



SUMMER PROGRAMS

STUDENT-PARENT HANDBOOK

2018

**LATIN SCHOOL OF CHICAGO
59 W. NORTH BOULEVARD
CHICAGO, IL 60610-1492**

Welcome

This handbook serves as your guide to summer programs at the Latin School of Chicago. We expect students and parents to read the following pages closely and become familiar with the codes and expectations.

School Rules

We seek to promote a community characterized by honesty and trustworthiness in all matters. These rules identify those values that the community considers of primary importance. A single violation of any of the rules subjects the violator to disciplinary consequences, including suspension, expulsion, and denial of the opportunity to re-enroll for the next and/or any succeeding term. A student who is guilty of two major school rule violations is very likely to be expelled. Furthermore, the accumulation of a series of minor offenses and/or a pattern of unexcused absences may also be grounds for disciplinary consequences including but not limited to probation, suspension or withdrawal.

First and foremost, you are expected to treat all members of the school community with honor, trust, respect, and courtesy, and to accept one another's individual differences. Respect for the property of others is similarly expected. In addition, you are expected to subscribe wholeheartedly to traditional principles of good conduct: truthfulness, trustworthiness, and concern for others.

Academic Honesty and Integrity

We rely upon the honesty, integrity, and trust of community members. A student who compromises those values violates a major school rule. It is expected that a student's word may be taken as honorable and truthful at all times. Typically, we treat lying about one's participation in a rule violation more seriously than the initial violation. Students are on their honor to tell the truth at all times. Both spoken and written falsifications are forms of lying. Allowing a false assumption to be drawn is also a violation of school rules.

Academic dishonesty is defined broadly and includes giving or receiving unauthorized aid on a test, quiz, homework assignment or paper. It is also manifested via possession or use of unauthorized materials on a test or quiz, using the ideas of another person or paraphrasing or quoting the words of another in any written work, including computer programs, without giving proper acknowledgment of the source or sources used, and giving or receiving unauthorized assistance in the preparation of any work done in or out of class.

Violation of a teacher's rules or procedures will be construed as an act of academic dishonesty. Teachers report all incidents of academic dishonesty to Summer at Latin or the appropriate administrator. Students are on their honor neither to give nor to receive any unauthorized information or help that pertains to graded academic work. In each course, it is the responsibility of the teacher to make clear to students what constitutes authorized and unauthorized information and help. Both **academic integrity** and **plagiarism** (presenting someone else's work as one's own) are forbidden.

The academic and disciplinary consequences for academic dishonesty include loss of credit on an assignment, probation, suspension, expulsion or denial of opportunity to re-enroll. In addition, a student who violates our rule regarding academic honesty will receive a grade of zero on the work in question. Plagiarizing or committing academic dishonesty on a test or a paper is likely to result in a failing grade for that piece of work. Plagiarizing or committing academic dishonesty on an exam may result in a failing grade for the course.

Stealing destroys the trust between members of a community, and as a result we treat it with the utmost severity. Collaborators in an episode of stealing face the same range of consequences as the primary actors. Students are on their honor not to steal. Stealing is defined as taking property without the consent of its owner. Students are expected to turn any lost property they find into the Summer Programs Office (US 305).

Alcohol and Drugs

The possession or use of alcohol or any other illegal drug during the school day is strictly forbidden. This prohibition includes the transfer of alcohol or of any illegal drug to another person or being under the influence of alcohol or any illegal drug while at school. If there is reason to believe that a student has violated this rule, including strange or disoriented behavior, the student will be removed from school and the family will be called. If there is reason to believe that a student is in possession of drugs or alcohol, the school reserves the right to search their personal belongings. In addition to suspension, expulsion, and denial of the opportunity to re-enroll, the School administration also reserves the right to initiate legal proceedings in response to a violation of the rules about alcohol and drugs.

Harassment, Bullying, and Cyberbullying

For the well-being of every member of the school community, Latin seeks to build a climate of respect, trust, integrity and growth. When anyone in the school community is uncivil, disrespectful, disruptive or guilty of harassment, the community is diminished. Such behaviors seriously compromise the ethical and educational quality of life at Latin and we treat these violations very seriously.

Harassment

The Latin School community believes that everyone is entitled to a secure and supportive learning environment in which students develop a strong sense of self-esteem in an atmosphere of mutual respect. Faculty and staff are similarly entitled to a working environment free from harassment. In this context, respect for diverse viewpoints and sensitivities must go hand in hand with the exchange of ideas essential to academic freedom.

Harassment is any behavior that has the intention or effect of harming or intimidating others, of creating a hostile or offensive environment, or of interfering with another's school or work performance. It can take many forms—verbal, written, visual, physical, psychological—and is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation or physical characteristics. Though a single incident may constitute harassment, it usually involves repeated actions.

Sexual harassment differs from other forms in that it involves uninvited and unwanted sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature.

Bullying

Bullying is a form of harassment and will not be tolerated. It is generally defined as aggressive behavior by an individual or group that may be repeated over time and has the intention or effect of harming others. Bullying usually occurs when there is an imbalance of power and can take many forms including, but not limited to actions such as physical violence, intimidation, teasing and name calling, and social exclusion.

Cyberbullying

Cyberbullying is also a form of harassment and is defined as cruelty to others by sending or posting harmful material using the Internet, cell phones or other digital media. It differs from the more traditional forms of bullying in that it can occur at any time and its messages and images can be distributed quickly to a wide audience. Though cyberbullying does not typically take place at school, the school reserves the

right to investigate and proceed as the school considers appropriate in the event that an incident involves two or more Latin students.

Procedure

If you feel you have been harassed or if you witness harassment:

- Let the offending person/s know you want the behavior to stop. Speak firmly and give a clear message about how you feel; an individual may not know that you find a particular behavior or remark offensive.
- Talk to a teacher or other adult whom you trust. If appropriate, this person will discuss the matter with an administrator, who will conduct a review and determine what further steps need to be taken.

All investigations of harassment should be conducted so that the privacy and the rights of the individuals involved are protected.

Latin considers harassment by any member of the community a serious violation of community values. If it is determined that harassment has occurred, education will be the primary goal. Consequences may also include suspension or expulsion.

Responsibility of Bystanders

If you observe or become aware of personal harassment or hazing of any member of our community, you are expected to be a responsible bystander and immediately report the incident to a teacher or administrator. It is your responsibility as a member of this community to step forward and share your concerns and observations. Please do not assume that the administration already knows, or that someone else will share the information. Receiving more information is much better than receiving none at all.

Respect for Property, Vandalism, and Physical Safety

Unsafe behaviors and unsafe objects are not allowed at school and may be grounds for probation, suspension, or expulsion. Use or possession of fireworks and weapons is prohibited on campus. Students may not engage in dangerous pranks that pose threats to personal safety.

We recommend that students keep valuables secure. A student accused of theft may be subject to a search.

Vandalism includes but is not limited to the defacing or destruction of walls, lockers, desks, or other property at the School. Tampering with computer files or computerized data is construed as either vandalism or theft. A likely result of such an infraction will be an out-of-school suspension or expulsion.

Tobacco

Students may not chew or smoke tobacco on school property or property which is adjacent to school buildings or at any school-related function on or off campus.

Gambling

Students are not permitted to gamble at any time on school property or property which is adjacent to school buildings.

Disciplinary Consequences

Latin is a community, and as a result, the actions of any one member may affect other members of the community. It is our hope that students act in a responsible and socially mature manner. When a student

makes a choice that is contrary to our expectations for behavior the consequences can range from verbal warning to expulsion. In all situations that may arise, our goal is for students to learn from their mistakes and make better choices in the future.

The Role of Parents

The School functions in loco parentis by law and by tradition. Consequently, parents are not normally involved in the disciplinary process as it runs its course within the School. In cases where prolonged suspensions, expulsion, or the denial of the student's opportunity to re-enroll for the next term are contemplated, the parents will be notified and may appeal in writing to the Headmaster or a designee.

Attendance

Students are expected to arrive on time every day to all of their programs, unless they are ill. Attendance will be taken in each class.

Signing In and Out

Latin School students with IDs are asked to badge in and out of the building each time that they enter or leave. If a student forgets their ID, then they should add their name to the paper sign in sheet at the reception desk.

Students without Latin School IDs must sign in and out at the front desk each time that they enter or leave. Middle and High School participants in our Summer Programs have unrestricted sign out privileges. If your name does not appear on the sign-in sheet, please write in your name each day.

Responsibilities of Parents Regarding Absences

We depend on the judgment of parents to determine whether a student is well enough to go to school. Moreover, we expect parents to help their children get the necessary sleep and nourishment to avoid unnecessary illness or fatigue.

We have a responsibility to know where students are when enrolled in Summer at Latin. If a student is not in school, we need to know where the student is, and we need to be certain that the parent is aware that the student is not in school. Students with unknown absences will be contacted.

If a student will be absent, *WE ASK THAT A PARENT OR GUARDIAN TELEPHONE THE SUMMER PROGRAMS OFFICE BEFORE 8:30 A.M. ON THE DAY OF THE ABSENCE AT (312) 582-6085 or send an email to summer@latinschool.org.* Only a parent or legal guardian may notify the School of an excused absence.

Students that are taking courses for credit during the summer that miss three or more classes (for 1-credit courses) and two or more absences (for ½-credit courses) are in jeopardy of losing credit for that class and/or failing that class. Due to the shortened summer session, good attendance is vital to the successful completion of a course. We strongly discourage parents from making out-of-school commitments for students during school hours.

Obtaining Assignments During an Absence

Students are responsible for making up their work fully and promptly following an illness or other excused absence. We encourage students to obtain contact information of one or two students in each of their classes in order to obtain assignments promptly.

Illness During School

If a student becomes ill during the school day, go to the Summer Programs Office (US 203 or 303) for assistance. If it is decided that the student should go home because of illness, the Office will telephone a parent to report the illness and to get permission to send the student home. No student shall be permitted to go home without parental consent.

In case of serious injury or illness, the student will be taken to a hospital (usually to Children's Memorial) and the parent will be phoned. Except in a life-threatening emergency, hospital personnel may not by law provide medical services without the consent of a parent or guardian.

Holidays

The building will be closed on Wednesday, July 4 and no programs will be in session on this day.

Tardiness

It is the student's responsibility to arrive on time for school every day. When a parent knows that a student will be late to school, the parent should call the Summer Programs Office (312-582-6085) or send a note explaining the reason for the tardiness.

Unexcused Absences

Missing any work without an excuse or without having made prior arrangements when an absence is anticipated could result in no credit for that assignment. It is the student's responsibility to notify teachers of conflicts and obtain permission for a postponement of the work or exam well before the day of the anticipated absence. Missing a final examination without an excuse or without having made prior arrangements when an absence is anticipated could result in a failing grade for the course.

Responsibilities of Faculty Regarding Absences

If a student has an excused absence, faculty are expected to accept and to grade without penalty the work due during the absence, and to make reasonable efforts to reschedule any tests or quizzes the student has missed.

Faculty cannot reasonably be expected to try and replicate the class discussion or activity that a student missed due to an absence, even when that absence is excused. They can certainly meet with students to go over the most important material, but students have the responsibility for requesting those meetings and indicating the specific areas where they need help. Similarly, faculty cannot be expected to provide assignments in advance of a planned absence.

Teacher Lateness to or Absence from Class

On rare occasions you may arrive at class to discover that your teacher is not yet present. If the teacher does not come within ten minutes, send a classmate to the Summer Programs Office (US 305) to report the situation. You may not leave the classroom unless you are dismissed.

Contact Information

Parents or guardians who need to reach students at school are asked to leave a message with the Summer Programs Office (312-582-6085) or email summer@latinschool.org.

Other Rules

Computers and Technology

The computing and technology resources at Latin are intended to promote the academic and personal advancement of Latin's students, faculty, staff, and administration. As a shared resource, all users must be considerate of the rest of the community. Access to the computing network is a privilege, not a right, and may be suspended or revoked for inappropriate usage or poor behavior to include specific types of downloading.

Students who fail to follow the computing and technology policies of the school, who damage or attempt to damage the technology infrastructure of the school, or who perform illegal acts with school technology risk probation, suspension, expulsion or other disciplinary action. The IT department should be notified of any incident that impacts or could have an impact on the operations of school systems.

Access to the Internet

Latin encourages users to utilize the school's connection to the Internet to explore and investigate topics of interest, but the primary focus must be on matters related to the academic mission or operation of the school. The school reserves the right to block access to the Internet from the campus network for users that violate school policies. Traffic to Websites that take up inordinate amount of bandwidth and impact other users' ability to access the Internet for academic purposes will be monitored and those sites may be restricted if the school deems it necessary. The school employs a Web content filter to prevent the accidental access of inappropriate websites.

Personal Technology

Anyone who would like to connect a personal technology device (non-school computers/laptops, tablets, and/or phones) to the Latin computer network, needs to first contact the IT department and obtain the required permission. Latin reserves the right to inspect any personal technology device on campus and all files contained on that system.

Electronic Devices

Unless directed by a teacher, phones are not permitted in classrooms, labs, studios or other instructional spaces. Phones may be confiscated and brought to the appropriate administrator if the device has been used to make a phone call or has been used in an inappropriate way in an instructional setting.

Students may bring their own electronic devices, but teachers will dictate the appropriate use for these devices within the classroom.

Cafeteria and Food

No food service is provided during the summer. Students may either bring a non-perishable bag lunch, or visit a local restaurant or grocery store during breaks. The Cafeteria is not open for students enrolled in summer programs, though beverage vending machines are located in the basement next to the elevator.

Allergy Policy

As a 'Peanut/Tree Nut Allergy Aware' School we ask that all people not knowingly bring food products into the Lower, Middle, or Upper school buildings that contain peanuts or tree nuts. Latin School is committed to providing a safe and inclusive environment for all students. The school recognizes the increased prevalence of food allergies and risks associated with exposure. Our goal is to reduce

exposure in the school setting through education, awareness, and developing a policy that guides our practices and assigns shared responsibility and accountability. Unfortunately no school can guarantee a 100 percent nut-free or allergen-free environment.

Dress

We expect that student's dress will be neat, clean, and appropriate for school. While it is summer, the buildings are air conditioned and we highly suggest having a sweatshirt or some other layer. Students will be asked to change their clothes if, in the judgment of a faculty member or administrator, their dress is inappropriate or in bad taste. Examples of inappropriate dress include, but are not limited to:

- Clothing which advertises illegal or inappropriate products, or which includes profane, derogatory, sexually suggestive or other offensive or inappropriate language or symbols.
- Clothing which is too tight or too revealing.

Other Procedures

Access to Building

On school days, the building opens at 8:00 a.m. Students are expected to be out of the building after their last program ends. The buildings are closed on weekends during the summer.

Automobiles

You may drive to school, but parking near the School is very limited. Student parking adjacent to the school buildings is prohibited on all school days. Automobiles without school-issued parking stickers that are parked in the faculty/staff parking lot behind the school building will be towed at the car owner's expense.

Traffic Procedures

We would like to thank parents in advance for following all traffic procedures, as well as obeying designated traffic safety personnel.

Dropping Off Students

- If you drop students off at the school, please drop them off in front of the buildings on the south side of North Boulevard.
- Pull into the traffic chute as far east as possible (toward the intersection of North and Dearborn). This will allow other cars to pull in after you and will give non-Latin traffic an opportunity to continue down the street.
- Drive no faster than 5 mph in the chute. There is no need to speed in and out, and doing so endangers all students in the area.
- Please follow all directions given by Latin staff and other safety personnel.
- Do not let students get out of your car in the intersection of North and Clark. Wait until you have entered the chute before unloading. Safety personnel may indicate that you are to pull up farther before letting students out of your car.
- Do not drop off students from any travel lane. This includes students being dropped off by taxi. If the chute is full, you must circle the block until the chute is cleared.
- To make the drop-off process as smooth as possible, please do whatever you can to have your child prepared to get out of the car quickly and safely, with all necessary belongings. Your child should be ready to leave your vehicle as soon as you come to a stop.
- The driver must remain in the driver's seat at all times. Never leave a car unattended; this creates traffic

problems for other parents and passing vehicles. Cars left in the chute unattended may be ticketed and towed at the owner's expense.

Picking Up Students

- Do not come too early. Since parking is extremely limited, you will be asked to circle the block until your student comes out.
- If your student is not ready when you arrive, please circle the block until they are. Stopping should be limited to ~2 minutes.
- When you see your student, please pull up to the curb and move as close as possible to the intersection of North and Dearborn before stopping. The closer you stop to the North and Clark intersection, the more likely it is that cars behind you will block the intersection and create a dangerous traffic situation.
- To avoid congestion, you may want to designate an alternate meeting place and time.
- The driver must remain in the driver's seat at all times. Never leave a car unattended; this creates traffic problems for other parents and passing vehicles. Cars left unattended in the chute may be ticketed and towed at the owner's expense.

General Guidelines

- Entering the bus turn-around across from the school with a car is illegal.
- It is illegal to use the alley as a throughway or for parking.
- If you decide to park your car, please take advantage of the legal parking options in the area. If you park illegally, you do so at your own risk. "No Parking" zones are clearly marked.
- Please do not block intersections, crosswalks or entrances to alleys and private homes. Also, please do not park in the spaces behind the school, as these spots are reserved and paid for by faculty and staff.
- Please do not pick up or wait for students on the east side of Clark Street. The area next to the Upper School building is a CTA bus zone. The area south of the CTA loading zone is reserved for buses that transport athletic teams to and from the school.
- Pick up or drop off your child only next to the curb. Stopping in the street, even for a moment, to let a child in or out of your car is dangerous.
- Please drive safely.

Crisis Plan

During a crisis it is important to address the issues calmly. Latin's Crisis Plan procedures are intended to provide you with a basic road map to follow during such a time of crisis. Although it is our hope that we will never have to use this plan, it is better to have something to rely on when a crisis occurs. The school expects students to cooperate fully during a crisis ensuring the safety and privacy of the rest of the Latin community. Make sure to follow the instructions of faculty, administrators, staff members and local authorities during a crisis.

Individual crisis plans consist of:

- Fire – Evacuation procedures in the event of smoke, fire or an alarm
- Tornado – Shelter procedures for tornado emergencies
- Serious Injury or Illness – Emergency procedures, including first aid
- Lockdown – Procedure for a security threat within the building
- Swimming Pool Safety – Rules governing the use of the pool area

Crisis Policy Statement

It is the school's policy to put student welfare first. It is the school's policy that decisions regarding communications will be governed by due concern for the right of privacy, personal security, legal liability and the public's legitimate interest in events occurring.

Bicycles

While you may ride your bicycle to school, you should be aware that there is a risk of theft. A bicycle cage is located in the back of the building next to the loading dock, and accessible only with a school ID. The ID must be activated to access the cage. Bicycles may not be left in the bike cage overnight. Because the School is unable to assume responsibility for lost or stolen property, bring your bicycle to school at your own risk.

Rollerblades/Skateboards

For safety reasons, you may not rollerblade or skateboard on school property and are requested not to rollerblade or skateboard on sidewalks adjoining school property, especially before and after school hours when the walks are congested. All rollerblades must be removed before entering the building.

Bus Passes

Bus Passes are available for purchase from the Summer Programs office (US 203 or 303). The passes allow students to ride the bus at a reduced fare, but require that funds be added at a CTA kiosk or online.

Elevators

Elevators are not to be used by students unless they have specific permission from a faculty or staff member, or have an injury that prevents them from using the stairs.

Fire Drills

Fire escape routes are posted in each room. In the event of a fire drill, please use the nearest exit and exit the building as quickly and quietly as possible. Please remain with your class for attendance purposes until you are instructed that it is safe to return to the building.

Health and Medication

All parents/guardians are asked to accurately complete the Medical Form as part of the Summer at Latin registration process to provide the School with important medical information and the authority to act in case of an emergency.

Parents whose children require regular medication should notify the Summer Programs Office in writing. In some cases, it may be useful for the Office to have a supply of the student's medication, along with written instructions from a doctor for dispensing that medication if the need arises.

Personal Property

Do not leave backpacks or other personal belongings unattended. The school is not able to assume responsibility for any lost or stolen property.

Academic Policies and Procedures

Explanation of Grades

The following definitions are standard throughout the school:

<u>Grade Range</u>	Numerical	<u>Quality of Achievement</u>
A	<u>Equivalent</u> 90-100	Excellent (High Honors): work of outstanding quality

B	80-89	Good (Honors): proficient, competent work
C	70-79	Satisfactory: creditable work
D	60-69	Passing: barely meets minimum requirements
F	Below 60	Unsatisfactory (No Credit): fails to meet minimum requirements

Teachers have the discretion to give plus or minus grades in these ranges, except that by tradition Latin teachers do not award the grade of A+.

In addition, the following symbol is used on academic reports for summer courses that do not carry credit:

P Passing in a Pass/Fail Course

Incompletes will not be given at the conclusion of summer courses. A final grade must be given based on the work completed by the end of the course.

Mid-term and Final Exams

In courses taken for credit, you will likely have mid-term and/or final exams. In most situations, exams count as a significant part of the final grade. An unusually low exam grade may lead to failure in the course even if your average before the exam was passing. An unexcused absence from an exam virtually assures failure for the course.

Grade Reports and Progress Reports

Teachers write grade reports and comments on all students in academic classes. If appropriate, a mid-term report will be sent.

Computation of Final Grades

For six-week courses, there will be two grading periods—at the midpoint and at the end of the course. For all other courses, there will only be one grade report due at the end of the course. Grade reports for non-credit courses will be a final progress report.

The final grade takes into account performance over the entire course. However, a teacher might believe that a student's improvement over time should be taken into account and may choose to give more emphasis to the latter, improved performance. While the final grade may not represent a strict numerical averaging, the more holistic determination of the grade may in no way penalize a student.

The way the grade is determined may be published by the teacher in a syllabus. The school expects that teachers maintain the ability to produce the mathematics or rationale behind how each student earned his or her letter grade; in all cases teachers must be able to provide documented evidence of how the grade was determined. When teachers give participation grades, the school recommends that:

1. they are based on a specific experience (for example, a grade for one day's discussion of a specific reading assignment),

OR

2. they are based on clearly articulated expectations of what participation means in the course.

In addition, the school recommends that participation grades:

3. are documented (that is, some kind of record exists of when and how a student failed to meet expectations for participation), and
4. are shared regularly with students so they have a sense of how they are performing and how they may improve if necessary.

Transcripts

If a Latin student takes a course during the school year and repeats it in Latin's summer school, both grades will be reported on the transcript. The student will receive only one credit for the course. If the course was originally failed, the summer course grade and original grade will appear on the transcript. The summer course, if passed, will bear credit. A course that was not initially failed and is repeated in the summer to demonstrate mastery will appear on the transcript. No credit will be awarded for the repeated course, and will not affect the GPA.

Non-Latin students taking courses for credit and wishing to have a transcript sent to their home school must complete a Transcript Request Form (provided by the Summer Programs office). Transcripts will be sent at the completion of the course, but credit acceptance will be made at the discretion of your home school.

Additional Information for Parents

Delinquent Payment of Tuition and Fees

As well as being an educational institution, a school is also a business with bills and payroll. We rely on parents to meet their financial obligations promptly and fully. When bills are unpaid, our recourse is to withhold services. Students may not be allowed to sit for exams if their accounts are in arrears. Finally, students may be asked not to return to the School if their accounts are not paid in a timely fashion. Final grades will not be sent until accounts are fully paid.

Photo Policy

The Latin School occasionally takes photos of students and faculty in its programs for use in print and electronic publications and for archival purposes. If you have any questions about this practice, or the use of your child's photograph, please contact the School's Communications Office at (312) 582-6070.