

**DISNEY II MAGNET SCHOOL**  
Student Handbook-Lawndale Campus  
2019-2020



**Create**  
**YOU**  
**@ Disney II**

3900 NORTH LAWDALE AVENUE

CHICAGO, ILLINOIS 60618

TELEPHONE: (773) 534-5010

FAX: (773) 534-5199

[www.disneyiimagnet.org](http://www.disneyiimagnet.org)

Mrs. Kathleen Speth - Principal  
Mrs. Iliana Rzodkiewicz- Assistant Principal - Lawndale  
Mr. Peter Rutkowski - Assistant Principal - Kedvale  
Mr. Mike Aguilar-Dean of Students-Lawndale

Dear Disney II Lawndale Students,

At Disney II, we work to provide all of our students with an all-embracing, academically challenging experience. We value a collaborative and emerging spirit in our student-body, and we encourage our students to achieve academic success while developing into thoughtful and passionate individuals who can make positive contributions to society.

To achieve that end, our educational team, together with committed partners and supporters, has developed a multifaceted academic program at Disney II. Since the inception of our school, we have placed a strong emphasis on creating a culture of excellence, collaboration and dedication. This handbook assembles various policies, procedures and expectations that have been put into place for our student body to meet those cultural expectations. In addition, this manual will clarify day-to-day routines and school behavioral expectations.

Disney II strives to create a positive environment where each student is confident in his or her ability to succeed, and where we nourish a growth mindset, we value both academic and social-emotional growth. To do that, we encourage student and parental involvement through a transparent decision making process and ongoing communication. Students are encouraged to become self-advocates and leaders of their success and the success of our school. Students and Parents are welcome to call or make an appointment with teachers at any time to discuss their progress, and our administrative team is always available if there are any concerns or questions.

The success of our students requires consistent effort, collaboration, and genuine commitment from staff, students, and parents. We know that academic excellence with open-minded inclusiveness will help you discover the best of YOU! We will help you Create YOU @Disney II. A place to learn, discover and do!

Regards,  
Mrs. Kathleen Speth  
Principal

## MISSION

Disney II supports the development of well-rounded individuals who can live productive, intellectual lives and make positive contributions to society.

## VISION

Disney II provides a challenging curriculum through personalized and project based learning that integrates art and technology while meeting the needs of all students; develops students who are respectful, inclusive and driven through a supportive environment; and utilizes the involvement of students, families and staff to create a community that contributes to society.

## ACADEMIC INFORMATION

Your high school record will remain with you all of your life. A good record is a priceless possession. It will help you gain admittance to college or any other postsecondary opportunities you wish to pursue. Try to maintain grades which are typical of the best you are able to achieve.. Regular attendance will help you establish good habits. Participation in activities will help widen your interests and make your days at school more enjoyable.

## ACADEMIC INTEGRITY

Misrepresenting another person's work as your own or allowing your work to be used by another student is plagiarism or cheating. This includes student submissions for any publication or contest, whether inside or outside of the school. Teachers will instruct students on proper procedures to be used in gathering material from outside sources. In the event that cheating/plagiarism is suspected, the teacher involved will:

- Discuss the incident with the student;
- Notify the parents/guardian, department chairperson, dean, and administrator.
- **Students caught cheating and/or plagiarizing will receive appropriate disciplinary action and a grade reduction that may result in a failing grade for the affected class.**

## HOMEWORK POLICY

Students will receive homework assignments consistent with the objectives of the instructional program. Assignments are based on classroom instructional activities and serve as motivation for further learning. The specific amount and frequency of assigned homework is generally based on students' needs and interests, and the goals of the instructional program. Teacher teams will share specific policies and expectations for homework during the first week of school.

## TEXTBOOKS/TECHNOLOGY

All textbooks, guided reading books, and supplemental technology supplied by Disney II Magnet School become the responsibility of each student during the school year. If a book or piece of technology is damaged or lost, the student is charged a replacement fee. Textbook and Guided Reading books' prices range from \$5.00 to \$100.00 each. Technological resources range from \$100-\$300. If students are in possession of a Disney II owned Chromebook, costs associated with it are outlined in your contract.

## GRADE CALCULATION

### **GRADE POINT AVERAGE**

Your grade point average is determined by averaging the final grades for all courses at the end of each semester. The following weights are given to each grade: Regular Level: A=4 B=3 C=2 D=1 F=0 Honors Level: A=5 B=4 C=3 D=1 F=0. *Advanced Placement: A=6 B=5 C=4 D=1 F=0.* These numerical values are added together and divided by the number of credits attempted to give a weighted grade point average. Your transcript will also have an un-weighted GPA which treats all grades the same on a 4 point scale.

### **SEMESTER GRADES**

January and June mark the end of the semester at which time credit is awarded for all classes successfully completed. G.P.A. and rank is determined using semester grades. Parents can view semester grades on Aspen.

### **PARENT-GUARDIAN/STUDENT ASPEN PORTAL and SUMMIT**

#### ***SUMMIT (Grades 7-10)***

Parents are able to access and monitor student progress in Summit core classes online at (<https://www.summitlearning.org/parents/login>).

#### ***ASPEN PARENT/STUDENT PORTAL (Grades 7-12)***

Parents are able to access and monitor student progress in core classes (Grades 11/12) and all non-core classes (Grades 7-12) at <https://aspen.cps.edu/aspen/logon.do> Attendance may also be monitored here.

### **PROGRESS REPORTS**

Progress reports are distributed to students at the completion of the 5th, 15th, 25th, and 35th week of school. These reports are provided so that parents may be apprised of their child's achievement and performance as of the time the reports are sent and so that any intervention required on the part of the student/family may be taken in a timely fashion.

### **TUTORING**

There are places to go for help if you are having difficulty in one or more of your subjects. See your classroom teacher for tutoring programs available within the school.

### **PARENT CONFERENCE**

We encourage parents to stay in close contact with the school. Parents should contact specific teachers directly when requesting class related information or a conference. Classes cannot be interrupted for parent conferences.

### **SERVICE LEARNING**

Service Learning for *Class of 2020* and all future classes must complete two (2) Service Learning Projects. One project must be completed in conjunction with Civics. The other project may be completed independently or in conjunction with a course offering during 9th or 10th grade. Please see your school counselor for service learning opportunities, to check your number of recorded hours, and/or to submit service learning forms.

### **REPORT CARDS/PARENT-TEACHER CONFERENCES**

Student grade reports are issued four times a year: October, December, March and June. Report card pickup days, are scheduled for **February 7, 2020 and June 16,2020** January and June mark the end of the semesters at which time credit is awarded for all classes successfully completed. Only semester grades are included on the official transcript.

## **AWARDS**

### ***Principal's Honor Roll***

Principal's Honor Roll awards will be given to students in all grades. These students (and 2 guests) will be invited for breakfast with the Principal each quarter.

#### ***Requirements for Principal's Honor Roll***

- A's in ALL subjects
- No misconduct marks
- No unexcused absences (notes must be turned in to the school's office following an absence or special approval from the principal)

### ***Honor Roll***

Honor Roll awards will be given to students in grades all grades.

#### ***Requirements for Honor Roll***

- Minimum of two A's, no grades lower than a B No misconduct marks
- No misconduct marks
- No unexcused absences (notes must be turned in to the school's office following an absence or special approval from the principal)

### ***Principal's High Tea***

Based on teacher recommendations, this award is given to students who have shown extraordinary effort in the following:

- Academic achievement
- Increased effort
- Citizenship
- School Spirit/Team Unity

### ***Perfect Attendance***

This award is given to students who have no absences and are not tardy for the entire semester. Early dismissals and/or late arrivals count as partial absences. (Note: Medical exclusions and out-of-school suspensions count as absences, but religious holidays are not counted as absences.) Perfect Attendance awards will be given to students in all grades.

## **ATTENDANCE AND PUNCTUALITY**

### **ABSENCES**

Regular attendance is a critical factor for success at school. The academic curriculum is sufficiently difficult that a student cannot afford to miss classroom instruction and meet grade level expectations for promotion. School personnel are strongly committed to achieving the goal of 96% student attendance rate school wide and will closely monitor student attendance. **All absences, excused or unexcused will impact a student's overall attendance percentage.**

### ***STUDENT/PARENT RESPONSIBILITY***

Students and parents are expected to regularly check Aspen for attendance updates. While Disney II will help any student struggling with attendance and punctuality, we encourage parents and families to also ensure healthy attendance.

## **ABSENCE NOTES**

Upon returning to school, all students are required to bring a note signed by a parent/guardian indicating the date(s) and reason for absence. Notes can also be submitted via email to [d2hsattendance@cps.edu](mailto:d2hsattendance@cps.edu). We encourage parents/guardians to make every effort to plan vacations, trips, medical, and dental appointments during non-attendance days. The CPS 2019-2020 calendar can be found [here](#).

Chicago Public Schools classifies four reasons as excused absences:

1. Illness
2. Death in the immediate family
3. Family emergency
4. Observance of a religious holiday

In the event of student absences, it is the student's responsibility to obtain any missing assignments, make up work, or arrange times for missed assessments. If you have questions regarding missed work, please contact the teacher via email. We encourage parents to use the Aspen Parent Portal <https://aspen.cps.edu/aspen/logon.do> (for grades in 12) and Summit (<https://www.summitlearning.org/parents/login>)(for grades in 7-11th) to monitor student's grade and missed assignments. Please see the main office for information regarding student login information.

Students should monitor their attendance through Aspen on a weekly basis. **Please pay attention to the following guidelines:**

- Students should pay attention when attendance is being taken, especially when there is a substitute teacher in the classroom. Modifying a substitute's record afterwards is not always possible.
- Fully day absences can only be excused by a parent/guardian via email/signed note. **(Valid excuses are processed within 7-10 school days)**
- Absences where a teacher marked a student absent can only be modified by the teacher. Please have your teacher email Ms. Steele with an explanation.
- Valid early dismissals indicated on the early dismissal log in the Main Office do not require a separate note.
- Per CPS District Policy, routine doctor, Dentist, and Orthodontist appointments are **not** valid causes for absence and should be scheduled after school hours or on non-attendance days when possible.
- Doctor's notes, *unless they specifically state the student was being treated for an ongoing illness*, are not acceptable.
- CPS does not excuse tardies.
- Per CPS District Policy, missing 50 minutes or more of instructional time will result in a minimum of a half day absence.

Please note that all absences that fall under the above categories will be excused upon receiving an absence note signed or email sent by the parent or legal guardian. If a note is not received, if the absence is not excusable or if the information is incomplete, the absence(s) will remain unexcused. **Valid email/excuse notes and early dismissals are processed within 7-10 school days.**

## TARDINESS

To maximize and respect teaching/learning time, we expect students to arrive at school on time. Students are expected to arrive at school by 8:40 AM when the 5 minute bell rings. Students who arrive after the entry bell must obtain a tardy slip from the security officer at the entrance. Students who arrive to their classroom after the 8:45AM entry bell will be marked tardy. We will make every effort to assist families in helping students arrive at school on time. Tardiness of 50 minutes or more impacts a student's overall attendance percentage and missed instructional time impacts grades.

Chronic tardiness may result in Saturday Detention and intervention from the Attendance Team.

## TARDY EXCUSES

CPS does not excuse tardies. If a student is late due to one of the valid CPS reasons listed above, the tardy will not be used for disciplinary reasons.

## ILLNESS/ACCIDENTS

If a student becomes ill at school, the student will be sent to the office with a note/pass from the classroom teacher. Parents will be called and notified of their child's condition. If an early dismissal is necessary, the parent will be asked to pick up the child and complete an Early Dismissal Form in the office. **It is extremely important that you provide the school office with current home and emergency telephone numbers. Please keep the school up-to-date of any changes to your address or phone number(s).**

## EARLY DISMISSAL PROCEDURES

If there is a valid reason for your child to be dismissed before the end of the school day, we request the following:

1. Parent/guardian/or an adult listed on the emergency form must report to the office, sign the student out, and explain the nature of the early departure.
2. Office staff will locate the child and have him/her report to the school office.
3. Under no circumstances are students under the age of 18 permitted to leave school grounds during the school day without a parent, legal guardian, or an adult listed on the emergency form. Parents/guardians of students 18 years and older will be notified when the student signs out.
4. Students will be marked absent for a half day when they miss 50 minutes or more of instructional time.
5. **WE CANNOT ACCOMMODATE EARLY DISMISSALS BETWEEN 3:30 PM AND 3:45 PM.**

## SCHEDULING

Scheduling for the following academic year takes place during second semester. Graduation requirements are reviewed and the students' requests are taken into account. Counselors will meet individually with each student. Students must be scheduled for seven classes each year. The Illinois State Board of Education requires all students to have a minimum of 350 minutes of instructional time per school day.

## SCHEDULE CHANGES

Requests for schedule changes may not be considered after the 10<sup>th</sup> day of school. Requesting a schedule change does not constitute a change; rather, counselors will evaluate requests based on academic issues, availability, and appropriateness of the change and teacher load. Counselor, administrators, department chair or teacher input may be required for requested schedule changes.

# GRADUATION AND POST-SECONDARY REQUIREMENTS

## COLLEGE ADMISSION REQUIREMENTS

College entrance requirements differ with each college. Students who plan on continuing their education in colleges or universities should become acquainted with specific entrance requirements of the school they hope to attend and should choose high school subjects which will enable them to meet those requirements. The Counseling Department urges students to make inquiries concerning specific college requirements beginning as early their freshman and sophomore years. The College/Career Center is available for all students. This facility is supported by counselors to provide students with access to an information bank for colleges and universities. Information regarding academic programs, student body characteristics, admissions requirements and costs are accessible both here and online through the student Naviance account.

## CPS GRADUATION REQUIREMENTS

According to CPS Board Report 06-0628-PO2, "The policy regarding minimum high school graduation requirements increases academic rigor and prepares students for postsecondary education and the world of work. The graduation requirements meet or exceed requirements for entry into Illinois public colleges and universities." Graduation requirements vary by graduating class, please see your school counselor for specific class requirements.

Graduation Requirements	Disney II Recommended	CPS Minimum Requirements
English	4	4
Mathematics	4	3
Science	4	3
Social Sciences	4	3
World Languages (of the same language)	4	2
Fine Arts	2	2
Physical Education	4	4
Electives	2	3
<b>Total</b>	<b>28</b>	<b>24</b>

## CPS GRADUATION REQUIREMENTS Continued...

Seniors must complete service projects/hours. See the service learning section for more information. All students must pass Driver's Education, Consumer Education and the Constitution exam (P.L. 195) as part of the CPS requirements.



# DISNEY II SENIOR REQUIREMENTS 2018-2019

Dear Class of 2019:

*Congratulations!*

*We are excited for all you will accomplish this year as leaders of Disney II Magnet. From senior trip and prom, to college acceptances and graduation, this is the most exciting year of your high school experience.*

*Please review the expectations below, as you will be responsible for meeting them throughout the year.*

## COLLEGE PLACEMENT TEST - SAT

All students will take the SAT (Scholastic Achievement Test) in the Spring of junior year. Students may take the SAT again senior year. The SAT exam is offered nationwide during various times throughout the school year. All information and manuals regarding these important tests are available in the counselors' offices. It is the student's responsibility to register and prepare for the tests he/she plans to take.

## COLLEGE ACHIEVEMENT TESTS PARCC, PSAT, PSAT/NMSQT

All students will take college achievement tests in the Fall and/or Spring of each year. These tests provide teachers with valuable information about student progress. They also inform students and parents of student achievement toward mastering college benchmarks.

## TRANSCRIPTS

A transcripts are required for college admission and are frequently requested by potential employers. Transcripts are a record of high school grades. Students will not be issued a final transcript if he/she has outstanding debts. The CPS central office updates transcripts with student's class rank and grade point average at the end of the 1<sup>st</sup> semester, 2nd semester, and after summer school. Seniors requesting transcripts for college applications must use Naviance. It is the student's responsibility to update his/her Naviance account and request transcripts one week prior to the college or university due date. All other transcript requests should be directed to the school counseling department.

EVENT	REQUIREMENTS	DEADLINE
Senior Trip	<ul style="list-style-type: none"><li>Completed 5+ College apps (2 must be match schools)</li><li>Submitted your FAFSA</li><li>Completed 1+ Scholarship Apps</li><li>Passing All Classes</li><li>Minimum 90% Attendance</li></ul>	TBD

<b>PROM</b>	<ul style="list-style-type: none"> <li>● Completed 5+ College Apps (2 must be match schools)</li> <li>● Submitted your FAFSA</li> <li>● Completed 1+ Scholarship Apps</li> <li>● Passing All Classes</li> <li>● Minimum 90% Attendance</li> <li>● Paid all Student Fees or Set Up Payment Plan</li> </ul>	<b>TBD</b>
<b>WALKING AT GRADUATION</b>	<ul style="list-style-type: none"> <li>● Completed All Required Credits</li> <li>● Completed All Service Learning Hours</li> <li>● Completed Consumer Education</li> <li>● Completed Driver's Education</li> <li>● Passed Constitution Test</li> </ul>	<b>TBD</b>
<b>HIGH SCHOOL DIPLOMA</b>	<ul style="list-style-type: none"> <li>● Completed All Required Credits</li> <li>● Completed All Service Learning Hours</li> <li>● Completed Consumer Education</li> <li>● Completed Driver's Education</li> <li>● Passed Constitution Test</li> </ul>	<b>TBD</b>

## **ENTRY / EXIT PROCEDURES AND SCHOOL FEES**

### **LAWNDALE CAMPUS ENTRY**

8:40 AM      5 minute warning bell

8:45 AM      1st/5th Block Begins

3:45 PM      Dismissal

### **ENTRY AND EXIT PROCEDURES 7TH-12TH GRADES**

All students will enter through the Byron/Ridgeway door, no earlier than 8:00 AM unless directly supervised by a teacher or staff member. Students must allow enough time to go through security screening and must be in their classrooms by 8:45 AM. Students entering their classrooms after the 8:45 AM bell are considered tardy and must get a tardy pass from security.

### **PASSING PERIODS**

Students entering the class after the passing period bell without a hall pass will be considered tardy.

## **DISMISSAL PROCEDURES**

Upon exiting from the building, students are expected to proceed in a manner that respects the neighborhood and the community.

## **BREAKFAST**

Universal breakfast is available up until 15 minutes before the start of first period in the cafeteria, free of charge.

## **LUNCH**

Lunch is provided for all students at the Lawndale Campus. Students are also able to bring lunch from home. Juniors and Seniors can earn off campus lunch privileges.

Students and families are not permitted to have food delivered to the building. Lunch is provided and all students are guaranteed a meal.

## **SCHOOL FEE**

Disney II will be collecting a Student Fee of \$275 (all students) and a \$50 Technology Fee (7-11 grades only) for the 2019-2020 school year. The student fee will be used to purchase consumables and programs. The Technology fee will be used to maintain Chromebooks. Damage to chromebooks will still be the student's responsibility. Parents can use the online payment option on the school's website to pay the school fees. ([www.disneyiimagnet.org](http://www.disneyiimagnet.org))

The school has established the following process for submitting a Student Fee Waiver (includes field trips, school fees, and athletic fees):

1. Obtain/complete a Fee Waiver form from the main office
2. Submit the completed form to the Principal including proof of income such as a pay stub, W2 form, or a tax return.
3. Parents will receive the Principal's decision in writing.
4. Parents have the right to appeal the Principal's decision.

## **BEHAVIOR GUIDELINES AND EXPECTATIONS**

At Disney II Magnet High School we take discipline and behavior very seriously. Below are some specific guidelines and expectations students must follow while a student at Disney II.

### **CHICAGO PUBLIC SCHOOLS STUDENT CODE OF CONDUCT**

It is our commitment to maintain a positive, safe, and secure learning environment. When there are repeated occurrences of minor infractions or when serious misbehavior occurs, students are referred to the school's administration for consequences as detailed in the Student Code of Conduct. In such cases, a misconduct report is prepared and a copy of this report is provided to the parent/guardian. **Students may be disciplined for activities that take place on or off campus, anytime during, before, or after regular school hours.**

A copy of the Student Code of Conduct is provided to parents annually and is also available on the following link - [CPS Student Code of Conduct](#)

## **ELECTRONIC DEVICE POLICY**

*CPS Board Policy states schools are allowed to prohibit the use of cellular phones and other information technology devices as indicated in the Student Code of Conduct.*

This is Disney II High School's Electronics Policy:

- Electronics (cell phones, tablets, headphones) are only to be used during the student's lunch period in the cafeteria and in the hall during passing periods.
- Electronics are not to be SEEN or HEARD anywhere in classrooms, bathrooms, or instructional spaces.
- Cell phones may not be used in classrooms/instructional spaces unless otherwise specified by a teacher.

### **CONSEQUENCES FOR VIOLATING THE ELECTRONICS POLICY**

- **First Violation:** If a student is found to be in violation of the Electronics Policy, the staff member *may* issue a verbal warning to the student reminding them of the policy and inform them that the device will be confiscated if seen or heard again. Distribution of this handbook and entry into a classroom with this policy posted outside the door constitutes a first warning.
- **Second Violation:** If a student is found to be in violation of the Electronics Policy for a second time, he/she will be asked by the staff member to surrender the device. The device may be picked up from that staff member at the end of the day.
- **Third Violation and/or Refusal to Surrender Device:** If the student refuses to surrender the device immediately, Security will be called to assist, and the student will be escorted to the Dean's Office. A parent conference will be required and the device will only be returned to a parent/guardian. A mandatory contract will be completed by the parent, student, and the Dean.
- **In certain circumstances, students may lose electronic device privileges for a period of time up to and including the duration of the school year and will be required to turn their device into Mr. Aguilar or security at the beginning of each day. The device may be picked up from Mr. Aguilar or security after 3:45pm.**

## **DRESS CODE**

We trust that our students will express their individual style while making appropriate decisions for their attire.

### **PERMITTED DRESS**

- Shirts and dresses/skirts must have fabric covering the front, back, and sides of students.
- Clothing must cover undergarments--bra straps excluded.
- Fabric covering all private areas must not be see through.
- Hats and other headwear (do-rags, bandanas, etc.) must allow the face to be fully visible to students and staff. Hoods must remain down as they limit the ability to see the face.

### **PROHIBITED DRESS**

- Clothing may not depict vulgar language
- Clothing may not depict violence, weapons, or gang activity/identifiers
- Clothing may not depict, advocate, or advertise alcohol, marijuana, or other drugs.
- Clothing may not depict nudity, sexual acts, or pornography
- Clothing may not use or depict hate speech against groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.

### **STUDENT IDs MUST BE WORN AT ALL TIMES**

Students found out of compliance with the dress code will be asked to change into appropriate clothing to be provided to the student, and parents will be contacted. Discipline will be issued in accordance with the Student

Code of Conduct when necessary.

## **HALLWAYS**

### ***COUCHES AND ALTERNATIVE LEARNING SPACES***

These spaces were developed for student benefit and are therefore the students responsibility to keep clean and orderly. Students must remain quiet and respect the learning going on in classrooms and other groups working in the hall. Students must have a pass, that includes the names of all students permitted, if they are in the hallway.

### ***HALL PASSES***

No students are permitted in the halls without a pass during scheduled instructional periods. Students must receive a pass from either the Dean or their teacher; the main office will not issue hall passes. Any student who does not have a hall pass will be escorted back to their designated room by a staff member and will face disciplinary consequences. Students without a hall pass that have not yet arrived to class will be marked tardy and instructed to get a tardy pass from security. **Students will not be permitted into a classroom without a pass outside of their scheduled passing period.**

## **LUNCHROOM**

- Portable speakers and phone/computer/tablet speakers are not to be used. Headphones only.
- Students are expected to clean up after themselves.
- Students **must** have a written pass in some form (note, email, text) from a teacher to be allowed upstairs during lunch. There will be no exceptions.

### ***MAIN FLOOR HALLWAY***

Students are permitted to use the first floor main hallway to work during their lunch period.

- Students may sign up to use the hall before the 8:45am bell next to security at the student entrance.
- Students must maintain a calm, quiet atmosphere while in the main floor hallway.
- Students who have signed up must check in with security during their lunch period before proceeding.
- Any staff member may direct you back to the cafeteria at any time.

### ***OFF CAMPUS LUNCH***

- Available to Juniors and Seniors who maintain at least a 90% attendance rate and are passing all classes.
- Passes are issued once a month and a list of recipients will be posted outside Mr. Aguilar's office (Rm. 108).
- No outside food or drink may be brought back into the building
- Students must allow enough time to return to the building and go through security screening before the bell rings.
  - Students who are late returning from OCL will lose privileges for one month.

## **RESPONSE TO STUDENT CODE OF CONDUCT VIOLATIONS**

### ***DETENTION***

Detentions are assigned for lower group infractions in the student code of conduct. Disney II works to provide this time as a period of reflection and restoration for students as well as academic intervention.

Detention types -

1. Teacher Assigned - Meant to provide academic intervention and restorative conversations between teacher and student. The teacher will notify the student and parent in advance of a detention either during the student's lunch period or after school (no longer than 30 minutes). This will not reflect on student records. Failure to serve a teacher assigned detention will result in the same progressive discipline outlined below.
2. Administrative Assigned - Detentions assigned by the Dean or an administrator for Student Code of Conduct violations. These detentions will be posted weekly outside Mr. Aguilar's office (Rm. 108) and across from the Byron/Ridgeway entrance. These detentions must be served by the deadline posted on either Tuesday, or Thursday from 4p-4:50p. Failure to serve an after school detention without advanced notice from a parent will result in the assignment of the following two detention periods. Failure to serve one or both of the following two detention periods will result in a Saturday Detention.
  - a. Time spent with a teacher in after school tutoring will count as a detention served unless otherwise specified by Mr. Aguilar. Students must inform their teacher that they have a detention and the teacher must email Mr. Aguilar that the student was present in tutoring.
  - b. Lunch detention may be served at the discretion of Mr. Aguilar. Please make arrangements with him.
  - c. **If you know you will be unable to serve detention by the deadline, please work with Mr. Aguilar to make alternative arrangements. Do not wait until the last minute.**

### ***IN-SCHOOL SUSPENSION***

Disney II Magnet School's In-School Suspension is a response to student code of conduct infractions. In-school suspension will take place from 8:45am-3:45pm on the date assigned to the student. Students will be given access to technology in order to complete schoolwork at designated times during in-school suspension. Teachers and staff will provide students with an opportunity to complete any assigned/missing work.

Expectations

1. Students will arrive to school on time. Students arriving past 8:45am will be issued additional consequences as needed.
2. Students will not be permitted to use their cell phones or any other personal electronic devices during in-school suspension. Students are asked to turn in all electronic devices, which are locked for the remainder of the day. If a cell phone is seen or goes off, the device will be confiscated and they will be assigned additional consequences. Students will be directed to place **ALL** cell phone/personal electronic devices in a secure and locked location by staff.
3. Students will be allowed bathroom breaks within reason. Students will need a staff escort to leave the in-school suspension room at all times.
4. Students will be expected to engage in the academic or social/emotional activities and lessons that are instructed by staff. Failure to do so will result in the student being assigned additional consequences and/or social emotional interventions which will take place at a later date.
5. Students will follow all Disney II expectations during in-school suspension. This includes, but is not limited to, dress code, language, behavior, and academic honesty. Students who do not follow the Disney II norms and expectations will be assigned additional consequences.

### ***OUT OF SCHOOL SUSPENSION***

Response to higher group violations of the student code of conduct or repeat violations of the student code of conduct when other interventions/consequences have been assigned. A student serving out-of-school suspension is not allowed to come onto school property, participate in extracurricular activities, or attend school-sponsored events. Please refer to the CPS student code of conduct for additional information.

## **LOCKS**

School locks will be provided to all students. Combinations will be the responsibility of each individual, but kept on file through each advisory teacher and the Dean. 1 lock will be provided to each student at the beginning of the school year free of charge. If the student loses and/or misplaces their lock, there will be a charge of \$5 for an additional lock. Only locks issued by the school can be used on lockers unless permission is obtained from the Dean. Replacement locks can be purchased from Mr. Aguilar.

## **LOCKERS**

Students will be assigned lockers based on their advisory. Lockers are for storage of school supplies, books, and personal effects necessary to bring to school. It is the responsibility of each student to keep their locker clean, organized, and free of items that may cause an interruption to the school day or learning environment. Students are assigned 1 locker and are not permitted to change without administrative permission. Sharing of locker space is not allowed and will be monitored by the school. Disney II officials reserve the right to conduct locker searches as necessary or warranted as stated in the Student Code of Conduct.

## **PERSONAL PROPERTY OF STUDENTS**

Students are responsible for their personal property and are encouraged to label all items. Please check the lost and found periodically for missing items. Unclaimed lost and found items will be donated to charity at the end of each month. If you need an extra lock, they are available for purchase in Mr. Aguilar's office (Rm. 108).

**Use of locks and lockers is the strongest deterrent to theft.** Students are encouraged to keep their valuables and electronics in their locked locker during the school day. Staff resources and time are limited and will not be used to track down electronics and valuables. **Your personal property is your responsibility.**

## **PARTICIPATION IN EXTRACURRICULARS**

Students who have repeat violations of the CPS student code of conduct (including tardies, class cuts, misbehaviors, etc.) will not be eligible for events, clubs, and athletics. Students must have no outstanding detentions in order to participate in extracurriculars.

## **FIELD TRIPS**

Out-of-the-classroom experiences are provided for students throughout the year to enrich their experiences and learning. These field trips are an integral part of the curriculum and have a specific educational purpose.

Students need to submit a permission slip signed by a parent or legal guardian before they are allowed to leave the building for the field trip. Verbal permission in person or by telephone is not allowed. Parent volunteers are needed to chaperone field trips. Your child's teacher will communicate information and any applicable costs for field trips to parents. Most field trips will require payment for transportation and/or admissions. Each class plans approximately 4 field trips per school year with costs ranging from \$0 to \$25.

## **ATHLETICS**

It is Disney II's mission to provide students with the opportunity to engage in competitive activities geared toward building teamwork, communication, and physical development. All students in grades 5-12 are eligible to participate in the CPS sanctioned sports. To remain eligible, students must:

- Passing all classes
- Abide the Chicago Public Schools Code of Conduct
- Maintain behaviors that are expected within the norms of Disney II
- Demonstrate outstanding citizenship
- Show rigorous work ethic

Failure to keep the appropriate grade point average/expectations will lead to suspension or dismissal from the team. All suspensions, dismissals, or other disciplinary actions will be made by the school administration in conjunction with the head coach. All necessary forms for student participation must be turned in prior to the season. These forms are available on the “Athletics” tab of [www.disneyimagnet.org](http://www.disneyimagnet.org)

## **CALENDAR OF HOLIDAYS AND VACATION SCHEDULE**

### **HOLIDAYS 2019-2020**

**December 23, 2019 to January 3, 2020.....Winter Break**

**April 6, 2020 to April 10, 2019 .....Spring Break**

### **DAYS OF NON-ATTENDANCE FOR STUDENTS**

**On the following days, students are not to report to school:**

<b>September 2, 2019</b>	<b>Labor Day</b>
<b>October 14, 2019</b>	<b>Columbus Day</b>
<b>November 8, 2019</b>	<b>School Improvement Day</b>
<b>November 11, 2019</b>	<b>Veteran’s Day</b>
<b>November 27, 28, 29, 2019</b>	<b>Thanksgiving Holiday</b>
<b>January 20, 2020</b>	<b>Martin Luther King Jr. Day</b>
<b>January 31, 2020</b>	<b>School Improvement Day</b>
<b>February 17, 2020</b>	<b>President’s Day</b>
<b>April 17, 2020</b>	<b>School Improvement Day</b>
<b>May 25, 2020</b>	<b>Memorial Day</b>