



ENGLEWOOD STEM HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2019 - 2020

Dear Parent/Guardian and Student,

Welcome to Englewood STEM! Englewood STEM is a unique learning community that values and demonstrates respect for the individual and the educational experience at every level. Dedicated, committed and gifted students, progressive and expert teaching faculty, supportive parents, benefactors, and community partners work together to create a place that continuously exemplifies and pushes what is possible in public education. Englewood STEM is home to challenging and rigorous programs that yield great results.

To live the Panther Experience is to develop tomorrow's innovators today. Englewood STEM is home to innovative and progressive educational programs where students construct knowledge through relevant and engaging experiences. Science, Technology, Engineering, Mathematics, and Literacy are all interwoven into everything we do. G (Genius) Day, SAGA, STEM Industry partnerships, Community College partnerships, cutting edge technological applications, and a plethora of experiences in literature and the arts make up the fabric of our academic programs. Also, our rich STEM and Literacy offerings extend into over thirty clubs and activities that support student interest and service-learning. A growing array of competitive athletic teams help to build character and life skills via competition, teamwork, and friendship.

Our motto, Temet Nosce, which means Know Thyself, has led us to ask the most significant question one can ask, Who am I? In this spirit, we strive to improve ourselves, our school, and our world daily to reach our goal of being the premier STEM learning community in the premier urban school system in the nation.

In order for students to get the most from their academic experience, parents must ensure that Englewood STEM has accurate emergency contact information at all times. Please call the main office at (773) 535-3685 to update your emergency contact information, or if you have any questions about this handbook's content.

#### ADMINISTRATIVE TEAM

Conrad Timbers-Ausar, Principal

Angela Newton, Assistant Principal

Chamayah Peacock, Assistant Principal

Edward James, School Culture Coordinator

Kenyon Douglass, Program Manager

Shalina Hampton, Counselor

Tequila Harvey, Clerk

Yolanda Tomlin, Case Manager/IDEA Coordinator/504 Coordinator

## **Vision**

Our vision at Englewood S.T.E.M. High School is for graduates will become influential innovators of industry and leaders in the local and global community.

## **Mission**

Englewood S.T.E.M. High School aims to develop industry innovators through an accelerated career and post-secondary preparation program. Our graduates will excel in competitive academic institutions and the global workplace.

## **Core Values**

At Englewood STEM High School, all change agents are encouraged and expected to exemplify the core values of our home, the Panther LAIR. .

**L** - Love

**A** - Accountability

**I** - Innovation

**R** - Results

## **Englewood STEM High School Student Pledge**

Today I stand boldly to proclaim, "I am a Proud Rising Panther of Englewood STEM High School".

Over the next four years I wholeheartedly pledge to challenge myself beyond the limits of my being. I will deliberately turn my words to actions. I pledge my steadfast commitment to my education, persistence in my quest for knowledge, and unwavering in upholding the three I's of **Inquiry, Innovation, and Implementation**. I know, my education is the STEM which makes me strong enough to stand in any situation.

### **I Pledge to:**

Intentionally maintain an attendance rate of 95%

- Demonstrate in my Academic Performance that "B's are Better"
- Embark on an Educational Pathway that leads to College Enrollment or Career Readiness
- Nurture the ability to critically think and use sound judgment in my daily actions

As Englewood STEM Panthers "WE ARE THE INTELLECTUAL AND CREATIVE LEADERS OF TOMORROW"

## **Englewood STEM High School Parent Pledge**

As Parents, We stand in unison with our budding STEM love ones. Not only do we pledge to provide an ongoing nurturing and supportive home environment to our STEMs, it is essential that we establish a positive presence at Englewood STEM High School.

**I Pledge to:**

- Engage in collaborative and constructive relationships with school teachers, staff, and administrators
- Invest my time to School Based Initiatives with that will lead to an optimal supportive learning experience for my deserving STEM Scholar

**Important Dates**

Englewood STEM High School follows the CPS calendar. Dates may change. Check the school website for an updated calendar. Parents will also be notified of special attendance days via the robocall and the emailed newsletter.

First Day of School	Tuesday, September 3
Indigenous People's Day/ Columbus Day	Monday, October 14
End of 1st quarter	Thursday, November 7
Professional Development Day - No School	Friday, November 8
Veteran's Day	Monday, November 11
Report Card Pickup	Thursday, November 14
Thanksgiving Break	November 27—29
Winter Break	December 23 – January 3
Martin Luther King Jr. Day	Monday, January 20
End of 2nd quarter	Thursday, January 30
Professional Development Day - No School	Friday, January 31
President's Day	Monday, February 17
Spring Break	April 6 – 10
PSAT 8/9	Wednesday, April 15
End of HS 3rd quarter	Thursday, April 16
Professional Development Day - No School	Friday, April 17
Report Card Pickup, Parent Conferences	Thursday, April 23
Memorial Day	Monday, May 25
Last day of School	Tuesday, June 16

**School Rules**

School rules apply at all times in and around the campus, and in other places where students are under the supervision of a Englewood STEM High School staff member. Consideration for others will guide personal conduct. The rights, privileges, dignity and safety of others will serve as criteria by which personal behavior will be evaluated. The Student Code of Conduct and Restorative Justice practices will be followed in all matters concerning discipline. Copies are distributed to all students. It is the responsibility of parents and students to read this document.

## **Attendance Policies**

### **Student/Parent Responsibility**

Students and parents are expected to check Parent Portal on a weekly basis for attendance and grade updates. Absence from school is the greatest single cause of poor achievement. The basic responsibility for the regular attendance of the student lies with the student and parent.

### **Perfect Attendance**

A student has perfect attendance if he/she has no absences from school, no late arrivals, no early dismissals, no suspensions, and no class cuts.

### **Excused Absences**

Illinois State Statute recognizes five valid excuses for student absences: illness, death in the family, family emergency, court appearance, or observance of an established religious holiday. Vacation is not a valid excuse. A parent must call the main office by 8:30 a.m. on the day of absence at (773) 535-9750 to report the absence. Calls may be placed the night before the absence. Upon return, the student must present a note signed by the parent or guardian listing the date(s), the reason for the absence, and the parent's contact information. An absence note must be submitted within 3 school days of absence to be considered excused. Absences exceeding 3 days must be explained by a doctor's note or other documentation. Parents should contact the counselor when an absence is 3 or more days. Assignments that are due when students are absent should be submitted electronically. Failure to follow procedures will result in an unexcused absence. Students cannot be absent and attend school activities or be on school grounds. Students participating in any practice session, competition, performance, or any other school activities must be in attendance on that day. Students who receive an early dismissal are no longer in attendance on that day.

### **School Sponsored Activities**

When an authorized activity, trips, etc. is sponsored by the school, students will be given a permission slip for parents to sign and return. School activities count as a day of attendance (with the signed permission slip from parents), not an absence.

### **Unexcused Absences (Truant/Cut)**

A student who is absent without a valid reason is defined as being truant. Teachers are not required to give makeup work for these absences. Cases of truancy may involve parents coming to school for a conference. Students arriving after 1st period without a doctor's note will receive an unexcused absence for all missed periods.

### **Early Dismissals**

Students may receive an early dismissal only on the day of the early dismissal. In order for a student to obtain an early dismissal, the parent must report to the main office. Guardianship must be verified before a child is released to an adult. A student will only be dismissed to an adult who is listed on the emergency form on file in the main office. No child will be released on his/her own. Early dismissals will not be granted after 2 pm during the week.

**Closed Campus**

Englewood STEM High School is a closed campus. Leaving the building without permission is a serious offense and safety hazard. This is considered a flagrant violation of school rules and regulations.

**Tardiness**

School begins at 8:30 a.m. All students are expected to be in their first period classroom seats at that time. Tardiness is disruptive to everyone in the educational process. A tardy is considered unexcused when the student arrives to class late without a signed, dated, and timed excuse from school personnel. Students who are tardy to 1st period must report to the security desk with their student ID to receive a tardy slip and proceed immediately to class. A student is considered tardy, if they enter the room after the class period begins. Tardiness to class is addressed in course syllabi. Habitual tardiness will result in social suspensions, removal from teams, and after-school detention.

**Academic Integrity**

The expectation is that all Englewood STEM High School students will demonstrate academic integrity at all times. Claiming another's work as your own, even with permission, is unethical and will be treated as plagiarism. Dishonesty will not be tolerated. The academic integrity policy defines cheating as (but not limited to):

Copying from a published source, copying from another person, letting another person copy work, referring to unauthorized materials during a test, communicating during a test, and acquiring information about a test before you are scheduled to receive it, falsifying data, and so forth.

Any act of plagiarism will be subject to academic and disciplinary consequences.

**Academic Progress**

Report cards are issued four times each year, weeks 10, 20, 30, 40. These are permanent records of student progress. During report card pickup days, parents/guardians must pick up grade reports at Englewood STEM High School. Exact dates for report card pickup can be found on the school website at <https://englewoodstemhs.cps.edu>. Quarters 2 and 4 marks the end of each semester. These are the times that credit is awarded in all classes.

Progress reports are regular notices to students and parents of class progress in a course; they are prepared during the 5th, 15th, 25th, and 35th weeks of the school year. Teachers or staff members may send out a progress report at any time if special attention to academic issues is needed.

Parents/guardians who would like a conference with the teacher as a result of the progress report are requested to email or call the teacher with whom they would like to meet. Parents can check grades at any time using the CPS Parent Portal.

### Address and Phone Number Changes

All students and parents are required to keep the school informed of any changes in their name, address, home phone number or emergency phone number. This is a safety precaution should an emergency arise. Additionally, mailings are sent throughout the year to the address on file. Any address changes must be accompanied by appropriate documentation.

### Arrival/Dismissal

For safety reasons, students may enter the school only through the main doors (entrance #1). The doors open at 7:30 a.m. Any student entering through any other door is subject to disciplinary action.

The building will be cleared within 15 minutes of the final daily bell. No students are allowed in the building unless under the direct supervision of a staff member. Students will not be allowed to return to the building once they exit the building. Loitering on school grounds is not permitted. All students must be off the school grounds by 3:45 p.m. (3:00 p.m. on Fridays) unless participating in a school sponsored activity. Students participating in after-school activities must leave school at the conclusion of the activity.

### Bell Schedule

Bell Schedule (Monday-Thursday)				Bell Schedule (Friday)			
PD	Start Time	End Time	Minutes	PD	Start Time	End Time	Minutes
	8:25 AM				8:20 AM		
A	8:30 AM	9:18 AM	0:48:00	A	8:30 AM	9:18 AM	0:48:00
B	9:22 AM	10:10 AM	0:48:00	B	9:22 AM	10:10 AM	0:48:00
C	10:14 AM	11:02 AM	0:48:00	C	10:14 AM	11:02 AM	0:48:00
D	11:06 AM	11:54 AM	0:48:00	D	11:06 AM	11:54 AM	0:48:00
E	11:58 AM	12:46 PM	0:48:00	E	11:58 AM	12:46 PM	0:48:00
F	12:50 PM	1:38 PM	0:48:00	F	12:50 PM	1:38 PM	0:48:00
G	1:42 PM	2:30 PM	0:48:00	G	1:42 PM	2:30 PM	0:48:00
H	2:34 PM	3:22 PM	0:48:00	H	2:34 PM	3:22 PM	0:48:00

### Cell Phones, Headphones, and Electronic Handheld Devices

We want our students to be fully engaged in instruction and not distracted by electronics. Unless you have permission, cell phones, headphones, and other electronic handheld devices are not allowed in the classroom. Cell phones must be powered off while students are in the school building during school hours, unless that student is in the hallways or cafeteria during lunch or passing period. Unauthorized use of cell phones or other handheld electronic devices that are seen or heard will lead to disciplinary action. Cell phone and other electronic device use offenses are categorized as group 3 misconduct, offenses can range from Parent-Student-Administrator conference to a three day suspension from school. If a student violates any part of this policy cell phone privileges can be rescinded.

Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, or receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Students may not be in possession of electronic communication devices/cell phones while taking a standardized test. Use during after school extra-curricular activities may be prohibited or restricted by the activity supervisor. Students are personally responsible for the security of their electronic communication devices. The district assumes no responsibility for theft, loss, or damage of such devices. Violation of this policy will subject the student to disciplinary consequences.

It is the student's responsibility to secure their devices at all times. Devices should not be left unattended in the cafeteria, locker room, or classroom. Student locks should be used to secure belongings in the locker room on a daily basis. Sharing of lockers in the locker room is discouraged.

#### **Use of Technology/Social Media**

As a member of the Englewood STEM High School community, students are expected to use technology respectfully and responsibly; therefore, acts of cyber bullying committed will not be permitted in or out of school. Cyber bullying includes threatening, harassing, ridiculing, intimidating, etc. through use of technology such as email, instant messaging, text messaging, blogs, social media sites (SnapChat, Instagram, Twitter, etc.). Students involved in such acts will be disciplined in accordance with the Chicago Public Schools' Student Code of Conduct.

#### **Counseling Suite**

The counselors are located in the Counseling Suite. Expert and caring staff is available to assist students with personal, academic, postsecondary education and career goal-setting and attainment. Students should visit the Counseling Suite only during lunch and non-class time. Students will need a hall pass to visit the counselor during class.

#### **Elevator**

Use of the elevator will be reserved for faculty, staff, and those students who are physically unable to use the stairs.

#### **Fees**

School fees for 2019-2020 are \$120 for all students. This fee includes This does not include supplies, calculators, field trips, etc. Fees can be paid by cash, credit/debit card ( "E-Pay", cannot pay by card in the main office), check, or money order. All checks and money orders should be payable to Englewood STEM High School. No fees are refunded after the student has been enrolled in school for 20 school days. School fees are expected to be paid on the annual basis.

#### **Food/Cafeteria**



Students may purchase a school lunch or bring a lunch from home. Food and beverages are allowed only in the cafeteria. Students are not permitted to order food and have it delivered to the school from restaurants at any time. Students are not allowed to bring cakes/cupcakes or any food items to celebrate birthdays or any other celebratory events. Parents should not bring in outside food for student lunches. See "Hall Passes" for instructions on leaving the lunchroom.

### **Food/Drinks**

Food or drinks are NEVER ALLOWED in classrooms. School vending machines may be used during lunch periods only. Englewood STEM High School is not responsible for money lost in vending machines. Students who lose money in a vending machine should report it to the main office. Students are responsible for contacting the vendor. If the vendor approves a refund, it will take 4-6 weeks to receive the refund.

### **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

### **Grading Scale**

Englewood STEM High School uses the following grading scale.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>90-100</b>	<b>80-89</b>	<b>70-79</b>	<b>60-69</b>	<b>59 and Below</b>

### **Hall Passes**

Students will not be permitted in the halls without a ESHS hall pass from the teacher. Students in the hall without a proper hall pass will be directed back to class or to their assigned supervisor.

### **Identification Cards**

Students must have ID cards with them at all times. Students must display ID upon entering the building, during lunch, and whenever requested by any staff member. All students will receive a school issued ID cards annually, the cost of the initial ID cost is covered by the school fees. Ventura cards are available for purchase, the fee is \$5. Any student entering the building without an ID will be required to purchase a temporary ID for \$1 or a replacement school ID for \$5. A replacement Ventura card is \$5.

### **Intimidation/Harassment/Bullying/Threats**

Harassing, intimidating conduct, or bullying whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment will not be tolerated. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm,

threatening or causing physical harm, threatened or actual destruction of property, wearing or possessing items depicting or implying hatred or prejudice, or retaliating against a student for reporting prohibited conduct. All alleged incidents of bullying intimidation or harassment would be investigated promptly and thoroughly. Appropriate consequences and remedial action will be taken against any student who violates one or more of these policies.

### **Locker Room**

The locker room policy is covered in the Physical Education syllabi. Students should not bring valuables to the locker rooms. Student locks should be used to secure belongings in the locker room on a daily basis. Sharing of lockers in the locker room is discouraged.

### **Locks & Lockers**

Lockers must be locked at all times. Only Englewood STEM High School distributed locks are permitted. Combinations should be kept private, and locks should be closed properly. Students will be assigned locker partners to share lockers. Lockers are the property of the school and may be searched at any time. Locks will be placed on any locker without a lock and a fee will be applied. Replacement locks will be issued by the Dean of Students and the fee must be paid to the main office. It is the responsibility of the student to remove all items from lockers by the designated date in June. Any personal items left in lockers after the last day of school will be disposed. Englewood STEM High School is not liable for any items stolen from student lockers.

### **Medical Compliance**

A current certification of Child Health Examinations must be presented upon entrance to the ninth grade. At all grade levels, every student must be in compliance with the State Board of Education and the Illinois Department of Public Health regulations in order to remain in school. Any student not in compliance with the regulations will necessarily be excluded from activities until those requirements have been met.

### **Office Hours**

The main office is open from 8:00 a.m. to 3:45 p.m. Monday – Friday.

### **Parking**

Visitors are allowed to park in the designated visitor spots in parking lot south of the building. Cars must be parked within the boundaries of the yellow parking lines occupying one parking space.

### **Residency**

If school mailings are returned to sender, residency must be verified. The CPS Inspector General will be notified of suspected instances of students residing outside of the neighborhood boundaries. Parents of students found in violation of the CPS Residency Policy will be immediately transferred.

### **Schedule**

Students will be on AB Block Schedules. Student schedules will consist of a total of 7 classes, in which they will have 4 classes each day. Mondays and Wednesdays are designated “A” days, Tuesdays and

Thursdays are designated “B” days. Fridays will be genius “G” days, students will participate in advisory lessons, various clubs, and receive additional academic support as necessary.

### **School Communication**

Englewood STEM High School strives to have responsive and current communication methods. We rely on a few different methods to support communications. Communication is designed to share important updates about Englewood STEM High School with parents and students.

@NewEnglewoodST1 - Twitter

Remind.com (Text Messages, Emails, & Robocalls)

Sign Up by visiting [remind.com/join/c3c7ah](https://remind.com/join/c3c7ah)

### **Service Learning**

Students are required to participate in Service-Learning Projects, as mandated by Chicago Public Schools Department of Social Science & Civic Engagement in order to graduate. Service-learning is a teaching strategy that connects classroom curriculum with service projects. Service-learning engages students in projects that serve the community while building social, civic, and academic skills.

The requirements are:

- One service-learning project in Civics and one additional classroom-integrated service-learning project.

### **Textbooks**

Textbooks are issued at no charge to the students. However, if lost or defaced, the student will be charged a replacement cost for the textbook and it becomes student debt. Any books recovered from student lockers after the official clean-out day in June are considered lost and become a student debt.

### **Uniform Policy**

The Englewood STEM High School uniform is navy blue polo shirts, khaki bottoms, and closed toe shoes. Please note that the school will have navy blue polos with the school emblem for sale in the main office for \$30.

### **Visitors**

Parents and other visitors are welcomed at Englewood STEM High School. All visitors must sign in at the main entrance security station and then report directly to the main office. Teacher conferences should be scheduled in advance and take place during the teachers’ planning periods.

### **Volunteer Policy**

Visit [cpsvolunteers.org](https://cpsvolunteers.org) to submit an online application to Volunteer Programs. School accepts the volunteer application and designates per Volunteer Policy, if they are a Level I or Level II volunteer. Level I Volunteers will be emailed: 1) A pre-populated fingerprint form to take to any Accurate Biometrics location 2) A form to complete a TB test. Level II Volunteers are processed as soon as possible and will receive a letter from Volunteer Programs stating they are approved to start volunteering. Usually takes 1 week. (Level II volunteers do not need to undergo a background check and TB test). In order to be approved, the candidate must visit the school in person and show his/her photo ID to the Volunteer

Coordinator. Once all documentation has been submitted, if approved, Level I Volunteers will receive an approval letter stating they are cleared to start volunteering. Process takes 2-5 weeks.