

The University
of Chicago
Charter School
**Student and
Family Handbook**
2023–24

uchicagocharter.org



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Check out our website uchicagocharter.org for information on our campus, news and events, and our school calendar.

SECTION I: INTRODUCTION

A. Welcome to the University of Chicago Charter School

The mission of the University of Chicago Charter School is to prepare 100% of our students for college acceptance and graduation through a Pre-K to 12th grade superhighway that cultivates culturally aware critical thinkers and leaders.

The University of Chicago Charter School Values **SCHOLARSHIP • LEADERSHIP • EXCELLENCE • GRIT**

We believe that by continuing to develop the traits of Scholarship, Leadership, Excellence, and Grit in each of our students and all of our stakeholders, we will create a school and community better suited to ensure that those we serve become lifelong learners, builders of strong communities, and change agents—committed to making the world a better place for all.

SCHOLARSHIP

We recognize the supreme intelligence of the children we serve. We increase their knowledge and ability through rigorous, high-involvement learning.

LEADERSHIP

We honor the agency and self-empowerment of our students. We hold our students accountable for taking ownership of their individual success while also inspiring others to rise to their fullest potential.

EXCELLENCE

We expect our students to champion every moment of every goal. We guide our students in solving problems and actualizing their full potential.

GRIT

We value our students' perseverance in overcoming obstacles. We prepare our students to practice relentless determination in pursuing success in school, college, and life.

These values represent our dedication to creating one school in three campuses that establishes a college-bound culture inside and outside the classroom. All of our students deserve a first-class education. It's our duty to give it to them.

Onward,

Tanika Island Childress

Chief Executive Officer

University of Chicago Charter School

B. What is a Charter School?

UChicago Charter School is a free, neighborhood public school open to all children and with no testing requirements for admission. In Chicago, charter schools are authorized by Chicago Public School (CPS) through a rigorous application process, which results in a contract for five years. The UChicago Charter School first applied for charter status in 1997. CPS has renewed the charter five times. This year marks the school's 21st year of operation.

Charter public schools are unique and offer different options to families and students looking for a public school. Each charter school has the freedom to innovate, while still being held accountable for student success. The schools have autonomy in selecting curriculum, school calendar, staff, and the terms and conditions of hiring. In exchange, charter schools must deliver accountability. They are accountable for delivering academic results that are as good as or better than comparable public schools.

C. Our Mission

MISSION	The University of Chicago Charter School prepares 100 percent of its students for college acceptance and graduation through a Pre-K to 12 superhighway which cultivates culturally aware critical thinkers and leaders
VALUES	SCHOLARSHIP LEADERSHIP EXCELLENCE GRIT
GOALS	Strategies
GENDER GAP	Employ intentional instructional and social-emotional learning strategies to support the achievement and cultivate the development of Black boys
ALIGNMENT	Share and develop network best practices - Instructional & School Culture Establish UChicago Charter as a top-five school that retains students in a Pre-K to 12 Superhighway
TALENT	Attract, develop, and retain the best and most collaborative teachers, leaders and staff
COLLEGE GOING CULTURE	Establish high expectations through a college graduation culture

D. History

The UChicago Charter School began in 1998 with the formation of the North Kenwood/Oakland Campus, a pre-kindergarten to eighth grade school. UCCS opened its second elementary campus, Donoghue, in 2005. UCCS' first middle school/high school campus was established in 2006 for students from grades six to 12 at the Woodlawn Campus. In 2008, UCCS opened a second middle school at the Carter G. Woodson Campus, which was closed in 2019. In 2018, UCCS opened a brand new building to house the Woodlawn Campus. Today, the three UChicago Charter campuses, and their 200 staff members, offer over 1,600 neighborhood children on Chicago's South Side a Pre-K through grade 12 superhighway to college. All three of UCCS' school buildings are within 10 minutes of the University of Chicago campus, and operate no selective testing or enrollment systems, instead, accepting students by lottery when demand exceeds supply.

E. Governance

A seven-member Board of Directors oversees the University of Chicago Charter School. University of Chicago leaders are appointed to the Board of Directors. See Appendix for a list of all Board and Council members.

All Board and Council meetings are open to the public. Parents, families, students, and community members are welcome to attend.

Board of Directors Meeting Schedule 2023–24

Thursday, Sept. 7, 2023

5:00 pm – 6:30 pm

Woodlawn Campus,

6300 South University Ave., First Floor

Thursday, Feb. 15, 2024

5:00 pm – 6:30 pm

Woodlawn Campus,

6300 South University Ave., First Floor

Thursday, Nov. 2, 2023

5:00 pm – 6:30 pm

Donoghue Campus,

707 E 37th Street

Thursday, April 11, 2024

5:00 pm – 6:30 pm

Donoghue Campus,

707 E 37th Street

Thursday, Dec. 21, 2023

5:00 pm – 6:30 pm

NKO Campus,

1119 E. 46th Street

Thursday, June 6, 2024

5:00 pm – 6:30 pm

NKO Campus,

1119 E. 46th Street

F. Family Teacher Community Organizations (FTCO)

The UChicago Charter School FTCO is an advisory organization of parents committed to assisting the school in attaining the highest level of educational excellence for the entire student body. They accomplish this through the cooperative efforts of the parents, community, faculty, staff and residents of the surrounding community.

FTCO stands for Family Teacher Community Organization and is organized solely for the purpose of school improvement. Our membership consists of parents or guardians of the students, members of the extended family (i.e., grandparents, aunts, uncles, etc.) the administrators, the faculty and staff of UChicago Charter School, and interested members of the community. Everyone is welcomed and encouraged to attend the monthly FTCO meetings, serve on a committee and attend the special events that will take place throughout the school year.

Staff Co-Chairs

Sharon Winston, NKO

Johnetta Diming, DONOGHUE

Travis Davis, WOODLAWN

Please note that parent co-chairs are announced after the start of the school year.

SECTION II: GENERAL INFORMATION

A. School Calendar

The school year runs from early August through late June. Our extended daily hours and longer school year offer students: 1) opportunities to strengthen their knowledge and skills in the core academic subjects of literacy and mathematics; 2) options to develop their interests in leadership, the arts, digital media, and science; 3) homework help; 4) tutoring; and 5) mentoring.

UChicago Charter School 2023–24 Calendar

School Day Start Time:

NKO & DON: 8:15 AM

UCW MS: 8:00 AM

UCW HS: 7:55 AM

School Day End Time:

NKO & DON: 3:30 PM

UCW MS: 3:20 PM

UCW HS: 2:50 PM

Early Dismissal on Wednesdays:

NKO & DON: 1:00 PM

UCW MS: 1:15 PM

UCW HS: 1:10 PM

180 Instructional Days

187 Calendar Days

August 14

September 4

October 9

October 18

October 23–27

October 30

November 10

November 22–24

December 25–January 5

January 8

January 15

First Day of School/First Semester

No School: Labor Day Holiday

No School: Indigenous Peoples Day Holiday

No Students: Parent Teacher Conferences

No School: Fall Break

Teacher Professional Development Day: No Students

No School: Veterans Day Holiday

No School: Thanksgiving Break

No School: Winter Intersession

Teacher Professional Development Day: No Students

No School: Dr. Martin Luther King, Jr. Holiday

January 23

February 19

March 8

March 20

March 25–29

April 19

May 27

June 7

June 10–14

First Day of Second Semester

No School: President's Day Holiday

Teacher Professional Development Day: No Students

No Students: Parent Teacher Conferences

No School: Spring Intersession

Teacher Professional Development Day: No Students

No School: Memorial Day

Last Day of School/Second Semester

Emergency Days

B. Admission and Lottery

The UChicago Charter School is a public charter school in the Chicago Public Schools district open to all Chicago students. We serve special education students, English Language Learners, gifted and talented students, and everyone else who applies. The only information needed to apply to the UChicago Charter School is a student's name, proof of residency in Chicago, and contact information.

We Are Fair & Inclusive

The UChicago Charter School does not discriminate on the basis of race, color, gender, disability, age, sexual orientation, religion, ancestry, marital status, national or ethnic origin, or need for special education services.

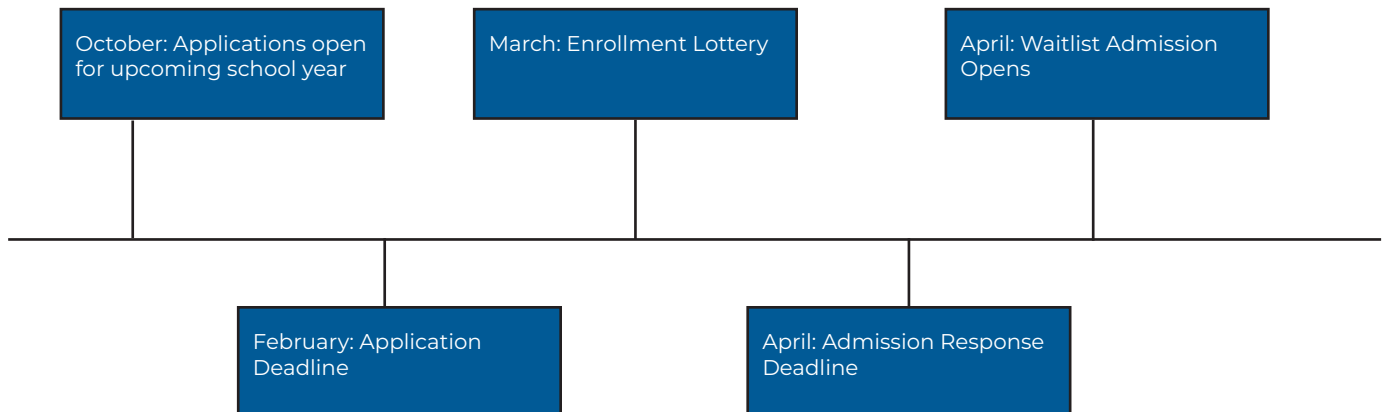
We Are A Non-Selective School

The UChicago Charter School is a non-selective enrollment school open to all Chicago students. Admission to the UChicago Charter School is determined through a random lottery. Test scores, grades, recommendations or behavioral history will not be taken into consideration.

1. OVERVIEW

Application	The UChicago Charter School generally makes applications available in early October with a final due date in late February. Families may apply to more than one campus. Applications are good for one year only. Any applicants who are not admitted in one year must re-apply the next year. All applicants must be residents of the City of Chicago.
Lottery	A public lottery is generally held in late March. Any openings available after priority applicants have been admitted will be filled through a random lottery. Wait lists for each grade level will also be established through a random lottery.
Registration	If your child is selected for admission, you will be notified via email and asked to accept admission through our online application portal, SchoolMint, complete the remaining online registration forms, submit required documentation online, and pay a non-refundable school fee. Please watch for this email notification. You will lose your seat and be replaced by someone on our wait list if you fail to respond by the deadline.

2. ADMISSION TIMELINE



3. ENROLLMENT LOTTERY DETAILS

In any given year, the number of applicants for a given grade level may exceed the total number of seats that are available. When this occurs, we hold a “lottery” to fairly allocate those seats. The lottery process is separated into “tiers” with preference given to select groups of students who are either siblings of currently enrolled students, or who live near the UChicago Charter School campus in which they are hoping to enroll. The lottery does NOT take into consideration any other factors. The academic, behavioral, and/or enrollment record of any applicant cannot be used to improve or diminish the chances for enrollment at the UChicago Charter School through the lottery.

4. ENROLLMENT LOTTERY ADMISSION PRIORITY

NKO Campus (Grades preK-5)	Donoghue (Grades preK-5)	Woodlawn Campus (Grades 6-12)
Siblings of currently enrolled students Applicants who reside in the NKO attendance zone All other applicants	Siblings of currently enrolled students Applicants who reside in the Donoghue attendance zone All other applicants	<i>Grade 6 Applicants</i> Students currently enrolled at UChicago Charter’s North Kenwood/Oakland or Donoghue Campus <i>Grade 9 Applicants</i> UCCS follows GoCPS procedures: https://go.cps.edu/high-school

5. LOTTERY PRIORITY DEFINITIONS

Sibling Preference

If one of your students is currently enrolled at the UChicago Charter School, their sibling(s) will be included in the sibling preference pool for our enrollment lottery. Please be sure to indicate the currently enrolled sibling when you complete your application materials and please note that sibling status is not a guarantee of acceptance.

Attendance Boundary

The UChicago Charter School’s campuses are a part of the fabric of the South Side communities in which they are located. As such, students who live within our attendance boundaries are given admission preference in our enrollment lottery.

Our preK-12 Superhighway

The UChicago Charter School is one of the only public, preK to 12 charter schools in Chicago. A student who enrolls with us in pre-kindergarten can matriculate to the next grade without re-applying. This includes moving up to middle and high school except for the GoCPS process for 9th grade admissions.

C. Registration and School Fees

The UChicago Charter School manages its registration and fees payment through two systems called SchoolMint and FACTS.

1. REGISTRATION FOR SCHOOL YEAR

Login to the SchoolMint account at uchicagocharter.schoolmint.net. All registration forms are online and must be completed and signed to complete registration.

2. SCHOOL FEES

Registration will not be complete until the registration fee is paid. All school fees for 2019-2020 are currently posted on FACTS. Parents should log into their FACTS account to pay their student’s fees. School fees include, but are not limited to: costs of required textbooks and instructional materials, all charges and deposits collected by school for use of school property, charges or deposits for uniforms, charges for supplies for a particular class, school records fees, and school health services fee.

The school fee for all UCCS campuses is \$200. However, there are certain **add-on fees for 8th and 12th** grades due to programming and activities. The \$200 is a non-refundable fee held for registration.

SCHOOL FEES, CONT'D

Donoghue	\$200
North Kenwood/ Oakland	\$200
Woodlawn	
8th Grade	\$200
8th Grade Graduation Fee	\$100 (includes Luncheon, Rites of Passage, 8th Grade Trip)
10th Grade	\$200
11th Grade	\$200
12th Grade	\$200
12th Grade Graduation Fee	\$200 (includes Senior Trip, Graduation, etc.)

Barring student participation in school activities or punishing students based on their parents' inability to pay school fees is prohibited by UCCS policy as well as state and federal law. Examples of prohibited punishments include lowering grades, excluding students from classes or graduation ceremonies, and withholding diplomas.

3. SCHOOL FEE WAIVERS

The University of Chicago Charter School, ("UCCS"), charges modest school fees to its students.

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by UCCS from a student or the parents or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the UCCS. UCCS is, however, committed to the goal of expanding learning opportunities for all students. UCCS will work with families so that fees do not ever become a barrier to participation in any curricular or extracurricular programs. UCCS will also waive fees for Students in Temporary Living Situations, and in other special circumstances.

Parents or guardians can obtain information regarding school fees from their student's Campus Director.

D. Student Records

1. POLICY REGARDING STUDENT RECORDS

At the University of Chicago Charter School (UCCS), student records are confidential and will not be released except as provided by law. UCCS will handle all student records in compliance with the Illinois School Student Records Act, 105 ILCS 10/1 et seq. and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g and 34 C.F.R. Part 99, and the Chicago Public Schools Policy Manual, Section 706. Student records are any writing or other recorded information, regardless of format, that is maintained by UCCS, at the UCCS's direction, or by an employee of the UCCS, by which a student may be individually identified, except as provided by state and federal law. Each UCCS campus has a designated Official Records Custodian.

State and federal law grants students and their parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge student records. Students and parents will be provided notice of this policy annually upon enrollment and thereafter via the UCCS Student Handbook and the UCCS Student and Parent Website Portal.

UCCS may release directory information as permitted by law, unless the parent or student provides written notice to the School Records Custodian that the student's directory information should not be released. The process for submitting such notice is described within this policy's accompanying procedures. UCCS may also release information from student records with parental consent; without parental consent to school officials with a legitimate educational interest in the information; to officials of another school that the student has enrolled or intends to enroll; in emergency situations; and as otherwise permitted under state and federal law.

UCCS implements this Policy using the Procedures contained in the Appendix.

E. Transportation

1. DROP-OFF AND PICK-UP

Donoghue

Students may arrive as early as 7:30 a.m. and will have breakfast in their classroom. Students are expected to stay in their assigned area until class begins promptly at 8 a.m. Please dress your child appropriately for the weather. We follow an inclement weather schedule that calls for outdoor dismissal unless there is excessive rain, snow, or wind, or the temperature is below 20 degrees Fahrenheit.

Pre-K students are dismissed from their classrooms. Parents/guardians are required to come into the school building to sign their Pre-K students out of class. Kindergarten to 3rd grade students are dismissed on the north side (37th St.) of the building. 4th and 5th grade students are dismissed on the east side (Ellis St.) of the building.

Street traffic on 37th Street will be blocked to through traffic from 7 to 8:15 a.m. and 3:15 to 3:45 p.m. Parking on the south side of 37th Street directly in front of the main entrance is prohibited between the hours of 7 a.m. and 6 p.m. Dropping students off in the staff parking lot is prohibited.

Parking is available along Cottage Grove and along Ellis. There is no parking on 37th Street during arrival and dismissal.

North Kenwood/ Oakland

Students may arrive at school as early as 7:45 a.m. Those students arriving early can take advantage of our free breakfast program and will be supervised in the classroom by support staff until their teachers arrive to start the day. Instruction starts promptly at 8:15 a.m. Please note that 46th Street between Greenwood and Woodlawn is closed before and after school to allow for an efficient and safe drop-off and pick-up for students. Please avoid parking in the alley on the east side of the building as teachers and staff members are assigned the parking spots there. 46th Street will be closed to through traffic from 7:15 to 8:15 a.m. and from 3:15 to 3:45 p.m. Monday through Friday each week.

There are two drop-off/pick-up points for students. The locations are Greenwood Avenue at East 46th Street and Woodlawn at East 46th Street.

2. STUDENTS WALKING/TAKING PUBLIC TRANSPORTATION

Parents should map out with their student(s) one route for walking or taking public transportation. Students should always follow those directions. If a change in route is necessary, either home or school must be notified.

3. STUDENT TRANSPORTATION SERVICES

UChicago Charter Schools may provide information on student transportation services to families. However, UCCS takes no responsibility for the services provided by these companies.

4. POLICY REGARDING TRANSPORTATION ASSISTANCE TO STUDENTS

Purpose: The University of Chicago Charter School, (“UChicago Charter School”), in compliance with Illinois Charter Schools Law’s requirement that charter schools provide “[a] description of how the charter school plans to meet the transportation needs of its pupils, and a plan for addressing the transportation needs of low-income and at-risk pupils,” hereby establishes the following policy.

The UChicago Charter School provides transportation through the Chicago Public Schools for “eligible students” who participate in designated programs for which school bus transportation is available.

POLICY REGARDING TRANSPORTATION ASSISTANCE TO STUDENTS, CONT'D

Definitions:

- a. Eligible Students. "Eligible students" means UChicago Charter School students who require transportation due to a disability or a chronic health condition documented in their IEP or 504 plan, which prevents them from transporting to and from school in the same manner as their non-disabled peers.

Policy Guidelines:

1. Students with Special Needs. UChicago Charter School provides the following services to students with special needs:

- a. Documentation from Parents. All parents or legal guardians of eligible students must submit documentation annually to support the need for transportation services, to be addressed in the student's IEP or 504 plan. UChicago Charter School's campus-based Case Managers will work with parents through the IEP and 504 process annually to review and submit the annual documentation to CPS.
- b. Change of Location. Upon request, UCCS, through its Case Managers, will provide parents with forms for requesting a school bus stop location change. Parents and legal guardians may request a change in the bus stop location when they believe their children will be forced to cross busy streets that reasonably constitute a safety hazard. Requests shall be forwarded to the Chicago Public Schools Bureau of Student Transportation which will determine if a safety hazard exists that warrants changing the student's assigned school bus stop location.
- c. Siblings. Upon request, UCCS will provide parents with forms for requesting sibling transportation. Bus service for siblings of eligible students is provided on a space available basis only and approved through Chicago Public Schools Bureau of Transportation. Parents and legal guardians must apply annually at the UCCS campus attended by the eligible student(s) for sibling bus service. Siblings and eligible students shall use the same bus service pick-up site. Sibling access to bus service shall end at the time the eligible student no longer receives such service to his or her school.
- d. School's Duty to Inform. The UCCS case manager will inform parents or guardians of any approval or denial of transportation requests, or work with parents and guardians to obtain access to this information from CPS.
- e. Right of Appeal. Should a bus stop change request be denied by the Chicago Public Schools Bureau of Transportation because it determines that the assigned location does not pose a safety hazard, then parents or legal guardians may appeal the decision within seven (7) school days. UCCS will assist with these appeals as appropriate. Parents are advised that CPS has stated that no appeal shall be allowed when the Bureau denies a request due to non-safety factors such as overcrowding at the requested bus stop site.

2. Students in Temporary Living Situations. The UChicago Charter School also provides transportation support to meet the needs of Students in Temporary Living Situations, and other students in need. UChicago Charter School assistance to STLS is implemented by its campus-based under the supervision of Campus Directors. Typical assistance shall include bus passes for high school level students provided by UCCS, as well as other accommodations, as appropriate for STLS students.

3. Monitoring. The UChicago Charter School monitors annually the provision of transportation services to Eligible Students and STLS students throughout all of its campuses. The annual reports are reviewed by UChicago Charter School network leadership to insure that the transportation needs of UChicago Charter School students are being and will be met.

F. Attendance, Tardiness, and Dismissals

The University of Chicago Charter School is committed to providing a quality education for every student. Good school attendance plays a critical role in academic success. Students are expected to be on time and present for school and each class.

At the beginning of the school year, if a student is absent three consecutive days without notifying the school, the student will be dropped from the program and the spot will be opened up for students on our wait list.

1. EXCUSED AND UNEXCUSED ABSENCES

Valid reasons that a student is to be absent:

1. personal illness;
2. death in the immediate family;
3. religious holiday;
4. circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the administration, on a case-by-case basis);
5. other situations beyond the control of the student as determined by the administration, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the AS3 office for additional assistance.)

For an absence to be excused, it must be verified according to the Illinois School Code. To verify an absence, the following steps are required by the child's legal guardian:

1. Call the school office by 9 a.m.
2. Send a note explaining the absence (required by state law). This note must be submitted to the main office on the day the student returns to school.
3. If the absence is more than 3 days, provide a doctor's statement on official letterhead.

Undocumented absences are unexcused. Students are not permitted to participate in after school activities or functions if they have an unexcused absence on the same day.

If at all possible, students are encouraged to make medical or other appointments after school hours or on the weekends.

2. MAKING UP SCHOOLWORK FOR EXCUSED ABSENCES

For excused absences, make-up work must be allowed, and generally students are given as many days to turn in work as they were absent. For example, if a student was absent for two days, the student would have to turn in make-up work within two days of returning to school unless additional arrangements are made with the instructor.

3. TRUANCY

A child is truant if they are absent without valid cause for a school day or portion of a school day. Children who do not return a note with a valid reason for absences will be marked unexcused or truant. The school will take the following steps in regards to truancy:

1st Truancy

Teacher will work with students to remediate the problem and notify parent/guardian.

2nd Truancy

Teacher will contact parent/guardian to discuss the situation.

TRUANCY, CONT'D

3rd Truancy

Children will be referred to administration and parents will be contacted.

4th Truancy

Mandatory conference with administration

A child becomes a chronic truant when they are absent without a valid cause for more than 10 percent of the school year (18 days). Chronic truants may be referred to CPS for mediation and due process.

4. STUDENT ARRIVAL

Woodlawn

Middle School: Students that enter the building between 7:30 and 7:50 must go to the lunchroom and remain until dismissal to their Advisory at 7:50. Students should report to their advisory at 8:00am.

High School: Scholars must report to advisory by 7:55am. School begins promptly at 7:55am. On Wednesday, students participate in Community Circle in the gymnasium in place of advisory.

5. TARDINESS

Students are considered tardy when not in their scheduled classroom at the start of class. If for any reason a student is tardy to school, the student must obtain a tardy slip. Excessive tardiness will be counted as absences within a class.

Woodlawn Middle School:

School begins promptly at 8:00 am. It is important that students arrive to school and to class on time each day. Arriving after 7:59 am requires that students check-in at the tardy desk near the main entrance. There is a 5 minute passing period between classes. After the 5 minute passing period is over, students will not be allowed into the class. The following steps will be followed if students fail to arrive on time to class:

1. Late students will report to the security desk to get a pass
2. Students will sign their name on the sheet or else they will be marked absent.
3. Students will receive a pass from the security officer and must report to class within 5 minutes.

Woodlawn High School:

School begins promptly at 7:55am. It is important that students arrive to school and to class on time each day. Arriving after 7:54 am requires that students report to the Dean of Students to obtain a tardy pass. There is a 5 minute passing period between classes. After the 5 minute passing period is over, students will not be allowed into the class. The following steps will be followed if students fail to arrive on time to class:

1. Late students will report to the Dean of Students to get a tardy pass
2. Students will report to class within 5 minutes and provide the pass to their teacher for that period.

6. EXCESSIVE ABSENTEEISM AND ITS EFFECT ON GRADES

To succeed in the academic program, attendance and participation are required. **Students who have more than nine unexcused absences in a semester may earn a failing grade in the course for that semester.**

7. EARLY DISMISSALS

Please do not take your child out of school earlier than the dismissal time. Students are not permitted to get early dismissal for night school. In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. The legal guardian, on record in the main office, must come and sign the student out of school.
2. The student must get work from all missed classes prior to departure and make up all missed work.

8. DROP-OFF AND PICK-UP

UCCS expects timeliness for both drop-off and pick-up. UCCS is not responsible for students that remain in school after building hours. Failure to comply with this expectation will lead to action from the campus.

9. LATE PICK-UP FINE: ELEMENTARY SCHOOL

School is dismissed at 3:30 p.m. (but 1 p.m. on Wednesdays) and all parents are expected to pick up their children on time. Parents/guardians who pick up their children after 3:45 p.m. will be charged \$10 for every 15 minutes late (i.e., 3:46-4 p.m. is \$10; 4:01-4:15 p.m. is \$20 etc.) These late fees will be added into the student's FACTS account.

10. LEAVING CAMPUS/CLOSED CAMPUS POLICY

The University of Chicago Charter School has a closed campus policy; students are not permitted to leave campus during the school day, from the time of their arrival through dismissal. Students are not to be on campus before the campus opening time or after 4 p.m. unless they are attending an authorized school activity, such as dual enrollment. If students are waiting for an activity, they must stay in a pre-designated area. This policy also applies when students are participating in physical education activities off campus or when on field trips beyond the school property. Students are to remain under the supervision of adults at all times. Students are not allowed to order lunch to be delivered to the campus nor are they allowed to operate school appliances. Any student not abiding by these rules will be subject to disciplinary action as outlined in the Student Code of Conduct.

11. PASSES: MIDDLE SCHOOL & HIGH SCHOOL POLICY

UCW middle school students have a 5-minute passing period, and UCW high school students have a 4-minute passing period. During this time students are encouraged to get necessary materials needed for class and make any necessary restroom stops. Passes are not allowed. Students who are tardy to class will be escorted to the Dean's Office. In an emergency, students will be escorted by security.

G. Schedules

1. MIDDLE SCHOOL BELL SCHEDULE

Monday, Tuesday, Thursday, Friday		Wednesday	
Period	Time	Period	Time
Advisory	8:00- 8:25	Advisory	No advisory
1st	8:30- 9:15	1st	8:00- 8:30
2nd	9:20- 10:05	2nd	8:35- 9:05
3rd	10:10- 10:55	3rd	9:10- 9:40
Lunch/Community Circle	11:00- 12:00	Lunch/Community Circle	9:45- 10:45
4th	12:05- 12:50	4th	10:50- 11:20
5th	12:55- 1:40	5th	11:25- 12:05
6th	1:45- 2:30	6th	12:10- 12:40
7th	2:35- 3:20	7th	12:45- 1:15

2. HIGH SCHOOL BELL SCHEDULE

Monday / Thursday		Tuesday / Friday		Wednesday	
A Day		B Day		Early Dismissal Day	
TIME	PERIOD	TIME	PERIOD	TIME	PERIOD
7:55 am - 8:25 am	Advisory	7:55 am - 8:25 am	Advisory	7:55 am - 8:30 am	Circle
8:30 am - 9:40 am	1st	8:30 am - 9:40 am	2nd	8:35 am - 9:05 am	1st
9:45 am - 10:55 am	3rd	9:45 am - 10:55 am	4th	9:10 am - 9:40 am	2nd
11:00 am - 12:10 pm	5th	11:00 am - 12:10 pm	6th	9:45 am - 10:15 am	3rd
12:15 pm - 12:50 pm (9th LUNCH) (10th Intervention) (11-12th 7th Block)	7th	12:15 pm - 12:50 pm (9th LUNCH) (10th Intervention) (11-12th 7th Block)	8th	10:20am - 10:50am	4th
12:55 pm - 1:30 pm (10th LUNCH) (9th Intervention) (11-12th 7th Block)	7th	12:55 pm - 1:30 pm (10th LUNCH) (9th Intervention) (11-12th 7th Block)	8th	10:55am - 11:25am	5th
1:35 pm - 2:10 pm (11th/12th LUNCH) (9-10th 7th Block)	7th	1:35 pm - 2:10 pm (11th/12th LUNCH) (9-10th 7th Block)	8th	11:30am - 12:00pm	6th
2:15 pm - 2:50 pm (11th/12th Intervention) (9-10th 7th Block)	7th	2:15 pm - 2:50 pm (11th/12th Intervention) (9-10th 7th Block)	8th	12:05pm - 12:35pm	7th
Dismissal				12:40pm - 1:10pm	8th
2:55pm to 3:55 Office Hours/Tutoring, Clubs GLT/Dept Meeting				Dismissal	
Friday No After School Services Offered				1:40pm - 3:40 pm	PD

H. Nutrition

The UChicago Charter School is committed to providing nutritious meals for students to aid them in their academic success.

1. BREAKFAST

Breakfast is available for all public school students at no cost, and is available at each campus before school. Each campus offers breakfast at least 30 minutes before the school day begins.

2. LUNCH

Lunch is available at each school campus. Any food restrictions and/or allergies must be noted on the medical forms. An allergy action plan must be obtained from the health care provider and a copy placed on file in the school office.

Students will eat lunch with their class and may bring their lunch from home if they choose to do so. For the safety of your child, non-breakable containers are required. Delivery of student lunches is allowed only in the case of emergency and cannot be fast food lunches. All students are encouraged to eat a nutritious and balanced lunch.

Woodlawn:

The line to get a school lunch starts at the Servery. Student will line up along the cafeteria to get a school lunch. Any students who do not want a school lunch will enter the cafeteria using the East door- door closest to the main entrance.

- Once you enter the lunchroom, you cannot exit for any reason. If you want school lunch, you must get it before entering cafeteria.
- If you are meeting with a teacher during lunch, the staff member must come and get you from the lunchroom, passes are not allowed.
- At dismissal, students will utilize both east and west doors to exit the cafeteria. Students must use the assigned stairwell to go to next class period.

3. SNACKS

Each classroom has different snack procedures based upon age level. Students will be informed about this policy in their classroom. Snacks brought from home should be nutritious and nut-free. Excellent, nutritious, and tasty snack food choices are fruits, vegetables, cheese sticks, crackers, and applesauce. Junk food should not be brought to school and is not acceptable for snacks or celebrations. Check with teachers to determine acceptable foods.

4. BEVERAGES

Milk is usually served with breakfast and lunch. If your child is unable to drink milk, please note this on the medical form. Parents/guardians are encouraged to send water with children in non-breakable bottles and/or Thermoses. Energy drinks are considered unsafe and unhealthy, and should not be allowed to be brought to school.

5. FEE WAIVER APPLICATION

During the first week of school, all students will bring home the Universal Family Income form. Families are required to fill out the entire application. Breakfast and lunch are free for all regardless of income.

I. Uniforms

Students are expected to dress the part to prepare for college and beyond. All clothing should be appropriate and clean. We rely on parents/guardians to monitor school clothing.

1. ELEMENTARY SCHOOL

Shirts and Outwear

- Students wear a uniform that consists of a maroon shirt
- Only school monogrammed hoodies are allowed.
- Boys must tuck their shirts into their pants/shorts.

Pants/Skirts

- Acceptable bottoms consist of solid khaki pants, skirts, jumpers, or appropriate shorts in warmer weather.
- Skirts, dresses, and shorts should not exceed a measurement of two inches above the knee
- Belts are to be worn with uniform pants and shorts.
- Jeans, athletic pants, and other denim materials are not acceptable.
- Students must wear their gym uniform (Campus sweats only) on their designated gym days
- Students are not allowed to roll up their pant legs.

Shoes

- Students are to wear gym shoes, dress shoes or sandals with front and back straps. Flip flops are not allowed for safety reasons.

Jewelry

- Boys are not allowed to wear earrings and girls must refrain from wearing excessive jewelry that is distracting to the learning process.

Head Coverings

- Headgear of any kind may not be worn in the building, including hats, sweatbands, caps, scarves, hairnets, and bandanas. Exceptions will be made when the covering is indicative of a religious belief or practice. Headbands are allowed.

2. MIDDLE SCHOOL AND HIGH SCHOOL

Shirts And Outerwear

- Students must wear unaltered school shirt or sweatshirt each day with the school logo.
- Students are not permitted to wear anything underneath their school shirts except one white or grey (no black) T-shirt.
- Coats, non-school sweatshirts, or any other outerwear are not to be worn in school and should be stored in the student's locker.
- Shirts must be tucked in whenever students are on school grounds.

MIDDLE SCHOOL AND HIGH SCHOOL , CONT'D

Pants/Skirts

- Students must wear khaki (tan) pants, slacks, or skirts.
- All pants with loops must be worn with accompanying black belt.
- Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level.
- Skirts must be knee length or longer and may not have high slits.
- Skorts are not allowed.

Shoes

- Open-toed shoes—such as flip-flops or sandals—are not permitted.
- Shoelaces must be tied at all times.
-

Physical Education & Wellness Uniform

- Students must wear UCW Physical Education and Wellness Uniform in order to participate. A student may wear active wear to participate, but will be issued a demerit for each piece that is not UCW Physical Education and Wellness uniform. Uniforms can be ordered through the main office.

Jewelry

- Students are permitted to wear modest jewelry appropriate to the educational setting. Inappropriate wear will be confiscated and parents will be notified.

Head Coverings

- No hats, durags, or bonnets are allowed
- Head covering is allowed when indicative of a religious belief or practice.

IDs must be worn at all times.

J. Storage and Bags

1. LOCKERS- UCW

Each student is allowed the use of a locker for the school year. The student's locker is school property and is subject to search by school officials. All locks must be school locks; any other lock will be removed without notice. Students must keep their lockers locked at all times. Students are only allowed to use the locker assigned to them. Students are responsible for all contents found or placed in their assigned locker. If any students misplace their lock, they can obtain their locker combination from their advisory teacher.

2. BOOKBAGS- UCW

Because of the limited space in classrooms, book bags are not allowed in class.
Approved bags: Purse or tote bags that do not exceed 12" x 6" X 12" or small clutches

K. After School Care Information

Unless students are enrolled in the after-school program, they must leave the school immediately at their campus dismissal time. The after-school programs are designed to help students achieve academic success and develop positive values, high self-esteem, healthy habits, and a sense of purpose.

1. DONOGHUE AND NKO CAMPUSES

Extended Day programs are held at the Donoghue Campus and NKO Campus and run by Right At School. Enrollment is open to all Donoghue and NKO students in grades kindergarten through 5th.

The current cost is **\$205/month**. All participants are provided with:

- After-school snack
- Homework help
- Academic enrichment
- Arts and crafts
- Team building
- Recreation
- Educational incentives

Program Hours:

3:30- 6 p.m.	Mon, Tue, Thurs, Fri
1:00- 6:00 p.m.	Wed

3. WOODLAWN MIDDLE SCHOOL

After Care is a safe space for students to remain with supervision by a school staff member while waiting for late pick-ups by parents and guardians. Students can work on homework or socialize with peers in After Care. The After Care program **begins on Tuesday, September 5, 2023** and runs **3:30 - 5:30 p.m. on Monday, Tuesday, Thursday, and Friday only**. After Care is **not available on Wednesday** due to weekly all-staff professional development meetings.

Program Hours (unless otherwise communicated):

3:30 - 5:30 p.m.	Mon, Tue, Thurs, Fri
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Location: Cafeteria

Students should report to the cafeteria after dismissal to meet the after care coordinator.

Cost: \$200 per semester (must be paid in full before students can attend)

Food: All students are given an extra meal at 3pm in the cafeteria.

Rules:

1. Students must be in the cafeteria by 3:30 pm or they will be sent home.
2. Students who leave out of the building will not be allowed to enter back in.
3. Students must stay with the school staff person at all times or they will be escorted from the building
4. Students must exit the building by 5:30 pm. They cannot stay in the building to wait for parents past 5:30 pm.

4. LATE PICK-UPS

Late pick-ups present a serious hardship for After Care programming staff and will be billed. The late fee must be paid in full before students can return to the program. A continuing pattern of late pick-ups may result in expulsion from the After Care program.

L. Grades and Reports

1. ELEMENTARY SCHOOL LEVEL

Progress Reports

Progress reports are issued every five weeks. Progress reports are sent home with students at the halfway point of each of our four academic quarters. These reports must be signed and returned to the homeroom teachers. Progress reports are an excellent tool for evaluating student progress and assisting students in making improvements before the end of each term.

Report Cards

Report cards will be issued two times per year. Parent/Guardian-teacher conferences will be held at the end of the first, second and third reporting periods. Final report cards will be distributed in June. Parent/Guardian attendance at the conferences is mandatory.

2. MIDDLE AND HIGH SCHOOL LEVEL

While grades are updated weekly through the school website, progress reports are distributed throughout the year. UCW Middle School will distribute three progress reports a semester.

GRADE	GRADE POINTS	CUT-OFF PERCENT	GRADE VALUE
A	4.00	90	95
B	3.00	80	85
C	2.00	70	75
F	0.00	69	0

M. Promotion, Retention, and Graduation Policies

1. ELEMENTARY SCHOOL

A review of all achievement scores must be considered for student retention. Whenever a student is not meeting the benchmark on standardized assessments, initiatives other than retention need to be considered. Retention of a student will be considered when a significant number of the following factors are present:

- The student scores below the 16th percentile for Reading and/or Math.
- The student is one year below grade level in mathematics, as measured by curricular assessments.
- The student has received a report card grade of D, F, or DNM (does not meet) in reading and/or mathematics for two quarters.
- Past history indicates no previous retentions.
- Excessive absences (10 or more)
- Interventions for academics and/or attendance have been provided and documented by the school.

Students will not be double promoted. Instead, we will work to differentiate instruction and meet the needs of each child.

Final decisions on promotion/retention are based on a balance of grade level standards, core subject performance, and attendance. Students that meet those criteria are promoted to the next grade.

2. MIDDLE SCHOOL AND HIGH SCHOOL EXPECTATIONS

Students at UCW are expected to attend all classes and complete the required coursework for each class. Unless a student has an approved modified grading scale, successful completion of a UCW class means 70% or higher. In the event a student does not successfully complete a semester, he/she can recover that credit by successfully completing a credit recovery program (e.g., summer or Saturday school, or after-school tutoring). However, ONLY three credits may be recovered through these means during the student's tenure at UCW. Once the three-credit limit has been met, the student will be required to retake the course. Additionally, all recovery grades will earn a 70% (the equivalent of a C) and will stand on the transcript in addition to, not in lieu of, the original earned grade.

3. MIDDLE SCHOOL PROMOTION POLICY & RITES OF PASSAGE REQUIREMENTS

Promotion Requirements:

UCW Middle School's mission is for 100% of our students to be admitted to, enroll in, and graduate from college. We have high expectations for the futures of our students and therefore have high expectations for their academic performance while they are at UCW.

6th, 7th, and 8th graders are required to pass five core content classes within the two semesters within the current school year. (There are two semesters for each core content class: Math, Literacy, Social Studies, and Science; a total of eight semesters.) Five passed semesters of core content classes is the minimum in order for students to be promoted to the next grade level.

In Illinois, there are no strict requirements for students to determine if a student may be promoted. However at UCW Middle School we adhere to these guidelines:

- Must have 90% attendance
- Grade of A, B or C in five of the eight core classes within the school year.

Final decisions on promotion/retention are based upon a balance of the three items and are made by administration and teachers, in the best interest of student learning.

8th Grade Rites Of Passage And EOY Activity Participation:

Participation in graduation related events and Rites of Passage is a privilege not a right. Students must earn the right to participate in these events by:

- Meeting the above stated academic guidelines.
- Be in good standing with the behavior and discipline policies
- Have all fees paid in full (past & current year fees) for a balance of \$0.00
- Be in medical compliance

4. HIGH SCHOOL

In order to successfully move from one grade level to the next the following credit requirements must be met accordingly:

If students are eligible to be promoted after recovering credit the form must be submitted by the following timeframes:

- Within the second week of school (August 30)
- The end of UCCS first semester (January 24)
- The end of the school year (June 10)

Students will not be promoted outside of this timeframe.

Academic college counselors and advisors meet with students each semester to discuss their current progress toward graduation. Parents and students are provided with progress reports, report cards, and access to PowerSchool to monitor student achievement.

HIGH SCHOOL, CONT'D

Students who are not on-track are encouraged to enroll in credit recovery courses available through Chicago Public Schools, private schools, or the Illinois Virtual High School to complete course credits. Registration, attendance, associated fees, and documentation requirements of these programs are the responsibility of the student. Students and families may work collaboratively with the academic college counselors to identify programs and needs.

REQUIREMENTS
4 years (8 semesters) of ELA (must include Black Thought Senior Thesis class and paper)
4 years of Mathematics
3 years of Social Science
3 years of Science (must include Biology)
2 years of Spanish
2 years of Physical Education and Wellness
3 years of Electives
1 year of Computer Science
1/2 semester of Civics
40 Service Learning Hours
Consumer Education Credit
Drivers Education Credit
Health Education Credit

5. SUMMER SCHOOL

Summer school at UCW can only be utilized to make up for one failed class. Students are not able to take and receive credit for multiple classes in the summer. If a student fails a core content class (Math, Literacy, Social Studies or Science) for two semesters, they will be required to attend summer school. If they pass that class during summer school they will be eligible for promotion to the next grade level. For fees, please contact the campus.

6. RETENTION

Students are not retained at UCW in order to punish them. Students are retained because we do not believe in sending students on to the next grade level if they do not have the right skills, knowledge, and habits to be successful yet. We believe that students are better served when they repeat a grade level in order to catch up on these skills, knowledge, and/or habits, rather than being promoted and falling further behind.

However, students are retained according to the following guidelines:

- If a student is required to complete summer school and they fail their summer school class, they will be retained.
- Students who have failed to meet the promotion requirements and are eligible to be retained will have a retention hearing with their parents and the School Director at the end of the 2nd semester

N. Academic Honesty Policy

A student may be instructed to work on an assignment as an individual. At UCCS, we expect students to follow the instructions of their assignment and do the work on their own.

1. ELEMENTARY SCHOOL

A student working as an individual must always turn in his own work. Work copied from a classmate, a peer, or otherwise plagiarized (i.e. taken from the Internet) will not be accepted. A parent will be notified and the student will be required to complete the work on their own for reduced credit. Repeated violations (two or more) will result in a parent/teacher/ administrator conference and possible failure of the course.

2. MIDDLE SCHOOL AND HIGH SCHOOL

At UCW, students are expected to do their own work and are judged by that work. The copying of 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. Plagiarism and cheating will not be tolerated. These are defined as follows:

Deliberate plagiarism:

1. Copying of a phrase, sentence, or longer passage from a source and passing it off as your own.
2. Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not your own.
3. Buying a term paper and handing it in as your 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. Copying another student's project or work for submission as your own work.
2. Copying another student's answers during a test.
3. Providing another student questions or answers to, or copies of, test questions.
4. Having or using notes or other non-permitted materials during tests.
5. Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
6. Obtaining a copy of tests or scoring devices.
7. Permitting another student to copy the student's homework, paper, project, laboratory report or take-home test.

Engaging in academic dishonesty will result in the following consequences:

1. First offense
 - a. Automatic zero ("0") on the assignment/assessment
 - b. Detention
 - c. Teacher / student / parent conference
2. Second offense
 - a. Automatic zero ("0") on the assignment
 - b. Possible failing grade for the course
 - c. Suspension (1—5 days)

O. Student Support Services/Response to Intervention

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all students in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists and may include:

- Targeted group/individual instruction in the general education classroom
- Targeted group/individual instruction outside the classroom
- Tutoring
- Small group social skills instruction in or outside the classroom
- Individual/Group counseling
- Individual behavior management plans

Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to intervention. RTI is designed for use when making decisions in both general education and special education domains.

It is also used for gathering data, which may determine whether a student needs special education services. Parents are advised when their student receives interventions in addition to general classroom instruction and are encouraged and welcomed to be a participant with the student support team in making intervention decisions for their child.

If you have a concern regarding your child's academic or social functioning or about the services your child is receiving, you should follow these steps:

1. Discuss the concern directly with the teacher and/or staff members. If no satisfactory action is taken, proceed to Step 2.
2. If the concern continues to exist, discuss the question or concern with the Coordinator of Academic/Social Support.
3. If the question or concern continues to exist, and has not yet been discussed with the School Director, the parent should discuss the issue directly with the School Director.

P. Academic and Social Support System (AS3)

AS3 is a collaborative effort to intervene early in ways that help children learn and progress. The team is composed of School Directors, Director of Family and Community Engagement, Teacher, Parents, Social Worker, Instructional Coaches, Resource Teacher, School Counselor, School Psychologist, any other stakeholder important to the student's success

Students having difficulty progressing are identified. The team develops a plan to help the student progress. Progress is monitored and the team revises the plan if needed. AS3 meets weekly throughout the school year. AS3 is not Special Education. AS3 puts plans in place to help students move forward. If plans fail to help, further evaluation may be recommended.

For questions about AS3, contact LaTonya Hill, Director of Family and Community Engagement at latonyahill@uchicagocharter.org or the Campus Social Worker with questions.

Q. Access to UChicago Library

UCCS students have access to the University of Chicago's Regenstein Library. In order to access the library, students will present an ID at the front desk. Regenstein is located at 1100 E 57th St., and the library hours can be located online at lib.uchicago.edu/libraries/libraries-hours/.

R. Safety and Security

UChicago Charter Schools are committed to the safety and security of its students. There are numerous policies in place to ensure these goals are met.

1. EMERGENCY SCHOOL CLOSING

If school must be canceled for the day or the opening delayed due to severe weather, the information will be broadcast by major radio stations beginning at 6 a.m. Listen for possible closings or delayed openings on the radio rather than calling the school office. Parents will be notified in the event children must be dismissed before the end of a school day due to an emergency.

2. FIRE AND DISASTER DRILLS

Fire and emergency drills are conducted regularly for the safety of children. These drills familiarize children with the locations of the nearest exits, the procedure for evacuating the building, and where to take cover in the building in case of an impending disaster, such as a tornado.

3. SCHOOL SECURITY

There are full-time security staff provided at the main entrance to the campus. All visitors are required to sign in and out and check in at the main office for a pass during the school year.

4. VISITOR'S POLICY

All visitors to the premises, buildings, and grounds of a University of Chicago Charter School campus are expected to conduct themselves in a manner consistent with this policy. For purposes of this policy, a "visitor" is defined as any person other than an enrolled student or employee.

A. All visitors to a campus are required to report on the main administrative office of the campus or designated area and receive permission to remain on school property. All visitors must sign a visitors' log and wear a visitor's badge. When leaving the school, visitors must return their badges and sign out. On those occasions when large groups of individuals are invited onto school property, visitors are not required to sign in but must follow instructions given by the campus administration. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

B. Any person wishing to formally confer with a staff member, including a parent, should contact that staff member by using the main office telephone or emailing the employee's uchicagocharter.org to make an appointment. Conferences with teachers are held during the teacher's conference/preparation period. Parents should avoid contacting calling or texting the employee's personal cell phone or employee's personal email.

C. Any staff member may request identification from any person on the grounds or property of a University of Chicago Charter School. The Campus Director or designee shall seek the immediate removal of any person who refuses to provide requested identification.

D. The University of Chicago Charter School expects mutual respect, civility, and orderly conduct among all people on its campuses, at a school event, or in any communication in connection with school business, whether in person, by phone, email, or other format. No person on a school campus, at a school event, or when communicating on school matter (including visitors, parents, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member or any other person;
2. Use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface the property of the University of Chicago Charter School;
6. Violate any Illinois' law, Cook County, or City of Chicago ordinance

VISITOR'S POLICY, CONT'D

7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any campus activity or function of the University of Chicago Charter School;
10. Enter upon any portion of the premises of the University of Chicago Charter School at any time for purposes other than those that are lawful and authorized; or
11. Engage in any conduct that interferes with, disrupts, or adversely affects the University of Chicago Charter School or a function of the University of Chicago Charter School.

Any person who engages in any prohibited conduct may be asked to leave the premises of the University of Chicago Charter School and the police may be contacted as appropriate.

In the case of aggravated or repeated conduct in violation of this policy, UCCS reserves the right to ban visitors from campus, school events, telephonic, or other electronic communication.

5. RAPTOR VISITOR MANAGEMENT

The safety of our students is our highest priority and the Raptor visitor management system allows UCCS to quickly identify those that may present a danger to our students. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering the building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

FAQS

What is the Raptor system?

Raptor is a visitor management system that enhances school security by reading visitor drivers' licenses (or other approved ID), comparing information to a sex offender database alerting school administrators and local police if a match is found. Once cleared through the system, a visitor badge is produced that includes a photo.

Why is University of Chicago Charter considering this system at UCCS Campuses?

The safety of our students is our highest priority. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students. The system quickly prints visitor badges that include a photo, the name of the visitor, time and date. Donoghue was chosen to use this system because the school's size, entrance configuration, and number of visitors to the elementary school would provide enough evidence to assess the effectiveness of the system for the district.

Does the Campus have the right to require visitors, even parents, to produce identification before entering the school?

Yes. School officials need to know who is in the building and why they are there. Particularly when a student is involved (e.g. early pickup), school officials need to be able to confirm that an individual has the authority to have access to the student.

What types of IDs will work in Raptor?

The scanner is able to scan all state licenses, state identification cards, concealed carry licenses, consular ID cards, active military cards, and passport card (not the full passport). The system cannot scan identification cards from other countries.

What other information is the school taking from driver's licenses?

Raptor is only scanning the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders and any private alerts at the school. Additional visitor data will not be gathered, and no data will be shared with any outside company or organization.

What does a visitor do if they do not have a government-issued ID?

Visitors without a government-issued ID will be required to check in with the main office for authorization.

Is a vendor required to follow the same steps as a visitor?

Yes, anyone entering the building will be required to show an ID.

Will the Raptor System be used for after school activities?

No, the system will only be used during normal school hours, Monday through Friday when school is in session.

6. UNIVERSITY OF CHICAGO POLICE DEPARTMENT

The University of Chicago Charter School has a robust security infrastructure designed and managed by the University of Chicago Department of Safety and Security (DSS). The DSS is a full-service public safety organization that includes the University of Chicago Police Department; a full service, CALEA-accredited police department serving the University of Chicago and surrounding areas from 37th Street to 64th Street, Cottage Grove Avenue to Lake Shore Drive. All University of Chicago Charter School campuses reside within these jurisdictional boundaries. Deputy Chief Kelly Bryant supervises all security staff at UCCS campuses and operates as liaison to Chicago Police Department when events require coordination.

Contact Information:

Deputy Chief Kelly Bryant

773.383.2177

University of Chicago Police Department

Emergency/Non-Emergency – 773.702.8181

S. Volunteer Policy

1. PURPOSE:

The purpose of this policy is to promote and encourage volunteerism at the University of Chicago Charter School, ("UCCS"), and to expand and enhance parental, community, civic and business involvement with UCCS while also ensuring appropriate levels of safety and security at UCCS' campuses and among our students.

2. POLICY:

1. Definition. UCCS volunteers are uncompensated individuals who perform services directly related to the business of UCCS, support the activities of UCCS, or gain experience in specific endeavors. By definition, volunteers perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. A UCCS employee may not become a UCCS volunteer in any capacity in which they are employed by UCCS, or which is essentially similar to the individual's regular work at UCCS, or under circumstances that suggest the decision to volunteer is not made freely; provided, however, that an employee who is also the parent (or who stands in loco parentis) of a UCCS student may volunteer in activities directly involving their child's education and participation.

POLICY, CONT'D

2. No Employment Relationship. UCCS volunteers do not have an employment relationship with UCCS on any grounds or for any reason and are not covered by the Fair Labor Standards Act or Illinois wage laws, and are not eligible for any UCCS benefit, including Workers' Compensation. At all times, UCCS has the discretion to select volunteers. UCCS does not intend for volunteers to perform or displace work that is presently being performed by UCCS employees. Volunteer arrangements may not be used to circumvent the established processes that govern standard UCCS-authorized hires. UCCS may end the volunteer relationship at any time without advance notice.
3. Volunteer Application. Prospective volunteers must complete the required UCCS volunteer application form and satisfy the requirements of the applicant review process before providing any volunteer services. The applicant review process may include, as specified below, full completion of the form, and, in the circumstances described below, an interview and background check will also be required. Misrepresentation on any of the application forms or during the review process may result in immediate disqualification of a volunteer applicant. Volunteers are required to agree that their services are to be provided freely and without expectation of remuneration of any kind by UCCS, and to sign waivers and releases of liability before providing any services.
4. Enumerated Offenses. An individual who has been convicted of any criminal offense enumerated in 105 ILCS 5/34-18.5(c) of the Illinois School Code, ("Enumerated Offense"), shall be ineligible to be a UCCS volunteer. An individual who has been convicted of an offense that requires him/her to appear on a sex offender registry in any jurisdiction shall be ineligible to serve as a UCCS volunteer.
5. Agency. A UCCS volunteer is considered an agent of UCCS while performing assigned duties and is expected to abide by UCCS policies and internal/external regulations which govern his/her actions, including employee conduct (sexual assault, unlawful discrimination and harassment, compliance, and workplace violence), substance abuse, treatment of confidential information, use of UCCS technologies and financial responsibility.
6. Mandated Reporters. All UCCS volunteers are mandated reporters and must immediately report any instance where there is reasonable cause to believe that a child known to them in their official capacity may be abused or neglected. All volunteers must execute an Acknowledgment of Mandated Reporter Status form. If any volunteer has a reasonable basis to believe a child known in their official capacity has been abused or neglected must immediately call the IDCFS Hotline at 1-800-25-ABUSE. This hotline is staffed 24 hours a day, 365 days a year.
7. Criminal Background Check. As part of the review process, a prospective UCCS volunteer shall comply with the following criminal background check requirements set forth below consistent with the Chicago Public Schools', ("CPS"), Volunteer Policy. No UCCS volunteer may begin providing the volunteer services listed in category (a) below until a background check has been satisfactorily completed.
 - a. Fingerprint criminal background checks are required for all UCCS Volunteers, designated as Level I volunteers consistent with CPS' Volunteer Policy, in the following cases:
 - i. A parent providing volunteer service in their child's school or classroom for 1 or more hours per month;
 - ii. An individual providing volunteer service for 1 or more hours per month at a school where he/she does not have a child enrolled;
 - iii. Any individual chaperoning an overnight school-sponsored trip, regardless of the hours per week that the volunteer serves;
 - iv. Any individual serving in a coaching capacity, regardless of the hours per week that the volunteer serves;
 - v. Any individual serving as a student teacher or pre-service teacher, regardless of the hours per week that the volunteer serves;

POLICY, CONT'D

- vi. Any individual serving as a one-on-one tutor or mentor, regardless of the hours per week that the volunteer serves;
 - vii. Any individual providing volunteer services with students when such service may occur in an unsupervised setting, regardless of the hours per week that the volunteer serves; and
 - viii. Any individual providing volunteer service for a program where the program's funding agency requires criminal record clearance, regardless of the hours per week that the volunteer serves.
- b. Fingerprint criminal background checks are not required for volunteers, designated as Level II volunteers consistent with CPS' Volunteer Policy, in the following cases:
- i. A parent providing supervised volunteer service in their child's school or classroom for less than 1 hour per month;
 - ii. Any individual providing volunteer service for less than 1 hours per month at a school where s/he does not have a child enrolled;
 - iii. An individual providing incidental volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performances, participate in career day or job shadowing events or other one-time event, provided that there is direct supervision of the activity/event by regular school employees;
 - iv. A parent accompanying his/her child's class on a one-day field trip or another type of extra-curricular activity that does not involve an overnight stay;
 - iv. An individual providing volunteer service on projects/activities involving no or nominal contact with children (i.e., home-based volunteers, volunteers serving at the central campus).

3. DIRECTOR AND HR RESPONSIBILITIES

- a. The Director of each campus is responsible for reviewing volunteer applications forms from volunteer candidates, completing an interview with the candidate, as necessary, and determining whether to approve an individual for UCCS volunteer service.
- b. Directors shall notify volunteer applicants of this policy and the background check requirements, and advise applicants to contact the UCCS HR department to initiate the background check process.
- c. HR shall provide information to the Directors regarding the results of background checks as appropriate.
- d. Decisions about approving volunteers shall be made based on the needs and best interests of the school as determined by the Director, in compliance with this policy and with consultation with HR as needed.
- e. The approval decision for volunteer applicants with non-Enumerated Offense records shall be made jointly by the Director and the UCCS Chief Executive Officer.
- f. A volunteer applicant who is not approved to serve may appeal to the Chief Operations Officer of the Urban Education Institute, or the COO's designee, whose decision shall be final.
- g. The Director is responsible for ensuring the appropriate supervision of all approved UCCS volunteers at the Director's campus. The supervisor of the volunteer shall be recorded on the application form, when known. At the end of each school year, the supervisor of the volunteer shall complete a short assessment of the volunteer's performance, and share that with the volunteer and the Director. Where no other supervisor is recorded or identified, the Campus Director shall be the supervisor of record for the volunteer.
- h. The volunteer's tasks shall be established by the supervisor of record. Volunteers at UCCS do not displace employees, and are not responsible for the completion of any essential tasks at UCCS.
- i. Nothing in this policy prevents the Director, in consultation with the volunteer's supervisor, to remove the volunteer from the UCCS volunteer pool at any time.

T. Health Basics

1. HEALTH SERVICES

UChicago Charter School employees nurses, psychologists, and other specialized professionals, such as a speech pathologist. Additional professional services are obtained on a case-by-case basis when required.

At the beginning of each school year a Medical Information Form is sent home for parents/guardians to update the medical status of their child(ren). **It is the responsibility of parents/guardians to keep the school informed of any changes in the medical condition or medication of the children.** This form must be completed and returned to the school at the latest one week from the student's first day of school. Failure to supply the completed form is a serious matter.

2. PHYSICAL EXAMS

According to the School Code of Illinois, physical examinations are required of all children prior to entering 6th grade and children new to the public school system. By law, children cannot be allowed to enroll and are excluded from school until this requirement is met. Physical exams must be signed and dated a physician. The form must be up to date with a doctor's signature less than a year old. Forms are available in the office and online at the UCCS website Parent Portal.

3. IMMUNIZATIONS

Immunizations are a part of the physical examination. State of Illinois law requires that upon entrance into school, each student must show evidence of immunization to Diphtheria-Pertussis-Tetanus (DPT), Polio, Measles-Mumps-Rubella (MMR), and Hepatitis (Hib). It is essential that the month, day, and year of each immunization be recorded by the physician.

According to state requirements, the fourth polio booster and the fifth DPT booster must be given after the fourth birthday. Children entering the 5th grade in the fall of 2005 must show evidence of having received their doses of hepatitis B vaccine.

Illinois has expanded its requirements regarding measles immunizations. Children enrolled in all grade levels are required to have two doses of measles vaccine. The school nurses monitor the health files for all children and will notify parents regarding immunizations that are needed.

If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the health examination must note that fact on the examination form. Parents objecting to the physical exams and/or immunizations on religious grounds must submit a signed statement to the Campus Director detailing the grounds for the objection.

4. DENTAL EXAMS

Dental exams are required for all new enrollees and 6th graders. It is recommended that all children have a dental exam.

5. MEDICAL EXCLUSIONS

All children must have an up-to-date medical file with the appropriate immunizations for their age. Children who do not will be given notices of non-compliance. They may be excluded from school until they have proof of immunizations and/or medical examinations after October 15.

6. LICE AND RINGWORM

Pediculosis (lice) and Dermatomycosis (ringworm) are highly contagious conditions and can be easily treated with special shampoos and/or ointments. Children with these conditions will be excluded from school until proof of treatment has been provided.

7. VISION AND HEARING SCREENING

A vision and hearing screening will be provided by the school for all children on an annual basis.

8. STUDENT EMERGENCY INFORMATION

Student emergencies and illnesses sometimes occur during the school day. When this happens, parents will be called. If a parent cannot be contacted, the emergency form will be used to locate and call a designated adult. Therefore, it is crucial that the school be notified if address or phone number changes occur for either parents or emergency contacts.

If we are unable to reach any of the numbers listed, we will contact the Chicago Police Department or the nearest hospital. The school procedures for emergency care are as follows.

If your child has a minor accident, the following steps will be taken:

- First aid will be administered according to school-approved procedures.
- If your child is all right, he/she will be returned to class.
- In absence of the nurse in the building, we will contact the parent with a note or phone call.

If your child cannot return to class because of illness or major injury, the following steps will be taken:

- First aid will be administered according to school-approved procedures.
- You will be contacted and once arrangements have been made with you, your child will be allowed to leave the school with you or your designee.
- In the event that you cannot be reached, the emergency contact number will be called.

If we are unable to make contact with you or the emergency contact person, your child will be kept in school. Continued attempts to reach you or the emergency contact person will be made by school personnel.

If your child is in need of immediate medical attention, the following steps will be taken:

- First aid will be given according to school-approved procedure.
- Transportation to a medical facility will be arranged for your child.
- You will be notified. If you cannot be reached, the emergency contact will be called.

U. Administering Medicine to Students

This policy establishes guidelines and procedures regarding the administration of medicine to University of Chicago Charter School, ("UCCS"), students at school.

In general, UCCS students should not take medication during school hours or during school-related activities unless it is necessary for a student's critical health and well-being. When a UCCS student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must give written consent for UCCS to dispense the medication to the child and otherwise follow the School's procedures on dispensing medication.

No UCCS employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian to the Campus Director and/or school nurse. School Medication Authorization Forms must be signed by the student's parent or guardian.

No UCCS student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any UCCS employee from providing emergency assistance to students, including administering medication. In the case of a medical emergency, UCCS employees shall also call 911.

1. SELF-ADMINISTRATION OF MEDICATION

A UCCS student may, for self-administration, possess an epinephrine auto-injector, (commonly called an “epi-pen”), and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form which is on file at the UCCS campus that the student attends. An Action Care Plan should also be developed by the health care provider for the student and provided to UCCS. The prescription for the student’s medicine shall also be provided to the campus by the health care provider, and included in the student’s file to insure that the correct medicine is provided to the appropriate student. UCCS shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by UCCS personnel. A student’s parent/guardian must indemnify and hold harmless UCCS and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by UCCS personnel.

2. ADMINISTRATION OF OTHER MEDICATION

All non-self-administered medications other than epinephrine auto-injectors and medication prescribed for asthma must be dispensed and/or administered to the student by the UCCS nurse or the Campus Director or the Director’s designee.

3. EMPLOYEE RIGHTS

Teachers and other non-administrative UCCS employees, except certified school nurses and non-certified registered professional nurses, are not required to administer medication to UCCS students, although they may do so voluntarily.

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3. EMPLOYEE RIGHTS

Teachers and other non-administrative UCCS employees, except certified school nurses and non-certified registered professional nurses, are not required to administer medication to UCCS students, although they may do so voluntarily.

4. IMPLEMENTING PROCEDURES AND NOTIFICATION OF POLICY AND PROCEDURES

The UCCS administration shall promulgate procedures to implement this policy. Any possession, administration, dispensing of or other use of medication on school grounds or at school-related functions must be in compliance with this policy and any implementing procedures.

This policy shall be included in UCCS’ Student Handbook and a copy of this policy, its implementing procedures and the “School Medication Authorization Form” shall be provided to the parents/guardians of all students within 15 days of the beginning of each school year or, in the case of a transfer student, within 15 days of starting classes at UCCS. A copy of this policy and its implementing procedures will also be kept in each campus’ office, and posted on the UCCS Health and Wellness website.

5. ADMINISTERING MEDICINE: PROCEDURES

The parent/guardian of a student who needs to be dispensed medication during school hours or during school-related activities must provide to the Campus Director and/or the school nurse a School Medication Authorization Form signed by the parent/guardian and the student’s health care provider. All medication should be brought to and stored in a safe, secure location in the main office of the campus the student attends. Prescription medication must be brought to the school in the original package or appropriately labeled container with the prescription label containing the student’s name, prescription number, medication name and dosage, the time the medication should be taken, administration directions, licensed prescriber’s name, and pharmacy name, address, and phone number.

ADMINISTERING MEDICINE: PROCEDURES, CONT'D

Non-prescription medications shall be provided in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.

Medication that is not self-carried shall be stored in a secure drawer or cabinet not accessible to the general public. Medications requiring refrigeration shall be refrigerated in a secure area at the campus.

The nurse or administrator providing the medication shall document each dose of the medication in the student's individual health record. Documentation, including digital documentation, shall include date, time, dosage, route, expiration date, and the signature of the person administering the medication or supervising the student in self-administration.

Parents will be given an opportunity to pick up any unused medication at the end of the school year. The school nurse will properly discard any medication not picked up at the end of the school year.

6. SELF-ADMINISTRATION:

In order to allow a UCCS student to self-administer and self-carry asthma medication or an epinephrine auto-injector, a parent/guardian must provide the following:

1. A School Medication Authorization Form signed by the parent/guardian and the student's health care provider;
2. For asthma medication, the prescription label which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered. For the self-administration or self-carry of an epinephrine auto-injector, a written statement from the student's health care provider containing the name and purpose of the epinephrine auto-injector, the prescribed dosage and the time or times at which or the special circumstances under which the epinephrine auto-injector may or must be used.

This information will be kept on file in the main office. The permission for self-administration and self-carry is only effective for the school year for which it was granted and the parent/guardian must submit new authorization and medication information each school year in order for permission to be extended each year.

If the provisions of this procedure are met, the student may self-administer and self-carry: (1) while in school; (2) while at a school-sponsored activity; (3) while under the supervision of school personnel; or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property or while being transported by a school bus.

7. PROCEDURES RELATED TO THE CARE OF STUDENTS DIAGNOSED WITH ASTHMA AND/OR ALLERGIES:

Annually, parent/guardian will provide an asthma and/or allergy action plan for a student who has been diagnosed with asthma and/or allergies. The asthma and/or allergy action plan will be kept in a file in the main office. Copies of the asthma and/or allergy action plan or portions thereof will be distributed digitally or otherwise to appropriate school staff who interact with the student on a regular basis, and, if applicable, may be attached to the student's federal Section 504 plan or individualized education program plan.

Each UCCS Campus will also adopt an asthma and/or allergy episode emergency response protocol that includes the components of the Illinois State Board of Education's model protocol.

Every two (2) years, UCCS personnel who work with students shall complete an in-person or online training program on the management of asthma and/or allergies, the prevention of asthma symptoms, and emergency response in the school setting.

8. PROCEDURES RELATED TO THE CARE OF STUDENTS DIAGNOSED WITH DIABETES:

A UCCS student who has been diagnosed with diabetes will have his or her care managed in accordance with the student's diabetes care plan. UCCS shall annually train at least one employee at each campus in the care of students diagnosed with diabetes pursuant to the Illinois State Board of Education Policy for Diabetes Care, see 105 ILCS 145, and CPS Policy 704.11, the Diabetes Management Policy. A student will be allowed to self-carry and self-administer medication as authorized by the student's Diabetes Care Plan.

9. DISPOSAL PROCEDURES.

UCCS' nurses will annually develop and/or review, and then follow a "sharps" disposal procedure in accordance with state regulations.

V. Athletic Policy

UChicago Charter provides students with the opportunity to participate in extracurricular athletic teams. These sports require students to be in good physical shape and condition. Students are expected to participate in strenuous activities that demand physical strength and endurance.

While participating in an extracurricular sport, the risk of injury can be significant and student injuries could result in broken bones, partial or total paralysis, or even death. Because of the possibility of serious injury or death, students must have a parent or guardian's consent to participate on an extracurricular athletic team.

By signing the consent form, students and parents/guardians release the University of Chicago Charter School employees, the Urban Education Institute, and the Charter School Corporation from any claim of negligence and liability arising from claims for damages for injury to student athletes and any claim for loss of, or damage to, student athletes' property which may arise out of his/her participation on an extracurricular athletic team.

1. UCW

UCW is an official member of the Illinois High School Athletic Association. Various sports teams compete each season across the Chicago area and in state leagues. Athletics is one component of our After Care Program. Information regarding the athletics program may be obtained from the Athletic Director.

ELIGIBILITY REQUIREMENTS:

- Students must have an up-to-date physical on file to be eligible for participation.
- All athletic players must be passing all classes in order to participate.
- Middle school students are eligible for athletics if they have ZERO failing grades in any of their classes.
- Students with two out-of-school suspensions during the athletic season will be suspended from the team for the remainder of the season.
- Must maintain 95% attendance

For more information on eligibility requirements, please see the Student-Athlete Handbook.

FEES:

There are fees associated with participating in athletic programming. This fee subsidizes the cost to participate in a competitive program that includes transportation, equipment use and maintenance, uniform costs, space and coaching. For information on the cost, please contact the campus.

All fees are to be paid in the UCW Main Office or online at uchicagocharter.org. The fee must be paid in full prior to participation. Refunds will not be issued for ineligibility.

UCW, CONT'D

SPORTSMANSHIP POLICY

The Warrior Student-Athlete...

- accepts seriously the responsibility and privilege of representing the school and community.
- treats opponents and their coaches with the respect that is due to them as guest and fellow competitors.
- offers assistance during a break in game action to an opponent/ teammate who has fallen.
- exercises self-control at all times, accepting coaches' and officials' decisions and abiding by them.
- respects the judgment of the officials and their interpretations of the rules. Never argues or makes gestures indicating dislike for a decision.
- allows the captain to be the only team member to communicate with the officials regarding the clarification of a ruling.
- accepts both victory and defeat with pride and compassion; never be boastful or bitter.
- congratulates the opponents in a sincere manner following either victory or defeat.

W. ADA Policy

NOTIFICATION TO THE PUBLIC

UChicago Charter School welcomes students, parents, employees, and community members with disabilities. For information about how to obtain accommodations for classes, activities, and events, please contact the Campus Director.

North Kenwood/Oakland and Woodlawn campuses are wheelchair accessible and each campus has an elevator to allow access to the upper floors. In the event the elevator is non-operational, classes that have students who have an impairment and limited mobility will be moved to the 1st floor. Donoghue is prepared to relocate classrooms to the first floor to accommodate students in wheelchairs, as necessary. Advance notice for relocation may be needed depending on the accommodation required. All requests should be submitted to the Campus Director for approval.

X. Parent Complaint Process

Parents are expected and encouraged to be active participants in their students' learning. If a parent has any concerns or feels their student is not being duly served by the UChicago Charter School, UChicago Charter staff will work with the parent according to the procedure below to address and resolve these concerns:

1. A parent should first contact the leadership team at his/her child's campus to discuss concerns. The campus will work with the parent to address and resolve the issue.
2. If a parent has reached out to his/her child's campus but still feels concerns have not been resolved, the parent should then contact the UChicago Charter School Director/CEO, Chief Academic Officer, or Director of Admissions.
3. UChicago Charter leadership will listen to the parent's concern and contact the campus to 1) inform the campus that the parent contacted UChicago Charter leadership regarding the issue, 2) share the parent's concern, and 3) ask the campus to make a second attempt to identify a solution.
4. If a parent still feels the issue is not resolved after his/her child's campus makes a second attempt, UChicago Charter leadership will work directly with the parent to attempt to resolve the issue.

Y. Parental Access to Information

UChicago Charter will communicate the following information to parents/guardians in written and presentation form on an annual basis:

- Common Core State Standards
- Student achievement standards
- Student achievement monitoring systems
- Student assessment
- Title I policies and procedures
- Schedule of parent-teacher conferences and academic school-wide and grade-level events

For more information on Student Records, please see section II subsection D.

Z. Family, Student, and School Agreement

The mission of the University of Chicago Charter School is to prepare all students for success in college, beginning in prekindergarten. To achieve this mission, we believe we must build collaborative relationships with the families we serve and make clear what we expect of each and every student. We commit to fulfilling the following expectations and ask families to make commitments to fulfill expectations in return.

Every Family and Student Can Expect the University of Chicago Charter School to:

1. Provide a safe and respectful school environment that supports students in working hard, learning deeply, and achieving at high levels. (Fostering the UChicago Charter core values: Scholarship. Leadership. Excellence. Grit.)
2. Provide families with regular updates on their children's progress toward their documented annual academic goals.
3. Send school newsletters home at least monthly during the academic year.
4. Contact parents/guardians promptly in the event of an emergency.
5. Provide families with workshops and other opportunities to learn more about how to support the academic, social, emotional, and healthy development of children.
6. Model and teach respect, responsibility for learning, responsive listening, collaboration, appreciation, goal setting and planning, self-assessment, problem solving, and conflict resolution.
7. Promote college admission and completion as an expectation and obtainable goal for all students by establishing high academic standards, sponsoring college visits, career exploration activities and providing access to mentors and role models.
8. Create viable opportunities to train and foster student leadership.
9. Provide student access to extended learning experiences (summer school, Saturday enrichment, intersession work booklets, College Week, etc.) to support student learning as appropriate by grade level and campus context.
10. Create a learning environment that is culturally relevant and creates opportunities to engage in meaningful learning experiences in the communities surrounding the UChicago Charter campuses and the stakeholders that reside there.
11. Foster a campus environment that encourages volunteerism and parent engagement.
12. Provide high quality, rigorous differentiated instruction, including RTI supports, based on individual student abilities and needs to achieve academic success.
13. Recruit and train a cadre of highly qualified and committed staff that are committed to promoting a college going culture.
14. Return all phone calls and emails within 48 business hours.

The University of Chicago Charter School Expects Families to:

1. Send their children to school ready to learn—well-rested, well-fed, healthy, and in uniform. Create their own set of consequences at home for their children’s poor behavior and/or poor academic performance and lack of living up to their full potential.
2. Ensure their children arrive to school on time and depart for home on time, using safe passages both ways.
3. Ensure that their children read each night:
 - Elementary: Children read or are read to each night.
 - Middle: Ensure that children read 45 minutes each night.
 - High: Check that their child has read for an hour each night.
4. Understand that their children are to complete all required work including homework. Understand that the work must be on time to receive full credit.
5. Agree to provide their children with all required basic classroom supplies, as outlined on the annual grade level supply lists and pay all campus fees as outlined in the parent handbook.
6. Monitor classwork by talking with their children and reviewing their progress/ grades on PowerSchool (the school website) at least once a week. If parents have any questions or concerns about their child’s progress/grades, they communicate them with the teacher immediately.
7. Agree to develop a plan for their children that supports their academic and social development during non-discretionary hours, including after school, weekends, breaks, and holidays.
8. Always act in a professional manner when speaking with all people in our school community: UChicago Charter staff members, fellow parents, and students.
9. Help their children prepare for middle/high school, college, and life by supporting and encouraging them to adhere to the UChicago Charter core values: Scholarship. Leadership. Excellence. Grit.
10. Attend a minimum of two of the following: family/or parent workshops, curriculum nights, special events, grade level events or FTCO meetings on an annual basis.
11. Attend all mandatory meetings at each campus. This includes, but is not limited to:
 - Report Card Conferences
 - Mid-Term Conferences (UCW High School and Middle School)
 - Summer Registration/Orientation Events
 - 12th Grade FAFSA Nights
 - 8th Grade Graduation Meeting
 - 5th Grade Transition Meetings
12. Reinforce expectations for children to be respectful, take responsibility for learning, actively listen, collaborate with and appreciate others, set goals (including 1.5 year’s literacy growth as assessed by STEP™ Assessment) and plans for meeting them, self-assess progress, solve problems, and resolve conflicts.
13. Communicate with the teacher on a regular basis, including returning all school related correspondence within 48 hours and attending ALL parent- teacher conferences.
14. Inform the school of change of address or telephone number and return immunization records, birth certificates, hearing and vision screenings, and proof of address as requested by the school.

The University of Chicago Charter School Expects Students to:

1. Come to school ready to work hard and learn.
2. Arrive on time to school and depart for home on time, using safe passages both ways.
3. Be in uniform.
4. Complete all schoolwork and submit it on time.
5. Fulfill expectations to be respectful, take responsibility for their own learning, listen attentively, collaborate with and appreciate others, set goals and plans for meeting them, self-assess progress, solve problems, respect their environment, and resolve conflicts.
6. Seek an adult whenever they need help.

Continued on following page.

7. Work to achieve 1.5 years growth annually in literacy and math.
8. Actively work to adhere to and develop the UChicago Charter core values: Scholarship. Leadership. Excellence. Grit.

All UChicago Charter families and students must sign and return the agreement located at the end of this handbook, documenting understanding and acceptance of all school policies.

Dated August 22, 2023.

SECTION III: CODE OF CONDUCT

In September 2017, UCCS adopted a new Student Code of Conduct Policy in compliance with changes made to the Illinois School Law. In essence these changes are meant to encourage restorative justice practices and reduce out-of-school suspension and expulsion, which were found to be too prevalent. UChicago Charter last updated the Student Conduct Policy in May 2019.

A. School Commitments Regarding the Student Conduct Policy

The School is committed to an instructive, corrective, and restorative approach to respond to student misconduct. If misconduct incidents arise that threaten student and staff safety or severely disrupt the educational process, the response should minimize the impact of the incident, repair harm, and address the underlying needs behind the student misconduct. In accordance with this Student Conduct Policy, all responses to student misconduct should be applied by School administrators, teachers and staff respectfully, fairly, consistently, and in a manner which considers students' instructional time whenever possible.

Among the many possible disciplinary interventions and consequences available to the School, school exclusions, such as out-of-school suspensions and expulsions, are the most serious. The School will limit the number and duration of expulsions and suspensions to the greatest extent practicable and they shall be used only for legitimate educational purposes. Unless otherwise required by federal or State law, the School will not institute zero-tolerance policies requiring the suspension or expulsion of students for particular behaviors. Furthermore, the School will not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in this Policy and identified in Groups One through Six,¹ whenever the student's conduct is reasonably related to school or school activities, including, but not limited to actions of students during school hours, before and after school, while on school property, at all school-sponsored events, field trips, internships, and community activities, and while using the University of Chicago Charter School Network or any Information Technology Device when the actions affect the mission or operation of the School. Students may also be subject to this Conduct Policy for engaging in prohibited conduct that occurs off-campus or during non-school hours when the misconduct disrupts or may disrupt the safe, orderly, and peaceful learning environment of the School.

This Conduct Policy applies to students in the first through twelfth grades enrolled at any of the University of Chicago Charter School's campuses— North Kenwood/Oakland, Donoghue, and Woodlawn. Campus Directors may refer to this Policy as a guide and use discretion in applying it to students in prekindergarten² or kindergarten who engage in prohibited conduct. Disciplinary consequences for students in grades 1-5 exhibiting prohibited conduct will not be the same, or necessarily as severe, as those students in grades 6-12.

This Student Conduct Policy does not impose monetary fines or fees as a disciplinary consequence and the School will not implement such a disciplinary response, except that, as appropriate, the School may consider requiring a student to provide restitution for lost, stolen or damaged property. This Student Conduct Policy does not impose academic punishments for behavioral violations and the School will not impose such punishments.

¹ The University of Chicago Charter School Conduct Policy draws from the Chicago Public Schools (CPS) Student Code of Conduct (effective September 8, 2015), particularly with respect to identifying prohibited conduct contained in Groups One through Six of the identified prohibited conduct. However, this Student Conduct Policy is not consistent in all respects with the CPS Student Code of Conduct and careful attention should be given to review this Policy generally, the prohibited conduct identified in each of the six groups, and the interventions and consequences identified for each group of prohibited conduct.

² Consistent with state law, in no event will a prekindergarten student be expelled as a disciplinary consequence for prohibited behavior.

Special attention will be paid to students with individualized education plans (IEPs) and Section 504 Plans who engage in prohibited conduct, ensuring that responses and interventions are consistent with any applicable IEP or Section 504 Plan and comply with the student's rights under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

The University of Chicago Charter School will maintain a Parent-Teacher Advisory Committee to develop with the Board of Directors policy guidelines on student discipline, including school searches and bullying prevention.

The School will make reasonable efforts to provide ongoing professional development to teachers, administrators, board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

This Student Conduct Policy shall be provided to the parents or guardians of each student within 15 days after the beginning of each school year, or within 15 days after the starting classes for a student who transfers into the School during the school year. The School will also inform the students of the contents of this Policy.

B. Prohibited Conduct, Interventions, and Consequences

This Conduct Policy describes six groups of prohibited conduct for which students will receive interventions and/or consequences. The acts of prohibited conduct are listed in six different groups, according to the degree of disruption to the learning environment as follows:

- Group 1 lists conduct that is inappropriate.
- Group 2 lists conduct that disrupts the learning environment.
- Group 3 lists conduct that seriously disrupts the learning environment.
- Group 4 lists conduct that very seriously disrupts the learning environment.
- Group 5 lists conduct that most seriously disrupts the learning environment.
- Group 6 lists conduct that most seriously disrupts the learning environment and will result in a contact to the Chicago Police Department.

This Discipline Policy is not intended to be inclusive of all possible student misconduct. Campus Directors and/or their designees are responsible for addressing inappropriate student conduct not specified in this Policy with appropriate consequences based upon a fair process.

Campus Directors and/or their designees have the authority to assign interventions and consequences based on his/her assessment of the best interest of the school community, including available school resources, the needs of any student or staff harmed, and the rights of the student engaged in the inappropriate conduct, in alignment with this Student Conduct Policy. The interventions and consequences listed for each Group may be imposed. The appropriate discipline to impose will be assessed on a case-by-case basis and all out-of-school discipline will be determined based on the procedures listed below.

GROUP ONE: Conduct Which Is Inappropriate

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • Running and/or making excessive noise in the hall or building • Leaving the classroom without permission • Displaying behavior disruptive to the orderly process of instruction, student learning, or advising • Loitering, or occupying an unauthorized place in the school or school grounds • Failing to attend class without a valid excuse • Persistent tardiness to school or class • Violation of school uniform policy • Use of the University of Chicago Charter School Network (“Network”) for the purpose of accessing non-educational material • Unauthorized or use possession of an electronic paging device. • Use of a mobile phone,¹ video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules 	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence • Recommended instructive, corrective, or restorative response • Loss of a privilege, e.g., recess, for 1 or 2 days

¹ Students may bring mobile phones to school; however, they must be turned off and put away before entering the school, and must not be out or used during class periods. Cell phones may be confiscated for the day by the Dean of Students, in keeping with this policy, to be returned at day's end. In emergency situations, or circumstances authorized by the Campus Director or designee, students may leave mobile phones in the main office to be answered by staff.

GROUP TWO: Conduct Which Is Disruptive

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • Posting or distributing unauthorized or other written materials on school grounds • Leaving the school or a class trip without permission • Interfering with school authorities and programs through walkouts or sit-ins (pre- approval for student protest is recommended) • Initiating or participating in any unacceptable minor physical actions • Exhibiting or publishing any profane, obscene, indecent, immoral, threatening, disrespectful, libelous, or offensive written materials, language or gestures • Possession (physical control over, such as contained in clothing, lockers, or bags) and/or use of tobacco products, matches, cigarette lighters, or rolling papers • Failing to provide proper identification • Defying (disobeying) the authority of school personnel • Unauthorized use of school parking or other school areas • Use of the Network for the purposes of distribution or downloading non- educational material • Failing to abide by school rules and regulations not otherwise listed in Group Two of this Policy, the commission of which is disruptive to the school's educational process 	<p>(Whenever possible, interventions and consequences that do not exclude the student from his or her regular educational schedule should be attempted first).</p> <ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence • Recommended instructive, corrective, or restorative responses • In-school suspension for up to three days • Detention -- lunch, before school, after school, or Saturday • Loss of one or more privileges, e.g., recess, for up to three days

GROUP THREE: Conduct Which Is Seriously Disruptive

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • Disruptive conduct on a school bus • Gambling-- participating in games of chance or skill for money or things of value • Fighting -- physical contact between two people with intent to harm, but no injuries result • Profane, obscene, indecent, and immoral or seriously offensive language and/or gestures, propositions, behavior, or harassment, including language, gestures, propositions, conduct, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability • *Forgery -- false and fraudulent making or altering of a document or the use of such document ³ • Plagiarizing, cheating and/or copying the work of another student or other source • Overt display of gang affiliation⁴ -- any act, e.g., wearing clothing or paraphernalia or the display of gang signs, symbols, and signals that signifies or exhibits an individual's affiliation with a gang that seriously disrupts the school's educational process • Bullying • Use of mobile telephones or other information technology device to harass, incite violence, or interrupt other students' participation in school activities, including use of devices to record others without permission or unauthorized distribution of recordings • Use of the Network or an Information Technology Device for a seriously disruptive unauthorized purpose not otherwise listed in this Policy • Second or more documented violations of prohibited conduct in Group One or Two prohibited conduct categories • Any conduct not otherwise listed as prohibited conduct in Groups One through Three of this Disciplinary Policy that seriously disrupts the educational process 	<p>(Whenever possible, interventions and consequences that do not exclude the student from his/her regular educational schedule should be attempted first.)</p> <ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and Administrator conference focused on expectation violated, cause of the misconduct, and strategy to prevent recurrence • Recommended instructive, corrective, or restorative response • Suspension from bus services, if the infraction occurred on a bus • In-school suspension up to three days • Detention -- lunch, before school, after school, or Saturday • Loss of one or more privileges, e.g., recess, for 1-5 days
	<p>ADDITIONAL CONSEQUENCES AVAILABLE FOR REPEATED VIOLATIONS</p>

³ This conduct is marked with an asterisk because the misconduct may be in violation of the law.

⁴ A gang is any ongoing organization or group of three or more persons having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity. Intent can be implied from the character of the individual's acts as well as the circumstances surrounding the misconduct.

GROUP FOUR: Conduct Which Is Seriously Disruptive

Prohibited conduct in Group 4 marked with an asterisk indicates that the conduct is or may be in violation of the law and may result in a contact to the Chicago Police Department.

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • *Assault -- an attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate battery • *Battery (unwanted bodily contact with another person without legal justification) or aiding or abetting in the commission of a battery which does not result in a physical injury • *Fighting -- physical contact between two or more individuals with intent to harm, or physical contact between two people with intent to harm that results in injury • *False activation of a fire alarm that does not cause a campus to be evacuated or emergency services to be notified • *Extortion - obtaining money or information from another by coercion or intimidation • *Vandalism (willful or malicious destruction or defacing of the property of others) or criminal damage to property at a cost less than \$500 • *Theft (unauthorized control over the physical property of another) or possession (physical control over, such as contained in clothing, lockers or bags) of stolen property not exceeding \$150 in value • *Possession, use, sale, or distribution of fireworks • *Trespassing on any University of Chicago Charter School campus -- entering School property when previously prohibited or remaining on school grounds after receiving a request to depart • *Knowingly or intentionally using the Network or Information Technology Devices to spread viruses on the Network • Use or possession of alcohol in school or at, before, or after a school related function, first documented behavior • Initiating or participating in inappropriate physical contact with school personnel, such as pushing school personnel out of the way in order to physically fight with another student, with no intent to harm school personnel • Any prohibited conduct and behavior not otherwise listed in Groups One through Four of this Policy, the commission of which is very seriously disruptive to the school's educational process 	<p>(Whenever possible, interventions and consequences that do not exclude the student from his/her regular educational schedule should be attempted first.)</p> <ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and Administrator conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence • Recommended instructive, corrective, or restorative response • Detention -- lunch, before school, after school, or Saturday • Students may be suspended from Network privileges for improper use of the network for up to one year, in addition to any other interventions and consequences listed. • In-school suspension, out-of-school suspension, or a combination in-school and out-of-school suspension for up to three days
	<p>ADDITIONAL CONSEQUENCES AVAILABLE FOR REPEATED VIOLATIONS</p>
	<ul style="list-style-type: none"> • Second or repeated violations of possession of a dangerous object may result in an expulsion for an appropriate period.. Final decisions regarding expulsions are made by the Board of Directors of UChicago Charter pursuant to the procedures set forth in this policy. Repeated violations of Group Four conduct can be assessed as Group Five prohibited conduct and most seriously disruptive behavior for disciplinary response. • Second or repeated violations of use or possession of alcohol in school or at, before, or after a school related function may result in an expulsion for an appropriate period. Final decisions regarding expulsions are made by the Board of Directors of UChicago Charter pursuant to the procedures set forth in this policy. Repeated violations of Group Four conduct can be assessed as Group Five prohibited conduct and most seriously disruptive behavior for disciplinary response.

GROUP FIVE: Conduct Which Is Most Seriously Disruptive

Violations in Group 5 marked with an asterisk indicate that the conduct is or may be in violation of the law and may result in a contact to the Chicago Police Department

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • *Aggravated assault -- assault with a deadly weapon or done by a person who conceals his/her identity, or any assault against school personnel • *Burglary -- knowingly and without authority entering or remaining in a building or vehicle with intent to commit a felony or theft therein • *Theft or possession of stolen property exceeding \$150 in value • *Use of intimidation⁵ credible threats of violence, coercion, or persistent severe bullying. Intimidation is behavior that prevents or discourages another student from exercising his/her right to education, or using force against students, school personnel and school visitors. • *Gang activity⁶ • *Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force • *Engaging or attempting to engage in any illegal behavior that interferes with the school's educational process • *Persistent or severe acts of sexual harassment -- unwelcome sexual or gender- based conduct (either physical or verbal) and/or conduct of a sexual nature which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in a or benefit from the educational program or which creates a hostile or abusive school environment • *False activation of a fire alarm that causes a campus facility to be evacuated or causes emergency services to be notified • *Battery, or aiding or abetting in the commission of a battery, which results in a physical injury. Battery means unwanted bodily contact with another person without legal justification. 	<ul style="list-style-type: none"> • In-school suspension, out-of-school suspension, or combination of in-school and out-of-school suspension for three to five days. When the suspension is assigned, a plan will be created to address the behavior and work towards preventing future behavioral incidents, restoring relationships, and addressing student needs <p>ADDITIONAL CONSEQUENCES AVAILABLE FOR REPEATED VIOLATIONS</p> <ul style="list-style-type: none"> • Recommend instructive, corrective, or restorative response • Expulsion, for an appropriate period, pursuant to the procedures set forth in this policy. • For behaviors involving the improper use of the Network or information technology devices, revocation of network privileges for up to two years

⁵ Intimidation is engaging in conduct that prevents or discourages another student from exercising her or her right to education. Such prohibited behavior includes the use of threats, coercion, or force against students, school personnel and school visitors.

⁶ A gang is any ongoing organization or group of three or more persons having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity. Gang activity is any act (e.g., recruitment with the use of intimidation, tagging or marking, assault, battery, theft, trespassing, or extortion) performed by a gang member or on behalf of a gang, and intended to further a common criminal objective. Intent can be implied from the character of the individual's acts as well as the circumstances surrounding the misconduct.

GROUP FIVE: Conduct Which Is Most Seriously Disruptive

Violations in Group 5 marked with an asterisk indicate that the conduct is or may be in violation of the law and may result in a contact to the Chicago Police Department

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • *Use of any computer, including social networking websites, or use of any information technology device⁷ to threaten, stalk, harass, bully or otherwise intimidate others. Or, hacking (intentionally gaining access by illegal means or without authorization) into the Network to access student records or other unauthorized information or to otherwise circumvent the information security system. • *Vandalism (willful or malicious destruction or defacing of property) or criminal damage to property that results in damage exceeding \$500 or that is done to personal property belonging to any school personnel • *Use or possession of illegal drugs, narcotics, controlled substances, “look-alikes”⁸ of such substances, or contraband,⁹ or use of any other substance for the purpose of intoxication in or before school or a school-related function. • Second or repeated violation of use or possession of alcohol in school or at, before or after a school related activity 	<ul style="list-style-type: none"> • In-school suspension, out-of-school suspension, or combination of in-school and out-of-school suspension for three to five days. When the suspension is assigned, a plan will be created to address the behavior and work towards preventing future behavioral incidents, restoring relationships, and addressing student needs
	<p>ADDITIONAL CONSEQUENCES AVAILABLE FOR REPEATED VIOLATIONS</p> <ul style="list-style-type: none"> • Recommend instructive, corrective, or restorative response • Expulsion, for an appropriate period, pursuant to the procedures set forth in this policy. • For behaviors involving the improper use of the Network or information technology devices, revocation of network privileges for up to two years

⁷ Information technology devices include, but are not limited to: computers, mobile phones used to exchange or access information, pagers, and personal digital assistants, that are used to access the internet, electronic mail or other information sites and that may or may not be physically connected to the network infrastructure.

⁸ A “look-alike” substance is any substance which by appearance, representation, or manner of distribution would lead a reasonable person to believe that the substance is an illegal drug or other controlled substance.

⁹ Contraband is property that is illegal to possess.

GROUP SIX: Conduct Which Constitutes the Most Seriously Disruptive

All violations in Group 6 will result in contacting the Chicago Police Department. Behaviors marked with an asterisk indicate that the misconduct is or may be a violation of the law.

PROHIBITED CONDUCT	INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> • *Intentionally causing or attempting to cause all or a portion of the Network to become inoperable (the Network is unable to perform at the level of functionality intended by its maintainers) • *Arson -- knowingly damaging, by means of fire or explosive, a building and/or the personal property of others • *Bomb threat -- a false indication that a bomb or other explosive of any nature is concealed in a place that would endanger human life if activated • *Robbery -- taking personal property in the possession of another by use of force or by threatening the imminent use of force • *Sex violations or aiding and abetting in the commission of a sex violation¹⁰ • *Possession, use and/or concealment of a firearm/destructive device¹¹ or other weapon¹² or "look-alikes" of weapons, or use or intent to use any other object to inflict bodily harm • *Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, "look-alikes" of such substances, contraband, or any other substance used for the purpose of intoxication, or repeated violations of the use or possession of illegal drugs, narcotics, controlled substances, "look-alikes" of such substances, or contraband, or use of any other substance for the purpose of intoxication • *Battery, aggravated battery (battery that causes great harm, is done with a deadly weapon, is done by a person who conceals his/her identity), or the use of physical force against a teacher, administrator, staff member, or school volunteer or aiding and abetting in the commission of an aggravated battery of a teacher, administrator, staff member or school volunteer 	<ul style="list-style-type: none"> • In-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension for five days. A student may be suspended for up to ten days with written justification. When the suspension is assigned, a plan will be created for preventing future behavior incidents, restoring relationships, and addressing student needs. • Expulsion for an appropriate period, pursuant to the procedures set forth in this policy. • For students who possess, use and/or conceal a firearm/destructive device or other, dangerous weapon, an expulsion will be requested with a recommendation for expulsion of the student for at least one year.¹³
<ul style="list-style-type: none"> • *Aggravated battery or aiding or abetting in the commission of an aggravated battery of a student • *Murder • *Attempted murder • *Kidnapping -- the secret confinement of another against his or her will or the transportation of another by force or deceit from one place to another with the intent to secretly confine 	<p style="text-align: center;">ADDITIONAL CONSEQUENCES AVAILABLE FOR REPEATED VIOLATIONS</p> <ul style="list-style-type: none"> • Recommend instructive, corrective, or restorative response • For behaviors involving the improper use of the Network or information technology devices, revocation of network privileges indefinitely

¹⁰ Sex violations are sex crimes that include the use of force such as criminal sexual assault, aggravated criminal sexual assault, criminal sexual abuse, and aggravated criminal sexual abuse.

¹¹ The term "firearm/destructive device" as defined in 18 U.S.C. Section 921 includes, but is not limited to, handguns, rifles, automatic weapons, bombs, or other incendiary devices and parts thereof.

¹² Weapons include any object that is commonly used to inflict bodily harm, and/or an object that is used or intended to be used in a manner that may inflict bodily harm, even though its normal use is not as a weapon. A knife, brass knuckles or other knuckle weapon regardless of composition, a billy club, are considered weapons.

¹³ State law requires that a student who brings one of the following weapons to school, any school-sponsored activity or event, shall be expelled for a period of not less than one year: a firearm, a knife, brass knuckles or other knuckle weapon regardless of composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm. (105 ILCS 5/10-22.6(d)). Such requirement must be construed in a manner consistent with the Individuals with Disabilities Education Act (IDEA) and the expulsion determination or recommendation may be modified by the School's CEO on a case-by-case basis consistent with applicable law.

C. Student Code of Conduct Application for Students with IEPs

Special care must be taken when considering disciplinary action regarding students with individualized education plans (IEPs). Students with IEPs may be suspended for a total of 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Before and after school detentions do not count towards the 10-day limit. As long as students with IEPs are being provided with special education services, in-school suspensions do not count towards the 10-day limit. Campus Directors do not have to suspend students with IEPs for the mandatory periods set forth in this Conduct Policy for a single offense. The Campus Director has discretion to be flexible in the amount of days of suspension given to each student with an IEP.

Students with IEPs may be suspended in excess of 10 days in certain circumstances. In order to suspend a student with an IEP in excess of 10 days, the Campus Director must first consult with the CPS Office of Due Process and Mediation at 773-553-1905.

When Campus Directors anticipate a referral for expulsion, the following apply:

1. The Campus Director must provide a written notice to the parent/guardian or surrogate parent of the intervention or consequences being considered and the date of an IEP meeting, which must be held within 10 days of the date of the decision to discipline the student.
2. The IEP team must:
 - A. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of the student's disability if:
 1. The student was given appropriate special education supplementary aids and intervention strategies; and
 2. The disability does not impair the ability to control behavior.
 - B. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
 - C. Determine the appropriateness of an interim alternative education setting and, as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

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

If the student's behavior is a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting if the student carried a weapon to school or a school function or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school function.

For special education students with disabilities whose misconduct presents a danger to themselves or others in a manner other than those specified above, please consult with Campus Director.

D. Student Code of Conduct Suspension Guidelines

1. IN-SCHOOL SUSPENSION

In-school suspension is the removal of a student from his or her regular educational schedule to an alternative supervised setting inside the school building to engage in structured educational activities. Before assigning a student to in-school suspension, the student will be informed of his/her reported misconduct and provided an opportunity to respond. A copy of the misconduct report that formed the basis for the in-school suspension will be provided to the student's parents/guardians. Students will be given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

2. OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension is the removal of the student from class attendance or school attendance. Campus Directors or designees have the authority to suspend a student from school for gross disobedience or misconduct for up to ten (10) school days. Such suspension shall only be assigned if identified as an available intervention or consequence for the applicable student misconduct at issue. School administrators shall make reasonable efforts to resolve threats, address disruptions, and minimize the length of suspensions to the greatest extent practicable.

A student may be assigned an out-of-school suspension for one to three days if:

- Out-of-school suspension is listed as an available consequence in the Student Conduct Policy; and
- The Campus Director or designee determines that the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities; and
- The student was informed of his/her reported misconduct and provided an opportunity to respond.

A student may be assigned an out-of-school suspension for more than three days if:

- Out-of-school suspension is listed as an available consequence in the Student Conduct Policy and other appropriate and available behavioral and disciplinary interventions have been exhausted; and
- The Campus Director or designee determines that the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school; and
- The student was informed of his/her reported misconduct and provided an opportunity to respond.

If a student is suspended for 4 (4) or more school days, the Campus Director or designee will determine what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension and will provide any appropriate and available support services.

A student serving an out-of-school suspension is not allowed to come onto school property, participate in extracurricular activities, or attend school sponsored events. A student may be considered trespassing if he or she comes onto school grounds while suspended out of school.

Out-of-school suspensions are excused absences. The Campus Director will ensure that a student serving an out-of-school suspension is able to obtain homework, and upon the student's return, provided with the opportunity to make up any quizzes, tests, special projects, or final exams given during the period of the suspension. In all circumstances, suspended students, including those students suspended from the school bus who do not have alternate transportation to school,¹⁴ shall have the opportunity to make up work for equivalent academic credit.

Upon the return of a student from serving an out-of-school suspension, the Campus Director or designee shall facilitate the implementation of a plan, as appropriate, to facilitate the re-engagement of the student to his or her school program and activities.

3. SUSPENSION PROCEDURAL REQUIREMENTS

The Campus Director or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable
- Written notice of the suspension will be immediately sent to the Parent(s)/Guardian(s) which will include:
 - » a full statement of the specific misconduct resulting in the decision to suspend;
 - » a rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of misconduct for the duration of the suspension;
 - » information, for a suspension of 3 school days or less, providing an explanation that the student's continuing presence in school would either pose a threat to school safety or a disruption to other students' learning opportunities;
 - » information, for a suspension of 4 or more school days, providing an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted, as to whether other interventions were attempted or that it was determined that no other interventions were available for the student, and that the student's continuing presence at school would either pose a threat to the safety of other students, staff, or members of the school community or substantially disrupt, impede, or interfere with the operation of the school;
 - » information, for a suspension of 5 or more school days, including all of the information noted when a student is suspended for 4 or more school days and documentation determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
 - » notice regarding the right to review the suspension of the student.
- A summary of the notice, including the reason for the suspension and the suspension length, will be shared with the Board of Directors.
- Upon request of the Parent(s)/Guardian(s), a review of the suspension shall be conducted by a hearing officer appointed by the Board of Directors. At the suspension review hearing, the student's Parent(s)/Guardians(s) may appear and discuss the suspension with the hearing officer and may be represented by counsel. After receipt of the hearing officer's written summary of the evidence presented at the hearing, the Board of Directors shall take such action as it finds appropriate. If the suspension is upheld, the final written decisions shall specifically detail the findings related to the following:
 - » for a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose a threat to school safety or a disruption to other students' learning opportunities;
 - » for a suspension of 4 or more school days, an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted, as to whether other interventions were attempted or that it was determined that no other interventions were available for the student, and an explanation that the student's continuing presence at school would either pose a threat to the safety of other students, staff, or members of the school community or substantially disrupt, impede, or interfere with the operation of the school; and an explanation of what, if any, appropriate and available support services will be provided or were provided to the student during the length of his or her suspension.

E. Student Code of Conduct Expulsion Guidelines

Expulsion is the permanent removal of a student from the University of Chicago Charter School by a vote of the Charter School's Board of Directors. An expulsion is for a definite period and will, in no event, be longer in duration than 2 calendar years.

A Campus Director and/or designee may request an expulsion hearing to consider a student's expulsion from the University of Chicago Charter School if:

- Expulsion is listed as an available consequence in the Student Conduct Policy and other appropriate and available behavioral and disciplinary interventions have been exhausted; and
- The Campus Director or designee determines that the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school.

1. EXPULSION PROCEDURES

The Chief Executive Officer and/or designee shall be responsible to implement the expulsion procedures which will provide, at the minimum, the following:

- Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested and can also be sent by other means, including personal delivery. This written notification of the request to appear at the expulsion hearing shall include: the time, date and place for the hearing; a brief description of what will happen at the hearing; a detailed description of the specific act of prohibited conduct resulting in the decision to recommend expulsion; and, will include explicit mention of the opportunity to have representation, along with the opportunity to present evidence and witnesses.
- The hearing will be conducted by a fair and impartial hearing officer. During the hearing, the hearing officer shall hear evidence concerning whether the student is guilty of the prohibited conduct as charged. The School administration, Campus Director or designee requesting the expulsion hearing shall also provide information at the hearing regarding: (1) other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The School shall provide more than hearsay evidence to prove allegations. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.
- The hearing officer will state the reasons for the expulsion and the date it would be effective and will provide a written summary regarding the evidence presented at the hearing to the Board of Directors.
- If the Board of Directors acts to expel the student, the written decision shall include the following:
 - » detail regarding the specific reason why removing the student from his or her learning environment is in the best interest of the school; and
 - » a rationale for the specific duration of the recommended expulsion; and
 - » documentation on how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student; and
 - » documentation on how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

If a student is expelled, contact by the student or his Parent(s)/Guardian(s) should be made to the Chicago Public School Department of Student Adjudication at (773) 553-2249 for assistance.

F. Anti-Bullying Policy

Bullying is prohibited by State law and will not be tolerated at the University of Chicago Charter Schools. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic 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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

1. DEFINITIONS

“Bullying” includes “cyberbullying” 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 the effect of one or more of the following:

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

Bullying may take varying 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.

“**Cyberbullying**” means bullying through the use of technology or any electronic communication, 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 without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying 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. Cyberbullying 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. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the School when a director or teacher received a report that bullying through this means has occurred.

“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, (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, and the School, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ needs in order to keep students in school.

2. RESPONSIBILITIES OF SCHOOL STAFF

School administrators, teachers and staff who are become aware of school bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying is responsible to:

- intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- report the incident of bullying or retaliation to the Campus Director as soon as practicable;
- cooperate fully in any investigation of the incident and in implementing any safety plan established by the Campus Director.

3. REPORTING OF BULLYING BY STUDENTS, PARENTS AND GUARDIANS, AND OTHERS

Students are encouraged to immediately report bullying. A report may be made orally or in writing to Tanika Island Childress, Chief Executive Office who can be reached by telephone at **(773) 834-0961** and by email at **tanikai@uchicago.edu**. Oral or written reports can also be made to the Campus Director or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to a Campus Director or any staff member. Anonymous reports will also be accepted.

4. NO REPRISAL OR RETALIATION

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

5. RESPONDING TO AND INVESTIGATING REPORTS OF BULLYING

Consistent with federal and State laws and rules governing student privacy rights, the CEO, applicable Campus Director, or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Reports of bullying will be promptly investigated and addressed by the CEO, applicable Campus Director or designee. The Campus Director(s) or designee(s) of the involved student(s) shall be notified of the report of the incident of bullying as soon as possible after the report is received.

All reasonable efforts will be made to complete the investigation within ten (10) school days after the date the report of the incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. The investigation shall include:

- Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate in the investigation process.
- Identifying the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- Conducting an individual interview in a private setting with the alleged perpetrator and target. The alleged perpetrator and target will not be interviewed together or in public. Individual interviews of students and adult bystanders shall also be conducted in private.

- Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target’s education was affected.
- Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted.
- When appropriate, preparing a report of misconduct identifying recommendations for individual consequences pursuant to the Student Conduct Policy.
- Comprehensively documenting the details of the investigation.

A written investigation report shall be prepared and information shared with involved students and their parent(s)/guardian(s) as appropriate and only if consistent with federal and State laws and rules applicable to student privacy rights.

Consistent with federal and State laws and rules applicable to student privacy rights, parents and guardians of the students who are parties to the investigation shall be provided with information about the investigation and an opportunity to meet with the Campus Director or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

6. KNOWINGLY MAKING FALSE REPORTS OF BULLYING

A student will not be punished for reporting bullying or supplying information, even if the School’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

7. IMPLEMENTING INTERVENTIONS

The School should respond to bullying in a manner tailored to the individual incident, considering the nature of the conduct, the developmental ages of the students involved, and any relevant information related to the involved students’ conduct or performance.

Interventions should be taken to address bullying including school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

When an investigation determines that bullying has occurred, the Campus Director or designee has discretion to impose discipline for the misconduct of the perpetrator in accordance with the Student Conduct Policy.

8. TRAINING AND PROFESSIONAL DEVELOPMENT

Training and professional development will be conducted to support the School’s administrators, teachers and staff in addressing bullying at the School.

9. POSTING OF THE ANTI-BULLYING POLICY

This Anti-Bullying Policy shall be posted on the School’s website and shall be included in the student handbook. It shall also be posted and maintained where other policies, rules, and standards of conduct are posted at the School and its campuses. This policy shall be distributed annually to parents/guardians, students, school personnel, including new employees when hired.

SECTION IV: STUDENT ACCEPTABLE USE OF TECHNOLOGY

A. Student Acceptable Use Policy

1. PURPOSE:

The University of Chicago Charter School (UCCS) provides access to technology devices, internet, and network systems to students for educational purposes. This Student Acceptable Use Policy (AUP) establishes the standards for acceptable electronic activity of students accessing or using the UCCS campus technology, internet and network systems regardless of physical location and also the electronic communications between students and UCCS staff and other adults who work in campuses.

2. GUIDING PRINCIPLES:

1. UCCS is responsible for providing reliable and secure technology resources necessary to foster the educational development and success of our students.
2. UCCS provides a baseline set of policies and structures to allow campuses to implement technology in ways that meet the needs of their student and parent communities.
3. UCCS provides a secure framework that will allow students to use online tools, including social media, in our classrooms and campuses, to increase student engagement, collaboration and learning.
4. UCCS is responsible for instructing students about digital citizenship, including appropriate and safe online behavior, interactions with individuals on social media and cyberbullying awareness.

3. POLICY TEXT:

- I. **Applicability.** This policy applies to all students who use UCCS Computer Resources and/or access the UCCS Network ("Students"). Personal electronic devices (e.g. personal laptop) are subject to this policy when such devices are connected to the UCCS Network or Computer Resources.
- II. **Delegated Authority.** This policy is subject to periodic review by the Chief Technology Officer (CTO) to consider amendments based on technological advances, educational priorities or changes to the organizational vision.

III. Definitions.

Children's Internet Protection Act (CIPA) refers to the federal law that requires campuses that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate and shall filter internet access accordingly. For more information, visit <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Collaboration Tools refers to systems which support synchronous and asynchronous communication through a variety of devices, tools and channels. Examples of collaboration systems include, but are not limited to: calendaring, message/conference boards, blogs, group messaging apps, video conferencing, websites and podcasting.

Computer Resources refers to all computers and information technology, whether stationary or portable, used by students, including but not limited to all related peripherals, components, disk space, storage devices, servers, telecommunication devices and output devices such as printers, scanners, facsimile machines and copiers whether owned or leased by UCCS.

UCCS Network or Network refers to the infrastructure used to communicate and to transmit, store and review data over an electronic medium and includes, but is not limited to, UCCS email system(s), bulk communication tools, collaboration tools, databases, internet service, intranet and systems for student information, financials, and personnel data and any campus-based system authorized for use by IT.

POLICY TEXT: CONT'D

Social Media refers to online platforms, networks or websites through which users post or share information, ideas, messages and other content (such as photos or videos) and includes, but is not limited to, media sharing sites and social networking sites such as Twitter, Facebook, Instagram, Snapchat, YouTube and LinkedIn.

“UCCS Social Media” refers to authorized UCCS-related social media that is either campus-based (e.g. Director establishes a social media page for the campus, or a teacher establishes a social media page for his/her class) or district-based, network-based or department-based (e.g. a department establishes a social media page to communicate with the larger UCCS community).

“Personal Social Media” refers to non-UCCS-related Social Media page(s) established by a user for his/her personal or private endeavors.

“Non-UCCS Social Media” refers to Social Media established by or for a third party or non-UCCS group or organization (e.g. Social Media page(s) established by or for a public or private organization, for-profit or not-for-profit company, etc.)

Unauthorized Software refers to any software product or tool that is explicitly listed as ‘prohibited for use’ on the UCCS network.

IV. Privacy and Monitoring.

- A. Privacy. Students have no expectation of privacy in their use of the UCCS Network and Computer Resources. By authorizing student use of technology resources, UCCS does not relinquish control over materials on the systems or contained in files on the systems. There is no expectation of privacy related to information stored or transmitted over the UCCS Network or in campus systems. UCCS reserves the right to access, review, copy, store, or delete any files stored on Computer Resources and any student communication using the UCCS Network or campus system. Electronic messages and files stored on UCCS computers or transmitted using UCCS systems may be treated like any other campus property. District administrators may review files and messages to maintain system integrity and, if necessary, to ensure that students are acting responsibly. UCCS may choose to deploy location tracking software on Computer Resources for the sole purpose of locating devices identified as lost or stolen.
- B. Monitoring. The Information Technology department (IT) has the right to access, search, read, inspect, copy, monitor, log or otherwise use data and information stored, transmitted and processed on the UCCS Network and Computer Resources in order to execute the requirements of this policy. UCCS Network including but not limited to internet and email usage may be monitored and audited by the campus management and IT for inappropriate activity or oversight purposes. IT reserves the right to: (1) access and make changes to any system connected to the UCCS Network and Computer Resources to address security concerns, (2) deny student access to any system to address security concerns, and (3) determine what constitutes appropriate use of these resources and to report illegal activities. IT may intercept and/or quarantine email messages and other messaging services for business, legal or security purposes.

V. General Provisions.

- A. Acceptable Use. UCCS provides E-mail, bulk communication tools and other collaboration tools (e.g. UCCS Google Classroom), internet access and other UCCS Network tools and Computer Resources to students for educational and campus-related purposes only. When using the UCCS Network, students must conduct themselves in a responsible and appropriate manner.
- B. Unacceptable Use. Unacceptable use of the UCCS Network and Computer Resources are prohibited. Students shall not use the UCCS Network or Computer Resources including access to the internet, intranet, collaboration tools, bulk communication tools, social media or email to use, upload, post, mail, display, store, or otherwise transmit in any manner any content, communication or information that, among other unacceptable uses:

B. Unacceptable Use. CONT'D

1. is hateful, harassing, threatening, libelous, defamatory or otherwise meant to bully or intimidate others;
2. is offensive or discriminatory to persons based on race, ethnicity, national origin, gender, gender identity, sexual orientation, age, physical or mental illness or disability, marital status, economic status, immigration status, religion, personal appearance or other visible characteristics;
3. constitutes or furthers any criminal offense, or gives rise to civil liability, under any applicable law, including, without limitation, U.S. export control laws or U.S. patent, trademark or copyright laws;
4. constitutes use for, or in support of, any obscene or pornographic purpose including, but not limited to, the transmitting, retrieving or viewing of any profane, obscene, or sexually explicit material;
5. constitutes use for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or "stalk" another individual;
6. contains a virus, trojan horse, ransomware or other harmful component or malicious code;
7. constitutes junk mail, phishing, spam or unauthorized broadcast email.
8. violates the security of any other computer or network or constitutes unauthorized access or attempts to circumvent any security measures;
9. obtains access to another individual's UCCS Network account, files or data, or modifies their files, data or passwords;
10. impersonates any person living or dead, organization, business, or other entity;
11. degrades the performance of, causes a security risk or otherwise threatens the integrity or efficient operation of, the UCCS Network or Computer Resources;
12. deprives an authorized individual from accessing UCCS Network or Computer Resources.
13. obtains Computer Resources or UCCS Network access beyond those authorized
14. engages in unauthorized or unlawful entry into a UCCS Network system;
15. enables or constitutes wagering or gambling of any kind;
16. accesses, distributes, downloads or uses games except when an assigned educational activity;
17. promotes or participates in any way in unauthorized raffles or fundraisers;
18. plagiarizing any information gained on or through use of the UCCS Network or Computer Resources;
19. engages in private business, commercial or other activities for personal financial gain;
20. accesses or distributes unauthorized information regarding user passwords or security systems;
21. falsifies, tampers with or makes unauthorized changes, additions or deletions to data located on the UCCS Network or campus systems;
22. installs, downloads or uses unauthorized or unlicensed software or third party system;
23. violates the terms of use specified for a particular Computer Resource, UCCS Network system or campus system;
24. violates any express prohibition noted in this policy or the Student Code of Conduct;
25. engages in hacking (intentionally gaining access by illegal means or without authorization) into the UCCS Network or campus system to access unauthorized information, or to otherwise circumvent information security systems;
26. engages in inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images, or other sexual activities;
27. downloads unauthorized games, programs, files, electronic media, and/or stand-alone applications from the internet that may cause a threat to the UCCS Network;
28. constitutes use that disrupts the proper and orderly operation of the campus;
29. use of proxy servers or virtual private networks to bypass network security systems (firewalls, etc.);
or
30. accesses, distributes or downloads non-educational materials or inappropriate content or materials.

- C. Software Installation. Students are not authorized to install software on UCCS equipment unless supervised and approved as part of an educational program or task. IT may remove student-installed software at any time in order to preserve or protect the UCCS Network or Computer Resources or for any other reason deemed necessary by IT.
- D. Filtering and Blocking. UCCS is required to protect students from online threats, block access to inappropriate content, and monitor internet use by minors on campus networks in accordance with Children's Internet Protection Act (CIPA). IT is responsible for managing the network's internet filter and will work with campus administrators to ensure the filter meets the academic and operational needs of each campus while protecting minors from inappropriate content per CIPA. The district's use of filtering software does not negate or reduce a student's obligation to abide by the terms of this policy and to refrain from disabling filters or accessing inappropriate content online. Parents should be aware that despite the district's good faith efforts at filtering, objectionable content might be available either due to an individual using unauthorized means to bypass filtering or as a result of the creation of objectionable content that has not yet been identified by filtering software.
- E. Passwords. Students are required to adhere to password requirements set forth by UCCS when logging into campus computers, networks, and online systems. Students are not authorized to share their password under any circumstance.
- F. Access Privilege. Student use of the UCCS Network and Computer Resources is a privilege, not a right. When a student uses the UCCS Network or Computer Resources in a manner that violates this policy or the Student Code of Conduct, his/her access may be suspended or revoked.

VI. Communication with UCCS Staff and other Adults Who Work in Campuses.

- A. Exclusive Use of UCCS Network. Students must use authorized UCCS Network systems (e.g. UCCS email, Google Classroom) for all electronic communications with UCCS staff and other adults who work in campuses, except when the communications are specifically authorized as set out below.
- B. Phone and Text Communications.
 1. Students are prohibited from calling or leaving a voice message on the personal telephone or mobile device of a staff member or other adult who works in a campus.
 2. Elementary students are prohibited from communicating with UCCS staff and other adults who work in campuses via text messaging or IM, except when authorized under sections VI.B.5 and 6 below.
 3. High School students are prohibited from communicating with UCCS staff and other adults who work in campuses via text messaging or IM, except when authorized under sections VI.B.5 and 6 below, and except for authorized pre-approved safety meet-up communications where:
 - a. The parent/guardian and Director both provide prior written permission to the text messaging communications, and
 - b. Communications are sent as group texts/messages with the parent/guardian on the text message or IM and also the staff/adults UCCS email address for proper retention of communications.
 4. Students may receive bulk text notifications and alerts on their personal mobile device from their campus when their parent/guardian provides written permission to enroll and receive these text notifications and alerts.
 5. The Chief Executive Officer for UCCS may authorize additional programs under which a student may have text/IM communications with a UCCS staff or other adult who works in a campus. In such cases, a student must: (a) receive written authorization from the manager of the CEO-authorized program to engage in text/IM communication with a UCCS staff or other adult who works in a campus, and (b) abide by the text/IM communication requirements listed in the student's program enrollment materials.

- C. Personal Email. Students are prohibited from communicating with UCCS staff and other adults who work in campuses via the personal email of a staff member or other adult who works in a campus. Students must use their UCCS email account to engage in email communications to UCCS staff or other adult who works in a campus.
 - D. Social Media. Students shall not communicate with UCCS staff and other adults who work in the campus via the staff/adult's Personal Social Media or otherwise through non-UCCS Social Media. Students shall not add, invite, follow or accept the request of any UCCS staff member or other adult who works in a campus to be a 'friend' or contact on any Personal Social Media or non-UCCS Social Media account. Students may use UCCS Social Media communicate with UCCS staff members or other adults who works in a campus.
 - E. Other Electronic Communications. Students are prohibited from communicating with UCCS staff and other adults who work in campuses via any group messaging application or other electronic or online tool except via tools provided on the UCCS Network or otherwise authorized by IT (e.g. UCCS Google Classroom).
 - F. Exceptions. Nothing in this section shall restrict:
 - 1. Communications between a student and their parent/guardian or other family members;
 - 2. Emergency Communications involving the health and safety of a student in which case the student should include more than one UCCS staff member on the contact.
 - G. Reporting Improper Contact. Any student who receives a communication from a staff member or other adult who works in a campus via the student's mobile device, personal email or personal social media or non-UCCS social media or is asked to provide contact information for this purpose should (except when authorized above) should:
 - 1. Immediately notify their parent/guardian and Director or campus administrator;
 - 2. Show or provide a copy of the communication to their parent/guardian and also the Director or campus administrator; or
 - 3. Call the UCCS Student Protections Hotline at 773.702.5693.
- VII. Notification of Misuse.** Students have a duty to protect the security, integrity and confidentiality of the UCCS Network and Computer Resources. Students must immediately notify a teacher or other campus staff if they have identified a security problem or are aware of any unauthorized access, use, abuse, misuse, injury, degradation, theft or destruction of the UCCS Network or Computer Resources.
- VIII. Discipline.** Failure to abide by this policy may subject a student to discipline in accordance with Student Code of Conduct.
- IX. Student Protections.** Students should promptly report to a teacher or other campus staff member any communication they receive that is inappropriate or makes them feel uncomfortable. If a student is harassed, intimidated, bullied or threatened through the UCCS Network, Computer Resources or otherwise, he/she should contact their Director or the Title IX coordinator at 773.702.5693.

B. Use of Cellphones and Electronic Devices

We know that cell phones and other electronic devices are very appealing to children and can be very beneficial in helping us keep track of our children. But we also know that they can be distracting for students and make it easy for students to access content that is not meant for them. The following rules are in place to ensure a productive educational environment.

1. ELEMENTARY SCHOOL

- Students' cellphones must be turned off while in the school building. They may not use cellphones while in the building, unless they have permission from an adult (i.e., while waiting in the office at dismissal for a parent to pick up with permission).
- Students may not use personal tablets, iPads, cellphones, game systems, etc. during any free time. Please do not allow students to bring these devices to school, if possible.
- Students may not take pictures or video of other students using their personal devices. Students may not share pictures or video taken at school on social media.
- Students may not access social media while at school.
- Adhering to these policies will help to ensure the safety of our students and eliminate the possibility of cyber-bullying and inappropriate use of technology while at school.

Phones must be turned in to their classroom teachers for safe keeping. At the end of the day, all cell phones will be returned to students. Any violation of these rules will result in the confiscation of the phone. Confiscated phones will be returned only to a parent/guardian. The school accepts no responsibility for lost or damaged cell phones.

We also require that cellphones used by parents/guardians be turned off while in the main office. We may not provide service to anyone who is speaking/texting on a cellphone.

2. MIDDLE SCHOOL AND HIGH SCHOOL

Electronic devices (cell phones, ipods, mp3 players, portable gaming devices, etc.) may be brought to school; however, they must be turned off and put away before entering class unless the teacher allows them. In emergency situations involving a student, the main office should be contacted, NOT the student.

Violation of this policy will result in the electronic device being confiscated and turned in to the Dean of Students. On the first offense the device will be returned to the student at the end of the day. On the second offense, the device will be confiscated and the parent will be contacted. All subsequent offenses will result in automatic detentions. UCW faculty and staff are not responsible for the loss or theft of any confiscated items. See the Student Acceptable Use Policy for full guidelines.

SECTION V: TITLE IX/ SEXUAL MISCONDUCT

A. General Statement of Policy

The University of Chicago Charter School is a community of leaders who are dedicated to cultivating students to become culturally aware critical thinkers and leaders who succeed in four-year colleges and beyond. UCCS is committed to compliance with Title IX.

The UChicago Charter provides equal educational opportunities to all students and maintains a learning environment that is free from discrimination and harassment. No person shall harass, intimidate, or bully another student on the basis of race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972). The UChicago Charter School is committed to taking necessary action to prevent, correct, and, where indicated, discipline unlawful discrimination.

The University of Chicago Charter School has adopted this policy with expectations students, staff, faculty, volunteers and visitors will abide by it. This policy applies to misconduct that occurs: (1) on University of Chicago Charter School property; or (2) off University of Chicago Charter School property, if: (a) the conduct occurred in connection with a Charter School or Charter School-sponsored or -recognized program or activity; or (b) the conduct has or reasonably may have the effect of creating a hostile educational or work environment for a member of the Charter School community.

The UChicago Charter School will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, electronic, or visual, that creates an intimidating, hostile, or offensive educational environment, interfering with students' academic performance. Consistent with Title IX, sex discrimination is prohibited in all UCCS programs and activities. This includes: disparities in athletic opportunities; gender discrimination in admissions and educational programming; sexual harassment and sexual misconduct in schools and discrimination and bullying based on sex, gender identity or sexual orientation, including LGBTQ. Sexual misconduct encompasses a range of conduct, from sexual assault, (a form of sexual harassment), to dating violence, domestic violence, and stalking. Title IX and UCCS policy also prohibit retaliation against anyone who exercises any rights or responsibilities under this policy, including anyone who raises concern about harassment or discrimination as well as respondents and witnesses who participate in the resolution process.

Title IX applies, and UCCS prohibits, sex discrimination and unlawful harassment in the classroom, elsewhere on school premises, on a school bus or school-related vehicle and at school-sponsored activities or events, whether or not they are held on school premises, when the conduct is so severe or pervasive that it has the purpose or effect of creating an intimidating, hostile or offensive work environment, or unreasonably interfering with an individual's work or educational performance.

The UChicago Charter School will act to investigate all complaints, either formal or informal, verbal or written, filed based on religion, race, color, national origin, disability, gender, sexual orientation, age or other protected class as defined by this policy.

B. Conduct Prohibited

1. DISCRIMINATION:

- A. Definition** - As used in this policy, discrimination means intentional discriminatory or harassing treatment on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of race, color, gender, gender identity/ expression, age, religion, disability, national origin or sexual orientation. Pregnancy discrimination is a form of sex discrimination prohibited by law, including the Pregnancy Discrimination Act.

B. Conduct Prohibited – Discrimination is prohibited when administering education-related programs. These programs will be administered without regard to the student's or applicant's race, color, national origin, gender, gender identity/expression, sexual orientation, age, religion or disability. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may constitute a form of sex discrimination. Such acts, if based on other legally protected categories such as race, religion, and national origin, may constitute a form of harassment. The discrimination described above in paragraph 1 may in some circumstances be prohibited in the maintenance of facially neutral policies, practices, or requirements that have a disproportionate and negative effect on employment or academic opportunities of the protected classifications identified above.

2. HARASSMENT:

A. Definition- As used in this policy, harassment means verbal conduct, physical conduct, or conduct using technology that is based on a protected class and that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment.

B. Conduct Prohibited- Harassment may include, but is not limited to, epithets or slurs, threats, derogatory comments, unwelcome jokes, gestures or pranks; placing written or graphic material of derogatory nature on walls, bulletin boards or elsewhere on UCCS' premises, or circulating such material in the workplace, unwanted blocking of movement, or otherwise engaging in any verbal, physical or electronic conduct that is so severe or pervasive that it has the purpose or effect of creating an intimidating, hostile or offensive work environment, or unreasonably interfering with an individual's work or educational performance. Conduct rules apply to any student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities, including sporting events and other extra-curricular activities whether on or off school grounds before, during and after school hours, under the auspices of the UChicago Charter School.

3. SEXUAL HARASSMENT:

A. Definition - As used in this policy, sexual harassment means an unwanted and unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment typically includes, but is not limited to, sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance, or sexual orientation; sex-oriented verbal kidding, teasing, or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another's body. With sexual harassment, behavior often persists and is repetitive despite objection by the person toward whom the conduct is directed.

B. Conduct Prohibited - Covered individuals shall not sexually harass another while employed, working for, attending or participating in Charter School endeavors. There is a broad range of conduct which can, in certain circumstances, be considered a violation of this policy. This may include, but is not limited to sexually suggestive or offensive remarks; sexually suggestive pictures; sexually suggestive gesturing; verbal harassment or abuse of a sexual nature; harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium; subtle or direct propositions for sexual favors, and touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex. The Complainant need not be the person directly harassed.

4. CONDUCT WITH STUDENTS:

Romantic or sexual conduct between school employees, contractors, consultants, vendors or volunteers and UChicago Charter School students is strictly prohibited. For purposes of this policy, such conduct includes but is not limited to, physical contact of a sexual nature or use of sexually suggestive, offensive or inappropriate remarks. Any person with knowledge of an improper relationship between a student and a school employee, contractor, consultant, vendor or volunteer must immediately report the conduct to the Campus Director. In such instances, employees shall also complete the mandatory reporting requirements identified for suspected child abuse/neglect by school personnel set out in the Employee Handbook's Policy on Reporting Child Abuse and Neglect.

5. RETALIATION:

Retaliation against any person for having made a complaint or report of discrimination or sexual harassment, whether made internally, or externally with a federal, state, or local agency; or participating or aiding in an investigation of discrimination or sexual harassment, whether internal, or external with a federal, state, or local agency, is strictly prohibited. Any person who believes that he or she has been subjected to retaliation should report the retaliatory conduct to the Campus Director or Title IX Coordinator. Acts of retaliation shall subject the offending employee to discipline up to and including dismissal.

C. Reporting

Students may make an oral or written complaint of discrimination, sexual harassment, or retaliation if they :

- Believe they are victims of bullying, hazing, unlawful discrimination or harassment, or sexual harassment
- Have knowledge of discriminatory or sexual harassment conduct, or retaliation; or
- Believe they have been retaliated against for making a good faith complaint or report of sexual harassment, discrimination, or for participating or aiding in an investigation of such complaints

Students are expected to immediately report the alleged acts to Title IX Coordinator or Campus Director. Students may choose to report to a person of the student's same sex, and the student may be accompanied by a parent/guardian, school counselor, or advisor in making such a report.

The school representative taking the report will ensure that the reported incident(s) are documented and investigated in a prompt, thorough, and impartial manner. Upon receipt of a report or complaint alleging harassment consistent with policy, Campus Director shall immediately notify the Title IX Coordinator, without screening or investigating the report. Using reasoned judgement, the designated investigator, usually the Title IX Coordinator, will conduct an investigation and may choose to talk to the student and/or adult about their knowledge of the situation or complaint.

If you experience, witness or learn of sexual or other harassment or discrimination that you believe may violate UCCS' policies, you are obligated to immediately report it to Campus Director and/or the Title IX Coordinator. This applies to harassment or discrimination by employees, students or third parties. If, for any reason, you are uncomfortable discussing the matter with your Campus Director and/or if the concern involves your Campus Director, you should contact the Title IX Coordinator.

Jeanne L. Nowaczewski, Title IX Coordinator

1313 E. 60th Street, Room 105, Chicago, IL 60637
(773) 702-5693
jnowaczewski@uchicago.edu

All staff, students, parents and visitors of UCCS are encouraged to report or make inquiries to the Title IX Coordinator. For further information on notice of non-discrimination, visit: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves our area, or call 1-800-421-3481.

D. Investigation Procedure

All alleged violations of the UCCS' unlawful harassment and non-discrimination policy will be promptly and thoroughly investigated. The investigation will be completed within 60 days of the filing of a complaint or the date on which UCCS becomes aware of a suspected violation of this policy unless UCCS determines in its discretion that more time is required to complete the investigation, in which case, UCCS will notify all parties in writing of the extension of time.

In connection with the investigation, both the complainant and the respondent will have the opportunity to present information regarding the matter under investigation. Both parties are expected to cooperate with the investigation. UCCS will endeavor to afford the same or substantially similar opportunities to both parties to present or participate in the investigation.

1. PROCEDURE

Any investigation generally takes the following procedure:

1. Title IX Coordinator will interview any/all witnessing community members, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident.
2. During the investigation, the students directly involved in the incident will be required to attend a meeting, separately, with the Title IX Coordinator to discuss the allegations and allow each student the opportunity to share their knowledge regarding the incident. Depending on the circumstances, the Title IX Coordinator may be joined by another school adult at this meeting. Depending on the severity of the situation, in his or her discretion, the Title IX Coordinator also may request that the students' parent(s)/guardian(s) attend this meeting.
3. Upon completion of the investigation, the Investigator, usually the Title IX Coordinator, shall report all matters discovered by the investigation to CEO, along with recommendations for findings, sanctions, protective measures, and procedural changes at UCCS if any.
4. The CEO will review the facts and determine whether to accept, amend, or reject the recommendations of the Investigator.
5. Once the Committee has made its decision regarding the recommendations of the Investigator, the Investigator shall timely notify both the complainant and respondent in writing of the outcome of the investigation, including where there has been a determination that this policy has been violated. If parties are minors, the parents will also be notified.
6. If there is a finding that UCCS policy has been violated, UCCS will take such action as it deems justified by the facts and circumstances.
7. All alleged violations of the UCCS' unlawful harassment and non-discrimination policy will be promptly and thoroughly investigated. The investigation will be completed within 60 days of the filing of a complaint or the date on which UCCS becomes aware of a suspected violation of this policy unless UCCS determines in its discretion that more time is required to complete the investigation, in which case, UCCS will notify all parties in writing of the extension of time.

2. REVIEW

The complainant or the respondent may request, no later than 15 days after the outcome of the proceedings is communicated to the parties, a review of the decision by the Director of UEI, or the Director's designee. The person seeking the review must put the request in writing and at the same time supply all supporting materials. The only legitimate grounds for review are: (i) that a procedural error occurred which may change the outcome of the decision; (ii) that new and material information unavailable at the time of the investigation would more likely than not substantially change the outcome of the proceeding; (iii) the sanction is disproportionate to the violation. Review requests submitted on any other grounds will be summarily denied. The Director of UEI (or the Director's designee), conducts an independent and unbiased review of the report, determination, and outcomes. The review will be completed within 30 days of receipt of the request for a review unless the Director (or designee) determines that more time is necessary, in which case UCCS will notify all parties in writing of the extension of time. The review is not a new investigation and does not include gathering additional information. The Director (or designee), acting on the basis of the entire record, may sustain or strike the determination, outcome and/or may sustain or modify the sanctions.

REVIEW, CONT'D

If the Director (or designee), concludes that new and material information not available to the Investigator more likely than not would have resulted in a different decision, they may require the Investigator to re-open the investigation and consider the new and relevant information in making findings and rendering a decision. Any re-opened investigation will conclude within 30 days of re-opening by the Investigator, unless it is determined that more time is reasonably required, in which case, UCCS will notify all parties in writing of the extension of time.

It is a violation of UCCS policy to retaliate against any complainant for making a good-faith complaint of harassment or discrimination. Retaliation against anyone for participating in good faith in an investigation of a complaint, including as a witness, is also a violation of UCCS policy.

In addition, submitting a complaint that is not in good faith, or providing false or misleading information in any investigation of complaints is also prohibited.

Student and Family Handbook APPENDIX 2019-2020

A. About the Urban Education Institute

The University of Chicago Charter School is one of four components of the University of Chicago Urban Education Institute. Urban Education Institute is an affiliated entity of UChicago and is housed for academic purposes in the School of Social Service Administration (SSA). The central office, CEOs, Human Resources, Finance, and related services are housed at Chapin Hall, 1313 E. 60th Street. Dean of SSA, Deborah Gorman-Smith is located at SSA, 969 E. 60th St.

The mission of the UEI is to create knowledge to produce reliably excellent urban schooling. The majority of our nation's public schools fail to prepare students from low-income families to succeed in college and life.

UEI has amassed decades of empirical evidence that demonstrates the extraordinary influence schooling can have on the lives of children. Taken as a whole, UEI represents a model for how higher education institutions can engage systematically in the improvement of pre-K–12th grade schooling. The meaningful intersection of applied and scholarly research, teacher education, the operation of exemplary schools, and creation and dissemination of tools and solutions that are research-based and practice-proven provides the opportunity to improve American schooling nationwide. No other institution in the country joins these domains of work and depth of expertise under a single roof, enabling UEI to make lasting and significant changes to the quality of American education.

The four primary components of the UEI are:

University of Chicago Charter School is a Pre-K–12 superhighway to college. There are three campuses of the UChicago Charter School, located in neighborhoods across the South Side, proximate to the University. The Donoghue and North Kenwood/Oakland campuses serve pre-K–5th grade students, and the Woodlawn Campus serves 6th–12th grade students. The UChicago Charter School is non-selective (admitting students by lottery) and enrolls approximately 1,900 African American students.

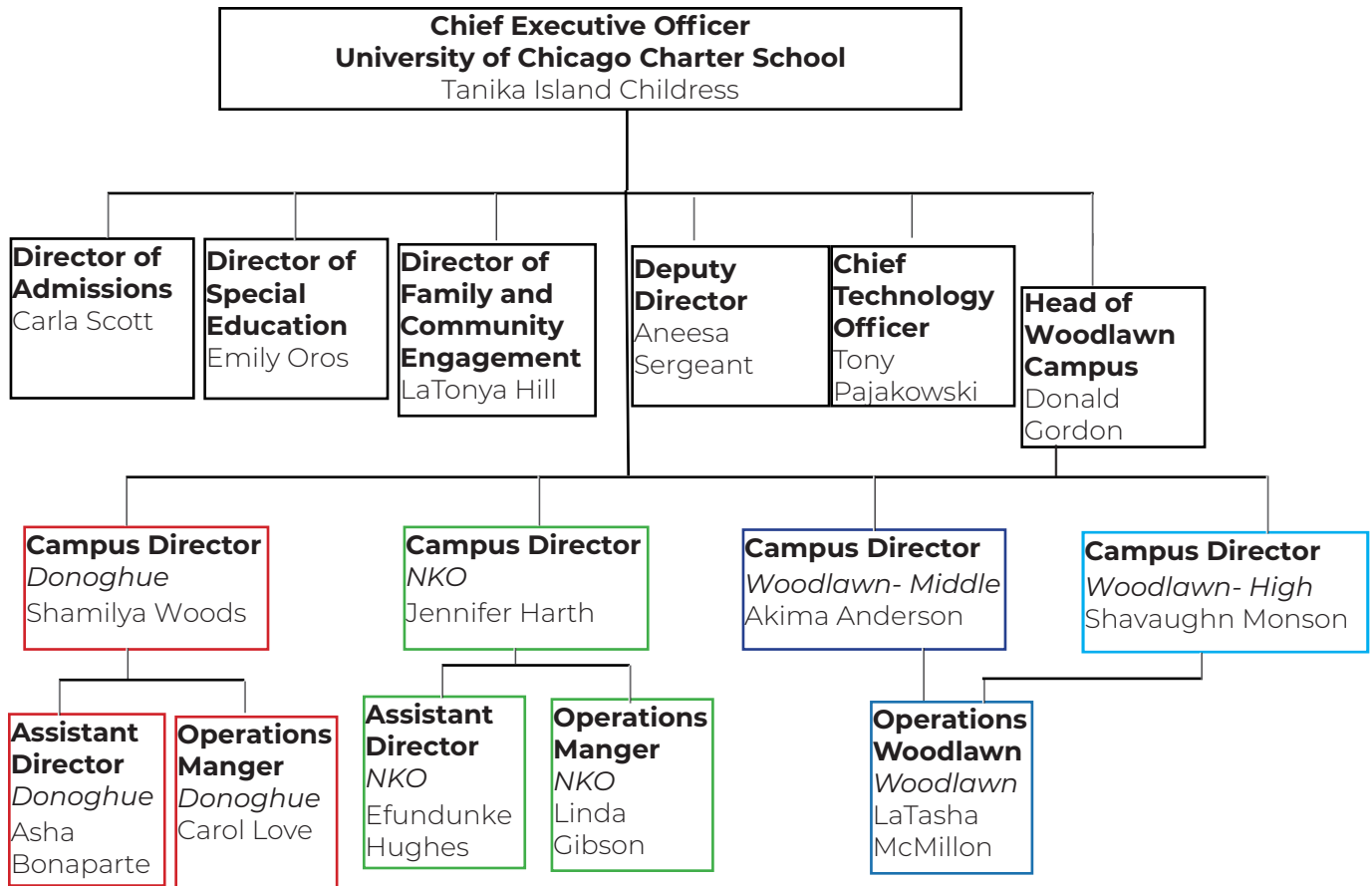
University of Chicago Consortium on Chicago School Research (UChicago CCSR) leads UEI's applied research effort, informing practice, policy, and the public about school in Chicago. Since its founding in 1990, UChicago CCSR has undertaken research to document, analyze, and assess Chicago's school reform efforts. It's a national model for undertaking research to track the progress of urban school systems, partnering closely with district leaders, creating and administering longitudinal surveys of schools, and creating indicators and methods to deepen understanding of school reform and improve educational practice. As a result, UChicago CCSR is being replicated in cities and states nationwide.

University of Chicago Urban Teacher Education Program (UChicago UTEP) prepares exemplary teachers for Chicago Public Schools while empirically testing a model for urban teacher preparation and support. UChicago UTEP is a two-year graduate program accredited by the Illinois State Board of Education. Students enroll in rigorous coursework and receive intensive clinical preparation over a 15-month period. Graduates receive three years of in-classroom coaching upon entry into Chicago schools. The retention rates for graduates dramatically exceed national norms. Nationwide, 50 percent of teachers leave the profession within five years. UChicago UTEP's five-year retention rate is approximately 90 percent.

UChicago Impact provides schools, school systems, and states with the highest quality research-based diagnostic tools and training designed to produce reliably excellent schooling. UChicago Impact tools and training are derived from knowledge culled across UEI—from our applied research, teacher training, and the day-to-day operation of effective schools. All UChicago Impact products are research and practice based—designed to improve instruction, leadership, and college readiness and to accelerate academic achievement. UChicago Impact worked in 55 cities and 23 states—including in some of the highest performing school systems and charter management organizations nationwide.

Visit uei.uchicago.edu for more information.

B. UChicago Charter School Organizational Chart



C. Our Campus Locations



D. UChicago Charter School Board of Directors 2023–2024

BOARD OF DIRECTORS

Term (Class-Year Started on Board)

Daniel Abebe (President)

2019–2020

Vice Provost, and the Harold J. and Marion F. Green
Professor of Law and Walter Mander Teaching Scholar
The University of Chicago

Tanika Island Childress

2019–2020

CEO, the University of Chicago Charter School
The University of Chicago

Derek R. B. Douglas (Secretary)

2019–2020

Vice President for Civic Engagement and External Affairs
The University of Chicago

Dean Deborah Gorman-Smith (Vice President)

2019–2020

Emily Klein Gidwitz Professor and Dean of the
School of Social Service Administration
The University of Chicago

MaryFrances McCourt (Treasurer)

2022–23

Chief Financial Officer
The University of Chicago

Patrice Ziegler (Parent Representative)

2019–2020

Donoghue Campus
UChicago Charter School

E. Procedures Regarding Student Records

Purpose: The University of Chicago Charter School, (“UChicago Charter School”), in compliance with the Family Educational Rights and Privacy Act, (“FERPA,” 20 U.S.C. § 1232g and 34 C.F.R. Part 99), the Illinois Compiled Statutes, “Illinois School Student Records Act,” (105 ILCS 10), the Illinois State Board of Education’s Regulations concerning Student Records, (Title 23, Subtitle A, Chapter 1, Subchapter K, Part 375), and the Chicago Public Schools Policy Manual, Section 706, which provide that parents (and eligible students) have certain rights to access and control their child’s educational record, and that schools must categorize and maintain these records in certain specified manners and for certain specified times, hereby establishes the following procedures.

At the University of Chicago Charter School, student records are confidential and will not be released except as provided by law. Students and parents will be provided notice of the UCCS Student Records Policy and annual notice upon enrollment and thereafter annually via the UCCS Student Handbook and the UCCS Student and Parent Website Portal.

1. DEFINITIONS:

All definitions are found in the Illinois School Students Records Act and the Illinois State Board of Education rules. For easy reference, some definitions are provided herein.

- a. **“School Student Record”** or “education record” means any writing or other recorded information, regardless of format, created or maintained by UCCS, at the UCCS’s direction, or by an employee of the UCCS, by which a student may be individually identified, except as provided in state or federal law and set forth below in ‘e’.
- b. **“Student Permanent Record”** means those records, further defined below, which UCCS shall maintain for 60 years after the student leaves UCCS.
- c. **“Student Temporary Record”** means those records, further defined below, which UCCS shall maintain for at least 5 years after the student leaves UCCS.
- d. **“Official Records Custodian”** means the Director of each UCCS campus for that campus, although each Director may designate another campus based employee who shall have the responsibility of the maintenance, care and security of all student records, whether or not those records are in the personal custody or control of the Director or the Director’s designee. UCCS’ CEO shall, in the course of his/her supervision of the Directors and their designees, also supervise and appraise the performance of the duties of the Official Records Custodian at each campus.
- e. **Items Which Are Not School Student Records.** 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 that are created in part for law enforcement, safety, or security reasons or purposes.
 4. Any information whether written or oral, received from law enforcement pursuant to State law regarding:
 - a. 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,
 - b. a student who is under investigation for a matter directly related to school safety, or
 - c. 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. 27.

- f. “Student Permanent Records Contents.”** The student permanent record shall consist of:
1. Identifying information, including the student’s and parent’s names and addresses, and student’s gender, and date of birth
 2. Evidence required under the Missing Children’s Records Act (325 ILCS 50/5(b)(1))
 3. 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
 4. Attendance record
 5. Health records (medical and dental documentation necessary for enrollment)
 6. Record of release of permanent information
 7. Scores received on all state assessment tests administered in grades 9-12
- g. “Student Temporary Records Contents.”** 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.
- h. “Optional Student Temporary Records.”** 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)

2. OFFICIAL RECORDS CUSTODIAN:

UCCS has appointed the Director of each of its campuses as Official Records Custodian for their respective campuses. The Official Records Custodian is responsible for the maintenance, care, and security of all school student records of students who are attending his or her campus whether or not those records are in his or her personal custody or control.

The Official Records Custodian shall take all reasonable measures to prevent unauthorized disclosures of school student records.

The Official Records Custodian is responsible for all notifications provided for in these procedures. The Official Records Custodian manages all requests for access to school student records and handles any required transfers of school student records.

3. ACCESS TO AND RELEASE OF STUDENT RECORDS:

Release of student records is limited to the designated portion of the record to which consent or statutory authority applies. UCCS will not release, disclose, or grant access to information from a student's school record except as allowed under the Illinois School Student Records Act and the Family Educational Rights and Privacy Act. Absent a court order, school officials do not provide educational records to Immigration Customs Enforcement.

1. Inspection and Access of Parent/Guardian or Eligible Student¹ to Student Records.
 - a. 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.
 - b. UCCS and its campuses will not provide records to a parent if UCCS 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.
 - c. Parents shall have the right to inspect, challenge and copy student records of that parent's child until the student attains 18 years of age, graduates from high school, marries, or enters the military service, whichever occurs first, when all rights and privileges concerning school records become exclusively those of the student.
 - d. Students shall have the right to inspect and copy their Permanent Record. Students shall not have access to their temporary records until they:
 - i. Attain 18 years of age
 - ii. Graduate or
 - iii. Assume financial independence.
 - e. Whenever a parent or student desires a copy of information contained in the student records, he or she shall submit a written request to the Record Custodian. Records shall be made available to parents and eligible students within 10 (10) business days. This time period may be extended up to an additional five (5) business days for any of the following reasons:
 - i. The records are stored in whole or in part off-site.
 - ii. The request requires collecting a substantial number of specified records.
 - iii. The request is categorical in nature and requires an extensive search for responsive records.
 - iv. The records cannot be located by a routine search and additional efforts are being made to locate them.
 - v. The request cannot be responded to without unduly burdening or interfering with the operations of the school.
 - vi. There is a need for consultation with one or more public bodies or schools that have a substantial interest in the request.

The time period may also be extended upon written agreement between the school and the requestor.

2. Access to Records with Parental Consent

- a. Access may be granted to any person with a written, dated consent signed by the parent stating what information to release, to whom, and the reason for the release. At the time of such a request, the parent will be advised in writing that he/she has the right to inspect and copy such records, challenge the content of the records, and limit any such consent.

¹ Unless otherwise specified, the term "parents" is used in this notice to include guardians and includes students who have assumed the rights over school student records as provided for in FERPA/ISSRA.

- b. Access to any record protected by the Mental Health and Developmental Disabilities Confidentiality Act will be provided according to the consent requirements contained within that law.
3. Access to Records without Parental Consent. In general, student records will not be released without prior written consent and/or notice, except in limited circumstances and as allowable under state and federal law. UCCS shall grant access to student records in accordance with the law including but not limited to releases to the following persons or in the following situations:
- a. School staff members or employees of the State Board, 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.
 - b. To the official records custodian of another school within Illinois or outside of Illinois, in which the student has enrolled, or intends to enroll, upon the request of such official or student.
 - c. 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.
 - d. 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.
 - e. Information 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 no later than the next school day after the release.
 - f. To the Department of Healthcare and Family services in connection with school meal programs.
 - g. To a governmental agency, or social service agency in furtherance of an investigation of a student's attendance in accordance with the state's compulsory attendance law.
 - h. To the State Board or other state government agency in order to evaluate or audit an educational program consistent with the terms of the Family Educational Rights and Privacy Act.
 - i. An ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records.
 - j. A SHOCAP committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act.
 - k. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they provide the necessary certifications. Juvenile authorities has the definition given in the Illinois School Student Records Act, 105 ILCS 10.6(a)(6.5).
 - l. Military recruiters and institutions of higher learning will be granted access to secondary students' names, addresses, and telephone listings unless the student's parent submits a written request that such information not be released without prior written consent of the parent.
 - m. As otherwise required by state or federal law, in which case written notice will be provided to parents in advance of such release.
4. Record of Release.
- a. A record of all releases of information from school student records shall be kept and maintained as part of such records. The record shall include the information released, the name and signature of the building principal, the name and position of the person granting access, the date of the release, and a copy of the consent for the release.

5. Directory Information.

- a. School officials will release Directory Information to the general public including to Parent Teacher Associations and institutions of higher education to support student involvement in UCCS 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. UCCS will not release the entire contents of its student directory to external organizations for political or commercial purposes.
- b. Such directory information will be released to the general public from time to time, including by way of printed and electronic documents unless a parent informs UCCS and/or one of its campuses within 10 days provision of this notice that information concerning his/her child should not be released. A parent shall provide notice of his/her desire that his/her student's directory information not be released by providing such request in writing to the Official Records Custodian.
- c. Directory information is limited to:
 - i. Identifying information: student's name, address, grade level, birth date, and parents' names, telephone numbers, and mailing and electronic mail addresses;
 - ii. Academic awards, degrees and honors;
 - iii. Information relating to school-sponsored activities, organizations and athletics;
 - iv. Period of attendance in school;
 - v. 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:
 01. No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and
 02. No image on a school security videotape recording shall be designated as directory information.

6. Social Security Numbers

- a. UCCS, with limited exceptions, will not require students or their parents to provide social security numbers. Student social security numbers or student identification or unique student identifiers will not be designated as directory information, see Section 5.c, above.

7. Transmission of Records for Transfer Students.

- a. UCCS 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. Such requests shall be made on the letterhead of the requesting school. The request must have the signature of the parent requesting the release of the student records to the receiving school. Written consent by parents for the release of student records shall in all cases be verified by a call to the parent by the Official Records Custodian, or his/her designee. Parents may, upon request, inspect, copy and challenge such information in the student records.
 - i. If a student transfers to another school, UCCS will send a certified copy of the student's records, which includes the student's permanent and temporary records as defined in these procedures and keep the original.
 - ii. If the student is transferring to another public school, and at the time of the transfer is currently serving a term of suspension or expulsion, then UCCS will also include: (1) the date and duration of the period of suspension or expulsion and; (2) whether the suspension or expulsion was for knowingly possession a weapon in a school building or on school grounds, for knowingly possession, selling, or delivering a controlled substance or cannabis in a school building or on school grounds, or the battery of a school staff member.

8. Challenge Procedures

- a. Challenge: Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's school 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.
 - i. 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.
 - ii. The Director shall conduct an informal conference with the parents within 15 school days of the receipt of the written challenge.
 - iii. If the challenge is not resolved at the informal conference, a hearing shall be convened consistent with the Family Educational Rights and Privacy Act and Illinois School Student Records Act.
 - iv. An appeal of the hearing can be made to the Chicago Public Schools Office of Innovation and Incubation.
- b. 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. UCCS will include a copy of such statement in any subsequent dissemination of the disputed information.

9. Retention and Review of School Records.

- a. Permanent Records will be retained by UCCS for 60 years after the student leaves UCCS.
- b. Temporary Records will be retained by UCCS for 5 years after the student leaves UCCS.
- c. UCCS will review a student's temporary record every 4 years and when a student changes campuses.
- d. For students with a disability, UCCS 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.

10. Protocols for Physical Maintenance and Review of School Student Records.

- a. UCCS will maintain its student records securely, and paper records at each campus will be maintained in a locked, secure storage area in each campus' main office or other designated area. The Official Records Custodian will strictly control and limit access to all student records.
- b. UCCS will conduct a periodic review of student records on a time frame compliant with applicable laws. The purpose of this review will be to verify that all student records are complete, that student records are segregated and stored properly, and that any requests for access to records by students have been handled properly.
- c. UCCS shall establish a protocol for the destruction of both temporary and permanent files after the time for retention of such files has expired, which protocol will include but not necessarily be limited to shredding or other methods designed to ensure that the confidentiality of the documents is protected at the time of destruction.

F. SCHOOL CALENDAR 2023–24

School Day Start Time:

NKO & DON: 8:15 AM

UCW MS: 8:00 AM

UCW HS: 7:55 AM

School Day End Time:

NKO & DON: 3:30 PM

UCW MS: 3:20 PM

UCW HS: 2:50 PM

Early Dismissal on Wednesdays:

NKO & DON: 1:00 PM

UCW MS: 1:15 PM

UCW HS: 1:10 PM

180 Instructional Days

187 Calendar Days

August 14

First Day of School/First Semester

September 4

No School: Labor Day Holiday

October 9

No School: Indigenous Peoples Day Holiday

October 18

No Students: Parent Teacher Conferences

October 23–27

No School: Fall Break

October 30

Teacher Professional Development Day: No Students

November 10

No School: Veterans Day Holiday

November 22–24

No School: Thanksgiving Break

December 25–January 5

No School: Winter Intersession

January 8

Teacher Professional Development Day: No Students

January 15

No School: Dr. Martin Luther King, Jr. Holiday

January 23

First Day of Second Semester

February 19

No School: President's Day Holiday

March 8

Teacher Professional Development Day: No Students

March 20

No Students: Parent Teacher Conferences

March 25–29

No School: Spring Intersession

April 19

Teacher Professional Development Day: No Students

May 27

No School: Memorial Day

June 7

Last Day of School/Second Semester

June 10–14

Emergency Days

ACKNOWLEDGEMENT OF THE STUDENT AND FAMILY HANDBOOK

I have received and read the University of Chicago Charter Student and Family Handbook in its entirety.

Name _____ Date _____

Signature _____ Date _____

I am the parent or guardian of the above named student. I have received and read the Student and Family Handbook.

Parent/Guardian Signature _____ Date _____

NOTE: The Student and Family Handbook contains the following policies which require family acknowledgement:

- Student Conduct Policy
- Student Records Policy