

**STUDENT ATTENDANCE POLICY
2009-2010**

THE ADMINISTRATION AND STAFF OF CURIE METROPOLITAN HIGH SCHOOL EXPECTS THAT EVERY STUDENT WILL:

1. **ATTEND** school and all classes **EVERY** school day throughout the entire school year.
2. **ARRIVE** to school and to every class **BEFORE** the second bell sounds.
3. **BE SEATED** in the classroom **BEFORE** the second bell sounds.

CLASS ATTENDANCE AND GRADES

1. Students who have unexcused absences in 10% of the classes for a particular course shall earn a grade no higher than a B in the course.
2. Students who have unexcused absences in 15% of the classes for a particular course shall earn a grade no higher than a C in the course.
3. Students who have unexcused absences in 20% of the classes for a particular course shall not pass that course and shall receive no credit toward promotion.

DEFINITIONS

Excused Absence

1. An absence for which there is a **valid cause** and has been reported by the parent to the attendance office and
2. A written letter or note signed by the parent or guardian is presented by the student to the division teacher, classroom teachers and the attendance office for approval; such absences will be marked excused.

Unexcused Absence

1. An absence for which there is **no valid cause** and
2. A written letter or note signed by the parent or guardian has not been presented to the attendance office by the student.

Valid Cause for an absence to be marked excused

1. Student illness
2. Death in the immediate family
3. Observance of a religious holiday
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student.
6. Other situations beyond the control of the student as determined by the attendance office.

POLICY AND PROCEDURES

Reinstatement /Reporting student absences

A note from home is required after each absence. Students who are absent from school three consecutive days or more must **report to the attendance office and obtain a reinstatement.** If the absence is the result of a medical condition, the student must report to the school nurse in order to be reinstated. The student must also notify the attendance office to ensure that the absences are marked excused in the computer.

Truancy

Truancy is defined as an absence from school without valid cause. The parents of a truant student will receive a letter after the 5th and 10th unexcused absence. If the absences continue, the student and parent will be required to attend a truancy adjudication hearing at the CPS central office. The following actions may be taken against truant students and the parent.

1. Performance of school community services
2. Completion of a parenting education program
3. Counseling or other supportive services
4. Compliance with an Individual Education Plan

Should the student and or parent fail to comply with any sanction imposed by the hearing officer, the Department of Chronic Truant Adjudication may refer the matter to the **Office of the Cook County State's Attorney** for prosecution under the provisions of section 3-33 of the **Juvenile Court Act of 1987**, 705 ILCS 405/3-33 ("Truant Minor in Need of Supervision") and section 5/26-10 of the **Illinois School Code** ("Fine for Noncompliance").

Hall Sweeps

Random hall sweeps will be conducted throughout the school year. Students caught in the halls after the second bell has sounded will be assigned an after-school detention. Students who fail to serve the detention will be assigned Saturday detention or out-of-school suspension with a mandatory parent conference. Students hall swept repeatedly will be placed on a Weekly Supervised Attendance Contract and will not be allowed to attend or participate in extra curricular activities. This includes After School Matters, sports events and affects

all players, cheerleaders and spectators. This also includes in and out of school functions, homecoming activities, senior prom, luncheon and any other non-academic activity not mentioned here. Any staff member including teachers, educational support staff and security staff are authorized to enforce this policy.

Early Dismissal

Students who need to leave school before the end of their school day must report to the attendance office to obtain an early dismissal. **The parent or legal guardian must come into the school and sign the student out of school. NO EARLY DISMISSAL WILL BE ISSUED UNTIL THE END OF 4TH PERIOD.**

1. **Student Illness** – Report to the nurse’s office first. Nurse approval is required.
2. **Predetermined Doctor’s Appointment**-Report to the attendance office.
Please make every effort to schedule doctor appointments after school or on weekends.

No student is permitted to leave school grounds on his or her own without the approval of the attendance office. The parent or legal guardian must come into the school to sign the student out. STUDENTS WILL NOT BE RELEASED TO INDIVIDUALS NOT LISTED ON OFFICIAL SCHOOL RECORDS.

Emergency Form

This form must be completed, signed and presented by the student on registration day. NO PROGRAM WILL BE ISSUED TO A STUDENT WITHOUT THIS FORM. Any updates should be made in the program office and the attendance office.

Phone Logs

Teachers are required to call the home of each student who is absent from school or class. Calls should be made at the 2nd, 3rd, or 5th absence and is highly recommended to **CALL AT LEAST ONE PARENT PER DAY.** Notate responses on the PHONE LOG FORM. Forms will be provided in the attendance office. Completed phone logs are to be kept with your class records.

ID Cards

All students must wear the permanent school issued ID card. The ID card must be worn using the school issued lanyard / chain. Students are responsible for their ID and lanyard. Every student entering the school building or attending any school function must wear the Curie issued ID card. ID cards may be removed for safety purposes in PE or courses where machinery is being operated. **All students must surrender their ID without question to any staff member when asked to do so regardless of the reason for the request.** Failure to do so will be considered insubordination and disciplinary action will be taken based on the Uniform Discipline Code of the Chicago Public Schools. Additional rules for wearing the ID are as follows:

1. ID cards must be visible at all times
2. **ID cards must be worn on the school issued lanyard**
3. ID cards must be positioned with the picture side displayed
4. ID cards are to be worn no lower than mid-chest level
5. ID cards are not to be defaced, altered or have graffiti on them. Students will be required to purchase a new ID card if any of the conditions named above occurs.
6. Any student who uses or attempts to use another student’s ID will be subject to disciplinary action outlined in the Uniform Discipline Code.

Temporary ID Cards

Students who arrive at school without their regular ID card must purchase a temporary ID card at a cost of \$1.00. Temporary ID cards are date stamped and can only be used for one day. Students who arrive late to school without a valid reason and request a temporary ID after homeroom will be assigned a detention. The detention can be voided if the student presents the regular ID to the attendance office clerk. Students who accumulate more than 5 temporary ID cards within a quarter will be required to purchase a new regular ID at a cost of \$5.00 and be subject to a mandatory parent / student conference.

CLASS CUT AND TARDY POLICY

Weekly Monitoring Plan

2 or more class cuts	Detention
7 or more class cuts	In-School Suspension, Parent conference, truancy letter, contract, and/or out-of-school suspension
5 or more tardies	Detention
10 or more tardies	Detention, Supervised Attendance contract
Hall sweep	Detention

SUPERVISED ATTENDANCE CONTRACT

The student will **lose privileges** and will not be allowed to attend or participate in any extra curricular function, sporting event, **no off campus lunch privileges for upperclassmen**, homecoming event, prom or luncheon until improvement

is made and is verified by the attendance clerk. A list of students on contract will be generated and e-mailed to all teachers on a weekly basis. Violation of this policy will result in a parent conference, detention or suspension.

ATTENDANCE REFERRAL

Teachers can submit an **Attendance Referral via the Curie Website** for students with excessive absences or tardiness. Action taken by the teacher and dates must be indicated.

ATTENDANCE FOR FIELD TRIPS, SPORTING EVENTS, & IN-SCHOOL FUNCTIONS

The field trip supervisor, sponsor, or coach is responsible for submitting a list of student names prior to the scheduled class trip or sporting event to the attendance office. Please notify the attendance office of any updates on the student list as soon as possible. The attendance office will mark the student "School Function (SF)" in IMPACT Gradebook. Please refer to the "field trips" section for additional information.

ATTENDANCE CORRECTIONS

Staff members must fill and sign a correction form. Forms can be found and returned to the attendance office.

Any student who fails to comply with any sanction mentioned above without valid cause will be suspended **out-of-school for up to 5 school days** with a follow-up **parent/student conference**. Curie High School will also refer the parent and student to the Department of Chronic Truant Adjudication and or the **Office of the Cook County State's Attorney** for prosecution under the provisions of section 3-33 of the **Juvenile Court Act of 1987**, 705 ILCS 405/3-33 ("Truant Minor in Need of Supervision") and section 5/26-10 of the **Illinois School Code** ("Fine for Noncompliance").

STUDENT MISBEHAVIOR: Student Code of Conduct

The Chicago Public Schools Student Code of Conduct is the guide that schools use in administering consequences for student misbehavior. The SCC is distributed to Curie students in September of each school year. The SCC lists six groups of inappropriate behaviors and the minimum/maximum disciplinary actions that may be imposed. Parents and students should be aware that schools may not exceed the penalties that are listed in the SCC. In addition to these sanctions, provisions of the Illinois Criminal Code are applicable to illegal behavior. Repeated acts of misconduct from groups three, four, and five of the SCC may result in expulsion/alternative placement procedures being initiated against the student. Any act of misconduct from group six will result in mandatory expulsion procedures being initiated against the student.

Alcohol/Drugs

Students are forbidden to possess or to carry any alcoholic beverage or illegal drugs in the school, on campus, or at school-sponsored activities or within the **"SAFE SCHOOL ZONE"**. Students are not to enter the building under the influence of alcoholic beverages or illegal drugs.

Beepers (Electronic Paging Devices)/Cellular Telephones/Walkie Talkies/Headphones

It is against the law for students to be in possession of an electronic paging device in school or on school property. Headphones worn/seen in this building will be **CONFISCATED** and held for parent pick up. Upon detailed written explanation from a parent or legal guardian, the principal may authorize a student to possess a cellular telephone for medical or other family emergencies.

Students are responsible for any usage of their phone, including usage by other students. Phones must be OFF inside the building, including before and after school. Phones may NOT be on silent or vibrate.

1. A cellular telephone permission form must be on file with the student's year-level Dean before bringing a cellular telephone to school.
2. Students who violate the cellular telephone rules detailed on the permission form will be subject to disciplinary action. Phones will be **confiscated** and held for parent pick up. **Permission to carry a phone may be revoked**
3. **A new cellular telephone form must be submitted to the Dean each school year.**

Birthday Celebrations

NO BALLOONS may be carried inside the building or outside of the building on school grounds. Lockers may not be decorated with cards, streamers, etc. **Money may not be pinned to a student's clothing.**

Book Bag Policy

Only clear book bags, clear tote bags or mesh bags are allowed inside the school. Unauthorized book bags, carry alls, totes and plastic bags will be confiscated. Tote bags used as purses will also be confiscated. Parents may pick up these items within 48 hours or they will be discarded. Team bags must be stored in PE lockers and may not be carried within the building or used as a book bag or they will be confiscated. Students who must carry items to school that do not fit inside their clear book bag may carry a second clear book bag or clear tote bag. **Book bags with any**

graffiti will be confiscated by the school and students will be responsible for the purchase of another clear book bag. Book bags may not be taken outside during lunch. You can purchase your Own or buy on AUG 3 and 4, during your orientation.

Conflicts

Students may not bother -- give "hard looks", call names, touch, challenge, intimidate, or strike -- anyone else. Students who are bothered should not do the same to the other individual but should report the situation to a teacher and/or to the Dean's Office. **BULLYING AND/OR INTIMIDATION OF ANY KIND WILL NOT BE TOLERATED.**

Defiance of Authority

Students are required to obey written and verbal directives of **all** authorized school personnel including administrators, teachers, counselors, teacher aides, security personnel, lunchroom personnel, etc. Any student who defiantly challenges or simply ignores such authority shall be considered insubordinate

Dismissal Policy

Students are to immediately leave the school grounds at dismissal. For safety, it is advised that students do not loiter at or near the Orange Line or on any streets in the vicinity of the school.

Electronic Communications

Inappropriate usage of any computer or information technology device at school or off school property is subject to discipline.

Event Guests

Guests of individual students at dances, including the Prom, must be under 21 years of age.

Exterior Doors

Students may enter and exit the building only through the NW Pulaski student doors during regular school hours.

Extracurricular Activities

Students who participate in extracurricular activities are to go to their lockers first and then go directly to the activity after their last class of the day or utilize the Media Center or College and Career Center while waiting for the activity to begin. **Students may not walk around the halls nor may students leave the building. Students who exit Curie High School after their last class of the day will not be allowed to re-enter the building except in an emergency. This rule applies to *all* extracurricular activities including team sports, After School Matters and Evening School. Violators may lose the privilege of participating in the activity.**

Fighting

Fighting of any sort in the school or on campus is a serious offense and will not be tolerated. Appropriate disciplinary action will be taken.

Fireworks

Students are forbidden to possess or carry firecrackers, fireworks or stink bombs in the school, on campus, or at school-sponsored activities.

Food and Drink

Food and drink may be consumed only in the lunchroom. Beverages brought into the building must be in a Factory sealed plastic container or can. All open beverages will be confiscated at the student entrance.

Fundraising

Only items approved for sale in official Curie fund-raisers may be sold by students within the school.

Gambling

Gambling is against the law and is prohibited in the school and on the campus. This includes **all** card playing, dice, coin pitching, etc. Even if money is not visible, these activities are prohibited.

Gang/Club Representing

Students are encouraged not to belong to any group that is not sanctioned by Curie High School and may not advertise membership in such groups. This includes any gang, club, fraternity, sorority, party crew, or tagging crew. These unsanctioned groups may not meet, pledge nor haze in school or on school property. Any student who feels harassed or intimidated should report this to the Dean's Office for resolution, which may include police action.

Students may request complete anonymity.

All representation of membership in these groups is prohibited including any signs identified by the police as gang related.

- Federal courts have upheld the school's policy as an anti-gang measure. Examples include hand gestures or signals, graffiti on any item in your possession, certain clothing, colors, initials, logos, number of earring, insignias, group haircuts, hair detailing, bandanas or headgear.

Graffiti

Disciplinary action, financial restitution and possible criminal charges will be pursued against students who deface any surface within Curie High School or on school grounds. Students are also prohibited from displaying graffiti/tagging on any personal item brought inside Curie including book bags, books, and clothing. Book bags with any graffiti will be confiscated and students must purchase a new book bag. Students with a school debt due to any type of vandalism will not be allowed to purchase tickets to any school event until the debt is paid.

Hallway Violations

Except during passing times, no student may be in the hallways without an official pass. Students are not to be in the building before or after their official school day as indicated on their ID card unless they are under direct supervision of school personnel. Students may go to their locker only as scheduled. (See Lockers)

Hallway violations include the following:

- Being in the hallway and/or out of assigned class without a valid pass
- Remaining in school more than 10 minutes after student's last class of the day
- Entering a locker during a class period (with or without a pass)
- Entering a locker during the passing period JUST BEFORE DIVISION
- Entering a lunchroom during periods other than the one assigned to the student
- Walking through or being in the TEACHERS' PARKING LOT
- Using a forged, fraudulent ID card or expired temporary ID card
- Having a belligerent attitude; failure to cooperate; refusal to recognize school authority
- Using an unauthorized building entrance or exit
- Using a stolen pass or illegal use of a pass
- Exiting the building for lunch with a temporary ID or an Orange ID

Hate Crimes – a felony!

A person commits a HATE CRIME when the victim's actual or perceived race, color, creed, ancestry, nationality, religion, sexual orientation, gender or disability (including HIV status) is used to rationalize an illegal activity. A person commits a crime by performing any of the following acts: assault or aggravated assault, battery or aggravated battery, criminal damage to property, criminal trespass to real property, and trespass to vehicle, misdemeanor theft, mob action, disorderly conduct and telephone harassment. The City of Chicago, the Chicago Police Department, the Cook County State's Attorney's office and the /Board of Education will not tolerate hate crimes and/or bigotry. The school will protect each student's rights. REMEMBER; DON'T TAKE THE LAW INTO YOUR OWN HANDS. TAKE THE PROBLEM TO THE DEAN'S OFFICE.

ID Cards

ID's must be worn around your neck on a Curie lanyard when you enter the building and remain displayed until you exit the building. The only exception applies to activities for which an ID presents a safety hazard such as shop or PE.

"Juking"

Inappropriate dancing at any Curie function is prohibited. Violators will be escorted out – no refunds will be issued.

Laser Pointers

Possession of a laser beam pointer on school grounds is prohibited with disciplinary consequences.

Locker Access

Students may access their lockers 4 times daily: before their first class, before lunch, after lunch and after their last class. Students may not loiter in the focal point corridor during passing periods.

Loitering

Loitering on school grounds is prohibited. Students are to leave the grounds immediately after dismissal.

Lunchroom Behavior

Students are to clean up their trays after eating breakfast and lunch. All school rules apply to the lunchroom.

Off Campus Behavior

Certain inappropriate behaviors that occur off campus or after school hours have disciplinary consequences

Parking/Parking Violations

Student parking on Curie property is not be allowed. Students who violate this rule will be **towed** on the first offense. **Parents who pick up students are required to pull into a legal parking space in the Archer Avenue parking lot or arrange another meeting location with their child. Drivers will not be allowed to wait in aisles, in the bus lane or circle around the lot. The Pulaski lot may not be used to pick up or drop off students.**

Public Displays of Affection

Public displays of affection inside school are prohibited for all Curie students and subject to disciplinary action.

Radios and Other Disturbing Devices

All audio devices are prohibited in school or on the campus. Their presence is disturbing and presents security problems. Items such as **ipods**, radios, tape recorders and cameras will be confiscated and held for parent pick up. Cameras are banned in all private areas including restrooms and locker rooms.

Smoking

Smoking is a violation of both the City of Chicago and the Board of Education rules and is not permitted anywhere within the school building or anywhere on the outdoor campus. Smokers who violate the Chicago Clean Indoor Air Ordinance of 2005 are subject to fines.

Snowballs

Students are forbidden to throw or be in possession of snowballs in the school or on the campus.

Text Messages

Sending or receiving text messages inside the building is prohibited.

Traffic Safety

Students are to obey all traffic signals and cross only at the light on the "Walk" signal.

Trespassing

A student who is suspended is legally obligated to remain at home under parental supervision during school hours. Suspended students who are in school or anywhere on campus may be legally classified as trespassers. All unauthorized visitors are subject to arrest. All visitors must follow the **Visitor Policy** (see below). **Students who are officially absent from school may not be in the school building or on school grounds.**

Tricks (Halloween) - Students are forbidden to throw, spray, or be in possession of raw eggs, shaving cream, aerosol paints, and other type "tricks" in school or on the campus. Masks or inappropriate dress is prohibited.

Valuables

Curie assumes no financial responsibility for any item that is reported stolen from a locker/person. Valuables are the sole responsibility of the student/parent.

Vandalism, Theft, Damaging School Property, Tampering with Records or Equipment

Graffiti to the building will not be tolerated; all acts of theft or vandalism are inexcusable. Financial restitution will be required for all damage to property. Students may not carry, possess, or have in their lockers any graffiti paraphernalia. This includes paint, spray paint, markers, shoe polish, stickers, or any other material that can be used to produce graffiti. School records are legal documents and must not be altered by students.

Visitor Policy

All visitors must enter the Park Doors only and are subject to metal detector screening and search. Visitors receive a Pass to go to the Main Office, Attendance Office or Program Office. **Visitors may go to other locations only in the company of a Curie staff member.** No visitors may have contact with Curie students without prior administrative approval. Violators are subject to arrest.

Weapons - Students are forbidden to possess or carry weapons **of any sort** in the school, on campus, or at school-sponsored activities. Rug cutters are considered weapons by the police. Chains, spiked neck and wristbands are also

considered weapons and cannot be worn in or around the school. Scissors may not be brought into the building. Students may not be in the possession of Mace or pepper spray.

Student Dress and Hygiene Code

Curie's policy is in accord with legal guidelines, which allow enforcement of rules that PROHIBIT UNHEALTHY, OBSCENE OR SERIOUSLY DISTRACTIVE CLOTHING OR GROOMING.

THE FOLLOWING ITEMS ARE PROHIBITED INSIDE THE SCHOOL:

- Bare midriff and backs, halters, tube tops, revealing sleeveless and low necklines and see-through clothing
- Excessively baggy/Low pants
- Tote bags used as purses or book bags
- Uncovered white underwear (including both T-shirts and athletic shirts) and tank tops
- Noticeably torn or dirty clothing
- Bare feet or thong-type sandals (**flip-flops**)
- Clothing with obscene pictures or lettering or unacceptable words
- Outer garments (any garment that can be considered out-of-doors wear, i.e., jackets, coats, oversized sweatshirts, gloves and 'hoodies')
- Dresses, skirts, shorts, etc., which are shorter than fingertip length when standing at attention
- Tops worn as dresses with or **without leggings/tights**
- Hats, caps, bandanas and sunglasses
- Wallet chains, chains on clothing or ID cards or belts with sharp objects
- Wearing of gang clothing or paraphernalia
- Pajamas or sleep garments



FOCAL POINT LOCKERS

The rules and guidelines for locker usage attempt to keep students' belongings safe and secure. Despite the best efforts of students, security, and faculty, however, thefts do occur. **Curie High School assumes no financial responsibility for any item that is reported stolen from a locker or person.** Valuables are the sole responsibility of the student/parent.

The following rules will reduce these thefts.

- Students are permitted to go to their lockers only during passing periods in order to keep would-be thieves out of the locker area.
- Only a locker partner (who is issued a locker by the counselor) may use the assigned locker. Locker combinations should NOT be shared with any other individual.
- ONLY HEAVY DUTY LOCKS MAY BE USED ON FOCAL POINT LOCKERS. Locks are available at the Curie Book Store.
- Lockers can be easily broken into if they are NOT PROPERLY CLOSED. Lockers should be shut tightly on top, in the middle, and at the BOTTOM. Any student whose locker is not working properly should request a different one from his/her counselor.
- Students should NEVER place money or expensive items in their lockers. Valuables should be left at home: only essential amounts of money should be brought to school and should not be left in the locker. A good rule to follow is NEVER LEAVE ANYTHING IN YOUR LOCKER THAT YOU CANNOT AFFORD TO LOSE!

- The school assumes no responsibility if a theft occurs. STUDENTS USE LOCKERS AT THEIR OWN RISK.
- ANY STUDENT WHO STEALS OR IS IN POSSESSION OF LOST/STOLEN/MISLAID PROPERTY WILL BE SUSPENDED FROM SCHOOL AND MAY BE ARRESTED. The law requires that anyone who finds another's property MUST attempt to find the rightful owner. Items, which are found, should be turned in to the LOST AND FOUND (in the Attendance Office). Property which is not claimed in six months may be given to the finder.
- Students must be careful with their belongings and NEVER leave property UNATTENDED, especially in lunchrooms, locker rooms, or classrooms.
- If a theft occurs, students should complete a theft report in the Dean's Office, Room 169. The theft will be investigated by the police officers.
- Students who witness a theft are requested to inform the nearest counselor, teacher, a police officer, or the Deans. The identity of all informants is kept confidential.

**Physical Education Locker Usage
RULES**

- The only locks, which should be used, are the heavy-duty locks which students purchase from the Curie Bookstore. Key locks should be avoided.
- Only one person may occupy a locker. Students may not share lockers and should not give combinations to anyone.
- Lockers may be used only during a student's gym period. Lockers must be emptied at the end of your gym class and the lock removed.
- Everyone must leave the locker room at the end of the period. No one is allowed in the locker room during periods other than an assigned gym period. Violators are subject to suspension with parent notification.
- All lockers should be locked at all times. Students who leave a locker unlocked during class time will be reported to the dean. Students should not bring money, jewelry, cameras, or expensive articles into the locker rooms.
- A "lost and found" is in the towel cage. Lost locks are also kept in the cage.
- The school is not responsible for articles brought into the locker room.
- Writing on lockers or any part of the locker rooms is considered defacement of school property. This is a serious offense and will be treated as such.
- Stealing is a criminal offense and will be reported to the police.
- Any student in possession of stolen property will be arrested and suspended from school.
- Students should not leave any articles unattended for even a second.
- Students should not leave anything in the locker overnight. The Park District uses the lockers, and the locker room is unsupervised and open to the public during evenings and on weekends.
- All students must mark gym shirts, gym shorts, and gym shoes with their last name and first initial in permanent ink. Any article of gym clothing that has been altered or has another student's name on it will be confiscated, and the student will be referred to the Dean for investigation of thievery.