

**Sarah E. Goode STEM  
Academy**

***2016 - 2017***

***Student Handbook***

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**Armando Rodríguez, Principal**  
**Rufino Bustos, Assistant Principal**  
**Tyrese Graham, Assistant Principal**

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# Principal's Welcome



Principal Rodriguez



Assistant Principal Bustos



Assistant Principal Graham

Dear Parents of Innovators,

On behalf of the staff at Goode STEM Academy, I am happy to welcome you to the 2016-17 school year! We are looking forward to a productive partnership with you to ensure all Innovators reach their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

We invite you to become an active participant in our school community through volunteering, joining our PAC, BAC, or attending LSC meetings and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

The wonderful Goode staff and I feel privileged to be a part of this school family. We thank you for your support and look forwards the journey ahead with you.

Sincerely,

A handwritten signature in cursive script that reads "Armando Rodriguez".

Armando Rodriguez

Principal

## ABOUT SARAH E. GOODE STEM ACADEMY

Sarah E. Goode STEM Academy is the result of a collaborative effort between IBM, Daley College, and the Chicago Board of Education. Founded on the belief that all children can achieve at high levels as evidenced by college success, we have decided that a high school diploma is not enough. We will not only provide our students with a preparatory high school experience, but also the opportunity to earn college credit. Sarah E. Goode STEM Academy is named after the late Sarah E. Goode. On July 14, 1885, Sarah E. Goode became the first African American woman to receive a patent for her invention of the “fold away” bed. The school is named after Sarah E. Goode because of her innovative spirit. She not only overcame challenges in her life, but used them to spark her creativity. At Sarah E. Goode we want to continue to use the challenges that face our communities as the catalyst for our creativity.



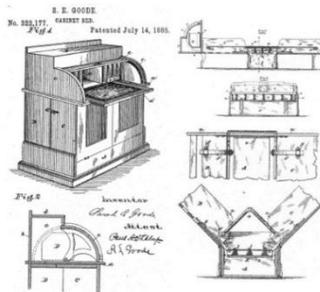
**School Colors:** Scarlet and Grey **School Mascot:** Scarlet Knights

## CORE BELIEFS

1. All children can achieve at high academic levels as measured by college success.
2. A growth mindset is a prerequisite to achieving greatness.
3. Authentic collaboration is critical to the development of a healthy community
4. Maintaining a results orientation leads to effectively identifying root causes and creating meaningful solutions
5. All adults must take responsibility for the learning and achievement of the community
6. Delivering high-quality public education to all students is critical to a just society

## VISION STATEMENT

The vision of Sarah E Goode STEM Academy is to build a learning culture that nurtures creativity and sparks imagination, a culture where all feel compelled to develop lenses perceptive enough to see what has yet to be seen, minds powerful enough to create what has yet to be imagined, and hearts strong enough to use these talents for the advancement of humanity.



## Academics and Grading

### **GRADING SCALE**

Students will be graded according to the scale below. For specific grade weights and grading rubrics, please see course syllabi under the “Department” section on the Goode STEM Academy website.

**A** 90-100 The student is more than meeting the demands of the teacher. All work is on time. The work is of superior quality and shows mastery of the subject matter. The student has the ability to carry the job through, and exerts a positive influence on the class.

**B** 80-89 The required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

**C** 70-79 The student does the required work satisfactorily. The work is on time and of average quality. The student is showing achievement.

**D** 60-69 The student is not doing all of the assigned work, is dependent on others, inconsistent, uncertain and confused. Work is below average, but shows some evidence of growth.

**F** 0-59 Unsatisfactory, with little evidence of growth taking place. Lack of interest and irregular attendance and attention are commonplace.

### **Standards Based Grading (SBG)**

Many of our classrooms use a method of grading referred to as standards based grading. This grading system ensures that the grade a student receives is based on a student's mastery of the learning objective(s) and standard(s) being taught and not just compliance. Students should expect a heavy percentage of their grade to be based on assessments in these courses. Students will have up to 3 attempts on any particular assessment and must demonstrate mastery at least twice on a standard in that course. Please refer to your child's syllabi for specific grading policies for each class.

### **Grade Point Average (GPA)**

Student's Grade Point Average (GPA) is a measure of a student's performance across all credit bearing courses taken by the student over a period of time factoring in the grade earned and the potential credit for each course taken. A student's standard GPA is obtained by dividing the total number of potential credits taken by the student into the total number of grade points earned.

A GPA is one of the largest indicators of college success. At Goode, we encourage our students to strive toward earning a 3.0 or better as it is predicted students are likely to become more successful in their academic endeavors. For the standard GPA calculation, a grade value is assigned to each letter grade earned by a student as follows:

	<b>Standard Courses</b>	<b>Honors Courses</b>	<b>AP, Dual Credit &amp; Dual Enrollment (Daley) Courses</b>
<b>Letter Grade</b>	<b>Grade Value</b>	<b>Grade Value</b>	<b>Grade Value</b>
<b>A</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>B</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>C</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>D</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>F</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*In the event a student repeats the same course for any reason, the student's GPA will factor in only the highest grade earned for the duplicate course.*

## **Grade Reports**

Grade reports are issued four times each year: November, January, April and June. Grade Report Pick-Up Days are scheduled in November and April. At this time, parents are to pick up grade reports at school. The exact dates will be announced. Teachers are available for conferences. Report cards are available from 7am to 6pm. January and June mark the end of the semesters. This is the time that credit is awarded in all classes. Students will be issued their grade reports during division and will bring them home for their parents' inspection. Semester grades become part of the student's permanent record.

## **Honor Roll**

The Honor Roll is posted two times a year and lists all students who have attained a 3.5 grade point average and who have not received any 'F' grades. Honors award assemblies are held every semester. Honor rolls are determined at the end of each semester.

## **Principal's Scholars**

A special honor roll is maintained for students who maintain a 4.0 grade point average or better. These students are recognized at the Awards Assembly.

# Requirements for Graduation



## Education and Sports Policy and Procedures 2015-2016 HIGH SCHOOL GRADUATION REQUIREMENTS

The following requirements were written with the intention of preparing our students for success in a variety of experiences after high school. While these requirements align to the entrance requirements for the state universities of Illinois, they were also written to prepare students for a variety of careers right out of high school. There is great flexibility in the exact courses that schools offer and students take to meet these requirements. To see how all courses in CPS' High School Course Catalog align to the graduation requirements below, please visit: [cps.edu/espp](http://cps.edu/espp).

SUBJECT AREA	CREDITS <sup>1</sup> REQUIRED	DESCRIPTION
English / English as a Second Language (ESL)	4	One full credit is required in each of the following: English I, II, III, and IV. ESL courses satisfy the graduation requirement for English.
Mathematics	3	One full credit is required in Algebra, Geometry, and Advanced Algebra/Trigonometry. Advanced mathematics courses are substituted for Algebra and/or Geometry if successfully completed prior to entering high school.
Science	3	One full credit is required in Biology along with two total credits from any of the following options: Chemistry; Earth/Space Science; Environmental Science; and Physics.
Social Science	3	One full credit is required in both World Studies and U.S. History along with one total credit from any other Social Science course(s).
World Language	2	Two years of the same world language are required. This requirement cannot be met by earning one credit in two different world languages.
Fine Arts	2	One full credit is required in any two of the following four categories: Music; Dance; Theatre/Drama; and Visual Art/Drafting. This requirement cannot be met by earning two credits in the same category.
Physical Education	2	Two total credits in PE are required with Health and Driver's Education as mandated components. ROTC may satisfy the PE requirement. ALL high school students are required to be enrolled in daily physical education or have an authorized individual exception on-file.
Career Education	2	Two total credits from any of the following options: Career & Technical Education; Dual Enrollment <sup>2</sup> ; and Advanced Academics, Fine Arts, and ROTC (courses that are not aligned to the above graduation requirements or meet requirements already satisfied).
Electives	3	Most courses in the catalog will meet the Elective requirement. Electives should be chosen with student's future goals in mind (see Course of Study maps).
<b>TOTAL</b>	<b>24 Credits</b>	
<b>Non-Credit Bearing Requirements</b>		
Service Learning		Students must complete a minimum of 40 service-learning hours. Based on their school of attendance, students must complete 1 classroom-integrated project and 25 individual hours; 2 classroom-integrated projects and 15 individual hours; or 3 classroom-integrated projects. Students must complete one project or 20 hours by the end of sophomore year in order to be promoted to junior status.
Consumer Education		Students must complete a course that integrates Consumer Education into its curriculum. This content is covered in many courses.
Public Law 195		Students must pass a test in which they demonstrate knowledge of the U.S. and Illinois Constitutions. This is often part of the U.S. History curriculum.
*District-Wide Assessment (DWA)		The Illinois School Code at 105 ILCS 5/2-3.64 requires standardized testing of students. The Partnership for Assessment of Readiness for College and Careers (PARCC) is the state mandated assessment and accountability exam for all Illinois students. *As of 7/13/15, the Illinois State Board of Education has not determined which courses will be PARCC-tested.

**ENGLISH LEARNER** — If you are an English Learner (EL), you will take English as a Second Language (ESL) and core content courses aligned to academic standards that are taught by an ESL or bilingual endorsed teacher. Please note that ESL I, II, III and Transition English I-IV courses satisfy the four years of English required for graduation. Your English language proficiency level (based on your screener or ACCESS score) will determine your placement in the ESL course sequence. If you are enrolled in a Transitional Bilingual Education (TBE) program, you will also receive native language instruction in core content courses as needed. If you are in a Transitional Program of Instruction (TPI) you will receive sheltered English instruction in all core content courses and might receive native language support from your teachers or tutors, if available.

**STUDENTS WITH IEPs** — If you are receiving special education services, your Individualized Education Program (IEP) may specify any unique circumstances regarding grading, promotion, or graduation criteria. This decision is determined by your IEP team, inclusive of you, your parents, and your teachers.

**SAMPLE COURSE OF STUDY** — The course of study below lists sample high school courses taken during each grade level. The graduation requirements satisfied during each grade level are also listed. The actual courses taken and graduation requirements satisfied annually may differ as this depends on: 1) the courses offered at each school and 2) each student's particular goals and interests. Parents and students are encouraged to review CPS' High School Course Catalog at: [cps.edu/espp](http://cps.edu/espp) and consult with the school's guidance department to select courses that support their long-term goals. Further information can also be found online at [chooseyourfuture.org](http://chooseyourfuture.org).

Subject Area (Credits Required)	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English / English as a Second Language (ESL) (4)	English I (ESL I)	English II (ESL II)	English III (ESL III)	English IV (Transition English I - IV)
Mathematics (3)	Algebra	Geometry	Advanced Algebra / Trigonometry	
Science (3)	Biology	Chemistry	Physics	
Social Science (3)	World Studies	U.S. History (Public Law 195)		Sociology (Consumer Ed)
World Language (2)			French I	French II
Fine Arts (2)	Photography	Beginning Band		
Physical Education (2)	P.E. I (Health)	P.E. II (Driver's Education)		
Career Education <sup>3</sup> (2)			Computer Science I	Computer Science II
Electives (3)			P.E. III	• Pre-Calculus • P.E. IV
<b>Total (24)</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Service Learning (40 hours)	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
District-Wide Assessment (DWA)	<b>To Be Determined</b>			

**Notes:**

1. In most cases, 1 credit is equivalent to 1 year in a particular course. However, there are courses in which 1 credit may be earned in a single semester. Credits from a previous school may transfer and be applied toward CPS' graduation requirements. If credits are from a school outside of the United States, please call (773) 553-1936 and make an appointment with Beata Arceo for foreign transcript evaluation.
2. The Dual Enrollment program allows junior and senior students to earn college credit while attending high school. The college credit earned is transferable to many four-year colleges or universities.
3. Students enrolled in a Career & Technical Education (CTE) program are recommended to start taking Career Education courses in the 10<sup>th</sup> grade as many CTE programs are 3 years in length.

## **HOMEWORK**

Homework will be assigned and evaluated in all classes. Assignments will be well-planned and challenging. Homework is used as an instructional tool in order to develop independent learning habits. Students should keep a written record of all assignments in their student planner and budget their time appropriately so that all assignments may be submitted on time. It is the students' responsibility for obtaining assignments when they are absent or excused.

All IT teachers hold after school tutoring hours at least one day each week in order to provide students with computer access. Students may use this time to work on homework or class projects.

## **Textbooks**

At the beginning of the year, students are supplied with textbooks for all of their classes. The books remain in their possession for the duration of the class in most cases. This book becomes the student's responsibility. If lost or stolen, the book must be paid for before another text will be issued to the student. At the end of the year, the student must return the textbook. If the book is not returned, a debt slip will be placed in the student's file.

## **Midterms and Final Exams**

<b>Quarter 1 Midterm Exams</b>	<b>Quarter 3 Midterm Exams</b>
November 1 & November 2	April 4 & April 5
<b>Semester 1 Final Exams</b>	<b>Semester 2 Final Exams</b>
January 31 & February 1	June 7 & June 8 (Seniors*) June 14 & June 15 (Underclassmen)

**\*Final exam dates may differ for seniors and due to inclement weather days throughout the school year.**

## **Lost and Found**

Lost articles will be retained in the Deans' Offices; articles will be discarded/donated at the end of each month.

## **Locks and Lockers**

Lockers will be assigned to students. You must use the locker assigned to you. Only locks provided by Sarah Goode may be used; other locks will be removed. See your Dean if you have a defective lock. Students who use an unauthorized locker are subject

to disciplinary action. Be sure to securely lock your locker each time you leave it. Articles left in lockers will be discarded at the end of the year.

Note:

1. There is no reasonable expectation of privacy in student lockers.
2. The school retains ownership and control of student lockers.
3. Lockers are subject to search at any time.

## **SAFETY AND ORDER**

### **Fire Drills**

Fire and disaster drills are regularly scheduled so that all will know what to do in case of an emergency. When the fire alarm sounds, everyone must evacuate the building as quickly as possible using the nearest exit. You may not go to your locker for your coat. Walk — don't run. During a disaster drill, your teachers will instruct you as to where your class is to go. At the close of drills, you are to return directly to the same class unless instructed otherwise.

### **Identification Cards**

To insure the safety of all students at Sarah Goode and to prevent trespassers from entering the building, CPS requires all students and staff to wear photo ID cards at all times. This rule will be strictly enforced as it is in many other schools and workplaces. ID cards are the property of SEG.

1. All students will be issued a photo identification card during the beginning of the school year.
2. These cards are to be worn above the waist at all times during the school day while on school property.
3. The ID card is necessary to enter the building at any time during the day, to enter classes, to check out library materials, to enter the lunch line, to receive physical education equipment, to participate in co-curricular activities, etc.
4. Students are to present their ID cards to any staff member upon request. Failure to do so is an act of defiance and will result in a consequence.
5. Students will be subject to disciplinary action for placing false information on or defacing their ID cards.
6. Students needing a replacement ID see the attendance office, 132D. Fee is \$5.

### **Visitors**

Parents wishing to see a particular staff member should call in advance to assure the availability of that person. All visitors must check in at the main entrance and obtain a visitor's pass. Student visitors are not allowed. Trespassers are subject to arrest.

### **Traffic**

1. When walking to school:
  - a. Obey all traffic signals and regulations.
  - b. Look both ways before crossing a street.
  - c. Cross the street only at crosswalks.

- d. Do not hitch rides from motorists. It is a violation of the law.
  - e. Respect the personal and property rights of others.
  - f. Start for school early so you have time to arrive promptly
2. When driving an automobile:
- a. Obey traffic laws.
  - b. Respect the rights of others.
  - c. Be sure your car is in good mechanical condition.
  - d. Remember that the pedestrian has the right of way.
  - e. Never leave the scene of an accident without police permission.
3. Parking lot rules & regulations
- a. Student Parking Area
    - 1. Student parking is restricted to Homan and the streets bordering SEG campus.
    - 2. No standing, stopping or parking on 77<sup>th</sup> is allowed. Parking on 77<sup>th</sup> is not allowed..
  - b. The parking lot is an area designated for faculty and staff displaying the appropriate placard. Vehicles not displaying a faculty or staff placard will be towed.
  - c. Cars are not to be driven over the speed limit. Be courteous to others. Do not drive on sidewalks.
  - d. Vehicles parked at Sarah Goode are parked at the risk of the vehicle owner. Goode H.S. is not responsible or liable for loss or damage by reason of fire, theft, collision, or other cause to parked vehicles or contents of same. The vehicle owner and occupants assume full responsibility for any personal injuries that may occur while the vehicle is in the parking lot. By entering the parking lot, the person in charge of any vehicle consents to the search of the entire vehicle and its contents with cause by school officials or police officers.
  - e. Students parking outside the designated area, including fire lanes, are subject to all of the following: (1) Disciplinary action (2) Ticketing by the Chicago police (3) Towing at student expense (approximately \$150.00)

## **Public Transportation**

The following guidelines are expected of Sarah E. Goode students who use public transportation:

- 1. Board the bus or train without pushing or crowding and be considerate of women or elderly people who are also seeking to board.
- 2. Have the exact fare and your bus card ready when you board.
- 3. Be courteous to the driver and cooperate with him/her at all times.
- 4. Move to the rear so as not to block the way of others entering the vehicle.
- 5. Be courteous to other passengers at all times.
- 6. Obey the laws that prohibit smoking and spitting.
- 7. Give your seat to any person who appears to need it more than you.
- 8. Refrain from playing radios and from other boisterous conduct that reflects bad taste, annoys others, and brings discredit upon your school family.

9. Respect public property by refraining from defacing, destroying or rendering ineffective, any part of a public conveyance.
10. Be ready to get off the bus promptly and be willing to assist those who need help.
11. Never assist anyone who is trying to enter a bus or train with-out paying the fare.
12. Never permit another person to use your CTA pass and never use a pass not issued to you.

### **Safety and Security**

- Students are reminded that they are not permitted to open the outside doors to students or non-staff adults at anytime. Direct them to enter at the main entrance.
- Students are not to place objects or items in the doorways or locks in order to keep them open.
- Students are required to wear their current ID card at all times in the building.
- Students who violate any safety/security rule are subject to disciplinary action.

### **Lockers and Desks**

All students and guardians are reminded that the lockers and desks that students use are property of the Sarah E. Goode STEM Academy High School. These areas are subject to search at anytime. Students may not place stickers, placards, posters or flyers on the outside of their lockers. Students will be assessed a fee for damage to paint.

# Student Attendance

## ATTENDANCE OFFICE

Our hours of operation are from 8:00 am-3:30 p.m. We are located in the Student Services Office in room 132D. Students may stop by during their lunch period or after school. We will not meet with students during class time.

One of the most important things a student can do to achieve academic success is also one of the most basic: going to school on time every day. Research has shown that a student's attendance record may be the largest factor influencing academic success.

Here at Sarah E. Goode, we believe that the success of a student begins with attendance. If a student is not in school, they are not learning. Our expectation for student attendance is 97%. Parents, as partners we ask that you help increase overall attendance by scheduling appointments for your child(ren) during non-school hours. It is extremely important that we work together to ensure your child/our student is in school every day. However, if your child must be absent from school, please follow the following procedures.

## **ABSENCES**

Call the Attendance Office prior to or the morning of the absence before 9:00 AM at 773.535.7875 (ext. 18929/18930). If the attendance clerk is unavailable, please leave a detailed message with your name, phone number, student's name, your relationship to the student and the reason for the absence. The attendance clerk will contact you if there are any questions or concerns.

You must present the attendance clerk with a "Reason for Absence Note". Reason for Absence notes can be picked up from the Attendance/Enrollment Office or printed from our website. If you do not have an official "Reason for Absence Note," please send a written note with your child. The note must include your child's name, date/s of absence, reason for absence, signature of a parent/guardian and a contact phone number. Notes without all required information will not be accepted. If the absence was due to a doctor's appointment, please include doctor's note.

## **EXCUSED ABSENCES**

An absence is deemed excused (but impacts student's overall attendance percentage) if it is for one of the following six reasons:

- Student illness
- Religious holiday
- Death in the immediate family (parent, sibling, grandparent or guardian)
- Family emergency (ex. immediate family hospitalization, car accident)
- Parent's concern for student health or safety and situations beyond the control of a student (ex. extreme weather and school is not closed, threat of violation)
- Other situations beyond the control of the student as determined by the Principal

### Calculation of Attendance

- Full Day = 300 minutes of classroom instruction
- Half Day = 150 - 199 minutes of classroom instruction
- Absence = 0 - 149 minutes of classroom instruction

*\*Students who are properly signed out of class for school related activities are marked present*

### UNEXCUSED ABSENCES

Each student absence is recorded as unexcused until the attendance coordinator receives a signed note from the parent/guardian identifying one of the six (6) Board approved reasons for an absence. The student shall provide the attendance coordinator with a signed note from his/her parent/guardian. The attendance coordinator shall approve each note. A printed “*Reason for Absence Note*” is available in English and Spanish. The following steps are taken when an unexcused absence occurs:

Less than 4 Unexcused Absences	<ul style="list-style-type: none"><li>• Call to Parent/Guardian for each absence</li></ul>
5 Unexcused Absences	<ul style="list-style-type: none"><li>• Call to parent or home visit if a parent is not reached</li><li>• 5 Day Letter Sent Home</li><li>• Support services (counselor/social worker) offered based on student need</li></ul>
10 Unexcused Absences	<ul style="list-style-type: none"><li>• Parent Conference including school administrators</li><li>• Signed Attendance Contract</li><li>• 10 Day Letter Sent Home</li><li>• Support services (counselor/social worker) offered based on student need</li></ul>
15 Unexcused Absences	<ul style="list-style-type: none"><li>• Parent Conference with Manager of Student Development and counselor to review contract and refer for student support (social worker) as needed</li></ul>
18 Unexcused Absences	<ul style="list-style-type: none"><li>• Call to parent or home visit if parent is not reached</li><li>• 18 Day Letter Sent Home</li><li>• Parent Conference with Manager of Student Development</li></ul>

### PREARRANGED ABSENCES

Prearranged absences can be arranged in the Attendance Office. Permission must be requested in advance. It is the school’s position that the optimum educational value is

achieved when a student is present in school. For this reason, we hope that careful consideration of alternatives are made before making this request. It is your son/daughter's responsibility to arrange for completion of all work with his/her teachers for the duration of the absence.

### **LATE ARRIVALS**

If your child will be arriving after 8:30 a.m. please notify the Attendance Office and send the student with a note. Students who are late and do not have a pass will be sent to the Attendance Office.

### **TARDIES**

The goal at Sarah E. Goode STEM Academy is to help students connect their academic experience to life beyond the four walls of the school. We strive to build habits of excellence in each of our students. As a result, we expect each of our students to be on time both to school and to each class daily. One way to accomplish this is to make ensure students have exceptional attendance and punctuality practices. Students should:

- Make attendance a high priority
- Be present every day, on time and engaged during class time
- Arrive to each class and lunch on time. Students who arrive late to Advisory are considered tardy

Doors to the school open at 6:50 am each morning. Innovators are expected to arrive to school and be in their 1<sup>st</sup> period class seat by 7:30 am each day. Innovators who arrive after 7:30 are considered tardy for school.

Innovators are given (1) demerit for each tardy to school. If an innovator is late 3 or more times, those demerits are converted into (1) After-School Detention. If they are late 1 -2 times in a week, those demerits will be added to their total demerit count for the week.

### **Classroom Attendance Policy**

The Classroom Attendance Policy requires all innovators to arrive to class and be in their seat by the time the bell rings. Innovators who are in the hallway when the bell rings are required to have a tardy pass or office pass in order to enter class. Please note the following:

- 1) Innovators arriving more than 5 minutes after the bell rings for class are considered non-compliant with the Classroom Attendance Policy
- 2) Innovators who leave class for more than 10 minutes are considered non-compliant with the Classroom Attendance Policy
- 3) Innovators who fail to attend class without a valid excuse will be considered non-compliant with the Classroom Attendance Policy

Innovators who are non-compliant with the Classroom Attendance Policy will be subject to the following consequences each week:

- 1<sup>st</sup> Offense – Innovator is assigned to After-School Detention
- 2<sup>nd</sup> Offense – Innovator is assigned to Saturday Detention
- 3<sup>rd</sup> Offense or higher – Innovator is assigned to 1 day of In-School Suspension

### **Hall Sweep Policy**

During certain periods specified by the School Culture Department, hall sweeps will be conducted. Innovators who are in the hallway during a hall sweep period will be subjected to the following consequences each week:

1<sup>st</sup> Offense – Innovator will be assigned 2 punctuality demerits + phone call home

2<sup>nd</sup> Offense – Innovator will be assigned to After-School Detention + phone call home

3<sup>rd</sup> Offense – Innovator will be assigned to Saturday Detention + phone call home

### **ATTENDANCE INCENTIVE PROGRAM**

To promote and encourage attendance within our school, we currently have the following attendance incentive programs:

- Quarterly Perfect Attendance Awards
- Advisory Competitions (each semester)
- Field trips (each semester)
- Gift card giveaways (each quarter)
- Year-end celebrations
- Individual Attendance Contract based on incentives for low attendance students

### **HOME HOSPITAL PROGRAM**

The home and hospital bound program is provided to any student with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause an absence from school for more than two consecutive weeks, and from whom school personnel determine that such a program can be educationally beneficial. If a student is in need of these services, a parent should contact the attendance clerk, school nurse, and/or the special education case manager. Parents can also call the Office of Specialized Services located at 42 W. Madison, email them at [homeandhospital@cps.edu](mailto:homeandhospital@cps.edu) or call them by telephone at 773-553-1800.

## **Student Financial Obligations**

### **Fees**

All students are assessed a yearly activity fee of \$200 to help offset student related expenses. 12th graders will be assessed an additional \$100 fee to pay for commencement expenses. Students are expected to pay the fees at fall orientation. Cashier checks and money orders will be accepted by mail or in August for the exact amount due made payable to Sarah E Goode STEM Academy. If payment cannot be made at orientation, families may contact the school's business manager, Jamal Little in the main office to make payment arrangements. Failure to pay the required school fee or establish other arrangements may make students ineligible to participate in some school activities.

**Fee Waivers:** Students who qualify for free lunch may be eligible for a fee waiver. Fee waiver application forms are available from the front office. Students with unpaid fees or debts are not allowed to participate in any team, club, or organization. Fee waiver forms must be received by the end of the first semester.

### **Damage to School Property**

Students are reminded that they are responsible for any damage that is done to school equipment, property, books, etc. It is your responsibility to make restitution for items damaged maliciously or accidentally.

# STUDENT CONDUCT & BEHAVIOR

All students have a right to a quality education. All teachers, students and staff have the right to be treated with respect. Sarah E. Goode STEM Academy uses a combination of the Student Code of Conduct and the SWEPP policy to hold students accountable for their behavior.

## MERITS AND DEMERITS

In support of enforcing the student code of conduct, Sarah E. Goode Academy High School utilizes a merit and demerit system in order to reinforce positive behavior and re-direct disruptive behaviors. The merit and demerit system is outlined below.

Merits add points to an innovator's account while demerits decrease this amount. All negative bank balances due to demerits earned will be reset after every quarter, thus whatever negative number of merits that innovator receives at the end of the quarter will be reset to zero during the next.

Demerits run Monday - Friday and determine the following week's detention(s):

- 5-9 demerits = (1) After-School Detention
- 10 - 14 demerits = (2) After-School Detentions
- 15 - 19 demerits = (3) After-School Detentions
- 20-39 demerits = Saturday Detention
- 40+ demerits = In-School Suspension

## Merits

Innovators are given a merit if they perform above and beyond in the areas of persistence, reflection, responsibility, teamwork, communication and/or accuracy. Merits are given at the discretion of the staff member. Innovators will be able to gain certain privileges and have access to designated rewards based on the balance of their merit account. Below are some examples of behaviors that innovators can exhibit to earn a merit:

Code	Persistence	Merit
PER	Resourceful during challenging situations	1
	Remains focused and resists distractions	
	Resilient despite frustrations or setbacks	
	Maintains a positive attitude to do whatever it takes to be college bound	
	<b>Reflection</b>	
REF	Asks and develops answers to questions in order to deepen understanding	1
	Willing to create and apply constructive solutions to address conflicts or problems	
	Considers one's role in all situations	
	<b>Accuracy</b>	
ACC	Works to meet and exceed highest possible standards	1
	Plans and actively pursues the accomplishment of goals	
	Follows school expectations	
	Revises personal practice to improve performance	
	<b>Communication</b>	
COM	Asks clarifying questions when uncertain	1
	Is transparent and respectful when engaging in dialogue	
	Appropriately advocates for oneself and others	
	<b>Teamwork</b>	
TEA	Includes others and makes them feel welcome	1
	Utilizes personal resources to assist other community members	
	Recognizes and accepts the ideas and feelings of others	
	Collaborates with other community members to produce results	

	<b>Responsibility</b>	
RES	Maintains integrity by consistently doing the right thing	1
	Takes initiative in addressing community needs	
	Seeks to improve self, others and community	
	Follows protocol and remains professional even when criticized or provoked	
	See something? Hear something? Know something? Say something!	

### Demerits

*Demerits* are an intervention used to describe disruptive behavior not defined by Chicago Public School's Student Code of Conduct. Demerits are used to teach innovators self-discipline and to maintain an orderly learning environment. Demerits earned will be used toward their total demerit count, which may result in After-School or Saturday Detentions.

<b>Code</b>	<b>Language</b>	<b>Merit</b>
LAN	Innovators will refrain from using profane or obscene language	1
	Innovators will refrain from using prejudicial language or making such comments	
	Innovators will communicate with respectful language to their teachers and peers	
	<b>Punctuality</b>	
PUN	Innovators will arrive to class and be in their seat when the bell rings	1
	Innovators will arrive to class on time with all materials necessary for learning	
	Innovators will move with urgency in the hallway and refrain from loitering	
	<b>Disrespect</b>	
DIS	Innovators will treat their school community with respect refraining from littering	1
	Innovators will engage in respectful conversation with their teachers and peers	
	Innovators will refrain from bullying others in the school community	
	<b>Playful Behavior or Public Displays of Affection</b>	
PLY	Innovators will refrain from engaging in horseplay while on school grounds	1
	Innovators will refrain from engaging in public displays of affection	
	Innovators will keep their hands to themselves	
	<b>Dress Code</b>	
	Innovators will dress professionally at all times	1

<b>DC</b>	Innovators will wear their school ID while in the building	
	Innovators will wear their pants at waistline with their shirts tucked in	
<b>Following Directions</b>		
<b>FD</b>	Innovators are expected to meet school and classroom expectations	<b>1</b>
	Innovators will follow directions the first time asked	
	Innovators will correct inappropriate behavior when redirected	

**Activities Ineligibility List**

Sarah E. Goode STEM Academy expects all students to meet certain academic and behavioral expectations. SEG’s Eligibility Policy determines each innovator’s ability to attend school activities including but not limited to games, field trips, and dances. Students who do not meet eligibility criteria will be placed on the Ineligible list for the time period designated.

Please note that students will be deemed ineligible for school activities if they fall into one or more of the following criteria:

- 1) The weekly BAG Report highlights 3 areas: academics, behavior and attendance. Innovators who are **off-track in all three categories** on their BAG report will be ineligible until their on-track status changes.
- 2) Innovators who **skip a detention** will be ineligible for the following week. For example, if you had a detention this week and you didn’t attend (or make it up), you will be placed on the Ineligibility List until you attend your Saturday Detention.
- 3) Innovators who **cut a class** will be placed on the Ineligibility List for 7 days from the day of the cut (including weekends). For example, if you skipped class on April 24<sup>th</sup>, you would be ineligible until May 1<sup>st</sup>.
- 4) Innovators who **receive an in-school or out-of-school suspension** will be ineligible for 7 days (including weekends) following the day the return to school. For example, if you are commit an infraction on a Tuesday and receive a three day suspension, you would be suspended for Wednesday, Thursday and Friday. You would return to class on Monday; therefore, you would be on the Ineligibility List until the next Tuesday.
- 5) Innovators may be placed on the Ineligibility List for a 7-day period (which includes weekends) at the discretion of the Dean. **Dean’s Discretion** may be implemented for reasons including but not limited to excessive demerits and being sent out of class.

## **SUSPENSIONS**

There are two types of suspensions: in-school and out-of-school. The type of suspension will be determined by the number and type of infractions, administration, and the CPS Code of Conduct. All school work is required to be completed during a suspension.

## **Anti-Hazing Policy**

Sarah E. Goode strictly forbids any form of hazing (physical, verbal, mental) against any student. This policy applies to the entire student body, clubs, organizations, and teams. Violators are subject to disciplinary action under The Student Code of Conduct: Group 5 (use of intimidation, coercion or force). Disciplinary action may include suspension (6-10 days), disciplinary reassignment, police notification, and/or expulsion. In addition any team member engaging in hazing will be removed from said team.

## **Vandalism**

Marking on or vandalizing the property of others is a crime. It indicates that the student who participates in such activity lacks self- control, is motivated by peer pressure, and lacks training in respect for the property of others. Persons who engage in writing on any available space are not 'artists'; they are vandals and vandals are criminals and will be dealt with as such. The removal of graffiti is expensive and time consuming. Money that is spent on the removal of vandalism is money that could have been used for a more positive educational enterprise. Students are not allowed to have in their possession any device or tool commonly associated with defacing property with graffiti. These materials include, but are not limited to, 'magic markers', spray paint, shoe polish, etching tools or daubers, to name a few. Students may only use such devices under the direction and supervision of an Art teacher. Violations of the rules for possession of these articles will result in disciplinary action. Anyone defacing school property will be automatically suspended and will be required to pay for the clean-up and restoration of the defaced property. The student will be subject to arrest by the police authorities as well.

## **IBM Partnership Info**

### **IBM Partnership**

Goode has partnered with the IBM Corporation aimed at closing the gap between high school, college and career. While IBM has a presence in many aspects of the school, the company's main commitment is to its workplace learning components. Workplace learning encompasses mentoring, workplace visits, guest speakers, project-based learning, and internships. Eligible students who graduate with an Associates in Applied Science (AAS) degree are considered first in line for jobs with IBM.

### **Mentorships**

Every student at Goode is matched with an IBM or industry mentor beginning their freshman year. The purpose of the mentor program at Goode is to provide students with another person in their lives who can guide them as they embark on their college and career pathways and lend a STEM industry perspective. Mentors also reinforce the Goode Life Habits, which are critical to students' success in college, career, and life.

The mentor program takes place in person and online. Mentors are required to come to at least 3 in person events at Goode over the course of the school year. Mentors and students also communicate online via IBM's safe, secure online mentor platform (MentorPlace). Students and mentors log into the platform on a bi-weekly basis. Students have the opportunity to log in during school hours. All mentors are required to comply with all CPS Safety & Security regulations, in addition to IBM's own compliance measures.

### **Internships**

Students have the opportunity to pursue skill-based, paid internships starting in the summer following their third year at Goode (i.e. completion of their Junior year). IBM is committed to providing a portion of available internships after students' third year at Goode and will help to recruit companies and opportunities as necessary. Students pursuing their Associate's Degree while in high school and who meet Daley college GPA and attendance requirements are eligible for internships. Eligible students will be required to complete an application, an E-portfolio, a resume and cover letter, and complete interviews in order to be considered for internship. Internships will run approximately 6-8 weeks and will begin in late June and run through early to mid August. Internships will be paid on a sliding scale based on the company's ability to compensate interns.

# Dual Credit and Dual Enrollment Opportunities

## Daley Classes Info

Sarah E. Goode STEM Academy and Daley College have partnered together to ensure students have the opportunity to obtain their Associate's Degree in 4, 5, or 6 years. Students take college courses on Daley's campus Monday - Thursday during the school year and in the summer. Students are transported to Daley via a shuttle bus. A Goode faculty member monitors and supports students on the bus as well as at Daley.

### Daley College Pathways

Students are able to pursue a pathway in one of the four areas:

- Associate in Science (AS) in Computer Science
- Associate in Science (AS) in IT Web Development
- Associate in Applied Science (AAS) in IT Web Development and
- Associate in Applied Science (AAS) in Networking Technology

### Criteria for Dual Enrollment at Daley College

In order to ensure students are successful at Daley College, please see below the criteria set forth by Goode for admission to Daley.

- 90% attendance for the previous semester
- No more than 2 tardies per week for the previous semester
- C or better in all courses for the previous semester
- Minimum 2.5 GPA
- No serious behavior infractions as outlined by CPS Student Code of Conduct

Additionally, students must pass the COMPASS exam in order to start taking classes at Daley College. The COMPASS exam is a computer-adaptive college placement test that is offered twice a year to all students at Goode. The following scores are required on the COMPASS exam in order to begin taking classes at Daley College:

E-Write*	8
Reading*	80
Pre-Algebra**	29
Algebra**	43
College Algebra**	1
Trigonometry***	51

*\*In order to qualify for English 101 students need to score at least an 8 in the E-Write **AND** an 80 in Reading.*

*\*\*In order to qualify for Pre-Calculus, students need to score at least a 29 in Pre-Algebra, a 43 in Algebra **AND** a 1 in College Algebra.*

*\*\*\*In order to qualify for Calculus, students need to score at least a 51 in Trigonometry.*

**College Support Center (CSC)**

Students who attend Daley College are provided additional academic and tutoring support in the College Support Center. The College Support Center exists to assist students in the successful completion of their classes at Daley as well as to prepare them for college entrance and scholarship accrual during their junior and senior years at Goode. Through self-directed homework, study time, structured AVID and ACT lessons, college tutors as well as College and Career seminars, the Goode College Support Center Team prepares our innovators for collegiate and career success. *\*Please see the appendix for CSC Policies.*

# Counseling

## Counseling Services

The Counseling Suite is located in the Student Development Office. Counselors are available to provide all students with academic, career, and social-emotional support. Counselors collaborate with the entire Goode school community to ensure students remain on track toward graduation and develop the skills to persist in college through:

- Individual counseling
- Small group interventions
- Parent/Guardian conferences
- School-wide interventions
- College and Career counseling
- Crisis counseling
- Connect students & families to outside services

Counselors are available to any student who seeks assistance and students are encouraged to come during any non-class time for support with academic, social and emotional, and college and career-related concerns.

## Counseling Assignments

Students are assigned a school counselor based on their last name. Please see below for your child's counselor and email address.

Last Name's Beginning with...	Counselor	Email Address
A-Gar	Ms. Madrid	<a href="mailto:rimadrid1@cps.edu">rimadrid1@cps.edu</a>
Ger-O	Ms. Stalzer	<a href="mailto:kmstalzer@cps.edu">kmstalzer@cps.edu</a>
P-Z	Ms. Argyelan	<a href="mailto:kakoivula@cps.edu">kakoivula@cps.edu</a>

## Counseling Office Procedures

The Counseling office hours are Monday - Thursday 7:30am - 3:30pm and Fridays 8:00 am - 2:30pm. Students are allowed to visit their counselor during their lunch period, before, and after school during office hours. Students will not be seen by their counselor during instruction time unless they have a pass from their teacher or counselor. If a student is in a crisis situation during the school day they may request an emergency pass from their teacher to visit the counseling office.

Parents may contact counselors during these hours to discuss any questions they have about their student's education. Parents are encouraged to inform their student's counselor about any significant or traumatic life event so that appropriate support can be provided. All information provided to counselors is confidential as mandated by state law unless the student shares that he or she is planning on harming themselves or someone else.

## Student Permanent Records

Permanent Student Records consist of the following in either paper or electronic form:

- Elementary school transcript (including grades and attendance)
- High School transcript (including grades, attendance, state standardized test scores)
- Student health record (e.g. immunization, health exams, vision and dental exam); and
- Student Registration Card

Appropriate measures are taken to protect the confidentiality of all student records and maintain heightened security for any student records containing highly confidential information such as social security numbers, medical or clinical information.

### **Student Transcripts**

Transcripts depict a student's most current academic record, including final grades, GPA, class rank, and service learning hours. Counselors review transcripts in February and June to ensure that each student is on track to graduate.

Students can request a copy of their transcript by completing a transcript request slip and dropping it off in their counselor's office. Students must give counselors 5 school days to complete a transcript request. Transcript request slips can be found in the Student Development Office and on the school's website under counselor's corner. If the student is requesting a transcript for college admissions, the student must have the college added to their Family Connection page.

### **Student Schedules and Class Change Request**

Counselors review students' schedules to ensure accordance with state mandated regulations for course requirements, class availability, and student pathways.

Students must see their counselor to discuss any class change requests. A student may request a class change if they have been scheduled for a class they have previously taken and passed or the dean has approved a change due to a safety concern. *Please note, students can only request a class change up until the second week of each semester.*

### **Granting Credit/Credit Recovery**

Students receive full credit for a class if they earn a letter grade of D or above. Students do not receive credit for classes they have failed. Credit recovery courses are available at multiple neighborhood CPS high schools in the evening, on Saturday, or over the summer. The list of schools and classes offered can be found on [chooseyourfuture.org](http://chooseyourfuture.org).

In order to enroll in credit recovery courses within the district, students must meet with their counselor to complete the NCLB Credit Recovery form and receive a copy of their official transcript. If students have an IEP or 504 plan they must meet with their case manager for additional documents prior to enrolling.

### **Grade Level Promotion Policy**

Student promotions are dictated by the number of credit hours they have completed.

- Freshmen = 0 – 6 credits
- Sophomores = 6 – 12 credits
- Juniors = 12 – 18 credits
- Seniors = 18 – 24 credits

### **Mid-Year Promotion Policy**

Students who were not promoted in June to the next grade level but have earned enough credits during the 1st semester of the following year will meet with their counselor to review their credit status for mid-year promotion.

## **Students “On Track” for Graduation**

In order for students to remain “On Track” they must maintain a C average or better in all of their classes and maintain a 95% attendance rate. Any student who fails a CPS required course will be considered “Off Track” until the course is recovered. Students will be provided with a monthly Behavior Attendance and Grade (BAG) data report to assist them in monitoring their “On Track” status. Parents are encouraged to share their email address with the school and register on Family Connection so they can be sent their students BAG report as well.

## **Service Learning**

CPS requires that all students complete Service Learning. At Goode, service learning is project-based. Each student will have an opportunity to participate in at least 3 projects, ranging from 10 – 15 hours each, to complete their CPS service learning requirement. Outside hours of service will also be recorded on student transcript for scholarship and college admissions purposes. All of the forms for outside service/community hours can be found on the school’s website under Counselor’s Corner.

## **Student/Family Crisis**

Counselors provide support to students and families in times of crisis. A crisis is not limited to, but include any of the following:

- Death of a student, family member, staff or friend
- Suicidal ideation (entertaining the idea of suicide), attempt, or completion
- Homicidal ideation, attempt, or completion
- Physical, sexual and/or mental abuse
- Other incidents where administrators or school clinicians determine a need for additional assistance

All Goode staff are mandated reporters. As such, they are required by law to report any physical, sexual, and/or mental abuse they reasonably suspect a student may be experiencing to the proper state authorities. In the event of a crisis, the school will respond in accordance with the Chicago Public Schools Crisis Management Plan. To review the district guidelines, please visit [www.cps.edu](http://www.cps.edu)

## **Students in Transit Living Situations (STLS)**

The Students in Temporary Living Situations (STLS) program provides services for students who are experiencing homelessness. The goal of the STLS program is to protect the educational rights of students in temporary living situations and to provide services to students and their families. This program addresses barriers to enrollment, transportation, attendance, uniforms, retention and success for students in temporary living situations. If you are in need of STLS assistance, please contact Mrs. Gardiner in the main office.

## **Family Connection (Naviance)**

Every student has a Family Connection page through the online college and career tool [Naviance](#). The link to the login page can be found on the school’s website and on the Counselor’s Corner. The students use their CPS email and password to log in. Family Connection is the online student portal for college and career exploration, scholarship search, and *all application-related activities*. For more information on how to use Naviance features or

learn more about finding colleges and careers that match your interests, strengths, and needs, please make an appointment with your counselor.

### **English Language Learners (ELL)**

The purpose and goal of the ELL program is to assist students in:

- Developing high levels of proficiency in two languages (their native language and English)
- Performing at or above grade level in all academic areas in both languages
- Demonstrating positive cross-cultural attitudes and behaviors

The benefit of this program is to:

- Provide a learning environment that develops bilingualism, bi-literacy, and cultural understanding among English Learners and native-English speakers
- Offer unique opportunities for participating students to develop two languages
- Provide a potential route to obtaining the State Seal of Biliteracy upon graduation

### **Progress Reports**

Each quarter, students are issued a copy of their Progress Report. This report is used to track student academic progress, identify areas of improvement and assist students and parents in a course of action to achieve that improvement. Progress Reports are a great tool for parent-teacher collaboration. They should be used as an opportunity for parents to identify areas of growth for their child.

### **Social Emotional Support Services**

We believe that effective schools focus both on student learning and development in addition to social-emotional support. As students transition into high school, they are challenged with an array of social and emotional changes. In order to assist students in their social-emotional development, support services are provided at Goode. The support service team consists of counselors, social worker, nurse and psychologist. Students can be referred to the social worker by their teachers or counselor. If a student needs additional social-emotional support than the school can provide, outside resources can be recommended.

# Extracurricular Activities

## After-School Enrichment Programs

Students are encouraged to join at least 1 club or become a part of 1 school event each year. In addition to after-school activities being a fun and great way to collaborate with peers, extracurricular activities can enhance students' time management and stress management skills, develop and strengthen teacher-student relationships, and improve overall productivity. Extracurricular activities can also increase a student's appeal when applying to college. Being a part of afterschool activities promotes community and self-esteem.

Here at Goode, extracurricular activities are an extension of the school day. Students who participate in extracurricular activities are held to a standard of excellence in both academics and behavior. Specific requirements must be met and maintained. Students who join a club can be placed on an ineligible list for participation for the following reasons:

- Earning more than 1 D
- Earning 1 or more F
- Accumulating more than 2 tardies per week
- Having more than 2 unexcused absences
- Earning 8 demerits or more in a week

Students will remain on the ineligible list until the ineligible reasons have been cleared. Teachers/staff sponsors receive an ineligible list at the end of the day on Fridays stating which students will be ineligible to participate in extracurricular activities for the following week. These students are unable to attend any practices and/or meetings while on the ineligible list.

## Athletics Program

The goal of the Athletic Department is to ensure student athletes use the Goode Life Habits to develop physically, mentally, socially and emotionally in a controlled, safe environment outside of the traditional classroom in order to enhance academic and scholarship opportunities. Additionally, the Athletic Department's goal is to promote school pride throughout the building and community.

Fall Sports	Winter Sports	Spring Sports
Cheerleading Boys' Soccer Football Girls' Volleyball Pom Girls' Tennis Girls' Swimming	Boys' Basketball Cheerleading Girls' Basketball Indoor Track Pom Wrestling (co-ed) Boys' and Girls' Bowling Boys' Swimming	Baseball Boys' Volleyball Girls' Softball Girls' Soccer Track and Field Boys' Tennis Boys' Wrestling Water Polo (co-ed)

## **Sportsmanship Policy**

All athletes must maintain sportsmanlike behavior before, during and after each game including practice times. Unsportsmanlike behavior is described as: profane and derogatory comments made to any player, threats, any act of violence both verbally and/or physically towards another person, intimidation and/or ridicule towards players, referees, coaches and guests. Coaches and players who violate this policy shall be suspended for a specified time or cut from the entire program. Additionally, any visitor displaying unsportsmanlike behavior towards players, coaches, referees, staff members or any visitor will be asked to leave the event.

Parents and visitors are prohibited from approaching a team's bench/dugout in order to give their child coaching instructions. Parents/visitors who violate this policy will be advised not to do so. If the violation persists, the parent/adult will be asked to leave the game and his/her admission fee will not be refunded.

## **Eligibility Requirements**

Student athletes are held to a standard of excellence in the areas of academics, attendance/punctuality to school and behavior. As a department, these expectations have been set to assist in developing our innovators to be both successful academically and socially. All Goode Athletes are required to maintain a 90% attendance record, a minimum grade of "C" in all subjects, and adherence to Goode's School Wide Expectation Plan and the Student Code of Conduct.

### **1. Attendance**

All athletes are expected to adhere to the attendance and punctuality policy throughout the entire school year to remain on any team. Any athlete who has more than five unexcused absences from school will be unable to participate in any contest/game. Students will have 3 days to turn in an excused letter from the date of their last absence. This letter must be submitted to Ms. Ramirez in the Student Development Office. **Athletes who do not attend school will be unable to attend practice and or game on the same day as their absence (this includes tryouts as well.)**

Any athlete, who has more than two tardies to school within a week, will be unable to participate in any contest/game the same week. Athletes who continue to come to school tardy will be placed on a contract and may be in danger of a team suspension.

### **2. Academics**

All athletes must maintain a letter grade of "C" or better in each core subject. Academic reports will be checked each Friday by noon. Athletes who fall below a "C" will be ineligible to play for one week beginning the following Monday morning. However, athletes may play in a contest held on the Friday and Saturday they become ineligible. **On the other hand, during the following week, an athlete is ineligible to play the entire week including Saturday** (regardless if an athlete's grade improves).

### 3. Behavior

Any athlete receiving eight or more demerits in a week will be unable to participate in any contest/game that same week. Athletes who continue to receive multiple demerits per week (i.e. 8 or more demerits consecutively) will be suspended for a period of two weeks and will be in jeopardy of being cut for the remainder of the season.

Any athlete who exhibits behavior outside of the School Wide Expectation Plan (SWEP) will be unable to participate in any contest/game the week of the incident. Depending on the severity of the offense, students can be suspended for more than one game. Behaviors outside of the School Wide Expectation Plan include but are not limited to: two or more occurrences of overt defiance to any adult, non-compliance to the school's electronic policy, fighting on or off campus, threatening and/or using abusive language to any adult, inappropriate sexual misconduct, theft, vandalism and/or suspension from school. Legally, students who are suspended from school are unable to participate in any CPS sponsored event. Students who violate this policy will be suspended from their team indefinitely.

Athletes are required to attend all assigned detentions. An athletes' detention will not be rescheduled in order to participate in practice or a game. Athletes are able to attend practice after they have served their detention, but coaches will use their discretion. If an athlete misses an after school detention to participate in practice, he/she will forfeit their next game. If an athlete misses a Saturday detention to attend a game, he/she will be suspended from the next two games.

Failure to comply in these three areas will cause an athlete to be suspended for a game(s) or cut for the remainder of the season. Additionally, **all athletes are year-round athletes** (i.e. all athletes must maintain the eligibility requirements throughout the school year, specifically attendance/punctuality and behavior). Failure to comply can result in an athlete forfeiting his/her status as an athlete and forfeiting his/her ability to try out for additional sports.

#### **Participation in Multiple Sports**

Athletes are encouraged to participate in multiple sports throughout the various athletic seasons (i.e. students desiring to play sports during different seasons; fall or spring). However, students are advised not to play two sports in the same season.

#### **Athletic Fees**

All athletes are required to pay an annual athletic fee per sport. Athletic fees are determined by the Head Coach and approved by the Athletic Director. Athletic fees are non-refundable unless goods have not been provided to a player. If a player does not receive any goods, parents will receive a full refund. Fees are non-transferable from one sport to another. Athletes who have an athletic fee balance from a previous sport/season will be unable to join another team and/or continue with their current team until their debt has been paid in full.

## **Practice**

Sarah E. Goode has a “closed practice” policy. Only student athletes are permitted in any practice area. Siblings, parents and visitors are not permitted to sit in practice areas (i.e., gymnasium, yoga room, and/or athletic field).

Goode does not permit students to exit and then enter the building after dismissal. Athletes are encouraged to bring all their equipment and any snacks on practice and game days. Athletes will not be permitted to re-enter the building if they leave during dismissal.

## **Games**

All athletes are required to pay an admission fee (when required) for all sports other than the sport he/she currently participates in. The Spirit team (Cheerleaders and Pom) have free admission to all football and basketball games if they are eligible to attend).

*Note: Athletes will be dismissed by their coach after each game. Parents are able to wait in the gymnasium or on the field bleachers until coaches have released players.*

## **Cancellation of Practice/Games**

Athletes and parents will be notified via robocall and the school’s website if practice has been cancelled for all sports due to non-conducive weather and/or any outside disturbances that could possibly be dangerous to students and/or could impede on productive practices.

## **Suspension/Cuts**

When an athlete is suspended from a game, he/she is unable to dress or sit on the bench during a home game. Additionally, the athlete is unable to attend/travel to an away game. The coach will determine if an athlete can attend practice. Coaches are expected to uphold this policy and must inform parents of their child’s playing status. All athletic fees are non-refundable.

When an athlete is suspended for the remainder of a season, he/she is unable to practice, dress, or sit on the bench during home games and is unable to attend away games. The athlete is only able to sit on the sideline during practice and watch instruction. Coaches are expected to uphold this policy and must inform parents of their child’s playing status. All athletic fees are non-refundable.

When an athlete is cut from the team, he/she must submit their jersey and all equipment to their coach. The athlete will not be allowed to attend any practices, sit on the bench during home games and is unable to travel with the team to any away games. Additionally, the athlete must try out again for the same sport during the next season and is unable to participate in any sport during the season he/she was cut. Coaches are expected to uphold this policy and must inform parents of their child’s sport status. Athletes who have been cut from a team shall not be recognized as team members during award ceremonies or any other function that recognizes athletes. Students who have been cut from a team will forfeit their athletic fees.

# STUDENT DRESS GUIDELINES

## Uniform Policy

Polos/Shirts: Innovators must wear a red, gray or white polo or collared shirt/blouse. Innovators are expected to tuck in their shirts at all times.

Pants: Innovators can wear khaki or gray uniform style pants. The following articles are not permitted:

- Jeans/denim
- Joggers
- Jeggings/leggings or stretch pants.
- Camouflage style bottoms

**Pants must be worn at the natural waist line. Sagging is never appropriate and is not accepted.**

Dresses: Female Innovators are permitted to wear khaki, red or gray uniform style dresses. Maxi/fitted dresses are not allowed. Dresses must be knee length.

Skirts: Female Innovators are permitted to wear khaki, red or gray skirts. Skorts are also permitted. Skirts/Skorts must be knee length.

Shorts: Khaki or gray knee length shorts are permitted.

- Shorts that are above the knee are not permitted.

Sweaters: Innovators are allowed to wear a solid red, white or gray button up sweater, v-neck, cardigan or Goode pull over sweater. Hoodies and any non-Goode colored sweaters *are not* permitted.

Jackets/Coats: Innovators are not permitted to wear jackets or coats in the building. These items must be removed upon entry into the building and placed in the Innovator locker.

Shoes: Innovators are permitted to wear gym/tennis shoes, casual shoes and boots. Innovators may not wear open-toed shoes or those with a high heel of any kind.

Hats: Upon entering the building, Innovators must remove their hat.

Head Wear: Innovators are permitted to wear head bands and bows that are not distracting. Any headwear that has bandana print of any color is expressly prohibited.

Neck & Bow Wear: Innovators are permitted to wear red, gray or white neck ties, bow ties or criss-cross neck pieces. Innovators are not permitted to wear neck scarves.

School Spirit Fridays: Innovators are permitted to wear Goode branded tops, athletic, club and IBM shirts on Fridays. Innovators should wear uniform bottoms.

## **Failing to Meet Uniform Expectations**

Innovators who fail to meet the uniform expectations will be assigned a loaner item that is to be returned at the end of the day. There will be a rental cost for each item:

Collared Shirts - \$5.00

Pants – \$3.00

Belts - \$2.00

Loaners not returned by the end of the day will accrue an automatic \$12 charge. Each rental fee will be added to the Innovators' account and will need to be paid by the end of the school year. Rental fees are used for the laundering of returned and replacement of not returned loaner uniforms.

Innovators who fail to meet the uniform expectations will be assigned the following consequences:

1<sup>st</sup> offense: Demerit

2<sup>nd</sup> offense: Demerit and added to activities ineligible list

3<sup>rd</sup> offense: After-School Detention and added to activities ineligible list

4<sup>th</sup> offense: Assigned Community Service and added to activities ineligible list

## ENROLLMENT AND TRANSFERS

### Enrollment

Enrollment begins in October and closes December 15<sup>th</sup> of every year. Applications are only accepted from 8<sup>th</sup> grade students that will be entering the 9<sup>th</sup> grade the following school year. A lottery system is conducted at Chicago Public Schools Central Office to select incoming freshmen. Students that were not selected are placed on a waitlist. In the event, that students who are offered a seat decline, applicants on the waitlist will be offered a seat until the enrollment capacity has been met. There are only 250 seats offered yearly for incoming freshmen. Students who attend one of the Informational Sessions hosted at Sarah E. Goode STEM Academy as well as students who live within the Goode STEM Academy Neighborhood Boundary receive preference in the lottery selection. \*Please note, we do not accept transfer students.

### Transferring Out of Goode

The following steps need to be completed in order to finalize a transfer.

1. Contact Enrollment Coordinator (773.535.7875 ext. 18929) to schedule an appointment to begin a transfer request
2. Parents need to receive an acceptance letter from the school they are transferring to PRIOR to meeting with the enrollment coordinator. Acceptance letters may be faxed to 773.535.7877.
3. Meet with the enrollment coordinator to ensure:
  - All debts owed to Goode are satisfied
  - All books are returned and locker is cleaned
  - Signature of parent on all transfer documents
  - Parent has received copies of their child's medical and academic records
4. Students and parents meet with counselor before transfer is completed to ensure additional pertinent information is communicated.

### Transferring Into Goode

Students seeking matriculation into Sarah E. Goode STEM Academy after the application window has closed must meet the following criteria:

1. Students whose records reflect Level 4 - 6 offenses (as defined by the Student Code of Conduct) during their time at Goode will not be permitted to transfer back into Goode. Student records having Level 1 - 3 offenses will be subject to review.
2. Students who have not previously attended Goode but have level 4 - 6 offenses will not be permitted to transfer into Goode. Students who have records reflecting 1 -3 offenses will be permitted at the discretion of the school's administration.
3. For students desiring to transfer from non-CPS schools, all infractions on student records will be aligned to the CPS Student Code of Conduct.
4. Only applicants with a minimum of a 90% attendance rate will be considered
5. Based on our model, student must be on track to graduate; transcript will be evaluated to determine this criteria is being met.
6. Transfers will only be accepted within the first 3 weeks of the school year to account for our double block schedule.

**\*Applicants are highly encouraged to begin transfer process during August. All required documents are needed for review prior to appointment\***

### **Emergency Contact Information**

In order to keep students safe in case of an emergency and to keep parents informed about their child's academic progress and after-school activities, students and parents must notify the attendance clerk if there is a legal change in the parent or child's name. This information must be submitted in person to Ms. Ramirez.

In order to add/remove adults as emergency contacts, address or phone number, a parent must visit the Main Office.

*Please note: Only individuals listed on the emergency contact list are permitted to pick up students.*

## Senior Information

### Senior “Citizenship”

The right to attend/participate in senior activities/events may be denied to any member of the senior class who violates the Student Code of Conduct Acts of Misconduct — Group 3, 4, 5 or 6. Seniors will sign their Senior Citizenship contract at the beginning of the year, and violations to this contract can also result in loss of privilege of participating in senior activities.

Attendance/participation in the following events would be prohibited: Graduation Ceremony, Senior Prom, Senior Luncheon, and other events as outlined by the school administration.

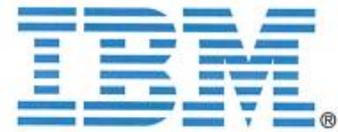
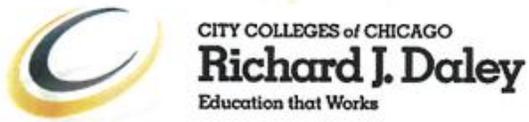
### Valedictorian/Salutatorian Selection Criteria

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA, but the number of advanced classes and scores on standardized tests are also considered at mid-3rd quarter of the senior year. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. The following point system will be used to determine valedictorian/salutatorian:

1. Cumulative GPA shall be determined at the end of the 1st semester of the senior year. The top ten seniors shall be ranked by weighted GPA and given the following point values. 1st: 30 points; 2nd: 27 points; 3rd: 24 points; 4th: 21 points; 5th: 18 points; 6th: 15 points; 7th: 12 points; 8th: 9 points; 9th: 6 points; and 10th: 3 points (60%).
2. The top score on the ACT tests earned by the top ten SEG seniors shall be determined at mid-3rd quarter of the senior year. The last ACT score to be considered for this honor is a December score. The following point values will be awarded: 1st: 10 points; 2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (20%).
3. The point totals from the above two categories will be used to determine Valedictorian and Salutatorian. The Principal/Academic Guidance Counselor will meet with the qualifying students after the 3rd quarter of their senior year to inform them of their honor and to begin preparing for graduation.

### Senior Contract

Participation in senior activities and events are a privilege, not a right, reserved for our seniors. Seniors will be given a senior contract that must be signed by the student and parent within the 1<sup>st</sup> month of the school year. The senior contract will stipulate eligibility requirements to attend senior activities and events.



## SARAH E. **GOODE** STEM ACADEMY

