

**Noble Campuses**

- Noble Street College Prep** - Ellen Metz, Principal
- Pritzker College Prep** - Pablo Sierra, Principal
- Rauner College Prep** - Jennifer Reid, Principal
- Golder College Prep** - Rosa Alanis, Principal
- Rowe-Clark Math & Science Academy** - Brenda Cora, Principal
- UIC College Prep** - Tressie McDonough, Principal
- Gary Comer College Prep** – Estee Kelly, Principal
- Chicago Bulls College Prep** – Wendy Erskine, Principal
- Muchin College Prep** - Kimberly Neal, Principal
- Johnson College Prep** – Matthew Brown, Principal
- Gary Comer Middle School** – Trent Epley , Principal
- DRW College Prep** – Matt Kelley, Principal
- Hansberry College Prep** – Lauryn Fullerton, Principal
- Baker College Prep** – Vincent Gay, Principal
- Butler College Prep** – Christopher Goins, Principal
- ITW David Speer Academy** – Thomas Mulder, Principal
- The Noble Academy** – Pablo Sierra, Principal

**Founders:** Tonya and Michael Milkie

*Scholarship – Discipline – Honor*

Name _____
Campus _____
Advisor _____

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

## PROMOTION AND GRADUATION POLICY

Students must meet requirements in all five of the following areas to be promoted to the next grade level or to graduate: academics, enrichment, community service, health, and discipline. Only students who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies.

**1. Academics:** Students must earn the credits from all classes in which they are enrolled during the regular school day and school year. Any student who fails any class will be expected to enroll in make-up classes in order to earn credits at the next available opportunity. The cost of these make-up classes is \$140 per class.

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

1. To be promoted to a junior: 0.25 total enrichment credit
2. To be promoted to a senior: .5 total enrichment credit
3. To graduate: 1 total enrichment credit

**3. Community Service:** Students must pass the community service required benchmarks, as specified at their campus, which must total a minimum of 40 hours over the four years of high school.

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

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

- a. 0-12 detentions in one school year, students may be promoted or graduate as long as they serve all detentions.
- b. 13-24 detentions in one school year, students may only be promoted or graduate if they take a behavior improvement class. All detentions must still be served.
- c. 25-36 detentions in one school year, students may only be promoted or graduate if they take two behavior improvement classes. All detentions must still be served.
- d. More than 36 detentions or more than 20 days suspension in one school year, students will not be promoted or graduate and must repeat the grade. Please note, for freshmen, the detention count toward promotion doesn't begin until the start of Quarter 2. Freshmen earning more than 36 detentions between Quarter 2 and the end of the school year, will not be promoted and must repeat the grade. Any detentions earned during first quarter by freshmen, however, still must be served and still count toward earning behavior improvement classes.

Note: Students who do not meet all the academic, enrichment, community service, fitness and discipline requirements at least one week before the subsequent school year must repeat the entire grade.

**GRADING POLICY**

**Grading periods:**

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

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

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

Honors classes are awarded a 0.5 point bonus and Advanced Placement classes are awarded a 1.0 point bonus when calculating weighted grade point averages. Pass / Fail classes are credit bearing; however, they do not factor into grade point averages. Students must have a 90% to earn credit and pass a pass/fail class.

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

**Extra Credit:**

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

**ENROLLMENT AND ATTENDANCE POLICY**

**Enrollment:** Students may only enroll at a Noble campus during the first five weeks of any semester. Students who desire to enroll after that time must wait until the following semester to enroll. Once a student has taken the incoming student placement test or attended classes for a campus, he or she may not transfer to another Noble campus or remain on a waiting list for another Noble campus. Students who leave a Noble campus and later wish to reenroll may only reenroll at the campus which they left.

**Fees:** Any fees paid to a Noble campus are non-refundable after student's first day of attendance each semester except 2<sup>nd</sup> semester fees will be refunded if the student leaves anytime in the first semester.

**Students transferring in from other high schools:** Students transferring to a Noble campus from another high school may have a semester's worth of successfully completed classes count as a semester of Noble credit. Transfers must take and pay for any classes they have failed at another school. Make-up classes must be earned as soon as possible and must happen before being promoted to the next grade.

**Attendance:** Absences may be excused only for illness, doctor's appointments, observance of a religious holiday and death in the immediate family, or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. A doctor's note on official letterhead or other official documentation is required for an absence period of more than 2 consecutive days and for a doctor's appointment. If a student is going to be absent, the parent/guardian should inform the school's main office before classes begin.

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

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

To receive a full day of credit for attendance, students must be in attendance for at least 80% of the school day and to receive a half day of credit for attendance, students must be in attendance for at least 40% of the school day.

Students who have more than 20 days of absence during any school year, for any reason, will be required to attend a summer school class at a cost of \$25 in order to be promoted to the next grade or to graduate. This includes absences earned as a result of tardies (see below). Tardy to school four (4) times counts as an unexcused absence from school and counts towards a student's absence total for the school year.

For excused absences and absences due to suspension, 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 is absent for two days, he or she would have to turn in make-up work by the second day he or she returns. Community service hours are not counted if done during the school-day hours that students are absent or suspended.

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

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

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

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

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

The Board of Directors ("Board") of the Noble Network of Charter Schools is responsible for establishing policies under which all campuses of the Noble Network operate. This Student Code

of Conduct (SCC) has been designed to provide a positive and safe learning environment. The goal of this policy is to provide students with the necessary tools to develop a sense of self-discipline, self-understanding, self-direction, successful interpersonal skills as well as a sense of self-worth. The academic as well as the discipline expectations of all Noble Network campuses are high and the SCC is designed to give students the best chance to be prepared for college and a career and to feel safe and happy at school.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to create campus specific policy and address student misconduct that is not specifically included in this discipline policy. This code applies to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles funded by Noble Network campuses, while participating on any team or group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any electronic devices. This code also applies to actions of students before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Staff members shall ensure due process for each student, while consistently following the policies outlined below.

A student's IEP (including a BIP if one exists) will be followed. When determining any disciplinary consequence for misconduct by a student with a disability which may result in a suspension for more than 8 cumulative school days or will result in a change of placement, the IEP team will consider all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information provided by the parent to determine if the conduct was a manifestation of the student's disability.

**Merits** - Merits will be given when students perform above and beyond in the areas of citizenship, behavior, kindness, or school upkeep. Some examples include:

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

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

**Demerits** - A student can be assigned from 1-4 demerits for a rule infraction. More serious infractions may earn more severe consequences as outlined in the SCC. Staff members determine the number demerits, except as prescribed by the list below:

- a. Chewing gum – 4 demerits
- b. Food or drink visible outside the lunchroom or eating or drinking outside the lunchroom – minimum 2 demerits. Water in clear bottles is permissible.
- c. Pop, caffeinated energy drinks, or chips (except those sold or provided) visible anywhere – 4 demerits
- d. Standing, yelling, or throwing anything in the lunchroom - minimum 1 demerit
- e. Not returning a tray or not cleaning up in the lunchroom – minimum 1 demerit
- f. Talking during an emergency drill - 2 demerits
- g. Tardy to school 1-4 demerits
- h. Tardy to class (not in assigned seat when the bell rings):
  1. Less than 1 minute – 1 demerit
  2. 1 minute to 3 minutes – 2 demerits
  3. Tardy to class more than 3 minutes – 4 demerits
- i. Unexcused absence from a class or school-mandated function such as

- mandatory LaSalle, community service event – 4 demerits
- j. In the hallways at any time while classes are in session without an escort (except during passing periods or specific times designated by the principal) – 4 demerits
- k. Cell phone or audible electronic device (including headphones) visible, audible, or used during school hours without staff permission – 4 demerits and confiscation of the device until parent retrieves item from school
- l. Dress code violations that can be corrected immediately (such as an untucked shirt) – 1 demerit no warnings will be given and 4 demerits given if not corrected
- m. Dress code violations that cannot be corrected immediately (such as no belt) – 4 demerits
- n. Foul language including curse words and or other slurs – minimum 1 demerit
- o. Bullying or verbal harassment - minimum 1 demerit
- p. Rowdy or loud behavior anywhere in the school - minimum 1 demerit
- q. Inappropriate public displays of affection – minimum 1 demerit
- r. Loitering on school grounds – minimum 1 demerit
- s. Disciplinary removal of a student from class – minimum 4 demerits
- t. Academic dishonesty, cheating or plagiarism – 4 demerits and loss of credit
- u. Possession of a permanent marker or sharpie – 4 demerits and confiscation

**Unacceptable Behavior & Corrective Disciplinary Consequences**

Unacceptable Behavior	Range	Disciplinary Consequences
2-1 Electronic devices	Min.	Confiscation—for parent release only and detention
	Max.	Confiscation—for parent release only, detention and 1 day suspension
2-2 Failure to serve detention	Min.	Serving missed detention, serving penalty detention and parent conference
	Max.	Serving missed detention and 1 day suspension
2-3 Gambling	Min.	Item/money confiscated
	Max.	3 day suspension
2-4 Improper use of technology	Min.	Suspend network use privilege, parent conference
	Max.	3 day suspension
2-5 Leaving class without permission	Min.	Detention
	Max.	3 day suspension

2-6 Earning any multiple of six detentions	Min.	Parent conference
	Max.	1-day suspension and parent conference
2-7 Solicitation or sale of any goods or services for any fundraiser or other reason while in the school (unless if done for a school-sponsored club or organization)	Min.	Detention and confiscation of items
	Max.	3 day suspension
3-1 Forgery/academic dishonesty	Min.	Parent conference-no credit given for assignment and minimum of 4 demerits
	Max.	5 days suspension
3-2 Possession or use of tobacco or related items (such as lighters or matches) or look alike item	Min.	Detention, confiscation of item
	Max.	5 day suspension, confiscation of item
3-3 Cutting a school day	Min.	Double detention, parent conference
	Max.	5 day suspension
4-1 Disrespect- disrespectful behavior to a staff member, student, or visitor, including verbal disrespect, written disrespect, obscene gestures, and disrespect on the internet	Min.	Detention, parent conference and/or 1 day suspension
	Max.	8 day suspension
6-1 Arson	Min.	5 day suspension and summer behavior improvement class
	Max.	Referral for expulsion hearing
6-2 Assault/Battery (verbal or physical)	Min.	5 day suspension and summer behavior improvement class
	Max.	Referral for expulsion hearing

6-3 Possession, use, intoxication, distribution, or sale of alcohol or illegal drugs, or drug paraphernalia or look alike item	Min.	5 day suspension and/or out-patient counseling or summer behavior improvement class
	Max.	Referral for expulsion hearing
6-4 Fighting	Min.	5 day suspension and/or summer behavior improvement class
	Max.	Referral for expulsion hearing
6-5 Gang-related or group organized disruptive activity	Min.	5 day suspension and/or summer behavior improvement class
	Max.	Referral for expulsion hearing
6-6 Theft, robbery, or extortion	Min.	1 day suspension and/or summer behavior improvement class
	Max.	Referral for expulsion hearing
6-7 Threats, harassment, bullying or hazing of staff or students including sexual harassment and threats on the internet	Min.	Parent conference, counseling and minimum of 1 demerit
	Max.	Referral for expulsion hearing
6-8 Vandalism or damage of school or community property including hacking into or disrupting network technology systems	Min.	1 day suspension, restitution of property & cost
	Max.	Referral for expulsion hearing
6-9 Possession and/or use of weapons/dangerous objects	Min.	Item confiscated, 5 day suspension and/or summer behavior improvement class
	Max.	Referral for expulsion hearing



6-10 Repeated violations of the SCC including repeated disruptions to the learning process after earning more than 36 detentions in any one school year.	Min.	1 day suspension
	Max.	Referral for expulsion hearing

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

**Behavior Improvement Classes:** Students who earn more than 12 detentions or have a violation of the SCC related to fighting, bullying, harassment, gang activity, or drug use or distribution will be required to take behavior improvement classes that teach proper behavior in order to be promoted or to graduate. Typically each class will be a four week summer class or fifteen week after-school class. The student will also have to serve any detentions or suspensions days earned for violations in addition to taking the discipline class(es).

**Clean Weeks:** If a student has earned a behavior improvement class on account of detentions, a student is eligible for clean weeks. Clean weeks are a behavior improvement program that allows a student who completes any 5 consecutively attended school days and earns 3 or fewer demerits to remove one detention from his/her year-end cumulative total. The student must still serve all detentions earned. Clean weeks do not remove the earned behavior improvement class but may prevent or remove the necessity for a second class or repeating the grade level. Each campus has the discretion to determine exactly when their clean weeks program is to begin

**School Fees and Financial Hardship:** Noble will assist students whose families demonstrate financial hardship in the payment of all school fees. Homeless students will have all school fees waived. Other students whose families encounter financial hardship may apply for a payment plan through the campus's main office. A payment plan will allow families to reduce payments and/or extend payment timelines so that students may still participate in mandatory school activities without penalty for inability to pay. In addition, promotion or graduation will not be denied on the basis of an inability to pay fees.

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

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

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

**Suspension:** A suspension is when a student is removed from school due to the serious nature of the inappropriate behavior for up to 8 consecutive school days for any one offense. Students who

have been suspended may not appear on campus nor attend any school functions (before school, after school, or evening) while suspended. Violators of this policy will be considered trespassing. They may, however, enter the school to take or prepare for state assessments. Suspended students must be assigned homework and given the opportunity to make-up missed assignments, quizzes, or tests for full credit.

A campus official must fill out an appropriate misconduct report anytime a student is suspended. Students will be provided a suspension conference (unless students presence poses danger) during which time the student will be informed of the alleged misconduct against him/her and will be given the opportunity to respond. Parents will be called and informed of the suspension as well as provided with a misconduct report and suspension letter (that will be given to the parent, emailed, or mailed home).

A parent or student may appeal in writing a suspension within two days of the notice of the suspension. Reasons for the appeal of the suspension must be put in writing to the head of schools, Tyson Kane, either by e-mail (tkane@noblenetwork.org) or by mail postmarked within the two days (2040 W. Adams, Chicago IL 60612). The head of school will make the final determination of any suspension appeal. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

**Police Report:** If there is reason to believe that a student may be, or was involved in any illegal activity on school grounds or at any school sponsored activity or event, school personnel may contact the police to report the incident. This standard applies to all violations of the SCC. A campus official will take reasonable actions to inform parents prior to or shortly thereafter the police are called.

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

**Expulsion:** When a campus determines that a student has committed an offense(s) which is (are) grounds for expulsion, the principal or designee will forward to the hearing officer and the superintendent's office the appropriate misconduct report. The student will be suspended for up to 10 school days pending an expulsion hearing conducted by a hearing officer. Upon conclusion of the hearing, the hearing officer will draft a hearing report and make a recommendation to a charter officer designated by Noble's board of directors. The designated charter officer may take action regarding the referral for expulsion as he/she finds appropriate.

Expulsion steps in order:

1. Principal or designee recommends student for expulsion with a misconduct report to the superintendent and hearing officer. Principal or designee contacts (minimum three attempts) parent to schedule expulsion hearing, and documents that contact in PowerSchool, and notifies parent of the expulsion hearing via first class mail, certified mail and email, if available.
2. The campus schedules an expulsion hearing.
  - a. Designated hearing officer will conduct expulsion hearing.
  - b. Representatives of the campus may present evidence or witnesses.
  - c. Parent is strongly urged to attend
  - d. Parent and student afforded due process by being allowed to refute charges and present evidence.
  - e. If an advocate or if legal counsel is obtained (or if any member attending is an attorney), the school must be notified 24 hours prior to the expulsion hearing

and the contact information of the advocate and/or legal counsel must be shared.

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

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

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

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

3. If an advocate or if legal counsel is obtained (or if any member attending is an attorney), the school must be notified 24 hours prior to the MDR and the contact information of the advocate and/or legal counsel must be shared.

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

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

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

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

## NOBLE CAMPUSES DRESS CODE

**Dress code:** The dress code is strictly enforced. Warnings are not issued. Students not in the school uniform may be put in silent study hall until they can get in proper dress code. The dress code is in effect anytime students are in the school building. During summer school, at school events and sporting events outside of the school building, or on dress down days, it may not be required to wear the school uniform; however, the rest of the dress code still applies.

### 1. Shirts and outerwear

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

### 2. Pants and skirts

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

**3. Shoes**

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

**4. PE Uniforms**

- a. Students must wear school PE shirts. Students may not cut off or alter the PE shirts in any way.
- b. Students may be allowed to wear their own PE shorts or sweatpants. If so, no short-shorts, jeans, jean shorts, cut offs, pajamas, or spandex are permitted.
- c. Students must wear gym shoes.
- d. Students must change in their assigned locker room.

**5. Belts**

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

**6. Jewelry and makeup**

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

**7. Head Coverings**

- a. No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands, and bandanas anywhere inside a building at any time, except where mandated by legitimate religious requirements or with a medical note.
- b. Headband width should be less than 4"

**8. Hair**

- a. Hair can be colored or highlighted only in a natural human hair color.
- b. No designs of any kind are permitted to be on the face or in the hair (with the exception of one line as a part but must be on the top portion of the head). This includes a prohibition of any distracting or unprofessional hair styles.
- c. No slits or designs in eyebrows

**9. Tattoos**

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

**10. Distracting Clothing**

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

## ANTI-BULLYING POLICY

Bullying is contrary to Illinois law and Noble policy, and is a serious and punishable offense.

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

Bullying is prohibited in each of the following situations:

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

### **Definitions**

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

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

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

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

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

**Cyber-bullying** means bullying through the use of technology or any electronic communications, including without limitation, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including within limitation, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the

creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

#### **Reporting**

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

#### **Investigating**

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

As part of the investigation, the Principal/Designee shall:

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involve appropriate school support personnel and other school staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notify the Principal/School Administrator/Designee of the reported incident of bullying as soon as possible after the report is received.
4. Investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction.

#### **Notification**

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

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

The Principal/Designee shall document each of these notifications to parents/guardians.

**Interventions and/or Consequences**

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

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

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

**Distribution & Review**

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

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

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

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

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

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

**SEARCHES, LOCKERS AND LOCKS**

**Searches:** Students or personal property of students can be searched with reasonable suspicion. The search must be done by a staff member who is the same sex as the student and there must always be a second staff member present as a witness.



**Social Media/Networking Passwords:** The principal (or designee) may require a student to provide his or her social networking log-in, including password, if there is reasonable cause to believe the student's social networking account contains evidence that the student has violated the SCC.

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

#### **NO SOLICITATION**

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

#### **ACADEMIC DISHONESTY**

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

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

**Deliberate plagiarism:**

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

**Accidental plagiarism:**

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

**Cheating:**

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

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

1. Automatic 0 on the assignment
2. Detention

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

1. Teacher/student/Dean of Discipline/parent conference
2. Removal or disqualification from NHS or summer programs
3. Suspension
4. Homework must be handed in to the office

## TECHNOLOGY ACCEPTABLE USE POLICY

The goal of computer access at school is to build technology skills, information gathering skills, and communication skills. Students have the privilege to use computer workstations, electronic devices, the school network, e-mail, and the internet for school assignments only.

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

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

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

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

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

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

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

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

**SNOW DAYS/SCHOOL CANCELLATION**

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

**SUPERVISION OF STUDENTS**

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

**EMERGENCY, DRILLS, EVACUATION**

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

**SCHOOL ISSUED PROPERTY**

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

## SPORTS ELIGIBILITY

Students are eligible to be official members of a school sports team only if:

- They have accumulative GPA of at least 2.0.
- They have failed no more than 1 class in the previous semester.
- They meet additional requirements that an individual coach or campus requires.
- They meet IHSA requirements.

## GUESTS

Guests must always obtain a visitor's pass from the main office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when knocking on the door of a classroom.

## STUDENT RIGHTS

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

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

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

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

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

**Freedom of religion:** Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify advisor and school office in writing prior to absence. An absence for religious reasons will be an excused absence from school. Students will be allowed to make up any work from an absence due to religious observance.

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

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

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

#### **STUDENT INITIATED GROUPS**

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

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

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

Non-curriculum related student groups shall also be granted:

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

- Inclusion of the group in the school yearbook.

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

## MEDICAL POLICIES

**Immunizations and health exams:** All students entering in 6th and 9th grade or transferring into a Noble campus for the first time must submit proof of a health examination and immunizations by October 15th. Students who fail to submit the required health examination and immunization documentation (and who are not otherwise exempt from such requirements under Illinois law) will be excluded from school until such time as the student presents proof of the health examination and required immunizations.

**Dental and vision requirements:** All 6<sup>th</sup> grade students must have an annual dental examination and present proof of such examination by May 15<sup>th</sup>. Additionally, all 8<sup>th</sup> grade Noble students must submit proof of an eye examination by October 15th. Students who fail to provide proof of a dental or eye examination or to establish that they are otherwise exempt from those requirements may have their report cards withheld until the student complies.

**Allergies:** If a student has an allergy that would limit participation in routine school activities or the food program, please notify the main office with appropriate direction.

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

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

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

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

Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications. The only exceptions are EpiPens and inhalers that have been properly registered with the main office.

## POLICY ON MANDATED REPORTING OF ABUSE OR NEGLECT

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

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

## POLICY ON SCHOOL STUDENT RECORDS

Student records are confidential and will not be released except as provided by law. Students shall be provide notice of this policy upon enrollment and annually thereafter.

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

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

The following shall not be considered school student records:

1. Records created and maintained by law enforcement professionals working in the school for law enforcement purposes
2. 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
3. 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
4. Electronic recordings made on school buses

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

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

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

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

The student temporary record also may include:

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

**Inspection and access of student records:**

1. A parent or someone specifically designated by the parent shall have the right to inspect and copy all his/her child's school student records with limited exception. No parent will be granted access to confidential letters and statements of recommendation which were placed in the student record prior to January 1, 1975, or when the student has waived access to his/her right of access after being advised of his/her right to obtain the names of the persons making such recommendations, provided such recommendations are not used for purposes other than those for which they were intended.
2. The school will not provide records to a parent if the charter has been provided with a certified copy of an order of protection or a legally binding document relating to such matters as divorce, separation, or custody that specifically revokes educational rights or prohibits access.
3. Parents shall have the right to inspect, challenge, and copy student records of that parent's child until one of the following events occurs:
  - a) The student attains 21 years of age or
  - b) The student attains 18 years of age-and declares himself or herself financially independent of his or her parents.



4. Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until they:
  - a) Attain 18 years of age
  - b) Graduate or,
  - c) Assume financial independence.
5. Whenever a parent or student desires a copy of information contained in the student's records, he or she shall submit a written request to the record custodian. Records shall be made available to parents and eligible students within fifteen (15) school days.

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

1. In general, student school records will not be released without prior written consent and/or notice, except in very narrow situations such as requests from the Department of Education.
2. School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records.
3. School officials shall release student records without parent permission pursuant to a valid court order presented by local, state or federal officials. A subpoena (unless signed by a judge) is not sufficient. Notice and a right to challenge the records will be provided.
4. Student records may be made available without parent consent to researchers for research purposes, provided that no student or parent shall be personally identified from the information released.
5. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. However, notice shall be provided to parents the next school day after the release.
6. School officials shall release student records without parent consent or notice pursuant to a valid court order in which the parent and/or student is a named party

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

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

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

**Challenge procedures:**

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's school student records, except (1) academic grades, (2) the name and contact information of the Official Records Custodian, and (3) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

2. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.
3. The principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.
4. If the challenge is not resolved at the informal conference, a hearing shall be convened consistent with the Illinois School Student Records Act.
5. An appeal of the hearing can be made to the regional superintendent

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

**Maintenance of school records**

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

**NOBLE'S COMMITMENT TO STUDENT SUCCESS**

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

**School fees & financial hardships:** Noble will assist students whose families demonstrate financial hardship in the payment of all school fees. Homeless students will have all school fees waived. Other students whose families encounter financial hardship may apply for a payment plan through the campus's main office. A payment plan will allow families to reduce payments and/or extend payment timelines so that students may still participate in mandatory school activities without penalty for inability to pay. In addition, promotion or graduation will not be denied on the basis of an inability to pay fees.

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

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