1 day absent    |

**Homebound and hospital attendance:** Homebound will be provided if a student's medical doctor provides written documentation anticipating that due to a medical condition the student will: (1) be unable to attend school for two or more consecutive weeks or (2) be absent on an ongoing intermittent basis.

*Students who have an IEP or 504 with an accommodation regarding absenteeism and/or have a medical condition that results in absences as a result of the medical condition may qualify for a waiver of the summer attendance class requirement. The medical condition must be verified by the student's treating doctor with all supporting paperwork completed and the waiver must be approved by the Network Director of Student Services.*

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

The Board of Directors ("Board") of the Noble Network of Charter Schools is responsible for establishing policies under which all campuses of the Noble Network operate. The expectations of all Noble Network campuses are high and the Student Code of Conduct is designed to give students the best chance to be prepared for college and purposeful citizenship. The purpose of the SCC is to a) instill habits of self-discipline, b) protect the learning environment, and c) to promote a strong and supportive sense of community in our schools.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate consequences proportionately related for certain inappropriate behaviors. While school officials retain the discretion to create campus specific policy and address student misconduct that is not specifically included in this discipline policy as long as it is consistent with this policy, Noble will establish and consult with parent and staff advisory committees to annually review this SCC policy. This code applies to actions of students 1) during school hours and before and after school, while on school property, 2) while traveling on school vehicles to or from a school activity, team or function, or event, 3) off school grounds at all school-sponsored activities or events or events that bear a reasonable relationship to the school, and 4) while using the school network or any electronic devices. This code also applies to actions of students before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Prior to being subject to any exclusionary discipline, students shall be provided appropriate due process, while consistently following the policies outlined below. Students are encouraged to complete his/her schooling at Noble

A student's IEP (including a BIP if one exists) will be followed. When determining any disciplinary consequence for misconduct by a student with a disability which may result in a suspension for more than 10 cumulative school days or will result in a change of placement, the IEP team will consider all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information provided by the parent to determine if the conduct was a manifestation of the student's disability.

**Noble Culture:** Noble strives to create an engaging college preparatory environment for all of our students. We primarily do this by being clear, consistent, positive, and firm in our behavioral expectations.

Like academics, we recognize that behavior is something that often develops over time and requires a deliberate community approach of support and resources. Every Noble student receives social/emotional development from dedicated staff advisors who guide students through the Noble experience. Advisors provide important feedback and encouragement to students while providing a consistent link for communication with Noble parents. Additionally, we seek to consistently reinforce the positive behavior and cultural values that we want to see in our students. Students are frequently celebrated in front of their peers for their achievement, growth

and service to others. We encourage students to pursue awards and achievements that can be displayed openly as a source of pride and community identity. We assume the best in every student and seek to provide positive reinforcement at every opportunity, whether in the hallways, in the classroom or at extra-curricular events. Student leadership is also developed through a variety of campus-specific programs—like peer mentorship programs, student government, National Honor Society and a host of other student leadership opportunities in extra-curricular activities. Finally, with dedicated social workers and culture staff on every campus, students have access to emotional care and support when they need it. With the rigors of our academic curriculum, we encourage students to communicate when facing obstacles and utilize the available supports. When conflict and tension between students is known, we implement strategies to deescalate conflict and actively engage and provide mediation with staff and/or social workers.

In addition to our proactive development of students, Noble is consistent in our approach to responsive discipline. We first seek to provide clarity of expectations (either through the SCC or through classroom & campus policies). This is done as a support to students. Once expectations are clear, we consistently enforce these expectations with fidelity, positivity and without warning. The purpose of this approach is not to punish with demerits but to teach accountability for the student and to maintain a focused learning environment for the school. When consequences are earned, students are encouraged to reflect on their actions and pursue growth through required assignments and character development work. Students complete focused reflections designed to foster learning while in detention and if earned, students are provided with character development courses that are designed to teach skill and habit development that will foster future success at Noble and beyond. When incidents occur that do require removal from the learning environment, whether through classroom removal or suspension, we seek to actively mediate conflicts and to restore students to the classroom environment.

**Merits:** Merits are one of the tangible methods to reinforce positive behavior. Merits will be given when students perform above and beyond in the areas of citizenship, behavior, kindness, or school upkeep. Some examples include:

- a. Making the school look better
- b. Stopping to greet visitors to the school and answer their questions
- c. Helping tutor a fellow student
- d. Allowing adults the right of way on the sidewalk or CTA

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

**Demerits:** Demerits are the primary method to apply responsive discipline and reinforce clearly stated expectations without warning. A student can be assigned from 1-4 demerits for a rule infraction. More serious infractions may earn more severe consequences as outlined in the SCC. Staff members determine the number demerits, except as prescribed by the list below:

- a. Chewing gum – 4 demerits
- b. Food or drink visible outside the lunchroom or eating or drinking outside the lunchroom – minimum 2 demerits.
- c. Drinking water is the exception and encouraged, but using a non-transparent bottle – 1 demerit
- d. Soda, caffeinated energy drinks, or chips (except those sold, provided, or approved by the school) visible anywhere – 4 demerits
- e. Standing, yelling, or throwing anything in the lunchroom - minimum 1 demerit
- f. Not returning a tray or not cleaning up in the lunchroom – minimum 1 demerit
- g. Talking during an emergency drill - 2 demerits
- h. Tardy to school 1-4 demerits
- i. Tardy to class (not in assigned seat when the bell rings):
  1. Less than 1 minute – 1 demerit

- 2. 1 minute to 3 minutes – 2 demerits
- 3. Tardy to class more than 3 minutes – 4 demerits
- j. Unexcused absence from a class or school-mandated function such as mandatory LaSalle, community service event – 4 demerits
- k. In the hallways at any time while classes are in session without an escort (except during specific times designated by the principal) – 4 demerits
- l. Cell phone or audible electronic device (including headphones) visible, audible, or used during school hours without staff permission – 4 demerits and confiscation of the device until the guardian or a designated emergency contact with guardian approval retrieves item from school
- m. Dress code violations that can be corrected immediately (e.g. an untucked shirt) – 1 demerit no warnings will be given and 4 demerits given if not corrected
- n. Dress code violations that cannot be corrected immediately (e.g. no belt) – 4 demerits
- o. Foul language including curse words and/or other slurs – minimum 1 demerit
- p. Disruptive behavior anywhere in the school - minimum 1 demerit
- q. Inappropriate public displays of affection – minimum 1 demerit
- r. Loitering on school grounds – minimum 1 demerit
- s. Disciplinary removal of a student from class – minimum 4 demerits
- t. Possession of a permanent marker (e.g. Sharpie marker) – 4 demerits and confiscation

Students may, at the appropriate time and process, communicate and advocate on their behalf if they feel demerits were improperly issued.

A student's IEP and/or 504 Plan may impact the implementation of the above

**Detentions/Demerit Cycles:** A student is issued a 2-3 hour detention for each multiple of 4 demerits he/she earns within a two-week cycle. For example, 4 demerits within a two week cycle equals 1 detention and 8 demerits within a two week cycle equals 2 detentions. Thus, if a student receives only one, two, or three demerits within a two-week period (or have one, two, three remaining demerits after detention(s) have been issued), these demerits reset to zero. Detention may take the form of a silent study period, character development work, or a combination of these.

**Character Development Classes:** Students who earn 13 or more detentions or have an applicable violation of the SCC will be required to take character development classes that encourage reflection, skill development, and self-discipline. Students who earn 25-36 detentions will be required to take a total of two character development classes. The student will also have to serve any detentions or suspensions days earned for violations in order to promote or graduate in addition to taking the character development class(es).

**Clean Weeks:** Clean weeks is a character development program that allows a student, who completes any 5 consecutively attended school days and earns 3 or fewer demerits, to remove one detention from his/her year-end cumulative total. The student must still serve all detentions earned in order to promote or graduate. Depending on campus policy, clean weeks may prevent or remove the necessity for a character development class or repeating the grade level. Each campus has the discretion to determine exactly when the clean weeks program is to begin.

**Discipline Academy:** For certain offenses, students may earn In-School Suspension. Noble's In-School Suspension program is called Discipline Academy. Discipline Academy is an in-school disciplinary consequence that seeks to build productive habits and personal self-discipline in students. Students may earn Discipline Academy for any offense listed below in the "Unacceptable Behavior & Corrective Disciplinary Consequence" table. Discipline Academy can be issued for a maximum of 3 school days and can be issued in conjunction with out of School Suspension, however; the consecutive amount of days a student can be removed from the classroom for any one offense is 8 days. Student assignment to Discipline Academy is not a change in placement. Noble is committed to only offering this program when resources and staffing allow for quality student supervision and development. Therefore, Discipline Academy is

only offered by campuses and is subject to staff availability and resources. Additionally, misbehavior while assigned to Discipline Academy may result in further discipline.

**Exclusionary Discipline:** Noble strives to maximize instructional time and protect the learning environment for all students. Noble employs a host of behavior interventions and restorative practices to limit the number and duration of exclusionary discipline, resolve threats and address disruptions— including consistent student advisors, fully staffed culture teams, character development classes, and conflict resolution practices— to ensure students meet the high expectations for behavior with ample support when they struggle. Noble uses exclusionary discipline practices, such as suspensions, as a last resort. Students who are subject to exclusionary discipline, will be provided notices consistent with legal requirements for all exclusionary discipline and upon the student's return, the campus will facilitate a re-engagement plan. Exclusionary discipline will only be used for legitimate educational purposes under the following conditions:

1 to 3 day suspensions: When a student's (who commits an act of gross misconduct) presence poses a threat to school safety, and/or disruption to other students' learning opportunities. In the written suspension decision notifying the family of the suspension of one to three days, Noble will explain the specific act of gross disobedience or misconduct and the rationale for the specific duration of the suspension. The decision to suspend will be done so on a case by case basis.

4 or more days Suspension: When other appropriate and available behavioral and disciplinary interventions have been exhausted and a student's (who commits an act of gross misconduct) presence in school poses a threat to the safety of other students, staff or the school community or substantially disrupts, impedes or interferences with the operation of the school. The decision to suspend a student for four days or more will be determined on a case by case basis. In the written suspension decision for a suspension of four days or more, Noble will explain the specific act of gross disobedience or misconduct, explain the rationale for the specific duration of the suspension, and will document whether other behavioral and disciplinary interventions were attempted or whether the school determined there were no other appropriate and available interventions.

Suspension Process: Students who have been suspended may not appear on campus nor attend any school functions (before school, after school, during the evening, or over the weekend) while suspended. Violators of this policy will be considered trespassing. They may, however, enter the school to take or prepare for certain assessments. Suspended students must be given the opportunity to make-up missed assignments, quizzes, or tests for equivalent credit. Students suspended for 4 days or longer are provided with appropriate and available support services during his/her suspension.

In the event, a student is subject to exclusionary discipline, such a student will receive all legal required notices. Students will be provided a suspension conference (unless students presence poses danger) during which time the student will be informed of the alleged misconduct against him/her and will be given the opportunity to respond. Parents will be called and informed of the suspension as well as provided with a misconduct report and suspension letter (via email, mailed home, or given to the parent).

A parent or student may request a review before a hearing officer to appear and discuss a suspension within five days of the notice of the suspension. The request and reason for the review of the suspension must be put into writing to the suspension hearing officer, the Director of Student Culture and Support, Mark Hamstra, either by email ([mhamstra@noblenetwork.org](mailto:mhamstra@noblenetwork.org)) or by mail (1 N State St, Chicago, IL 60602) postmarked within the five days. If you fail to make a request for review during this time frame, it shall be considered a waiver of your right to a review hearing. After the review, the hearing officer will provide a written summary of the evidence provided and make a recommendation to the Head of Schools, who will take such action as he/she finds appropriate. An appeal does not halt a student's suspension. If the suspension is overturned, the



suspension will be removed from the student's record and any remaining days will not have to be served.

Expulsions not to exceed 2 years: When other appropriate and available behavioral and disciplinary interventions have been exhausted and a student's (who commits an act of gross misconduct) presence in school poses a threat to the safety of other students, staff or the school community or substantially disrupts, impedes or interferences with the operation of the school. In the written expulsion decision, Noble will explain the specific act of gross disobedience or misconduct, explain the rationale for the specific duration of the expulsion, document whether other behavioral and disciplinary interventions were attempted or whether it was determined there were no other appropriate and available interventions and will document whether appropriate and available support services are to be provided or whether it was determined that no such services exist for the student.

No expulsion shall occur until after a hearing before a hearing officer appointed by the board. The hearing officer shall draft a hearing report consistent with the law.

Expulsion Process: When a campus determines that a student has committed an offense(s) which is (are) grounds for expulsion, has exhausted other appropriate and available behavioral and disciplinary interventions, and believes the continued presence of the student poses a threat to the safety of other students, staff, or members of the school community and/or substantially disrupts, impedes, or interferes with the operation of the school, the principal or designee will forward to the hearing officer the appropriate misconduct report. The student may be suspended for up to 8 school days pending an expulsion hearing conducted by a hearing officer. Upon conclusion of the hearing, the hearing officer will draft a hearing report and make a recommendation to a charter officer designated by Noble's board of directors. The designated charter officer may take action regarding the referral for expulsion as he/she finds appropriate. The maximum length for an expulsion is two calendar years. A written expulsion decision shall be required in which Noble details the specific reasons why removing the student from the school is in the best interests of the school, states a rationale with respect to the specific duration of time for the expulsion, documents whether other behavioral and disciplinary interventions were attempted (or whether the school determined that there were no other appropriate and available interventions).

Expulsion steps in order:

1. Principal or designee recommends student for expulsion with a misconduct report to the hearing officer. Principal or designee contacts (minimum three attempts) parent to schedule expulsion hearing, and documents that contact in PowerSchool, and notifies parent of the expulsion hearing via first class mail, certified mail and email, if available. The written request to appear to the parent/guardian shall include the time, date and place for the hearing, briefly describe what will happen during the hearing, detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion, state the recommend length of expulsion (not to exceed 2 years), state that expulsions are determined on a case by case basis, and ask whether the student will be represented by an attorney.
2. The campus schedules an expulsion hearing.
  - a. Designated hearing officer will conduct expulsion hearing.
  - b. Representatives of the campus may present evidence and/or witnesses.
  - c. Parent is strongly urged to attend
  - d. The campus representative and/or student or his/her representative may cross examine campus witnesses and present evidence.
  - e. If an advocate or if legal counsel is obtained (or if any member attending is an attorney), the school must be notified 24 hours prior to the expulsion hearing and the contact information of the advocate and/or legal counsel must be shared.
3. Hearing officer makes recommendation, including summary of evidence, to Noble's board of directors' designated charter officer, the President, within 3 school days

4. The board designated charter officer makes expulsion decision and notifies parent within 5 school days of the expulsion hearing.
5. A parent may appeal Noble's final determination of expulsion within 3 school days of the notice of expulsion. The reasons for the appeal of the expulsion must be put in writing to the superintendent, Michael Milkie, either by e-mail ([mmilkie@noblenetwork.org](mailto:mmilkie@noblenetwork.org)) or by mail, postmarked within the 3 days (1010 N. Noble St., 60642). The superintendent will make a decision on the appeal within 3 school days of receipt of the appeal and notify the parent of the determination.
6. For placement information for your student after an expulsion, please contact the Chicago Public Schools, Department of Student Adjudication at 773-553-2249.

Any student expelled from a Noble campus must have prior consent from the principal to be on school grounds or attend any school sponsored event.

### **Unacceptable Behavior & Corrective Disciplinary Consequences**

Please note, while the ranges in the table below allow for exclusionary discipline as a consequence, a suspension or expulsion will only occur consistent with the policy stated earlier on a case by case basis.

| Code | Behavior  | Consequence Range  |  |
|------|---|--|--|
|      |   | Minimum  | Maximum  |
| 2-1  | Electronic Devices  | Confiscation—for release to legal guardian or a designated emergency contact with guardian approval only and detention | Confiscation—for release to legal guardian or a designated emergency contact with guardian approval only, detention and 1 day suspension |
| 2-2  | Failure to Serve Detention  | Serve missed detention, serve penalty detention and contact parent   | Serve missed detention and 1 day suspension  |
| 2-3  | Gambling  | Item/money confiscated   | 3 day suspension   |
| 2-4  | Improper Use of Technology  | Suspend network use privilege, parent conference   | 3 day suspension   |
| 2-5  | Leaving class and/or school without permission  | Detention  | 3 day suspension   |
| 2-7  | Solicitation or sale of any goods or services for any fundraiser or other reason while in the school (unless if done for a school-sponsored club or organization) | Detention and confiscation of items  | 3 day suspension   |

|     |   |  |  |
|-----|---|--|--|
| 3-1 | Forgery/academic dishonesty   | Parent conference-no credit given for assignment and minimum of 4 demerits               | 5 days suspension and/or summer school requirement |
| 3-2 | Possession or use of tobacco or related items (such as lighters or matches) or look alike item  | Detention, confiscation of item  | 5 day suspension, confiscation of item             |
| 3-3 | Cutting a school day  | Double detention, parent conference  | 5 day suspension                                   |
| 4-1 | Gross disrespect-disrespectful behavior to a staff member, student, or visitor, including verbal disrespect, written disrespect, obscene gestures, and disrespect on the internet | Parent Conference, detention, or 1 day suspension  | 8 day suspension                                   |
| 6-1 | Arson   | Character development class, parent conference, and detention or 1 day suspension        | Referral for expulsion hearing                     |
| 6-3 | Possession, use, intoxication, distribution, or sale of alcohol or illegal drugs, or drug paraphernalia or look alike item  | Parent conference, and detention or 1 day suspension, and/or character development class | Referral for expulsion hearing                     |
| 6-4 | Fighting/Battery  | Character development class, parent conference, and detention or 1 day suspension        | Referral for expulsion hearing                     |
| 6-5 | Gang-related or group organized disruptive activity   | Character development class, parent conference, and detention or 1 day suspension        | Referral for expulsion hearing                     |
| 6-6 | Theft, robbery, or extortion  | Parent conference, and detention or 1 day suspension, and/or character development class | Referral for expulsion hearing                     |
| 6-7 | Threats, harassment, bullying or hazing of staff or students including sexual harassment and threats on the internet  | Parent conference and detention or 1 day suspension                                      | Referral for expulsion hearing                     |

|      |   |   |                                |
|------|---|---|--------------------------------|
| 6-8  | Vandalism or damage of school or community property including hacking into or disrupting network technology systems                               | Restitution of property & cost. In addition, parent conference and detention or 1 day suspension                        | Referral for expulsion hearing |
| 6-9  | Possession of weapons/dangerous objects   | Item confiscated. In addition, parent conference, and detention or 1 day suspension, and/or character development class | Referral for expulsion hearing |
| 6-10 | Repeated violations of the SCC including repeated disruptions to the learning process after earning 37 or more detentions in any one school year. | Parent conference and detention or 1 day suspension   | Referral for expulsion hearing |
| 6-11 | Use or attempted use of a weapons/dangerous objects   | 1 year expulsion referral   | 2 year expulsion referral      |

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

**Student Conference:** With some infractions, a student conference may occur where a student is informed of consequences that will be recommended or assigned if inappropriate behavior continues.

**Parent Conference:** With some infractions, a parent may be informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

**Searches:** Students or personal property of students can be searched with reasonable suspicion and be reasonable in scope and justified in its inception. Student personal property can be seized if a search produces evidenced that the student has violated the law or the SCC. The search must be done by a staff member who is the same gender as the student and there must always be a second staff member present as a witness.

**Social Media/Networking:** The principal (or designee) may investigate or require a student's cooperation in an investigation if there is specific information about an activity on the student's social networking account that violates the SCC. A student may be required to share the reported conduct during the investigation. The school may not request password or account information.

**Lockers, locks, and other school property:** Student lockers, desks and parking lots are school property. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. Accordingly, school officials may inspect and search school property and the personal effects left in there at any time without notice or warning. All locks must be school locks purchased through the school office; any other lock will be removed without notice.

**Police Report:** If there is reason to believe that a student may be, or was involved in any illegal activity on school grounds or at any school sponsored activity or event, school personnel may contact the police to report the incident. This standard applies to all violations of the SCC. A campus official will take reasonable actions to inform parents prior to or shortly thereafter the police are called. A school staff member shall immediately notify the office of the principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

**Weapon Definition:** For the purposes of the SCC, weapon is defined as any object which may be used, is intended to be used, or is attempted to be used for bodily harm including, but not limited to a firearm or firearm "lookalike," a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b. guns, toy guns, slingshots, mace/pepper spray, billy clubs, or broken bottles.

**Anti-Bullying Policy:** Bullying is contrary to Illinois law and Noble policy, and is a serious and punishable offense.

Bullying is prohibited on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender-related identify or express, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item #4 applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred. It does not require school to staff or monitor any non-school-related activity, function, or program.

#### Definitions

For the purposes of this policy and as defined under the Illinois *School Code*, the terms used mean the following:

**Bullying** includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying, but may constitute other inappropriate behaviors listed in the SCC. Students who engage in bullying conduct also shall be disciplined under the SCC.

**Cyber-bullying** means bullying through the use of technology or any electronic communications, including without limitation, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including within limitation, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

**Restorative measures** means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

**School personnel** means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Reporting

Students, school staff, and parents/guardians who witness bullying or who has information about actual or threatened bullying shall immediately report it to the campus Principal, the designee identified on the campus website, or any Noble employee. A report may be made orally or in writing by completing the "Bullying Report" form located on the campus website (under the "Students" section). Anonymous reports also are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

#### Investigating

The principal/designee shall promptly investigate and address reports of bullying. All reasonable efforts will be made to complete the investigation within 10 school days after the date the report of bullying was received.

As part of the investigation, the principal/designee shall:

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involve appropriate school support personnel and other school staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

3. Notify the principal/school administrator/designee of the reported incident of bullying as soon as possible after the report is received.
4. Investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction.

#### Notification

Consistent with federal and State laws and rules governing student privacy rights, the principal/designee shall promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

In addition, the principal/designee shall, consistent with federal and state laws and rules governing student privacy rights, provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal/school administrator/designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The principal/designee shall document each of these notifications to parents/guardians.

#### Interventions and/or Consequences

When an investigation determines that bullying occurred, the principal/designee immediately will impose the appropriate SCC consequence. The principal/designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the principal/designee shall provide the victim with information regarding services that are available within the School and community, such as counseling, support services, and other programs.

Any form of intimidation, reprisal, harassment, or retaliation directed against any person who reports bullying or provides information during an investigation about actual or threatened bullying is prohibited. Any such act by a student will be met with disciplinary consequences and appropriate remedial actions consistent with this policy and under the SCC.

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that bullying did not occur. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions consistent with this policy and under the SCC.

#### Distribution & Review

This policy shall be posted on the school's website and included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. The policy also must be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

The school shall review and re-evaluate this policy and make necessary and appropriate revisions every two (2) years, and file the updated policy with the Illinois State Board of Education. The policy must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

The principal/designee shall assist with the evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

1. The frequency of victimization;
2. Student, staff, and family observations of safety at a school;
3. Identification of areas of a school where bullying occurs;
4. The types of bullying utilized; and
5. Bystander intervention or participation.

The evaluation process may include the use of relevant data and information that the school already collects for other purposes. The school must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

This policy must be consistent with all policies of the school.

**Procedural guide for students with disabilities:** School officials may suspend students with disabilities/impairments and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, if students with disabilities continue to participate in the general education curriculum, continue to receive their IEP services, and continue to participate with non-disabled peers to the same extent as specified in the IEPs, in-school suspensions and lunch detentions do not count toward the 10-day limit. Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by the school with the Department of Procedural Safeguards and Parental Supports (773/553-1905) is absolutely necessary. Without such consultation and approval from the Department of Procedural Safeguards and Parental Supports, the 10 school day limit on out of school suspensions will continue to apply.

When school officials anticipate a discipline referral, the following apply:

1. School must provide written notice to the parent/guardian or surrogate parent of the request for an expulsion hearing and the date of an Individualized Education Program (IEP) Manifestation Determination Review (MDR) meeting, which must be held within 10 school days of the date of the decision to request the expulsion hearing. School must also provide parent/guardian/surrogate with a written copy of the Notice of Procedural Safeguards.
2. The IEP team must:
  - A. Determine whether the misconduct is related to the student's disability by reviewing all current and relevant information, including evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP. The behavior is a manifestation of the student's disability if:
    - 1) the conduct in question was caused by the student's disability or has a direct and substantial relationship to the student's disability; and/or
    - 2) the conduct in question was the direct result of the school's failure to implement the student's IEP.
  - B. Review, and revise if necessary, the student's existing behavior intervention plan or develop a functional behavior assessment and behavior intervention plan (FBA/BIP) to address the misconduct. The behavior intervention plan must address the misconduct for which the student is being disciplined.
3. If an advocate or if legal counsel is obtained (or if any member attending is an attorney), the school must be notified 24 hours prior to the MDR and the contact information of the advocate and/or legal counsel must be shared.

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



If the student's behavior is a manifestation of the disability, a disciplinary change in placement (expulsion) cannot occur. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

All MDRs are subject to legal review by the Department of Procedural Safeguards and Parental Supports.

All procedural safeguards contained in the SCC are equally applicable to those students with 504 plans.

## NOBLE CAMPUSES DRESS CODE

**Dress code:** Similar to the SCC, Noble's dress code aims to instill habits of self-discipline and promote a strong sense of community in our schools. The dress code is strictly enforced. Warnings are not issued. Students not in the school uniform may be put in silent study hall until they can get in proper dress code. The dress code is in effect anytime students are in the school building, except where mandated by legitimate religious requirements or with a medical note. Any gang affiliation or representation of any kind (clothes, jewelry, hair, etc.) is prohibited. During summer school, at school events and sporting events outside of the school building, or on dress down days, it may not be required to wear the school uniform; however, the rest of the dress code still applies.

### 1. Shirts and outerwear

- a. Students must wear unaltered school shirts each day.
- b. Students may not wear anything underneath their school shirts except one white short-sleeve t-shirt and nothing over them except school approved sweater. Under shirt sleeves may not be visible at any time. Approved school sweaters may only be worn over the top of the school shirt (not draped over shoulders or tied around waist), and the collar of the school shirt must be completely visible.
- c. Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
- d. Shirts must always be tucked whenever students are on school grounds.

### 2. Pants and skirts

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

### 3. Shoes

- a. Black dress shoes are required. Shoelaces and all parts of the shoe must be black. Females' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 3" heel.
- b. Boots, flip-flops, stilettos, stacks, platform shoes, moccasins, canvas shoes, gym shoes, and sandals are not permitted.
- c. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

### 4. Belts

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

**5. Jewelry and makeup**

- a. Males may not wear any earrings and females may wear earrings only in ears.
- b. Visible body piercings, tongue piercings, or band-aids covering piercings are not permitted.
- c. All necklaces must be tucked inside the shirt.
- d. No distracting makeup is permitted and makeup, perfume, lotion, or any other cosmetics are never to be applied anywhere but bathrooms.
- e. Sweatbands or distracting wrist wear are prohibited.

**6. Head Coverings**

- a. No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands, and bandanas anywhere inside the building at any time.
- b. Headband, including bows, width should be 3" or less.

**7. Hair**

- a. Hair can be colored or highlighted only in a natural human hair color.
- b. No distracting, unprofessional styles, or designs are permitted to be on the face or in the hair.
- c. No slits or designs in eyebrows

**8. Tattoos**

- a. No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted. If a student has a tattoo, it must be properly covered at all times. Only a school approved sweater can be worn to cover tattoos on the arms. Tattoos on hands, face, or any other part of the body that cannot be covered by the school uniform, should be completely covered by a band-aid.

**9. Distracting Clothing**

- a. No clothing, jewelry, or accessory that is determined by any teacher or staff member to distract from the learning process is permitted.

**NO SOLICITATION**

**No solicitation:** Students may not sell any good or services for any fundraiser or other reason while in the school building unless they are doing so for a school-sponsored club or organization.

**ACADEMIC DISHONESTY**

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

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students may receive an automatic detention or more severe penalty if their cheating continues.

**Deliberate plagiarism:**

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

**Accidental plagiarism:**

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

**Cheating:**

1. Obtaining a copy of tests or scoring devices, or altering scores/grades.
2. Copying another student's answers during a test.
3. Providing another student questions or answers to, or copies of, actual test questions.
4. Having or using non-permitted materials during tests.
5. Duplicating another student's project or work for submission as one's own work.
6. Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
7. Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.

The following consequences will occur for students who engage in acts of academic dishonesty:

1. Automatic 0 on the assignment
2. Detention
3. Teacher/student/Dean of Discipline/parent conference

The following consequences may occur for more severe or repeat violations of academic dishonesty:

1. Removal or disqualification from NHS or summer programs
2. Suspension
3. Homework must be handed in to the office

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| <b>TECHNOLOGY ACCEPTABLE USE POLICY</b> |
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The goal of computer access at school is to build technology skills, information gathering skills, and communication skills. Students have the privilege to use computer workstations, electronic devices, the school network, e-mail, and the internet for school assignments only.

**Responsible students use technology carefully:** Students will return technology in the same manner in which it was received.

**Responsible students use the internet appropriately:** Students are responsible for all web pages accessed. Students must earn internet authorization by studying the Technology Acceptable Use Policy.

Students are not allowed to access, use or possess pornographic, gang-related, violent, illegal, or inappropriate material. Students may not access any social media, email, chats, blogs without the consent of a staff member. Students are not allowed to access, use, or possess unauthorized or illegally obtained hardware, software, data, or files deemed dangerous to the integrity of the Noble Network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). Students may not alter any network address or identifiers. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

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

**Responsible students respect the privacy and rights of others:** Students must keep their computer account and password private. Students may not access the records of other students. Students may not destroy or damage another person's files or messages. Students may not use school computers, the school network, or the internet to make inappropriate or negative comments

about other students, teachers, administrators, or the school.

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

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements. School student email is school owned and as such students have no reasonable expectation of privacy to student email. Accordingly, student email accounts can be search without notice, consent or reasonable suspicion.

Failure to comply with the Technology Acceptable Use Policy may result in loss of computer privileges as well as other penalties including discipline in accordance with the SCC. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

#### **SNOW DAYS/SCHOOL CANCELLATION**

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

#### **SUPERVISION OF STUDENTS**

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

#### **EMERGENCY, DRILLS, EVACUATION**

A map detailing the evacuation protocol is posted in every room. In any emergency drill or evacuation, students should remain silent, follow their teacher, and stay with their class in the designated area and wait for further instructions. Students should not gather personal belongings or stop at bathroom or lockers. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension.

#### **SCHOOL ISSUED PROPERTY**

Students are responsible for keeping their textbooks, lockers, lock and any other school issued property in the condition in which they received them or pay the cost of replacement.

## NOBLE HEALTH AND FITNESS

Noble aims to help create future leaders through a positive and holistic culture of mental, emotional and physical fitness. "Noble Fit" is a community of students, athletes, teachers, coaches, athletic directors, campus leaders, and families that consistently and intentionally practice an informed fitness lifestyle. The Noble Fit community will integrate the concepts of mental, emotional, and physical fitness into wellness, movement, nutrition, leadership, and athletics.

**Health and Fitness Promotion:** Students must pass a written health test and a physical fitness test to be promoted to the next grade level or to graduate. Students who do not pass the health and/or fitness test during the school year may take a fitness class during the summer to fulfill the promotion requirement.

**Medical Exemptions:** Students who are medically unable to participate in a physical fitness activity or testing must have campus-approved medical documentation on file with the campus.

### PE Uniform

- a. All students must be in a school issued uniform top (t-shirt or sweatshirt) and bottom (shorts or sweats), or a school issued leotard for dance classes.
- b. Students must wear athletic shoes.
- c. Black or white spandex or leggings are allowed underneath the school issued PE short.
- d. Black or white sleeves are allowed under the school issued PE shirt.
- e. If students have a tattoo on their body, it must be covered and not visible while in their PE uniform as written above.
- f. Students may still be required to participate in physical activities if they are not in full PE uniform.
- g. Accommodations can be made to the PE uniform to accommodate religious exemptions.

## NOBLE ATHLETICS

All Noble campuses are members of the Noble Athletic Conference (NAC) and the Illinois High School Association (IHSA). The NAC aims to create multi-generational change through sport and is committed to excellence in all endeavors. The NAC values experiential learning, character education, and the positive impact of sport on college graduation. Intentional sportsmanship, 100% commitment to practice, and high academic values are the expectation of all NAC student-athletes.

### Sports Eligibility and Redemption

**Eligibility:** All eligibility is determined on a week by week basis. To be eligible to participate in sports, Noble students must:

1. Pass IHSA equivalent of 3 credit hours in the current and previous semester
2. Maintain a cumulative 2.3 GPA (unweighted) and current 2.3 GPA (unweighted)
3. Meet any additional requirements by coach or campus

**Redemption:** After meeting IHSA requirements, students under a cumulative 2.3 GPA may redeem eligibility by obtaining a current 2.5 GPA through campus-designed academic intervention.

**Sport Physicals:** Students who choose to try-out for and/or participate in a sport are required to have an annual physical on file with the campus. The physical must be current within 395 days preceding any date of participation in any such practice, contest, or activity.

**Fees for Sport Participation:** Campuses may charge a reasonable fee for participation in sports. Fees may help cover costs associated with operating an athletic program.

### **Equipment and Uniforms**

**Campus-Issued:** Campuses may issue uniforms and equipment for their sport. Campus-issued uniforms and equipment must be returned in similar condition as originally issued minus regular wear and tear at the end of a season. Students who do not return issued equipment and uniforms, or who return damaged materials, may be required to reimburse the school for replacement costs.

**Non Campus-Issued:** Students may be required to purchase personal items essential for sport (i.e. socks, under shirts or shorts, athletic shoes, protective gear).

**Conduct within Athletics:** Student-athlete or student-spectator misconduct at sporting events is subject to consequences aligned with the Noble Code of Conduct and the IHSA. Noble campuses and the Noble Athletic Conference may remove parent-guardians, family members or other supporters from athletic contests temporarily or permanently if behavior is detrimental to the experience of the student-athletes and student-spectators. This includes but is not limited to negative verbal interactions with coaches, referees, opposing student-athletes and opposing spectators. Campuses may temporarily or permanently remove a student-athlete from an athletic team if the behavior of the parent-guardian, family members, or other supporters is detrimental to the experience of the team.

**Risk of Injury:** There is risk of injury in PE classes, athletic competition, training, and practices. The Noble Network, its campuses, and employees are not liable for any accidental harm that may occur. Coaches, teachers, trainers may provide first-aid to your child in case of injury to your child is sustained in connection with these activities.

**Concussion Policy:** The Noble Network of Charter Schools takes the well-being of its students seriously. It has developed a program to manage student concussions and head injuries consistent with the Youth Sports Concussion Safety Act. The return-to-play and return-to-learn protocols established by the Concussion Oversight Team are available at <http://nobleathleticconference.noblenetwork.org>. The campus-specific Emergency Action Plan is available and posted at each campus.

Each student and the student's parent/guardian must sign a concussion information form each school year before participating in an interscholastic athletic activity acknowledging that they have received and read written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form is included in this Handbook's Appendix and must be turned in to your designated campus staff member prior to participation in the activity. In addition, all student-athletes must view the Illinois High School Association's video about concussions.

## **GUESTS**

Guests must always obtain a visitor's pass from the main office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when knocking on the door of a classroom. Guests are asked to respect the learning environment and subject to removal if conduct deemed distracting.

## **STUDENT RIGHTS**

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

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

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

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

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

**Freedom of religion:** Students have the right to be absent from school for observance of the holy days of their religion. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. Students will be allowed the opportunity make up any work from an absence due to religious observance for equivalent credit.

**Right to equal education:** Noble students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, color, sex, identity, gender-related identity or expression, citizenship status, age, religion, physical or mental disability, order of protection, status of being homeless, or actual or potential marital or parental status, including pregnancy.

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

**What to do if rights are violated:** Students are encouraged to speak with a staff member. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, color, sex, identity, gender-related identity or expression, citizenship status, religion, physical or mental disability, order of protection, status of being homeless, or actual or potential marital or parental status, including pregnancy, may file a complaint with school principal. The principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the superintendent, by submitting a request in writing to the school office. If there is a conflict of interest with raising the complaint with the principal, the member of the school community can reach out to a staff member in the superintendent's office for support.

## STUDENT INITIATED GROUPS

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

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

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

Non-curriculum related student groups shall also be granted:

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

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

## MEDICAL POLICIES

**Immunizations and health exams:** All students entering in 6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> grade or transferring into a Noble campus for the first time must submit proof of a health examination and immunizations by campus deadline. Students who fail to submit the required health examination and immunization documentation (and who are not otherwise exempt from such requirements under Illinois law) will be excluded from school until such time as the student presents proof of the health examination and required immunizations.

**Dental and vision requirements:** All 6<sup>th</sup> grade students must have an annual dental examination and present proof of such examination by campus deadline. Additionally, all 8<sup>th</sup> grade Noble students must submit proof of an eye examination by campus deadline. The dental examination must have taken place within 18 months prior to May 15 of the current school year. Parents/guardians may submit a waiver for this requirement for students who show an undue



burden or lack of access to the dentist and/or optometrist or physician who performs eye examinations. This waiver form must be submitted by the campus deadline. Students who fail to provide proof of a dental or eye examination or to establish that they are otherwise exempt from those requirements may have their report cards withheld until the student complies.

Vision screenings, if any, conducted by the school are not a substitute for a complete eye and vision evaluation by an eye doctor. If vision screenings are offered by the school, students are not required to partake if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

**Allergies:** If a student has an allergy that would limit participation in school activities or the food program, please provide the school with medical documentation of such.

**Medications:** If a student requires medication during school hours, the distribution of the medications will be supervised by the authorized employee or nurse under the following guidelines required by state law:

- a. Prescription medications must be supplied in the original pharmacy container.
- b. The container must be identified with the following information: student name, name of medication, and doctor's name and phone number.
- c. Parents/guardians must sign the medicine administration release.
- d. Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

Each campus will authorize an employee as the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication, except student carried medications, must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a valid doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: name of student, name of medication, date, time, and who dispensed medication.

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

Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications. Students are permitted to self-carrier EpiPens and inhalers consistent with the student's doctor's order that have been properly registered with the main office. Non-permitted medications will be confiscated.

Noble and all of its campuses, employees and agents are exempt from liability or professional discipline, except in the case of willful or wanton conduct, as a result of any injury arising from the administration of asthma medication, an EpiPen, or an opioid antagonist. Parents/guardians must sign and return an acknowledgment of this policy to Noble.

If Noble or its employees or agents administer an EpiPen or opioid antagonist, whether or not undesignated, Noble will provide the parents/guardians with notice after such administration.

## POLICY ON MANDATED REPORTING OF ABUSE OR NEGLECT

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

1. Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:
  - a. Call the DCFS hotline at (800) 25-ABUSE
  - b. Notify the principal or social worker
  - c. Complete an incident report
2. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

## POLICY ON SCHOOL STUDENT RECORDS

Student records are confidential and will not be released except as provided by law. Students and their parents are provided notice of the campus' policy upon enrollment and annually thereafter via this handbook.

The official records custodian shall be designated by the campus principal and have responsibility for the maintenance, care and security of all school student records, whether or not the records are in his/her personal custody or control.

**Definition of school student records:** "School student record" or "education record" means all recorded information, concerning a student, which is maintained by or on behalf of the school district.

The following shall not be considered school student records:

1. Recorded information maintained for the exclusive use of an employee, provided the recorded information is not shared (except with a substitute) and is destroyed not later than the student's graduation or permanent withdrawal from the district
2. Video or electronic recordings created for security or safety reasons or purposes, provided the information was created at least in part for security or safety reasons or purposes
3. Electronic recordings made on school buses
4. Any information whether written or oral, received from law enforcement pursuant to State law regarding (1) a student under the age of 17 who has been arrested or taken into custody if law enforcement believes there is an imminent threat of physical harm to students, school personnel or others who are present in the school or on school grounds, (2) a student who is under investigation for a matter directly related to school safety, or (3) any reports from courts or law enforcement about the detention of a student for any criminal offense, any violation of a municipal or county ordinance, or for any proceedings under the Illinois *Juvenile Court Act*.

**Student permanent record:** The student permanent record shall consist of:

1. Identifying information, including the student's and parents' names and addresses, and student's gender, and date and place of birth
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, college entrance examination scores (except a parent can request, in writing, the removal from the academic transcript of any score received on college entrance exam), and the unique student identifier assigned and used by the student information system
3. Attendance record
4. Health records (medical and dental documentation necessary for enrollment)
5. Record of release of permanent information
6. Scores received on all state assessment tests administered in grades 9-12

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

1. Scores received on the state assessment tests administered in grades kindergarten-8
2. A completed home language survey form
3. A record of release of temporary record information
4. Information regarding serious disciplinary infractions involving drugs, weapons, or bodily harm to another that resulted in the imposition of punishment or sanction
5. Final finding reports from the Department of Children and Family Services ("DCFS") pursuant to Section 8.6 of the Abused and Neglected Child Reporting Act (no report other than what is required under Section 8.6 shall be placed in the school student record)
6. Any biometric information that is collected in accordance with Section 10-20.40 of the Illinois School Code
7. Health related information (current documentation of a student's health that is relevant to the school participation, not required for enrollment and not otherwise governed by the Illinois Mental Health and Developmental Disabilities Confidentiality Act)
8. Accident reports.

The student temporary record also may include:

1. Family background information
2. Individual and/or group intelligence test scores, aptitude test scores, and elementary and secondary achievement level test results
3. Reports of psychological evaluations
4. Special education records
5. Records associated with Section 504 of the Rehabilitation Act of 1973
6. Honors and awards
7. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
8. Other disciplinary information
9. Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student
10. Teacher anecdotal records (e.g. description of student behavior or progress or a report of observed behavioral incidents)

**Inspection and access of student records:**

1. A parent or someone specifically designated by the parent shall have the right to inspect and copy all his/her child's school student records with limited exception. No parent or his/her representative will be granted access to confidential letters and statements of recommendation which were placed in the student record prior to January 1, 1975, or when the student has waived access to his/her right of access after being advised of his/her right to obtain the names

of the persons making such recommendations, provided such recommendations are not used for purposes other than those for which they were intended.

2. The school will not provide records to a parent if the charter has been provided with a certified copy of an order of protection or a legally binding document relating to such matters as divorce, separation, or custody that specifically revokes educational rights or prohibits access.
3. Parents shall have the right to inspect, challenge, and copy student records of that parent's child until one of the following events occurs:
  - a. The student attains 21 years of age or
  - b. The student attains 18 years of age and declares himself or herself financially independent of his or her parents.
4. Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until they:
  - a. Attain 18 years of age
  - b. Graduate or,
  - c. Assume financial independence.
5. Whenever a parent or student desires a copy of information contained in the student's records, he or she shall submit a written request to the record custodian. Records shall be made available to parents and eligible students within fifteen (15) school days.

**Access to Records without Parental Consent:** Noble shall grant access to school student records in accordance with the law including, but not limited to, releases to the following persons or in the following situations:

1. In general, student school records will not be released without prior written consent and/or notice, except in very narrow situations such as requests from the State Board of Education with a current demonstrate, educational interest in the student, including appropriate administrative interest.
2. School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records.
3. School officials shall release student records without parent permission pursuant to a valid court order presented by local, state or federal officials. A subpoena (unless signed by a judge) is not sufficient. Notice and a right to challenge the records will be provided if the student or the parent is not a named party. Please note, school officials will not accept legal notices, warrants, and/or subpoenas on behalf of students and/or families.
4. Student records may be made available without parent consent to researchers for research purposes, statistical reporting or planning, provided that no student or parent shall be personally identified from the information released.
5. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. However, notice shall be provided to parents the next school day after the release.
6. School officials shall release student records without parent consent or notice pursuant to a valid court order in which the parent and/or student is a named party
7. Pursuant to a request by a school formerly attended by the student for records previously transferred by that school to another school in which the student has enrolled or attends to enroll.
8. In connection with school meal programs.

### **Directory Information**

School officials may release Directory Information from time to time to the general public, including to Parent Teacher Associations and institutions of higher education, to support student involvement in Noble-sponsored and related activities. Such information will only be released for purposes such as parent communication and to support student and family involvement in extracurricular activities and post high school planning.

Noble will not release the entire contents of its student directory to external organizations for political or commercial purposes. However, Noble reaches out to parents to inform them of political activity that may impact Noble's charter schools and occasionally seeks to connect Noble parents with opportunities to advocate for educational issues that impact their children. Noble sometimes works with calling or mailing services for these purposes and may release directory information, namely parent names and contact information, to those contractors.

Such directory information may be released unless a parent informs the campus principal in writing within 10 days of provision of this notice that information concerning his or her child should not be released.

Student social security number or student identification or unique student identifier will not be designated as directory information.

Directory information is limited to:

1. Identifying information: student's name, address, gender, grade level, and date and place of birth, and parents' names, telephone numbers, and mailing and electronic mail addresses;
2. Academic awards, degrees, and honors;
3. Information relating to school-sponsored activities, organizations and athletics;
4. Major field of study;
5. Period of attendance in school;
6. Photograph, videos or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, except that:
  - a. No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior written consent of the parent or student, as applicable; and
  - b. No image on a school security videotape recording shall be designated as directory information.
  - c. Noble allows pictures and videos to be used for print and broadcast media purposes, and includes pictures and videos of students and staff on our website, on social media, and in promotional materials used to recruit students and staff and explain Noble to external audiences such as charter authorizers, researchers, other educational organizations, education advocacy organizations, and funders. By signing the Media Release form, parents are consenting to allow their child's image to be used for external purposes as well as additional internal purposes (e.g., staff memos and trainings). If the parent does not want his/her child's image to be used for such purposes, he/she should not sign the media release.

**Protection of Pupil Rights Amendment:** Each school year, Noble will notify parents/guardians of Noble's policies on distributing surveys, analyses or evaluations in the areas of political affiliations or beliefs of the student or their parent; mental or psychological problems of the student or the student's parent; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships (i.e. lawyers,

physicians or ministers); religions practices, affiliations, or beliefs of the student or their parent; and income. The policy shall also include Noble's policy on marketing surveys distributed to students. Noble will notify parents/guardians of the approximate dates during the school year during which such data collection will occur and their rights to opt out of the data collection.

**Right to control access of student records:** School officials shall release student records to the official records custodian of another school within 10 days in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of that information. Parents may, upon request, inspect, copy and challenge such information.

If the student has unpaid fines or fees, and is transferring, Noble may transfer an unofficial transcript of scholastic records, but must forward an official transcript within ten (10) days after the student has paid all of his or her outstanding fines and fees.

If a student transfers to another school, Noble will send a certified copy of the records and keep the originals.

**Challenge procedures:**

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's school student records, except (1) academic grades, (2) the name and contact information of the Official Records Custodian, and (3) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.
2. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.
3. The principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.
4. If the challenge is not resolved at the informal conference, a hearing shall be convened consistent with the Illinois School Student Records Act.
5. An appeal of the hearing can be made to the regional superintendent

**Statement of dispute:** Parents may insert in the school student record a statement of reasonable length setting forth their position on any disputed information in the record. Noble will include a copy of such statement in any subsequent dissemination of the disputed information.

**Maintenance of school records**

1. Permanent records will be retained for 60 years after the student leaves Noble.
2. Temporary records will be retained for at least 5 years after the student leaves Noble.
3. Noble will review a student's temporary record every 4 years and when a student changes attendance centers.
4. For students with a disability, Noble may, after five (5) years, transfer to the parents (or student if he or she has succeeded to the rights of the parent) Special Education Records which may be of continued assistance to the student.

**NOBLE'S COMMITMENT TO STUDENT SUCCESS**

Noble is committed to serving all students who are accepted to our campuses. We know that families will occasionally encounter extreme situations.

**School fees & financial hardships:** Noble will assist students whose families demonstrate financial hardship in the payment of all school fees. Homeless students will have all school fees

waived. Other students whose families encounter financial hardship may apply for a payment plan through the campus's main office. A payment plan will allow families to reduce payments and/or extend payment timelines so that students may still participate in mandatory school activities without penalty for inability to pay. In addition, promotion or graduation will not be denied on the basis of an inability to pay fees. Families may separately apply to the free and reduce lunch program. To apply or receive notice of the criteria, contact a local school administrator.

**Students in temporary living situations:** Noble adheres to all federal and state laws protecting the rights of homeless students. Additionally, homeless students will have all school fees waived. Please contact the main office to speak with the students in temporary living situations coordinator.

**Students and family members with disabilities:** Noble will reasonably accommodate individuals with disabilities, including at parent-teacher conferences, school programs, and school meetings.

If the above or other concerns surface please contact your student's advisor, other staff members at your campus, or campus principal.

## APPENDIX

- Acknowledgement of Receipt of the Student and Parent Handbook and The Student Code of Conduct
- IHSA Sports Medicine Acknowledgement & Consent Form

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# NOBLE

2017-2018

**ACKNOWLEDGEMENT OF RECEIPT OF THE STUDENT AND PARENT HANDBOOK AND THE STUDENT CODE OF CONDUCT**

*RECONOCIMIENTO DE RECIBO DEL MANUAL PARA ESTUDIANTES Y PADRES Y EL CODIGO DE CONDUCTA ESTUDIANTIL*

\_\_\_\_\_  
Name of the Campus/Nombre de la Escuela

**STUDENT AGREEMENT**

I, \_\_\_\_\_, have received and read  
Print Student Name Here  
the Student and Parent Handbook and the Student Code of Conduct ("SCC") for the Noble campuses. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN AGREEMENT**  
*CONTRATO DEL PADRE/TUTOR LEGAL*

I, \_\_\_\_\_ have received and read  
Print parent/guardian name here  
the Student and Parent Handbook and the Student Code of Conduct ("SCC") for the Noble campuses. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC.

Yo, \_\_\_\_\_, *he recibido y leído*  
Imprimir el nombre del padre/tutor aquí  
*el Manual para Estudiantes y Padres y el Código de Conducta Estudiantil ("CCE") para las escuelas Noble. Estoy consciente de mis derechos y responsabilidades. Además, yo entiendo que los actos de mala conducta o comportamiento estudiantil inapropiado resultaran en intervenciones y consecuencias como esta indicado en los reglamentos del CCE.*

\_\_\_\_\_  
Parent/Guardian Signature (*Firma del Padre/Tutor*)

\_\_\_\_\_  
Date (*Fecha*)

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**IHSA Sports Medicine Acknowledgement & Consent Form**

**Concussion Information Sheet**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

|  |   |
|--|---|
| Symptoms may include one or more of the following:   |   |
| <ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>   | <ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul> |
| Signs observed by teammates, parents and coaches include:  |   |
| <ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays incoordination</li> <li>• Answers questions slowly</li> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can’t recall events prior to hit</li> <li>• Can’t recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul> |   |



## IHSA Sports Medicine Acknowledgement & Consent Form

### Concussion Information Sheet (Cont.)

#### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

#### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Document created 7/1/2011 Reviewed 4/24/2013, Reviewed 7/16/2015



## IHSA Sports Medicine Acknowledgement & Consent Form

### IHSA Performance-Enhancing Substance Testing Policy

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>

insert Consent Language here (w/o signature lines)

### IHSA Steroid Testing Policy Consent to Random Testing

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student's body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.ihsa.org](http://www.ihsa.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>



**IHSA Sports Medicine Acknowledgement & Consent Form**

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### Acknowledgement and Consent

#### Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy. We also acknowledge that we are providing consent to be tested in accordance with the procedures outlined in the IHSA Performance-Enhancing Testing Policy.

#### STUDENT

Student Name (Print): \_\_\_\_\_ Grade (9-12): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT or LEGAL GUARDIAN

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

#### Consent to Self Administer Asthma Medication

Illinois Public Act 098-0795 provides new directions for schools concerning the self-carry and self-administration of asthma medication by students. In order for students to carry and self-administer asthma medication, parents or guardians must provide schools with the following:

- Written authorization from a student's parents or guardians to allow the student to self-carry and self-administer the medication.
- The prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

A full copy of the law can be found at <http://www.ilga.gov/legislation/publicacts/98/PDF/098-0795.pdf>.

Each year IHSA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.