

**Chicago Public Schools**  
**REQUEST FOR EMERGENCY INFORMATION**  
 PLEASE PRINT CLEARLY- USE BLACK INK

[ ]  
 DIVISION/ADVISORY CODE

[ ]  
 STUDENT NUMBER

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PARENT(S)/GUARDIAN(S): Occasionally children become ill while they are in school or they may have an accident (usually not serious). The school must have on file information that can be used to contact you. Please give the following information for emergency use only. If there is a change in this information, please notify the school quickly in writing.

STUDENT'S NAME: \_\_\_\_\_ DIV: \_\_\_\_\_  
 (Last Name) (First Name) (Middle Initial)

**CONFIDENTIAL INFORMATION BOX 1**

COMPLETE THIS BOX ONLY IF (1) IT REFLECTS YOUR CHILD'S CURRENT LIVING SITUATION; OR (2) YOUR LIVING SITUATION IF YOU ARE A YOUTH NOT LIVING WITH A PARENT OR GUARDIAN. (Your answer will help school staff with school enrollment and may enable the student to receive additional services.) Check one box if you are living:

- In a shelter  With relatives or others due to lack of housing  At a train or bus station, park, or in a car  In a motel/hotel, camping ground, or other similar situation due to the lack of alternative, adequate housing  In an abandoned apartment/building  Temporarily housed in a shelter awaiting a DCFS permanent foster care placement

School Principal: If any box is checked, see the Homeless Education Policy and Other Important Documents.

Please mark (X) in this box if this information is NEW or has not been UPDATED since the 2013/2014 school year

HOME ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

**MOTHER/GUARDIAN EMERGENCY INFORMATION**  
 NAME \_\_\_\_\_

**FATHER/GUARDIAN EMERGENCY INFORMATION**  
 NAME \_\_\_\_\_

HOME TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

HOME TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

WORK PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

WORK PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

\*Please complete, if different from student's home telephone number and/or address

**CONFIDENTIAL INFORMATION BOX 2**

Is there a current Order of Protection or No Contact order which concerns this student: Yes \_\_\_\_\_ No: \_\_\_\_\_  
 School Principal: If "Yes" is checked, follow the School Board Policy 704.4.

Please give the name of a relative or neighbor who could be notified in case of illness or accident:

NAME	ADDRESS	TELEPHONE	RELATIONSHIP
_____	_____	(____) _____	_____

NAME	ADDRESS	TELEPHONE	RELATIONSHIP
_____	_____	(____) _____	_____

If we cannot reach you and feel that your family doctor is needed, please supply this information:

FAMILY DOCTOR	DOCTOR'S ADDRESS	DOCTOR'S TELEPHONE
_____	_____	(____) _____

I authorize you to call my doctor, if necessary \_\_\_\_\_ PARENT/GUARDIAN SIGNATURE

Parent/Guardian Email: \_\_\_\_\_  
 Parent/Guardian Email: \_\_\_\_\_

Student ID # \_\_\_\_\_

**CPS FAMILY INCOME INFORMATION FORM 2018-2019**

Student First Name \_\_\_\_\_

Student Last Name \_\_\_\_\_

School Name (Nombre de Escuela): \_\_\_\_\_

The purpose of this form is for CPS to obtain information about families' income to determine school funding. CPS and your school may receive additional funding based on the number of low-income families enrolled. Please complete this form and return it to the school's main office. (El propósito de este formulario de CPS es obtener información sobre el ingreso de las familias para determinar los fondos escolares. CPS y su escuela pueden recibir fondos adicionales basados en la cantidad de familias de bajos recursos matriculadas. Por favor, complete este formulario y entregue a la oficina de la Escuela.)

**Part 1 - HOUSEHOLD INFORMATION (INFORMACION SOBRE EL HOGAR)**  
 List names of all members of your household living with you. (Escriba los nombres de todas las personas que viven en su hogar.)  
 \*Foster Children (legal responsibility of welfare agency or court)

Foster Child? (¿Hijo de Crianza?)	CPS Student? (¿Estudiante de CPS?)	All Household Member Names (Last (Apellido) First (Nombre) MI (Initial))	Date of Birth (Fecha de Nacimiento)	DHS Case Number (Numero del Caso del DHS)	Homeless, Migrant, Runaway or Head Start (Inicio)
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start
<input type="checkbox"/>	<input type="checkbox"/>		/ /		<input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway <input type="checkbox"/> Head Start

**Part 4 - List Household Members With Income (SKIP THIS if you answered any of steps 2 or 3)** Enter the amount of income and how often it is received for each household member. (Nombres de los integrantes de su hogar que perciben ingresos. Para cada uno, indique sus ingresos y cómo a menudo los recibe. DEJE EN BLANCO si ha contestado la Sección 2 o 3 de esta solicitud.)  
 Frequency (Frecuencia): Weekly (Semanalmente) Every 2 Weeks (Cada dos semanas) Monthly (Mensualmente) Annually (Anualmente)  
**OTHER INCOME can be but not limited to Welfare, Child Support, Retirement, Social Security, Worker's Comp. and Unemployment.**

Household Member Names With Income (First (Nombre) MI (Initial) Last (Apellido))	Gross Income (before deductions) (Ingresos Brutos)	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Annually	Other Income (Todos Otros Ingresos)	Weekly	Every 2 Weeks	Twice Monthly	Monthly	Annually
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part 5 - Opt In of information about other benefits. (Otros Beneficios)**  
 YES! I am interested in applying for a waiver of instructional fees. Si Me interesa aplicar por la exoneración del pago de enseñanza.  
 YES! I am interested in applying for the Supplemental Nutrition Assistance Program (SNAP) and/or the Health Care for All Kids (All Kids). Si Me interesa aplicar para el Programa de Asistencia de Nutrición Suplementaria (SNAP) y/o la Salud para Todos los Niños (All Kids)  
 Signature (Firma): \_\_\_\_\_

**Part 6 - Signature (Firma)**  
 I certify that all above information is true and all income is reported. I understand that information gathered from this form will be used to calculate Federal funding eligibility for the school and that school officials may verify (check) the information as being accurate, and that if I purposefully give fake information, I may be prosecuted. (Certifico que toda la información indicada arriba es verdadera y que he reportado todos nuestros ingresos. Entiendo que la escuela recibirá fondos del gobierno federal basado en la información en este formulario y que los funcionarios escolares pueden verificar la fidelidad de la información, y si doy información falsa intencionalmente, me pueden llevar a juicio.)

Signature of adult household member (Firma del miembro adulto del hogar) \_\_\_\_\_

Parent / Guardian First Name (Nombre del adulto del hogar) \_\_\_\_\_

Parent / Guardian Last Name (Apellido del adulto del hogar) \_\_\_\_\_

Date (Fecha) \_\_\_\_\_

Address (Dirección postal o de domicilio) \_\_\_\_\_

Zip Code (Código Postal) \_\_\_\_\_

ELIGIBLE (FREE OR REDUCED)  INELIGIBLE (DENIED, N/A OR ?)

**SCHOOL USE ONLY Initial Determination:** \_\_\_\_\_

Part 7 - Children's Racial and Ethnic Identities (Optional)

Mark one ethnic identity:  Hispanic / Latino  Not Hispanic / Latino

Mark one or more racial identities:  Asian  White  Black / African American  American Indian / Alaska Native  Native Hawaiian / Other Pacific Islander

INSTRUCTIONS FOR COMPLETING FAMILY INCOME INFORMATION FORM

IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM SNAP/TANF, FOLLOW THESE INSTRUCTIONS: Part 1: List all of the household members and date of birth (for students). Part 2: List the case number of any household (Attach another application if necessary.) Part 3: Check the appropriate box: obtain date and signature of Homeless, Migrant, or Runaway Liaison/Coordinator. Skip to Part 5: If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign. Part 6: Sign the Form. Part 7: Check the appropriate box to indicate your racial and ethnic identities.

IF YOU ARE APPLYING FOR A HOMELESS, MIGRANT, RUNAWAY, OR HEAD START CHILD, FOLLOW THESE INSTRUCTIONS: Part 1: List all of the household members and date of birth (for students). Skip to Part 3: Check the appropriate box: obtain date and signature of Homeless, Migrant, or Runaway Liaison/Coordinator. Skip to Part 5: If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign. Part 6: Sign the Form. Part 7: Check the appropriate box to indicate your racial and ethnic identities.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS: If all children in the household are foster children: Part 1: List Student's name, date of birth and check the box for "Foster Child" to the left of your foster child's name. Skip to Part 5: If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign. Part 6: Sign the Form. If some children in the household are foster children: Part 1: List Student's name, date of birth and check the box for "Foster Child" to the left of your foster child's name. Skip to Part 4: Follow the instructions under ALL OTHER HOUSEHOLDS INSTRUCTIONS (Part 4) below. Part 5: If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign. Part 6: Sign the Form. Part 7: Check the appropriate box to indicate your racial and ethnic identities.

ALL OTHER HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS: Part 1: List all of the household members and date of birth (for students). Skip to Part 4: Follow these instructions to report total household income:

Column 1 Name: List the first and last name of each person in your household who receives income, related or not (such as grandparents, other relatives, or friends. Attach another sheet of paper if necessary.). Columns 2 & 3 Gross Income Amounts and Frequency: The Gross Income is the amount earned before taxes and other deductions. It should be noted on pay stubs. This is not the same as take-home pay. List the amount each person receives from these sources. Round to the nearest dollar. All other sources of income should also be noted on this application. Next to each amount fill in the circle that indicates how often the person receives their stated income (weekly, every other week, twice a month, monthly, or annually). If you do not wish to disclose your income, please note "decline to answer" in this section. Be aware that if you are low-income, failure to share household income information could reduce the funds your school may otherwise receive. Part 5: If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign. Part 6: Sign the Form. Part 7: Check the appropriate box to indicate your racial and ethnic identities.

INSTRUCCIONES PARA LLENAR LA SOLICITUD

SI SU HOGAR RECIBE BENEFICIOS DE SNAP/TANF, SIGA ESTAS INSTRUCCIONES: Sección 1: Escriba el nombre de cada persona en su hogar y fecha de nacimiento (de alumnos). (Adjunte otra solicitud, si es necesario.) Sección 2: Escriba el número de caso correspondiente a cada persona que recibe SNAP/TANF. No escriba el número de la tarjeta médica. Avance a Sección 5: Si le interesa compartir la información en esta solicitud con agencias de All Kids (de seguro médico) o de SNAP (anteriormente llamado Cupones para Alimentos), marque el cuadro y firme. Sección 6: Un miembro adulto del hogar debe firmar la solicitud. Sección 7: Marque los cuadros que correspondan a su identidad racial y étnica.

SI USTED ESTÁ APLICANDO DE PARTE DE UN NIÑO(A) SIN HOGAR, EMIGRANTE, FUGITIVO(A) O NIÑO EN EL PROGRAMA HEAD START, SIGA ESTAS INSTRUCCIONES: Sección 1: Escriba el nombre de cada persona en su hogar y fecha de nacimiento (de alumnos). Avance a Sección 3: Marque el cuadro que correspondan a y obtenga la fecha y firma del coordinador escolar de alumnos sin hogar, emigrantes o fugitivos. Avance a Sección 5: Si le interesa compartir la información en esta solicitud con agencias de All Kids (de seguro médico) o de SNAP (anteriormente llamado Cupones para Alimentos), marque el cuadro y firme. Sección 7: Marque los cuadros que correspondan a su identidad racial y étnica.

SI USTED ESTÁ APLICANDO DE PARTE DE UN HIJO DE CRANZA, SIGA LAS SIGUIENTES INSTRUCCIONES: Si todos los niños en el hogar son hijos de crianza: Sección 1: Escriba el nombre, fecha de nacimiento y marque el cuadro "Hijo de Crianza" al lado del nombre de su(s) hijo(a)s de crianza. Avance a Sección 5: Si le interesa compartir la información en esta solicitud con agencias de All Kids (de seguro médico) o de SNAP (anteriormente llamado Cupones para Alimentos), marque el cuadro y firme. Sección 6: Un miembro adulto del hogar debe firmar la solicitud. Si algunos, pero no todos, los niños en el hogar son hijos de crianza: Sección 1 Escriba el nombre, fecha de nacimiento y marque el cuadro "Hijo de Crianza" al lado del nombre de su(s) hijo(a)s de crianza. Avance a Sección 4: Sigala las instrucciones bajo TODOS LOS DEMÁS HOGARES (Sección 4) más abajo. Avance a Sección 5: Si le interesa compartir la información en esta solicitud con agencias de All Kids (de seguro médico) o de SNAP (anteriormente llamado Cupones para Alimentos), marque el cuadro y firme. Sección 6: Un miembro adulto del hogar debe firmar la solicitud. Sección 7: Marque los cuadros que correspondan a su identidad racial y étnica.

TODOS LOS DEMÁS HOGARES, SIGAN ESTAS: Sección 1: Escriba el nombre de cada persona en su hogar y fecha de nacimiento (de alumnos). (Adjunte otra solicitud, si es necesario.). Avance a Sección 4: Sigala estas instrucciones para reportar el ingreso total de su hogar.

Columna 1 Nombre: Escriba nombre y apellido de cada persona que vive en su hogar que recibe ingresos, sea paciente o no (tales como abuelos, otros parientes o amigos. Si es necesario, puede adjuntar una hoja adicional.). Columnas 2 & 3 Ingreso Bruto y cada cuánto es recibido: El Ingreso Bruto es la cantidad ganada antes de restar impuestos y otras deducciones. Esa suma se encuentra generalmente en el talón del cheque de pago. No es lo mismo que el dinero que se lleva a la casa. Escriba la cantidad que cada persona recibe de estas fuentes de ingreso. No incluyan los centavos. Todas las fuentes de ingreso deben ser anotadas en esta solicitud. Al lado de la cantidad, marque el cuadro que indica la frecuencia con que la persona recibe el ingreso (semanalmente, cada dos semanas, dos veces por mes, mensualmente o anualmente). Avance a Sección 5: Si le interesa compartir la información en esta solicitud con agencias de All Kids (de seguro médico) o de SNAP (anteriormente llamado Cupones para Alimentos), marque el cuadro y firme. Sección 6: Un miembro adulto del hogar debe firmar la solicitud. Sección 7: Marque los cuadros que correspondan a su identidad racial y étnica.

# ATTENDANCE POLICIES AND PROCEDURES OVERVIEW

*To achieve...your child needs to be in school, on time, every school day*



Good attendance and good grades go hand in hand. The Chicago Public Schools and parents/guardians can work together to promote excellent student attendance at school. In order to promote cooperation and to help parents/guardians understand how the Chicago Public Schools' attendance policies work, key items and basic attendance procedures have been defined below.

- **Compulsory Enrollment and Attendance**  
Per the School Code of Illinois, Article 26, from age 7 until reaching age 17, a child who resides in Illinois must be enrolled and attend a public school in the district where s/he) resides unless s/he) has graduated from high school, attends a private or parochial school or who is physically or mentally unable to attend school. In addition, all children, regardless of age, while enrolled in grades K through 12, are subject to compulsory attendance.
- **Free Education Entitlement**  
Enrolled students are entitled to a free, full-time public education until the age of 21 (22 if a special education student) unless s/he) graduates from high school, is expelled for misconduct or withdraws from enrollment. CPS shall not deny re-enrollment of a student who dropped out of school and is less than 19 years old. CPS can deny re-enrollment of a student who is 19 or older that due to age and a lack of credits, could not attend classes during the normal school year and graduate before his/her 21<sup>st</sup> (22<sup>nd</sup> special education student) birthday.

- **Parent/Guardian Contact Phone Numbers**  
A student's parent/guardian is required to supply (and update with changes) the school with at least one (1) working phone number at which the parent/guardian can be reached.
- **Emergency Contact Persons**  
The parent/guardian provides the contact information and identifies those individuals who are authorized to pickup a student from school before the end of the school day (early dismissal)
- **Student Non-Attendance Days**  
School holidays which appear in the approved school year calendar; additional holidays or emergency days authorized by the Chief Executive Officer; professional development days and any other days when the students are not scheduled to be in school *are not counted* as days of attendance.

- **School-to-Home Absent Student Notification Call**  
State Law requires *elementary schools* phone a student's home *within two hours* of the start of their first class of the school day *each day* the student is absent without prior notice from the parent/legal guardian.
- **CPS Automatic Absent Student Notification Call**  
In addition to school-to-home absent student notification calls, the CPS Absentee Outcaller system calls the home of all elementary and high school students that are absent without prior *written and signed notice ("Reason for Absence Note")* from the parent/legal guardian. Although a parent/guardian who calls in an absence to the school *will not receive* a school-to-home absent student notification call *they will receive* this phone call.

- **Confidentiality of Records**  
Other than CPS or Illinois State Board of Education (ISBE) employees/officials, no personally identifiable school student records or information may be released, transferred, disclosed or otherwise disseminated to any individual, agency or organization without the written consent of the student's parent(s)/guardian(s).
- **Students That Are Considered In-Attendance**  
A student is considered in-attendance if s/he) is in his/her assigned class/location in the physical school building/grounds or attending a school authorized function (*Attendance Code "SR"*), *supervised by school staff*, such as a field trip, tutoring or testing session at a different location.
- **Unexcused Absences and Reason-for-Absence Notes**  
Each student absence is recorded as unexcused until the school's receipt and acceptance of a signed note from the parent/guardian identifying one of six Board approved valid reasons for the absence. The student shall provide the school with the signed note on the first day he/she returns to school from an absence. The Principal or Principal's designee shall approve each note. A printed

( Please return the signed form and keep a copy of both sheets for review.)

Parent's or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Advisory/ Div. Code \_\_\_\_\_

Principal of Lane Technical College Prep High School: As the parent or guardian of the student listed below, I acknowledge receipt of the CPS "Attendance Policies and Procedures".

- CPS Gang Hotline (312) 746-4264
- DCF Missing Children Hotline (800) 621-4000
- DCF Child Abuse Hotline (800) 252-2873
- CPS Truancy Hotline (773) 553-1792
- CPS Crisis Intervention Hotline (773) 553-3335
- CPS Student Safety Hotline (773) 553-4000

old-after a "Consent to Withdraw from School" form has been signed by the student and parent/guardian signature is required. (1) Student is absent on the first school day of the year-DNA (Did Not Arrive), (2) transfers or graduates, (3) is legally committed to correctional institution, (4) is home-schooled, (5) whereabouts can not be determined, "lost child" after calling all known phone numbers, mailing a certified letter with return receipt requested and visiting the last known address, (6) student withdraws from enrollment - 17 years old-after a "Consent to Withdraw from School" form has been signed by the student and parent/guardian" and (7) student withdraws from enrollment - 18 or more years old-after a "Consent to Withdraw from School" form has been signed by the student (no parent/guardian signature is required).

Schools can withdraw a student from enrollment for the following reasons:

- CPS Board 04-0128-P03 prohibits schools from withdrawing students from enrollment (dropping) due solely to excessive absences.
- Dropping Students

High school students who have cuts in 20% or more of a class in a core course during the period for which a unit of credit is earned shall not pass the course and shall receive no credit towards promotion.

CPS Promotion and Graduation Criteria-Truancy Component

The school mails the parent/guardian a "10 Day Truant Absence Letter" by certified mail, return receipt requested.

After a Student's 10<sup>th</sup> Truant Absence

The school mails the parent/guardian a "5-Day Truant Absence Letter". In addition, the parent/guardian and the student are scheduled to attend a conference conducted at the school with key school staff to develop a truancy intervention plan to address and remedy the student's truant behavior.

After a Student's 5<sup>th</sup> Truant Absence

The parent/guardian is scheduled to attend a conference conducted at the school to discuss and agree to truant behavior remedies.

After a Student's 3<sup>rd</sup> Truant Absence

If the student has less than 150 instructional minutes for the day, he/she will be coded a full-day truant absence "AUFD" (even though he/she may actually attend some classes).

After a Student's 1<sup>st</sup> Truant Absence

An unexcused absence for students in grades K through 12 is deemed a "truant absence".

A "Cut"

In high schools attendance is taken for every class instead of once a day as done in elementary schools. A student with an unexcused absence from a class is deemed as having "cut" the class and code "AUX". The class time missed by a student that cuts a class is deducted from his/her scheduled total instructional minutes for the day and the balance of actual instructional minutes can result in a student being recorded absent as follows:

Excused Absences

Board approved valid causes for a student absence from school being deemed and recorded as an excused absence are:

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"Reason for Absence Note" available in English and Spanish, listing the six valid reasons for an absence to be deemed excused is available from the school.

**ATTENDANCE POLICIES AND PROCEDURES OVERVIEW (Continued)**

# CHICAGO PUBLIC SCHOOLS HIGH SCHOOL PROMOTION POLICY

The Chicago Public Schools requires parental notification of the promotion policy. Please return a copy of this policy signed by the parent and student. Your signatures indicate receipt of the information.

## INTRODUCTION

The Chicago Board of Education believes that promotion from one grade in high school to the next must indicate that students have passed a series of academically challenging courses in the core subject disciplines of English, Mathematics, Science, and Social Studies, as well as courses in other areas such as world languages, fine arts, physical education, and career education that are aligned with the Illinois Learning Standards. Students who successfully earn course credits should display their understanding of and competency in course subject matter through both standardized exams and appropriate assignments and assessments developed by teachers. The Chicago Board of Education also recognizes that students must attend their classes in order to achieve their highest levels of learning. Therefore, students who fail or refuse to attend their classes may not receive the course credits necessary for promotion into the next high school grade. This promotion policy requires that the city's high school students demonstrate genuine academic achievement and a commitment to learning in order to make progress toward earning their high school diplomas.

## PROMOTION REQUIREMENTS

To be promoted from ninth grade to tenth grade in a CPS high school, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 5.0 units of credit.

To be promoted from tenth to eleventh grade in a CPS high school, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 11.0 units of credit. All tenth grade students must have completed at least twenty (20) hours of community service learning in order to be promoted to the eleventh grade.

To be promoted from eleventh to twelfth grade in a CPS high school, students must have successfully completed a minimum of 17.0 units of credit.

## CLASS ATTENDANCE

Students must attend their classes in order to learn and retain course subject matter. Consequently, students' success in earning credits towards promotion shall be determined by attendance in class as well as by performance on academic assignments. Therefore, students who have unexcused absences in 20% or more of the classes in a particular course during the period for which a unit of credit is earned shall not pass the course and shall receive no credit towards promotion.

## STUDENTS WITH DISABILITIES

Students with disabilities are expected to master the general curriculum to the maximum extent appropriate with the use of supplementary aids and services. The Individualized Education Program ("IEP") Team determines whether a student with disabilities is expected to meet the Chicago Public Schools promotion criteria or another criteria, which must be documented in the student's IEP.

Print student's name and home room code \_\_\_\_\_

Student's signature and date \_\_\_\_\_

Parent's signature and date \_\_\_\_\_



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Good attendance and good grades go hand in hand. The Chicago Public Schools and parents/guardians can work together to promote excellent student attendance at school. In order to promote cooperation and to help parents/guardians understand how the Chicago Public Schools' attendance policies work, key items and basic attendance procedures have been defined below.

- **Compulsory Enrollment and Attendance**  
Per the School Code of Illinois, Article 26, from age 7 until reaching age 17, a child who resides in Illinois must be enrolled and attend a public school in the district where s(he) resides unless s(he) has graduated from high school, attends a private or parochial school or who is physically or mentally unable to attend school. In addition, all children, regardless of age, while enrolled in grades K through 12, are subject to compulsory attendance.

- **Free Education Entitlement**  
Enrolled students are entitled to a free, full-time public education until the age of 21 (22 if a special education student) unless s(he) graduates from high school, is expelled for misconduct or withdraws from enrollment. CPS shall not deny re-enrollment of a student who dropped out of school and is less than 19 years old. CPS can deny re-enrollment of a student who is 19 or older that due to age and a lack of credits, could not attend classes during the normal school year and graduate before his/her 21<sup>st</sup> (22<sup>nd</sup> special education student) birthday.

- **Parent/Guardian Contact Phone Numbers**  
A student's parent/guardian is required to supply (and update with changes) the school with at least one (1) working phone number at which the parent/guardian can be reached.

- **Emergency Contact Persons**  
The parent/guardian provides the contact information and identifies those individuals who are authorized to pickup a student from school before the end of the school day (early dismissal)

- **Student Non-Attendance Days**  
School holidays which appear in the approved school year calendar; additional holidays or emergency days authorized by the Chief Executive Officer; professional development days and any other days when the students are not scheduled to be in school are not counted as days of attendance.

- **School-to-Home Absent Student Notification Call**  
State Law requires *elementary schools* phone a student's home within two hours of the start of their first class of the school day each day the student is absent without prior notice from the parent/legal guardian.

- **CPS Automatic Absent Student Notification Call**  
In addition to school-to-home absent student notification calls, the CPS Absentee Outcaller system calls the home of all elementary and high school students that are absent without prior written and signed notice ("Reason for Absence Note") from the parent/legal guardian. Although a parent/guardian who calls in an absence to the school will not receive a school-to-home absent student notification call they will receive this phone call.

- **Confidentiality of Records**  
Other than CPS or Illinois State Board of Education (ISBE) employees/officials, no personally identifiable school student records or information may be released, transferred, disclosed or otherwise disseminated to any individual, agency or organization without the written consent of the student's parent(s)/guardian(s).

- **Students That Are Considered In-Attendance**  
A student is considered in-attendance if s(he) is in his/her assigned class/location in the physical school building/grounds or attending a school authorized function (*Attendance Code "SF"*), *supervised by school staff*, such as a field trip, tutoring or testing session at a different location.

- **Unexcused Absences and Reason-for-Absence Notes**  
Each student absence is recorded as unexcused until the school's receipt and acceptance of a signed note from the parent/guardian identifying one of six Board approved valid reasons for the absence. The student shall provide the school with the signed note on the first day he/she returns to school from an absence. The Principal or Principal's designee shall approve each note. A printed

# Media Consent Form and Release

I hereby consent to have my child photographed, digitally recorded, video taped, audio taped and/or interviewed by the Board of Education of the City of Chicago (the "Board") or the news media when school is in session or when my child is under the supervision of the Board. Further, I consent for these photos, digital recordings, video tapes, audio tapes and/or interviews to be shared with third parties who have received written approval from the Office of Communications.

I understand in the course of the above described activities that the Board might like to celebrate my child's accomplishments and work. Therefore, I further consent for the Board's release of information on my child's name, academic/non-academic awards and information concerning my child's participation in school-sponsored activities, organizations and athletics. I also consent to the Board's use of my child's name, photograph or likeness, voice or creative work(s) on the Internet or on a CD or any other electronic/digital media or print media.

As the child's parent or legal guardian, I agree to release and hold harmless the Board, its members, trustees, agents, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's name, photograph or likeness, voice or creative work(s), on television, radio or motion pictures, or on the Internet, or on a CD, or any other electronic/digital media or print media.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's name, photograph or likeness, voice or creative work(s). I understand that I may cancel this consent by providing written notice to the principal.

I also understand that my consent to have my child photographed, digitally recorded, video taped, audio taped and/or interviewed by the Board or the news media when school is in session or when my child is under the supervision of the Board is valid for one school year, including the following summer.

1. I consent as outlined in the above consent/release section.

2. I DO NOT consent as outlined in the above consent/release section.





Lane Tech High School



**Student Contract 2018-2019**

*\*This contract is required to be signed by all students and their parents/guardians. It will be enforced even if it is not signed or returned. Please bring this first sheet with you to Quick Start Registration. Please review the subsequent pages.*

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_ ID# \_\_\_\_\_

Students must take and pass the minimum required credit courses dependent on their major to be promoted for the following school year (To be promoted from 9th to 10th grade, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 5 units of credit. To be promoted from 10th to 11th grade, students must pass at least three of their core subject courses during both semesters and must have successfully completed a minimum of 11 units of credit. To be promoted from 11th to 12th grade, students must have successfully completed a minimum of 17 units of credit.)

✓	Requirements must be completed in order to:	Participate in International Days/Nights	X	Go to School Dances	X
	Students must complete the required service learning projects dependent on their grade level.	X	X	(Winter Formal)	X
	Students who have no more than 9 demerits by January 25, 2019 and have not been absent more than 4.5 days.				
	Students who have no more than 14 demerits by March 1, 2019 and have not been absent more than 5.5 days.	X			
	Students who have no more than 19 demerits by April 26, 2019 and have not been absent more than 7 days.			(Guest at Prom)	X
	Students must avoid inappropriate behavior that leads to suspension. A level 4, 5, or 6 misbehavior (per Student Code of Conduct) will make a student ineligible to participate in school events.	X	X		X

\*\*Please see reverse side regarding additional school policies that all students are expected to follow.

*I have read this contract and the school policies on the reverse side. I understand my obligations as a student and agree to all aspects outlined in this contract.*

Print name of Student \_\_\_\_\_  
Signature of Student \_\_\_\_\_  
Date \_\_\_\_\_

*We have read this contract and the school policies on the reverse side. We understand our child's obligations as a student and agree to all aspects outlined in this contract.*

Print name of Parent/Guardian \_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_  
Date \_\_\_\_\_

**DRESS CODE/ DEMERITS**  
 Lane Tech's staff and students strive to create a community which does not judge people based on their dress or fashion, but which values individuality. At the same time, clothing reflects the educational environment and therefore should not be offensive, provocative, or disruptive to instruction. Students are encouraged to dress in a manner which reflects their individuality and self-expression, but which is also appropriate in an educational setting. Please note the following rules and guidelines when selecting clothing for school.

1. Clothing which depicts or refers to alcohol, drugs, tobacco, gang/cult, guns, or obscenities are never appropriate. Dress that supports or promotes any illegal substance is not allowed, including but not limited to tobacco, alcohol, controlled substance or cannabis. Clothing may not advocate or promote acts of violence, self-destruction, sexual or promiscuous behavior.
2. Clothing which contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, age, disability, gender, or sexual orientation is prohibited and students wearing such clothing will be subject to disciplinary action.
3. Clothing which does not cover the torso from the waist to the armpit is prohibited:  
 A. No skin should be showing between the top and lower clothing garments.  
 B. Dresses, skirts and shorts must provide full coverage of the buttock area when standing or sitting.  
 C. No see through leggings.  
 D. Only outer clothing may be visible, with no undergarments showing.
4. The following clothing items are prohibited or regulated in school:  
 A. Hats or head coverings, including bandanas, may be worn in the classroom at the discretion of the teacher.  
 B. Clothing or jewelry with spikes or other metal accessories which may damage property or harm people is prohibited.  
 C. Choke chains/collars are not allowed.  
 D. Coats and jackets may not be worn in the classrooms or hallways unless you are entering or exiting the building.

The dress code at dances will be published during ticket sales for each event.

Any student who violates the dress code will be issued a demerit through the Lane Tech discipline office. Five dress code demerits will result in the loss of a Lane privilege as outlined in the demerit system. Students violating the dress code will also be expected to change into a Lane t-shirt or shorts provided from the discipline office. Students may exchange clothing at the end of the day.

### DEMERIT SYSTEM

The Demerit System addresses dress code violations, tardies to school, and class cuts. Any student who violates the dress code, is tardy to school, or receives a class cut, will be issued a demerit through the Lane Tech discipline or attendance office. Continued negligence will lead to progressive discipline including Saturday Academy, A.M./P.M. Detention, In-School Suspension, On-Campus Lunch Requirement, etc. Continued improvement will lead to positive recognition. Please see the chart below outlining the demerit system.

Students who are tardy to first period past 8:00 a.m. will be issued a demerit. Students who cut any class will be issued 1 demerit. Students who cut 1st period will receive 2 demerits.

5 demerits = Student's off-campus lunch is revoked for the day; 7-9th graders serve a Saturday Academy \*Students may remove 3 demerits for serving their first closed-campus lunch. Students who collect their second set of 5 demerits will receive a(n) before/after school detention.

10 = Student cannot attend the Homecoming dance, Winter Formal, or other school dance; seniors also cannot attend Oktoberfest.

15 = Student cannot attend or participate in international days/nights.

20 = Student cannot be a date at prom or, for seniors, cannot attend prom.

25 = Underclassmen have 5 demerits that carry over to next school year.

Demerit reduction opportunities will be offered to students who maintain 95% attendance each quarter. There will be a demerit reduction opportunity offered each semester in addition to the 95% attendance opportunity.

**ATTENDANCE REGULATIONS**

All students are expected to attend classes regularly and on time. Students are expected to have a minimum of 95% attendance. Please see the chart on the first page which indicates the number of allowable absences and deadlines for specific school activities. In addition, each teacher may incorporate his/her own grading policy for participation, which may also affect students' grades.

**SERIOUS ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES WILL BE DEALT WITH ON A CASE-BY-CASE BASIS.** Students should see the attendance office to discuss specific situations.

**TARDY TO SCHOOL**

Students are responsible for arriving to school on time. Students should go immediately to their respective period when arriving late to school. If a student's tardiness to school results in missing an entire class period, that absence is considered a cut which results in disciplinary action. If a student is absent from any class for an excused reason, a parent note must be provided to the attendance office the day the student returns to school.

Note: Students must be in class by the start of the first period bell. Repeated tardies to school will result in disciplinary action.

**TARDY TO CLASS**

Students are expected to be in their classrooms ready to work when the bell signals the beginning of each period. In order to be successful in this endeavor, proper planning and preparation is essential. Students who are tardy to class will be admitted and progressively disciplined by the class teacher and school.

**CELL PHONE POLICY**

Use of cell phones in the building during school hours is strictly limited to texting or screen viewing during non-classroom times. Students may use their cell phones for instructional purposes in the classroom at the discretion of the classroom teacher. This does not include charging phones during class time. Students must wear their ID while using a cell phone. Students are not allowed to use cell phones on their way to the washroom, in the washroom, or on their way back to class during a class period. No students may talk on their phones in the building until after 8th period. Phones must be kept on silent. Students in violation of the cell phone policy will be disciplined. The first violation will result in confiscation of the cell phone. Student can pick up phone during their lunch period or after school in Room 118. A second violation of the cell phone policy will result in violation of code 3-5 and a third violation may result in an out-of-school suspension. **Cell phone usage in the building and all privileges related to cell phone use are only available to students whose cell phone numbers are on file with the discipline office and administration.**

# FRIENDS OF Lane

Be informed. Be involved.

The Friends of Lane is an all-volunteer, parent-driven, Lane Tech community organization and registered 501(c)(3) non-profit. We offer parents and guardians an avenue to stay involved in their student's education and be a part of Lane Tech. Our goals are to build community, raise funds, and support Lane Tech parents, teachers, students, administrators and staff.

## Friends of Lane Activities Include:

Building Community Welcome Events for Incoming Freshman Parents Staff Appreciation Activities Social Gatherings Awarding Grants to Teachers, Teams and Clubs	Supporting Lane Tech Annual Appeal Gala and Auction Small Event Fundraisers Lane Tech Apparel Store Volunteer Assistance at Events throughout Year	Keeping You Informed Monthly Meetings with Parent Relevant Topics Weekly E-blasts Monthly Newsletters College Panel Parent/Student Directory Facebook Page
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Learn more about us at [www.friendsoflane.org](http://www.friendsoflane.org)  
 Locate us on Facebook at [www.facebook.com/FriendsOfLane](https://www.facebook.com/FriendsOfLane)

**Communications from Friends of Lane:**

The Friends of Lane provides valuable information including a monthly parent E-newsletter, and regular email blasts to keep you informed. If you would like us to provide your information to the Friends of Lane, please share your information below:

First and Last Name of Parent: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_

Phone Number of Parent: \_\_\_\_\_

Email Address of Parent: \_\_\_\_\_

\*Opting out of email address will prevent you from getting our weekly blast and monthly newsletter\*

**Getting Involved with Friends of Lane:**

Getting involved at Lane is a great way to stay connected to your child's high school experience. Please tell us:

1. Do you have skills / interests you are willing to share? Please specify: \_\_\_\_\_

2. Do you own a business, restaurant, or organization that may consider donating to staff appreciation or fundraising events? Check here if yes \_\_\_\_\_

3. Do you work for a company / corporation who may be interested in sponsorship opportunities or matching gifts? Check here if yes \_\_\_\_\_

4. The Friends of Lane Green and Gold Gala is our largest fundraising event of the year. Chaired by Debi Lilly of A Perfect Event and Lane Parent, we are always in need of help. Do you have interest in helping with our Gala Committee? Check here if yes \_\_\_\_\_

Thank you. We look forward to meeting you and serving as your Lane Tech Parent Community.

Learn more about us at [www.friendsoflane.org](http://www.friendsoflane.org)

Locate us on Facebook at [www.facebook.com/FriendsofLane](http://www.facebook.com/FriendsofLane)

## Lane Tech Grade Level Fees

In addition to the \$375.00 Standard Fee that all students are expected to pay ( unless a waiver is granted), the following list shows what students in each grade level typically have to purchase, but please keep in mind that purchases generally vary per student:

### 7th and 9th Grader Fees (Varies by student):

1. Standard Fee - Mandatory selection
2. Two Locks- one for PE and one for hallway locker
3. One Lanyard- used for Lane Tech ID
4. Class or Workbook Fee ( AP Macro, AP Micro, AP US, World Language, Computer Science, Music, or Art) - Purchase based on which elective (s) are listed on a student's schedule.
5. Ventura Card- Even if a student is not going to take CTA transportation to and from school, all students are required to purchase a Ventura Card
6. PE Uniform ( Shirt and Shorts)- Lane Tech PE uniforms are required. Students take gym daily , so having more than one uniform is recommended , but not required.
7. English Novel Fee- One time optional purchase if you want Lane to purchase a copy of novels students will read for English class. If you do not select this fee, your family will be responsible for purchasing or borrowing novels from a local library throughout the school year.

8. Yearbook ( Optional purchase)
9. Biology Workbook ( Students may be required to pay this fee once school begins. This information will be communication by our Science Department).
10. Athletic Fees- Information for paying athletic fees will be distributed as students are accepted on sports teams. Please do not pay anticipated athletic fees before confirmation of a student's acceptance on a team.

### 8th, 10th, and 11th Graders (Varies by student)

- Student fees in these grades vary based on their schedules and items that they may or may not have from their previous years at Lane. The
1. Standard Fee - Mandatory selection unless you know you are applying for the fee waiver.
  2. Class Fee Class or Workbook Fee ( AP Macro, AP Micro, AP US, World Language, Computer Science, Music, or Art) -Purchase based on which elective (s) are listed on a student's schedule.
  3. Ventura Card- Purchase if you lost your card last year. Even if a student is not going to take CTA transportation to and from school, all students are required to purchase a Ventura Card.
  4. English Novel Fee- One time optional purchase if you want Lane to purchase a copy of novels students will read for English class. If you do not select this fee, your family will be responsible for purchasing or borrowing novels from a local library throughout the school year.

5. PE Uniform ( Shirt and Shorts)- Lane Tech PE uniforms are required. Students take gym daily , so having more than one uniform is recommended , but not required.
6. Yearbook ( Optional purchase)
7. Biology Workbook ( Students may be required to pay this fee once school begins. This information will be communication by our Science Department).
8. Athletic Fees- Information for paying athletic fees will be distributed as students are accepted on sports teams. Please do not pay anticipated athletic fees before confirmation of a student's acceptance on a team.

### 12 Graders (Varies by student)

1. Standard Fee - Mandatory selection unless you know you are applying for the fee waiver.
2. Class Fee Class or Workbook Fee ( AP Macro, AP Micro, World Language, Computer Science, Music, or Art) - Purchase based on which elective (s) are listed on a student's schedule.
3. Ventura Card- Purchase if you lost your card last year. Even if a student is not going to take CTA transportation to and from school, all students are required to purchase a Ventura Card.
4. English Novel Fee- One time optional purchase if you want Lane to purchase a copy of novels students will read for English class. If you do not select this fee, your family will be responsible for purchasing or borrowing novels from a local library throughout the school year.
5. Yearbook ( Optional purchase)
6. Senior Fees ( Graduation Fee, T-Shirt, etc) - These fees are paid in addition to your standard school fees. They will only be paid on the website by credit or bank card. You can pay these fees using the same credit card link as listed above, but you should select "senior fees" and complete your transaction on that page.
7. Athletic Fees- Information for paying athletic fees will be distributed as students are accepted on sports teams. Please do not pay anticipated athletic fees before confirmation of a student's acceptance on a team.