



Von Steuben MSC

School Code 141-345



This agenda belongs to:

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STUDENT NO. _____



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August 2018

Welcome Von Students!

Today you begin a school year of new opportunities. A new school year is full of potential and you can bring about the change you want for yourself, your community, and your school. Von Steuben Metropolitan Science Center values challenging academics and developing a supportive learning community for all students. Von PRIDE is a key component of what it means to be a student at Von Steuben.

As you begin the new school year, set high goals for yourself. Your teachers and I expect great things from you! Study hard, ask questions, and think deeply about the world around you. Von Steuben Metropolitan Science Center is home to challenging and rigorous programs that will spark your curiosity and expand your horizons. As you will see in the following pages, you are expected to pass your classes, have good attendance, and behave in a manner that is becoming of a Von Panther in order to enjoy the student events and activities that are part of your high school experience.

Freshmen, you are entering a new chapter of your educational career. Make good choices! I encourage you to join a club or sport, make new friends, and ask many questions. This year will set you on a path of excellence. Take advantage of all that Von Steuben has to offer.

Sophomores and juniors, these are critical years for you. Study hard, do your work, and invest your time wisely in enriching and rewarding activities. Remember that your senior year will be here soon and colleges will be looking at your unweighted grade point average, the level of courses you take, and how you spend your time outside of school. Make this year count.

Seniors, now is the time to think about how you will end your high school career. Pay attention to the senior contract and passport. Will you leave Von Steuben on a strong note with excellent grades and prepared for postsecondary success? The choice is yours and I encourage you to consider your actions carefully.

Von Steuben offers a wide variety of courses at many levels. Take your course selections seriously and strike a balance between challenging yourself and supporting your learning.

Beyond academics, Von Steuben offers a wide variety of clubs and teams to expand your social and emotional development. I expect all Von students to demonstrate Von PRIDE at all times. The choices you make now develop into your habits and character in the future.

I invite you to explore and experience Von Steuben Metropolitan Science Center has to offer.

Together, we are Von Strong!

Dr. LeMone

Principal

Von Steuben Metropolitan Science Center

SCHOOL DAY

The school day for students begin at 7:30 a.m. and ends at 2:53 p.m. Students will not be permitted to loiter outside of the school after arriving on campus. Students should not be on school property after 3 p.m. unless they are participating in a supervised athletic/school activity.

Regular Bell Schedule		
Period	Begin	End
1	7:30	8:21
2	8:25	9:16
Announcements	9:16	9:19
3	9:23	10:14
4	10:18	11:09
5	11:13	12:04
6	12:08	12:59
7	1:03	1:54
8	1:58	2:49
Dismissal	2:49	2:53

Friday - Early Release Bell Schedule		
Period	Begin	End
1	7:30	8:12
2	8:16	8:58
Div.	9:02	9:18
3	9:22	10:04
4	10:08	10:50
5	10:54	11:36
6	11:40	12:22
7	12:26	1:08
8	1:12	1:54

On the following Friday's dates there will be no student related activities: September 21, October 12, October 26, November 2, November 30, December 14, January 11, January 25, February 1, February 22, March 8, March 22, April 5, and May 17.

OFFICES AND CONTACT INFORMATION
www.vonsteuben.org

Office	Location	Phone Number
CPS Central Office	42 W. Madison	773-553-1000
VSMSC Main Office VSMSC Main Office FAX	Room 113	773-534-5100 773-534-5210
Admissions	Room 111	773-534-5105
Attendance Office	Room 110	773-534-5103
Athletic Director	223 D	773-534-0508
Case Manager Case Manager FAX	Room 208	773-534-5100 x22020 773-534-0504
Chicago Police Office	Room 108	773-534-0514
College and Career Center	Room 116	773-534-5100 x22034
Counseling	Room 109 -111	773-534-5110
Student Services	Room 110	773-534-5100 x22011
Technology Department	Room 213A	773-534-5234
Student Services	Room 110	773-534-5102
Library	Room 115	773-534-5100 x22028
Lunchroom	3 rd Floor	773-534-5113
Nurse	Room 200	773-534-5112
Registrar (Transcripts)	Room 113	773-534-5100 x22024

How to be a successful Von Steuben student:

At Von Steuben we honor, respect and reward intellectual curiosity. As a student, you must take control of your learning experience. In the classroom, you are encouraged to generate meaningful questions as you establish what excites you about learning.

Equally important are the Von Steuben policies and practices that support character development, the development of self-control, and positive behavior choices in order to prepare all students for successful lives once they graduate. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies.

At Von, we show Panther PRIDE. This means that students are positive, responsible, inclusive, and show determination and effort.

Be Von Strong Show Panther PRIDE!

TOGETHER, WE ARE VON STRONG.

POSITIVE
Be supportive, caring, and polite.
Think before you speak or act.
Make a positive impact.

RESPONSIBLE
Be prompt, prepared, and productive.
Own your successes and failures.
Uphold school policies.

INCLUSIVE
Respect and listen to all voices.
Celebrate our differences as strengths.
Work together as a team.

DETERMINATION
Advocate for yourself.
Have courage to fail and confidence to try again.
Recognize other ways forward.

EFFORT
Learn, grow, and develop.
Accept challenges and persevere.
Be the best version of yourself.

ACADEMIC INFORMATION

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

ACADEMIC INTEGRITY

Misrepresenting another person's work as your own or allowing your work to be used by another student is plagiarism or cheating. This includes student submissions for any publication or contest, whether inside or outside of the school. Teachers will instruct students on proper procedures to be used in gathering material from outside sources. In the event that cheating/plagiarism is suspected, or has occurred, discuss the incident with the student; notify the parents/guardian, department chairperson, Dean of Students and administrator.

Students caught cheating and/or plagiarizing may receive the below consequences:

Consequences may include, but are not limited to the following:

- Parental notification
- Incident recorded in Student Logger
- Notify counselor
- Grade of zero for the assignment, test, or project
- Parent/teacher conference
- One to three days of in-school or out-of-school suspension

Acceptable Network Use Policy

Please be responsible and appropriate in your use of the internet and technology. Any use of technology for non-education purposes may be in violation of the Student Code of Conduct, especially involving harassment or bullying. Protect your identity by not giving your password information to anyone else and by changing your passwords frequently. Please refer to the Internet Use Consent Form and CPS Student Acceptable Network Use Policy for more information.

GRADE POINT AVERAGE

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

HOMEWORK POLICY

Students are responsible for recording homework assignments in this handbook by listing subject, date of assignment and when the assignment is due. Students are expected to complete all homework assignments carefully and accurately and turn them in on time. Parents should provide time and a quiet work space for their child to complete homework assignments. Parents should monitor their child to ensure that homework is being done. It is the responsibility of the student and parent/guardian to monitor the Parent/Student Portal to ensure work is being recorded.

HOMEWORK CAFÉ/TUTORING

There are places to go for help if you are having difficulty in one or more of your subjects. See your classroom teacher or counselor if you are struggling in class. Additionally, Von Steuben offers “Homework Café” located in the cafeteria after school on Mondays – Thursdays from 3:00 p.m. – 4:00 p.m. Teachers in every subject area are available in the Homework Café for tutoring services. You can also visit the Von Steuben website at www.vonsteuben.org for information.

HONOR ROLL

Von Steuben has two honor roll designations: High Honor Roll (HHR) and Honor Roll (HR). HHR is awarded when a student has earned A’s and B’s while Honor Roll allows for C’s as long as the student has a B average. Honor Roll is awarded at the 10, 20 and 30 week mark.

PARENT CONFERENCE

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

PARENT/STUDENT PORTAL

The parent/student portal is available to all parents, guardians and students. The portal offers information on the student’s classes, homework assignments and the most current grades as well as attendance. Parent and student can set up “triggers” that will send text-messages to cell phones. If you need assistance, please visit Student Services in room 110 or the counseling office in room 111.

CAP REPORTS

All seniors receive a bi-monthly College Application Progress report beginning in the Fall. This report will give students and parents an update on a senior’s college application status. Information includes college access level, college match, submitted college applications as well as college graduation rates.

PRIDE REPORTS

Every other week throughout the school year, students will receive a PRIDE report during their division period on Fridays. These reports are provided so that students and parents are aware of the student’s achievement as of the time the reports are sent and so that any intervention required on the part of the student may be taken in a timely fashion. These reports are also used for extra-curricular and special event eligibility.

PROGRESS REPORTS

Progress reports are mailed home at the completion of the 5th, 15th, 25th, and 35th week. Parents can also log onto Parent Portal to view student grades. These reports are provided so that parents may be apprised of their child’s achievement and performance as of the time the reports are sent and so that any intervention required on the part of the student may be taken in a timely fashion.

REPORT CARDS/PARENT-TEACHER CONFERENCES

Student report cards are issued four times a year: November, February, April and June. Parent Teacher Conferences Report card pickup days, are scheduled for November 15 2018, and April 11, 2019. January and June mark the end of the semesters at which time credit is awarded for all classes successfully completed. Only semester grades are included on the official transcript.

SEMESTER GRADES

February and June mark the end of the semester at which time credit is awarded for all classes successfully completed. Students semester grades will be mailed. Students G.P.A and class rank are calculated at the end of the first and second semester. Parents, guardians and students can view semester grades on Parent/Student Portal.

PROMOTION POLICY

Students entering a CPS high school after September 1997 or later must obtain the following promotion criteria:

Units of credit required at the completion of the current grade level	
9 th to 10 th grade	5
10 th to 11 th grade	11
11 th to 12 th grade	17

SCHEDULING

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

SCHEDULE CHANGES

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

COLLEGE ADMISSION REQUIREMENTS

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

COLLEGE PLACEMENT EXAM SAT

All students will take the state-mandated SAT during the spring of their junior year at Von Steuben. This is a graduation requirement. The SAT is offered nationwide during various months throughout the school year for students who would like to retake the exam, it is their responsibility to register on the College Board website. Information regarding these important tests are available in the counselors' offices and the College and Career Center during the school year.

CPS STUDENT ASSESMENT EXAM PSAT/NMSQT

CPS requires 9th, 10th and 11th grade students to take the PSAT/NMSQT tests in the fall and/or spring of each year. These assessments provide teachers valuable information about student progress. Student should take these exams seriously as scores will inform students and parents of their achievement toward mastering college benchmarks and is a predictor of how well a student will do in college.

GRADUATION REQUIREMENTS

Graduation Requirements	Von Steuben Recommended College Prep	CPS Minimum Requirements	CPS Minimum Requirements Class of 2020 and Beyond
English	4	4	4
Mathematics	4	3	3
Science	4	3	3
Social Sciences Civics- Class of 2020 and beyond	4	3	3
World Languages (of the same language)	4	2	2
Fine Arts	2	2	2
Physical Education	4	4	4
Civics			1
Exploring Computer Science			1
Electives	2	3	1
Total	28	24	24

GRADUATION REQUIREMENTS CONTINUED

All students must complete 2 classroom based service projects. Students in the Scholars program are required to complete an additional 40 hours of individual service learning. See the service learning section for more information. All students must pass Health, Driver's Education, Constitution exam (P.L. 195) and Consumer Education as part of the CPS requirements. All students are required to take the state mandated SAT the spring of Junior year.

TRANSCRIPTS

A transcript is a document that is required for college admission and is frequently requested by potential employers. It is a profile of a student's academic life in school. A good record is a priceless possession. It will remain with a student throughout life. A copy of the student transcript may be purchased for **\$5.00**, including postage by visiting the registrar in room 113. Information can be located on the Von Steuben website. A student will not be issued a final transcript if he/she has outstanding debts.

The CPS central office updates transcripts with students' class rank and grade point average at the end of the 1st semester, 2nd semester and after summer school.

NATIONAL HONOR SOCIETY (NHS)

Students are invited to join NHS based on outstanding performance in the following areas: scholarship; leadership; service and personal character.

Membership in NHS is open to sophomores and juniors who have attended Von Steuben for at least one semester. Students with an un-weighted GPA of 3.5 and have completed a number of individual service hours (sophomores need 20; while juniors need 30) as recorded by the end of the 1st semester of the invitation year.

Selection Process

- Formal Invitation Distribution - 2nd semester
- Invitation to the NHS Informational Meeting
- Submit NHS Application & Character Recommendations
- Formal Notification Distribution – end of April
- Formal Induction Ceremony- end of May

Membership is awarded by a vote of a faculty council. Membership is "an honor bestowed upon a select group of students in accordance with the NHS Constitution, and is not a right accorded the academically eligible student. Membership in the NHS is an award from the Von Steuben faculty and, as any award, is a privilege and not a right of any student.

For further information on membership, please visit the NHS page on the Von Steuben website.

GRADUATION CEREMONY

All students who plan on participating in the graduation ceremony must satisfy the senior contract. Refer to page 23. Student debts must be paid in full including the \$75 graduation fee and the \$35 cap and gown rental fee (late fee will be applied for gown if not purchased within the provided time frame). All seniors are required to submit a student/parent signed senior contract at the beginning of the school year.

SERVICE LEARNING PROJECTS

All students are required to complete 2 service learning projects as part of the course curriculum. Students who wish to provide individual service learning may complete additional hours beyond the required service projects but must meet the criteria of the Chicago Public Schools. Students in the Scholars program are required to complete an additional 40 hours of individual service learning. For further information see a counselor in room 109/111 or refer to page 22 for specific details.

SUBMISSION OF SERVICE HOURS

Student must submit completed individual service learning hours documentation as soon as the activity is completed. First semester service hours deadline **December 11, 2018** (valid hours are between June 25 to December 11, 2018). Second semester service hours deadline **May 14, 2019** (valid hours are between December 11, 2018 to May 14, 2019). Any hours submitted beyond the deadline dates maybe credited with half the hours.

VALEDICTORIAN/SALUTATORIAN

A valedictorian is an academic title given to the senior(s) with the highest weighted grade point average and the salutatorian with the second highest weighted grade point average. The class valedictorian and salutatorian are determined at the end of the first semester of senior year. In the event that there is more than one valedictorian, there will be no salutatorian.

COURSE FAILURES

Students who fail a required course must attend an approved online/evening/Saturday/summer school class. Course recovery information can be found by visiting www.chooseyourfuture.org

EVENING/SUMMER SCHOOL/ONLINE RECOVERY

Students must obtain a written form from a counselor to enroll in evening/summer school or online recovery courses. The cost per half credit course is \$25. Students are not allowed to take the same class concurrently in evening /summer school and at Von Steuben Metropolitan Science Center. (If this occurs, only the Von Steuben credit will be recorded.) Recovery classes are **only** for failed courses. Students must pass with a “C” or better to remain eligible for online classes.

ALTERNATIVE SCHOOLS

If Von Steuben does not meet the needs of a particular student, alternative high schools and/or GED programs will be recommended for that student in order to prevent him or her from dropping out of high school. We believe in “whatever it takes,” including finding alternative placement for students who do not succeed in the traditional high school setting. For information about alternative schools visit www.yccs.us

ATTENDANCE

All students are to attend classes regularly and promptly. Absence from school or from class is the greatest single cause of poor achievement in school. The basic responsibility for the regular attendance of the student lies with the student and his or her parent or guardian. The State Compulsory Attendance Law specifically states that the parent is obligated to see that the child is in school.

Students must attend their classes in order to learn and retain what they have learned in their courses. Therefore, students’ success in earning credits toward promotion will be determined by attendance in class as well as by performance on academic assignments. Students with excessive unexcused absences from their classes will be penalized, in accordance with Chicago Public Schools policy, as follows:

VON STEUBEN ATTENDANCE POLICY

- An “unexcused absence” is referred to as a “truant absence.”
- An “unexcused class absence” is a “class truancy/cut.”
- Parent will be mailed a “5 day Letter” and “10 day Letter” after student has accumulated five and ten truant absences, respectively.
- Truancies are unexcused absences, and teachers are **NOT** required to give make up work to students who return from such absences.

ARRIVAL AT SCHOOL

Students will be allowed in the building at 6:45 a.m. and will be directed to the cafeteria; auditorium or designated locations. All students must swipe in, be in class and be ready to work no later than 7:30 a.m.

ABSENCES: Excused (Valid Absence)

All absences must be reported by a parent/guardian sometime after 7:00 a.m. to Student Services at **773-534-5103**. Valid absences include personal illness, family emergency or religious holiday. Routine medical appointments should be made outside of school day hours. A student who has been absent must bring a note to school signed by his or her parent/guardian. It must show the student's first and last name, division number, date(s) of absence, reason for absence, **and** a phone number at which the parent can be reached during the day. The note must be submitted to Student Services in room 110 on the day of return, but no later than **72 hours** after the absence to be considered for an excused absence.

ATTENDANCE AND SCHOOL SPONSORED EVENTS

Any student who is not in school, whether due to an excused or unexcused absence, may not conduct any school business, including but not limited to, payment of debts and attend extracurricular functions, prom, athletic events, dances, and academic competitions.

EARLY DISMISSAL

If a student requires an early dismissal from school, he or she must report to Student Services during passing period, as attendance personnel may not call the student once instruction begins. A parent, guardian or designee is required to present a picture ID when picking up the sick child from school. Children will not be released to relatives, friends or neighbors not on the emergency form. ***Reminder:** All medical and dental appointments are to be scheduled after school hours since early dismissal is an unexcused absence.*

LEAVING CAMPUS WITHOUT PERMISSION

Students who leave school without permission are subject to disciplinary action as outlined in the Student Code of Conduct. Seniors who violate the CPS attendance policy may be excluded from school activities, including prom and graduation.

TARDY POLICY

One key habit for successful people is to **BE ON TIME**. At Von, this means you are expected to be in school and in your seat when the bell rings.

Before a student arrives in the classroom after the bell rings, the student must get a tardy pass from the nearest tardy station and return to class immediately.

Student will:

- Have a daily plan for going to their locker, ensuring they have the necessary materials for each class
- Be in class before the tardy bell rings

If late, students will:

- Obtain a tardy pass and return to class immediately
- Give the pass to the teacher
- Quietly sit down, without disrupting the classroom activity

If entering the building after 8:00 am, the student will be sent to Student Services and a phone call home will be made.

STUDENT RELATED ACTIVITY (SRA)

Students who are participating in an approved school related activity (SRA) must receive written permission from their class teacher no later than 48 hours prior to the event. Teachers should sign the official field trip form. **A teacher may refuse to provide permission for that student to participate if that student is not meeting class requirements at the time of the request/function.**

VACATIONS

Families are encouraged to plan all trips during school breaks. Absences for vacations are considered unexcused absences from school. Which means teachers are not required to provide make up work.

GENERAL INFORMATION

ANNOUNCEMENTS, FLIERS AND POSTERS

Announcements, fliers and posters announcing events to students, teachers and visitors to the Von Steuben campus must be approved by the assistant principal or his/her designee prior to posting. Such announcements, fliers and posters must be submitted by the sponsor/faculty member responsible for the club, organization, etc. The club sponsor or organization is responsible for removing all postings no later than 24 hours after the event.

BALLOONS, FLOWERS AND FOOD

The school will not accept deliveries of balloons, flowers or food for students.

BEFORE AND AFTER SCHOOL ACTIVITIES

The guidelines listed below should be followed when participating in activities before or after school:

- Students must be under the direct supervision of their athletic coach/club sponsor.
- Students must bring their coats, books and other equipment to after school activities since they will not be allowed to return to their lockers after the activity.
- For the safety and security of all Von Steuben students, individuals involved in extracurricular activities who violate the above rules will be subject to disciplinary action.
- Students must be escorted to the nearest exit by their athletic coach/cub sponsor.

8TH PERIOD LUNCH

School is still in session during 8th period. Students with 8th period lunch are expected to immediately exit the building through door B or spend the period in the cafeteria. Students who leave the building during 8th period may only re-enter the building after school has ended for the day and for a specific purpose (tutoring, athletics, clubs).

EXTRACURRICULAR ACTIVITIES

Every student has a wide selection of clubs, teams, service organizations, musical groups and journalistic endeavors from which to choose. Every student is urged to join at least one activity. Through participation in activities, every student has the opportunity to develop into the well-rounded person that both colleges and businesses seek. Students participating in any extracurricular activity (including, but not limited to play rehearsals, athletic practice, competition, and club activities) must be in attendance on the school day.

FIELD TRIPS

Field trips are an extension of the classroom and, ultimately, the curriculum. Students attending officially sponsored field trips must adhere to the CPS Student Code of Conduct while participating in such events. All field trips must meet at and originate from Von Steuben Metropolitan Science Center. A parent or guardian must agree to the field trip by signing an official form obtained from the field trip sponsor. *A teacher may refuse to provide permission for that student to participate if that student is not meeting class requirements at the time of the request/function.*

IDENTIFICATION CARDS (ID'S)

To ensure the safety of all students and to prevent trespassers from entering the building, we require all students and staff is required to wear their photo ID cards at all times.

- All students will be issued a photo ID during the beginning of the school year.
- Photo IDs are to be worn at all times during the school day while on school property.
- The ID card is necessary to enter the building and classes. If a student does not have an ID, a temporary ID card must purchased for \$1 or a new ID for \$5.
- ID is required to check out library materials, to enter the lunch line, and to participate in extracurricular activities.

ACTIVITIES – ATHLETICS CODE OF CONDUCT

All athletes are expected to abide by the expectations and goals of the athletic program and other extra-curricular programs. This code does not contain a complete list of inappropriate behaviors for students in extra-curricular activities and athletics. CPS Student Code of Conduct will apply.

A student may be excluded from competition or activities during any period of time in which an investigation is being conducted by the school regarding that student's conduct. If a student is found to have committed a violation, suspension will follow. Members of ALL extra-curricular programs and athletics will be expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

LOCKS AND LOCKERS

Lockers are CPS property and are available for student use. The only items that may be placed in a locker are articles of clothing, school books and supplies relating to school use, lunches and personal items that the student is legally entitled to have in his or her possession at school. Rules governing the use of lockers and locks are as follows:

- During the student's school day, the locker may be entered before the first class of the day and during the regular four minute passing time.
- Locks and locker problems should be reported to Student Services.
- All school lockers are allocated by division. Two students are assigned per locker. Students must keep the lockers assigned to them. They may not move their belongings to any other locker.
- Lockers are not private property. They are subject to inspection at any time by school officials.
- Students must place all outerwear in their locker. Outerwear such as coats, hats, gloves, etc., may not be worn to class.
- Physical education lockers must be locked at all times. The school is not liable for lost items. Locks can be purchased in room 110.

LOST AND FOUND

The school maintains a Lost and Found in Student Services. If a student loses an item, he or she should check in Student Services to determine whether the lost article has been turned in. Students who find articles must turn them in to Student Services. The school is not liable for lost items

LUNCHROOM RULES

All students who use the lunchroom should be able to expect a clean and orderly area in which to eat. The following rules are to be observed:

- Food purchased in the lunchroom must be eaten there and only there.
- Enter the lunchroom in a quiet and orderly manner with your ID clearly visible.
- Lunch will be served to students during the lunch period shown on their ID.
- Be neat and clean. Place trays, silverware and refuse in prescribed areas before the lunch period ends. The last student at each table is responsible for removing any dishes, trays or debris left at the table.
- Students are not allowed in the hallways without a pass during their lunch period.

SCHOOL SPONSORED ACTIVITIES GUIDELINES

- Students who would like to attend special events including but not limited to: Homecoming, Senior Prom and Graduation must have all outstanding debts paid and must be in good standing in regards to grades, attendance and behavior.
- Students are allowed to invite one non Von Steuben guest for specified dances. A completed guest form must be submitted to Student Services with a photo copy of guest I.D. prior to purchasing a ticket.
- Students and guests are required to follow the CPS Student Code of Conduct. Students and guests in violation of the SCC will be removed from the premises.

PARENT ADVISORY COUNCIL (PAC)

The Von Steuben PAC is established to represent the interests of the parents at Von Steuben. Parents and community members are encouraged to attend PAC monthly meetings. The meeting schedule is posted on the website at www.vonsteuben.org.

STUDENT FEES

The student fee is **\$200.00** and is reviewed yearly by the Local School Council. This fee covers expenses related to the electronic school newsletter, student planner and yearbook, lockers with built-in locks, one I.D. card and supplemental instructional materials for classrooms and laboratories. **Not** included in the fee are items such as physical education uniforms, physical education lock, lab aprons, etc.

SCHOLARS FEE

Students in the Scholars Program pay a yearly program fee of \$100.00 dollars. This fee covers most of the expenses for activities that scholars participate in. Please note: Incoming freshmen Scholars pay an additional trip fee.

TEXTBOOKS

Students are assigned books by their teachers and are expected to return them at the end of the school year in good condition. Students will be fined for lost or damaged books.

GUIDELINES FOR STUDENT BEHAVIOR

BEHAVIOR AND DISCIPLINE

Von Steuben follows the Chicago Public School Student Code of Conduct. Good discipline requires teamwork and is the combined responsibility of students, parents, faculty and staff. Von Steuben students are expected to conduct themselves in manner that reflects self-control and respect for others. Remember, you have carefully selected Von Steuben and your behavior should reflect a serious student who is a credit to both themselves and their school. Please see previously outlined expectations for “How to Be a Successful Von Steuben Student”

ATTIRE

Students are responsible for knowing what clothing is in good taste and style and is not indecent or offensive to others. Students are to dress in clothes that promote a safe and respectful learning environment. Please ensure that all clothing is void of any slogans or imagery that may be interpreted as being sexist, racist, vulgar or offensive.

- All shorts, skirts and dresses must be at least fingertip length.
- Wear clothing that covers your back, shoulders, midriff, and undergarments.
- Remove caps, hats, bandanas, headscarves and other non-religious headwear.
- Leave all sleepwear at home (slippers, pajamas, snuggies, etc.)
- All pants must sit at, or above, the waistline.

Students who come to school wearing inappropriate attire will be sent to Student Services and issued appropriate clothing to wear for the day, or a parent will be notified and asked to bring appropriate attire for the child. Final determination of appropriate dress lies with administration.

PHONE/ELECTRONICS POLICY

Hallways are red areas (no electronics), while classrooms can be red or yellow. The lunchroom is a Green area (electronics allowed). Speakers are not allowed in the building.

Teachers will select a classroom standard regarding cell phone use as outlined below:

- Red Light: Cell phones and electronic devices are not allowed by the classroom teacher for the current activity/time period; ** In the event of a teacher absence, the default setting will be RED.
- Yellow Light: Cell phones are regulated by the classroom teacher and students must receive permission from the classroom teacher before electronic devices are used. Students will be professional in the use of their devices.

STUDENT BEHAVIORS

Students will:

- Use their electronic devices in the cafeteria
- Follow the red/yellow light policies for all areas of the building
- Follow all requests to put away cell phone or turn in cell phone

Threats, bullying, hacking, photos, videos, sexting, plagiarism, cheating, copyright violation, and other electronic misbehaviors will result in disciplinary consequences and potential legal charges, per the Student Code of Conduct.

DETENTIONS

Detentions take precedence over other school activities. Students are expected to be on time, to bring study materials and not to disturb other students. Students who work will be given one day's grace to make arrangements with parents and employers. Detentions that need to be rescheduled for confirmed personal or medical reasons must be done in advance through the Assistant Principal or Dean of Students

DISCIPLINARY PROCEDURE

A referral to the Student Services Office is a last resort after the teacher has exhausted all other preventive measures. The seriousness of a referral to the Student Services Office speaks for itself, and the issue will be resolved by utilizing the *CPS Student Code of Conduct*. The following procedures will be used:

- A referral will be made to the student services office for the student via Student Logger.
- Serious acts may result in the student being brought immediately to the Student Services Office.
- An adult will investigate the referral. At this time, disciplinary action will be determined according to the guidelines in the *Student Code of Conduct*.

Police officer notifications of certain activities which are identified in Group 4, 5 or 6 are serious breaches of state or municipal laws. Serious acts such as fighting may result in arrest.

EXTRACURRICULAR ACTIVITY PARTICIPATION

A student who is suspended from school for any violation may not participate as a spectator or participant in any school activity during the time of his or her suspension. This ineligibility period commences with the first day of suspension and continues until the last day. Students who participate in extracurricular activities must have a passing grade in five classes at the end of each semester.

NON-DISCRIMINATION STATEMENT

Von Steuben is strongly committed to the right of every student to feel safe and secure in school. To that extent, any discrimination or harassment based upon race, religion, national origin, color, gender, sexual orientation, or physical disability will not be tolerated. Violators of this policy will receive consequences in accordance with the *CPS Student Code of Conduct*.

SEXUAL HARASSMENT

Von Steuben MSC will provide a learning environment free of unwelcomed sexual advances, verbal or physical conduct or communication constituting sexual harassment. Harassment/intimidation may include but is not limited to the following unwelcome behaviors: physical assault, direct or indirect threats, stalking, and/or participation in groups whose actions are threatening and/or intimidating to others. Students or staff members who feel they have been sexually harassed may report problems or complaints to any teacher, counselor or administrator who will report the matter to the appropriate parties for investigation.

VENDING MACHINES

Items are not to be purchased during your class periods. Items are to be taken unopened and consumed in the lunchroom only. ***NO FOOD OR BEVERAGE IS ALLOWED IN THE CLASSROOMS.***



Student Contract 2018-2019

Student special event eligibility is contingent upon meeting and adhering to the below expectations. Students must monitor their progress toward meeting the graduation requirements and engage in student activities in a manner that respects the learning environment of the school. This applies to all students, regardless of submission of a signed contract.

Please review this contract and return it with the required signatures to your division teacher.

I understand that attending and participating in extra-curricular and special events is a privilege, not a right. To participate in special events I must adhere to the below expectations:

Academic Expectations:

Students must be passing all classes to participate in special events.

Attendance Expectations:

I must attend school daily. Students must maintain a 90% attendance rate in order to *attend or participate in* specific special events. Any unserved detentions will result in the exclusion from extra-curricular and special events.

Behavior Expectations:

I understand that any behavior infractions (fighting, SCC Level 4+, etc.) will result in the revocation of participation in school activities.

Medical Compliance Expectations:

I must be in medical compliance by submitting my updated immunization forms.

I have read the contract and understand the regulations and consequences outlined. To uphold, I will follow all requirements.

Print Student's Full Name

Division

Student's Signature

Date

I have discussed the above agreement with my son/daughter and understand the expectations as outlined. My signature indicates that I will support and enforce all requirements of the contract.

Parent/Guardian Signature

Date

Sentence Frames That Support Academic Conversation

Asking Questions

- When I read...on page xx, I wondered...
- After I read...on page xx, I got confused about...because...
- Do you think it makes sense to do...after what happened on page xx?
- On page xx, I could not understand why/how...

Offering Evidence

- I think one reason is on page xx where it says...
- I don't think ...could be true because on page xx, it says...
- If...is true, then that is a good reason to believe that ...is true.
- Even though....is true, on page xx...is stronger evidence for the opposite ideas.

Building on Ideas

- I agree with your idea that...and I would like to add...
- I like your idea that...Do you think that means...?
- I have a different idea. To me, the evidence...on page xx means...
- Would you agree that there is a connection between...and...?

Metacognitive Bookmark

As you read

Predicting

I predict...
In the next part I think...
I think this is...

Visualizing

I picture...
I can see...

Questioning

A question I have is...
I wonder about...
Could this mean...

Making connections

This is like...
This reminds me of...

Identifying a problem

I got confused when...
I'm not sure of...

Using fix-ups

I'll reread this part...
I'll read on and check
back




Summarizing

The big idea is...
I think the point is...

EMPOWERING OURSELVES AS THINKERS

Von Steuben Targeted Instructional Area (TIA):

Students will address a problem by questioning, seeking appropriate information, and formulating an evidence-based response.

Students will address a problem through	Well-developed <i>Demonstrates a complex understanding of the problem/issue based on content knowledge/text</i>	Developing <i>Demonstrates a concrete understanding of the problem/issue specifically and accurately but superficially</i>	Beginning <i>Demonstrates a vague understanding of the problem/issue - disconnected from content knowledge/text</i>
Questioning 	Asks questions or makes comments that evaluate and/or analyze	Asks questions or makes comments that lead to inference and/or clarification	Asks questions or makes comments that restate facts and/or are literal
Seeking appropriate information 	Selects evidence that provides strong support for the claim	Selects evidence that provides adequate support for the claim	Selects evidence that provides limited support for the claim
Formulating an evidence-based response 	Thoroughly clarifies the relationships between claims, evidence, and analysis	Attempts to identify the relationship between claims, evidence, and analysis	Attempts to identify or connect claims, evidence and analysis is not clear or absent
	Effectively incorporates content/discipline-specific language	Inconsistently incorporates content/discipline specific language	Ineffectively incorporates content/discipline specific language

X indicates if student has received credit for the required course

	Semester 1	Semester 2	Comments
English I			
World Studies/ AP Human Geography			
Biology			
Algebra			
P.E. I			
English II			
U.S. History			
Chemistry			
Geometry			
P.E. II			
English III / AP Lang			
Civics/AP Government			
Social Studies Elective			
Physics			
Adv. Alg with Trig			
English IV/AP Lit DC English 101			
Fine Arts			
Fine Arts			
World Language I			
World Language II			
Exploring Computer Science Class of 2020 and beyond			
Elective			
Elective			
Elective			
Elective			
Driver's Ed. _____ Health _____	Public Law 195____	Consumer Ed.____	Service Projects _____

Total Credits

Acceptable Service Learning Hours

What is Service Learning?

Service Learning is an opportunity for students to learn critical skills through project development, implementation, and reflection. By participating in high quality Service Learning experiences, students learn the invaluable skill of being able to organize information, resources, and people in order to improve the community. It is designed to help students build their social and academic capacities.

Requirements

- Must be working under the auspices of a **non-profit** organization.
- Beginning with the Class of 2020 and beyond, two classroom based service projects are required for graduation.
- It is recommended that students continue to earn service learning hours for scholars, scholarships or NHS. These hours will be recorded for this purpose only.
- Service learning hours must be turned in to counselors by the posted deadline. This can be found on the school website, www.vonsteuben.org, or in the student handbook.
- Service learning hours will not be accepted if they are not submitted by the deadline!

Acceptable

- *Volunteering at a soup kitchen
- *Tutoring students in a school or community-based organization
- *Walkathons for non-profit organization
- *Volunteering as helpers at Von Steuben functions (report card pickup, Open House, Graduation, etc.)
- *Volunteering for Anti-Cruelty Society
- *Neighborhood clean-ups for community-based organizations (Clean & Green)
- *Volunteering at Boys & Girls Club
- *Volunteering at hospitals (reading to children, delivering food to patients)
- *Volunteering for outside band functions such as Graduation, Open House, or any other activities approved by counseling staff (5 hours max)
- *Team managers will receive no more than 20 hours of the required 40 hours
- *Only acceptable church activities: tutoring, food/clothes pantry, and soup kitchen

Not Acceptable

- *Babysitting
- *Chores (such as cleaning, organizing, mopping)
- *Church activities
- *Financial awards
- *Office work
- *Yearbook
- *Helping/assisting a relative
- *Helping teachers grade papers, organize classroom, or run errands for teacher
- *Tutoring (private tutoring is not acceptable)
- *Work with for-profit business and corporations (incl. daycare centers)
- *Volunteer work with a political campaign unless under classroom directions
- *Nursing homes (unless direct services such as reading, leading an activity, or companionship)

IF IN DOUBT, SEE YOUR COUNSELOR!!!



Senior Contract 2018-2019

Senior events participation is contingent upon completing the required credits while passing all classes during senior year and adhering to school regulations for behavior and attendance. Students must monitor their progress toward meeting the graduation requirements and engage in student activities in a manner that respects the learning environment of the school. This applies to all seniors, regardless of submission of a signed contract.

Please review this contract and return it with the required signatures to your counselor.

I understand that attending prom and participating in the graduation ceremony is a privilege, not a right. To participate in senior events I must adhere to the below expectations:

Academic Expectations:

1. Pass all of my classes each semester. Students must be passing all classes to purchase tickets to special events.
2. Complete all CPS graduation requirements including:
 - a. Earn 24 credits in the required courses
 - b. Pass Public Law (Constitution Exam), Consumer Education, and Drivers Education
 - c. Complete a minimum of 3 service learning projects and/or 40 service learning hours
3. Submit my college acceptance letters and scholarship awards to the Counseling Office. I will complete a FAFSA and submit proof of completion.
4. Complete the senior passport.

I understand that participation in the graduation ceremony is not required to receive my high school diploma as long as I have met all the CPS requirements to earn the diploma.

Attendance Expectations:

I must attend school daily. A total of 15 absences, whether excused or unexcused, will result in exclusion from senior events. I must be on time to school and my classes. Any unserved detentions will result in exclusion from senior events. Senior events take into account attendance for the full school year.

Behavior Expectations:

I understand that any major behavior infractions (ex: fighting, SCC Level 4+, etc.) will result in the revocation of participation in school and senior activities. Any unserved detentions will result in exclusion from senior events.

Medical Compliance Expectations:

I must be in medical compliance by submitting my updated immunization forms by September 17, 2018.

Student Debt Expectations:

I must pay all debts owed to Von Steuben Metropolitan Science Center including the \$75 graduation fee and return all materials, as required, prior to participating in senior events.

I have read the Contract for the Class of 2019 and understand the regulations and consequences outlined. To uphold, I will follow all requirements.

Print Student's Full Name

Division

Student's Signature

Date

I have discussed the above senior events agreement with my son/daughter and understand the rules and consequences outlined. My signature indicates that I will support and enforce all requirements of the contract.

Parent/Guardian Signature

Date

2018-2019 SPECIAL EVENTS			
9-12-2018	10th, 11th Grade Curriculum Night 5:30 pm 9 TH Grade 6:15 pm	1-16-2019	Cocoa & Cram
9-13-2018	12th Grade Parent-Student Financial Aid Workshop 5:30 pm	1-25-2019	Coffee with Principal
9-13-2018	9th, 10th, 11th Grade Yearbook Photos	2-22-2019	Coffee with Principal
9-20-2018	Basketball Fall 3 on 3	3-2-2019	NRC Environmental Event
9-28-2018	Coffee with Principal	3-22-2019	NHS Blood Drive
10-9-10-12-2018	Spirit-Homecoming Week	3-29-2019	Coffee with Principal
10-10-2018	PSAT/NMSQT Exam	3-29-2019	Match Madness
10-11-2018	Von Steuben College Fair	3-29-2019	International Night
10-12-2018	Homecoming Dance 7 pm	4-10-2019	College Decision Day Celebration
10-15-2018	Senior Photo Make Up	4-11-2019	Parent/Teacher Conferences Report Card Pick Up
	Parent Student FAFSA Completion Workshop 5:30 pm	4-23 - 4-26-2019	Incoming Freshmen Registration
10-26-2018	Halloween Dance	5-3-2019	30th Week Honor Roll Celebration
10-26-2018	Coffee with Principal	5-6-5-17-2019	AP Exams
10-26-2018	9th, 10th, 11th Grade Yearbook Photo Retake	5-9-2019	College Info Night For Juniors
11-1-2018	Midday Madness 3 pm	5-17-2019	Spring Concert 7 pm
11-3-2018	Open House - Prospective Students	5-21-2019	Incoming Freshmen Late Registration
11-13-2018	Science Fair Set Up	5-22-2019	Senior Awards Night 6 pm
11-14-2018	Science Fair	5-23-2019	Sports Banquet
11-15-2018	Parent/Teacher Conference Report Card Pick Up	5-30-2019	NHS Induction Ceremony 6 pm
11-20-2018	<i>10th Week Honor Roll Celebration</i>	5-31-2019	Senior Prom
11-30-2018	<i>Coffee with Principal</i>	6-6-7-2019	<i>Graduation Practice</i>
12-7-2018	<i>Winter Concert 7 pm</i>	6-7-2019	<i>Senior Luncheon</i>
12-18-2018	<i>Senior Panoramic 8:30 am</i>	6-10-2019	<i>Graduation 6 pm</i>
12-19-2018	<i>International Day</i>	6-11-2019	<i>Graduation Gown Return 9 am</i>
		6-18-2019	<i>End of Year Festivals</i>

