

Parent/Student Handbook 2016-2017

Novak Academy

815 N. Randolph
Champaign, IL 61820
(217) 352-4328

www.champaignschools.org

Administrator: Ms. Danielle Cook

Email: cookda@u4sd.org

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815 N. Randolph St.
Champaign, IL 61820

Telephone: (217) 352-4832
Fax: (217) 352-7292

July 1, 2016

Dear Parents and Students,

Welcome to Novak Academy! My name is Danielle Cook, and I have the honor and privilege of being the administrator for Novak Academy for the upcoming school year. I am very excited about the approaching school year and am committed to the Novak Academy's mission of working together with parents and the community to educate and support our young people. With Novak's high academic standards and commitment to social justice, the staff will work together as caring family to help students graduate from high school with the skills they need to be socially engaged as they move on to college or careers.

Novak Academy is an alternative high school program that offers a small setting, with highly individualized help, where students can focus on academic success. We have five condensed semesters during the school year, which allows students to recover credits to graduate on time, or in some cases, to graduate early. When our students meet all of the Champaign School District's graduation requirements, they are eligible to participate in their home high school's (Centennial or Central) May graduation ceremonies.

At Novak Academy, we have five classroom teachers, a guidance counselor, and an ALOP Specialist. We offer teacher-taught classes for English, Math, Science and Social Studies, as well as a computer lab where students can take self-directed, digital curriculum classes, using the Apex system.

Our program provides small class sizes, and teachers who use alternative teaching strategies to engage students and prepare them for their post-secondary plans. Novak Academy's staff believes in partnering with students, families and the community to achieve the highest level of student academic and social-emotional success. We are excited to begin the 2016-2017 school year, to continue helping students graduate, and go on to their post-secondary plans for success.

Sincerely,

Danielle Cook
Novak Academy Administrator

Novak Academy

2016-2017 Academic Calendar

Date	Day	Event
August 3	Wednesday	Student Registration 11:00 a.m. – 1:00 p.m.
August 4	Thursday	Student Registration 5:30 p.m. – 7:30 p.m.
August 11	Thursday	New Student Orientation (9:30 a.m. & 1:30 p.m.)
August 17	Wednesday	First Day for <u>New Students</u> (8:45 a.m. – 1:00 p.m.)
August 18	Thursday	First Day of School (Full Day)
August 26	Friday	No School – Institute Day
September 5	Monday	No School – Labor Day
September 7	Wednesday	Open House (6:30 – 7:30 p.m.)
September 13	Tuesday	Session 1 Midterm
September 23	Friday	Picture Day
October 3	Monday	No School – Fall Holiday
October 7	Friday	End of 1st Session
October 10	Monday	No School – Fall Holiday
October 11	Tuesday	2 nd Session Begins
October 27	Thursday	No School – School Improvement Day / Parent-Teacher Conferences
October 28	Friday	No School – Parent-Teacher Conferences
November 1	Tuesday	Session 2 Midterm
November 4	Friday	Picture Retakes
November 11	Friday	No School – Veteran’s Day
November 23 – 25	Wednesday – Friday	No School – Thanksgiving Break
December 2	Friday	End of 2nd Session
December 5	Monday	3 rd Session Begins
December 21	Wednesday	Last Day before Winter Break
December 22 – Jan 3	Thursday – Tuesday	No School – Winter Break
January 4	Wednesday	No School – Institute Day
January 5	Thursday	3 rd Session Resumes
January 10	Tuesday	Session 3 Midterm
January 16	Monday	No School – Martin Luther King’s Birthday
February 3	Friday	End of 3rd Session
February 6	Monday	4 th Session Begins
February 13	Monday	National African American Parent Involvement Day (NAAPID)
February 20	Monday	No School – President’s Day
February 28	Tuesday	Session 4 Midterm
March 16	Thursday	No School – School Improvement Day / Parent-Teacher Conferences
March 17	Friday	No School – Parent Teacher Conferences

March 20 – 24	Monday – Friday	No School – Spring Break
April 7	Friday	End of 4th Session
April 10	Monday	5 th Session Begins
April 14	Friday	No School – Spring Holiday
May 2	Tuesday	Session 5 Midterm
May 25	Thursday	Last Day of School (if snow days not used)

<u>Regular Bell Schedule (A)</u>		<u>Late Start Bell Schedule (B)</u>	
Period	Time	Period	Time
1	7:50 – 8:42 AM	1	8:46 – 9:30 AM
2	8:45 – 9:37 AM	2	9:33 – 10:17 AM
3	9:40 – 10:32 AM	3	10:20 – 11:04 AM
4	10:35 – 11:27 AM	4	11:07 – 11:51 AM
5	11:30 – 12:00 PM	5	11:54 – 12:24 PM
6	12:03 – 12:33 PM	6	12:27 – 12:57 PM
7	12:36 – 1:28 PM	7	1:00 – 1:44 PM
8	1:31 – 2:23 PM	8	1:47 – 2:31 PM
9	2:26 – 3:18 PM	9	2:34 – 3:18 PM
<u>SIP Bell Schedule (C)</u>			
Period	Time		
2/3	8:45 – 9:48 AM		
4/7	9:51 – 10:54 AM		
8/9	10:57 – 12:00 PM		
<u>Early Dismissal Schedule (D)</u>			
Period	Time		
2	8:45 – 9:30 AM		
3	9:33 – 10:18 AM		
4	10:21 – 11:06 AM		
5	11:09 – 11:40 AM		
6	11:43 – 12:14 PM		
7	12:17 – 1:02 PM		
8	1:05 – 1:50 PM		
9	1:53 – 2:38 PM		

Mission

Novak Academy is an alternative high school where a knowledgeable staff, in partnership with parents and the community, creates a caring, safe, educational environment that focuses on high academic standards and promotes social justice, so students obtain the credits they need and become responsible, productive, and socially engaged citizens, prepared to live up to their fullest potential.

Vision

With the ultimate focus on learning Novak Academy will create conditions for perpetual learning through innovation and experimentation, providing our students with the tools necessary to thrive in their adult lives.

Novak Students

To be successful at Novak Academy, students should be:

- Willing to commit to school as a priority
- Self-motivated, self-disciplined, and goal-driven
- Life-long learners
- Responsible
- Able to have good attendance and be punctual
- Respectful of others and their opinions
- Focused, on task, and independent
- Committed to making healthy life-style choices
- Open-minded
- Honest and show integrity
- Able to work consistently
- Able to follow the rules and accept consequences, while respecting peers and staff members
- Able to demonstrate good time management skills
- Willing to work hard
- Able to accept challenges and constructive criticism
- A risk-taker
- Able to take pride in a professional self in regards to dress and actions
- Able to think globally

Overview

Novak Academy is a small, comprehensive alternative program designed to meet the needs of non-traditional students in a nurturing environment. Novak Academy will meet these needs by offering a highly qualified staff and a low student/teacher ratio.

What Students Will Find at Novak Academy

- Small community learning environments
- Respectful, caring, and dedicated teachers
- Support to overcome previous barriers to success
- Classes that accommodate a variety of learning styles and skill levels
- Fast-paced courses in two hour blocks that cover a semesters worth of material in seven weeks
- Rigorous curriculum that is aligned with Unit 4 curriculum content maps

Principles of Novak Academy

1. Students learn best when they are:
 - Invested in their success.
 - Independently driven and aware of their own actions.
 - Motivated.
2. Teachers help students best when:
 - Work is data-driven.
 - Teaching is interactive.
 - Teachers are innovative.
 - Teachers are knowledgeable of their subject and how it relates to the larger society.
3. The environment is most conducive to student learning when:
 - It is safe, nurturing, and supportive.
 - Success is encouraged and expected.
 - Expectations are clear, and treatment is fair and just.
 - There are appropriate resources (time and materials) for staff and students.
 - Goals are clear and focused.
 - There is consistency in all areas.
 - All parties have a voice.

Novak/Student/Parent Contract

Novak Academy agrees to...

- Contact parents when student is absent.
- If there are 28 hours of absences, we will notify parents within 48 hours of an attendance contract meeting.
(Contract will be written during the meeting)
- Provide a safe environment for learning.
- Assist the student in times of need.
- Offer teacher-led, project-based, and on-line APEX courses.
- Provide support to the student in working to reach his or her goals.
- Nurture positive social skills.
- Help prepare the student for post-secondary success.

The Student agrees to...

- Attend Novak Academy classes regularly and in a timely fashion with no more than 28 hours of excused or unexcused absences. An attendance contract will be written after 28 hours of absences and can result in a loss of placement.
- Reach out to staff in times of crisis or need.
- Maintain appropriate behavior by following the Champaign Unit 4 Student Code of Conduct and the Novak Academy Student Handbook.
- Have no incidences of verbal or physical aggression.
- Take responsibility for asking for clarification when he or she does not understand something.
- Work towards his or her educational goals.
- Work on Apex courses both inside and outside of Novak Academy.

The Parent(s)/Guardian(s) agree to...

- Enable the student to attend Novak Academy classes regularly and in a timely fashion.
- Notify the office in cases of absences by 10:00 a.m.
- Provide support for the student's educational success, both inside and outside of Novak Academy.
- Encourage the student's responsibility in appropriate behavior.
- Attend parent/teacher conferences and any requested conferences.
- Contact Novak Academy for any reason necessary.
- Notify the office of any changes to contact information.

Failure to meet obligations can result in a forfeiture of a student's seat at Novak Academy.

Staff

Novak Academy provides an administrator, five classroom teachers, a guidance counselor, and an ALOP Specialist. The facility houses five traditional classrooms with computer access.

Referral/Selection Process

Novak Academy is designed to help meet the needs of students who are motivated to achieve academic and personal success in a non-traditional setting. Students may initiate an application for enrollment through their home school counselor after completing their first year of high school. Enrollment is **voluntary** and must be agreed upon by both the parent/guardian and prospective student. Placement at Novak Academy is a privilege.

Novak Academy has open enrollment. Applications and placements at Novak Academy can be made at any time during the school year. Students must complete reading and math assessments as part of the application process, and must have at least 7th grade reading skills and 5th grade math skills. Admission decisions will be made based on the student's age and total credits to-date, as well as the student's attendance and discipline for the last 90 school days prior to submission of the application.

Orientation & Registration Process

Orientation is held to review student, parent and faculty expectations. At this meeting, a contract is signed by all parties emphasizing attendance, academic, and behavior requirements. Prior to each student's first day of attendance, a student success plan is started for the student to outline student goals and supports, in addition to detailing what courses the student will take at Novak Academy during his/her first session.

Probationary Period

Each student's first three weeks of enrollment at Novak Academy is considered a probationary period. During the probationary period, staff, students and parents discuss attendance, behavior and academic progress. If a student is not taking advantage of the educational opportunities that Novak Academy can provide, or Novak Academy is not meeting a student's academic needs, it is at the administrator's discretion to discontinue placement at any time during the probationary period.

Office Hours

Novak Academy's office is open from 7:30 a.m. – 4:30 p.m. Monday through Friday. No students should be in the building prior to 7:45 a.m. All students should leave the building after their class unless students are supervised by staff members.

School Calendar

Novak Academy follows the Champaign Unit #4 regular school calendar regarding days of attendance. Novak Academy calendar is divided into five school sessions instead of the traditional two semesters (see page 5). ***Students will follow the "late start" schedule each Wednesday (breaks and holidays excepted), referenced on page 6 of this handbook.*** On the days that students only attend for a half-day, ALL students will attend school from 8:45 (2nd hour) through 12:00 p.m.

Attendance

Regular attendance is crucial to academic success at Novak Academy. A placement at Novak Academy is to be taken seriously, and poor attendance or repeated tardiness will jeopardize a student's placement.

Excused absences are:

- Illness of pupil
- Death of relative
- Medical or dental appointments confirmed in writing by the physician or dentist that cannot be arranged for out-of-school hours
- Religious holidays or other religious causes

If students need to be excused from the building for part of the day, parents/guardians must notify the office by 10:00 a.m. Students must sign in and out of school in the main office. Failure to check in or out may result in disciplinary action.

Prearranged excused absences include trips on school business, vacation periods with parents/guardians, and absence for student competitions and performances. These must be approved by the principal with three days' notice prior to the absence. All other absences shall be considered unexcused and may be interpreted as truancy. **Excuses for absences will not be accepted after two school days.**

Absences due to car trouble, oversleeping, being stuck behind a train, and missing the bus will not normally be excused absences. **If a student is absent, the parent or guardian must notify the office (352-4328) with a reason, by 10:00 a.m. A student may not call himself or herself in, even if he or she is 18.**

Repeated issues of attendance will be addressed by the Principal and the parents/guardians. Students who have an excused absence will have the opportunity to make up missed work. **Repeated absence is defined as 28 hours of excused or unexcused absence in any academic session. After the 28th hour of absence, an attendance contract will be required to continue placement at Novak Academy. Failure to meet the requirements in the attendance contract will result in a loss of placement at Novak Academy.**

Absence Policy

1. If a student has an unexcused class hour during the day (e.g., skips a class), parents/guardians will be notified, and the student will receive an hour detention for each hour skipped. If a student misses a portion of a day or a whole day and is unexcused, parents/guardians will be contacted.
2. When a student reaches 14 hours of absences (excused and unexcused), a letter will be mailed home notifying the parent of the hours of absences.
3. When a student reaches 21 hours of absences (excused and unexcused), a second letter and a parent phone call will occur.
4. When a student reaches 28 hours of absences (excused and unexcused), a Parent-Principal meeting will be scheduled to write an attendance contract.
5. After a contract has been signed, if further action is needed, the attendance specialist/TISA will be notified to address the truancy.

The ALOP Specialist will meet with the student and set up any appropriate intervention.

Attendance Contract

Students who reach 28 hours of unexcused and excused absences are put on an attendance contract. After being put on the contract, they must have a doctor's note or appointment slip for any subsequent absences to be excused.

Academic Contract

Staff at Novak Academy are committed to helping students graduate and reach their potential. However, there may be times when despite all efforts by staff, a student does not progress.

A student who fails to make sufficient progress towards graduation (e.g. failing classes each session) may be placed on an academic contract. Failure to meet the expectations of the contract may result in the student's discontinued placement at Novak.

Academic Probation

If a student receives a combination of an attendance contract and two failing grades, that student will be placed on Academic Probation for the following session.

If that student is subsequently placed on another attendance contract and has one failing grade, the student will lose his/her seat at Novak Academy.

Headphone/Phone Tardy Incentive Rules

- If a student comes to class on time, they will be allowed to use their headphones to listen to music in **APEX classes only. Students will not be allowed to use this privilege in teacher-taught classes and discipline will be strictly enforced.**
- This policy only allows students to play music with their phones. **Students are not allowed to use their phones for texts, videos, or to play games.**
- If a student arrives to class late, he/she will **NOT BE ALLOWED** to use their phone/head phones for the remainder of the morning (2nd-A/S). If students come back to school late from lunch, they will lose their headphone privilege for the remainder of the day (A/S-9th).
- Any student(s) who loses their headphone privilege but continues to use their phone/headphones after being reminded of the policy, **will be sent to the office with a D.R.**
- **Students who are placed on an attendance contract will lose the privilege of headphones for the remainder of the session.**
- **If students cannot handle the responsibility of this privilege, they will lose it.**

Consequences for phone/headphone misuse

- **First Offense – Level One Referral, parent call and conference with Administrator**
- **Second Offense – Discipline Referral, Half Day ISS (Without Phone), phone pick-up or release of phone to Admin**
- **Third Offense – 1 Day Suspension to ACTIONS**

Tardy Policy

Every 5 tardies will result in a 30-minute detention.

Tardy minutes are cumulative and not re-set at the beginning of a new session. A student must serve all of their detention time to be cleared to participate in home school activities (i.e. dances, graduation). Detention can be served before school, after school, or during lunch.

Doors for Entry and Waiting Areas

Students may enter the building through the main entrance doors facing south off Randolph Street after 7:45 a.m. Students will be expected to remain in the cafeteria until 2 minutes prior to their first class. Students are not permitted access to the rest of the building without a pass from a staff member. Students will be expected to leave the building promptly after completion of their day unless prior permission is granted by a staff member.

Student Dress Code and Grooming

A student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student's health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness are also the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities. They may prohibit students from wearing clothing or attire that is contrary to acceptable health and safety standards, or is disruptive to the educational process or learning atmosphere. Students' dress will conform to the following:

- Hats, head coverings, jackets, coats, sunglasses, and gloves are not to be worn in school. Students must remove their head coverings upon entering the building. (Religious coverings are exempt from this rule.)
- Combs are not to be left in students' hair. Grooming is not permitted in classrooms.
- Students will wear shoes. No slippers or house shoes.
- Students' clothing will cover all undergarments, bare midriffs, and backs. Tops must have two (2) straps (i.e., no tube tops or halters, etc.) We require modest necklines. Shorts and skirts must extend beyond fingertip length.
- On sports game days, sport uniforms will be covered if they do not conform to the criteria listed above.
- Students will wear their pants at their waist (no "sagging").
- No pajama pants.

- Garments or jewelry depicting alcohol, tobacco, or other drugs will not be worn at school. Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be worn at school.

Students who are improperly dressed will be given a change of clothing, if available, or parents will be asked to bring a change of clothing to Novak Academy. Repeated violations of the student dress code will result in further disciplinary action.

Parents/Guardians Involvement and Notification

Novak Academy expects parents/guardians to be actively involved in their student's education. Parents/guardians are welcome in the building at any time to observe their student's classroom. To prevent disruptions to the educational environment, individual conversations with staff must be limited to a previously scheduled appointment. Parents are expected to attend any parent meetings scheduled by staff or the main office. If parents cannot attend the meetings due to schedule conflicts, they must contact the office 24 hours prior to the meeting and arrange for a new meeting time to occur within 48 hours.

Parents/guardians will be notified by mail twice per academic session of their student's progress. The information included will be academics, attendance and behavior updates. There will be parent/teacher conferences each fall and spring semester. The meetings will be scheduled at a time that is convenient for both parents/guardians and staff. Parents will be asked to provide an email address if they would like to receive email updates of Novak news.

Change of Address or Phone Number

It is the responsibility of the students and parents/guardians to notify the office of any changes to contact information immediately.

Student Schedule

Novak Academy offers flexible course scheduling to best meet student needs. Novak Academy does not follow the traditional semester schedule for coursework. After students complete their requirements for a course, the guidance counselor will meet to revise the student's schedule. Students will have a block schedule and will only focus on three courses at a time.

Curriculum

Novak Academy offers rigorous learning in a supportive environment. Novak Academy offers a full range of academic course work and electives. Students, staff, and parents/guardians will develop educational plans at the time of orientation and intake that will meet the Champaign Unit #4 graduation requirements. Students will have the opportunity to receive instruction through teacher-led courses and on-line learning with teacher support. Students at Novak Academy will have the opportunity to enroll in academic level and honors level courses through the Apex Learning System. Teacher-led courses take place during a two-hour block. In seven weeks, the teacher-led courses will

cover a semester's worth of material and, upon successful completion, students will earn one-half credit.

Course Credit

Students at Novak Academy are awarded course credit after successful completion of each course requirement. Students who are utilizing the Apex Learning System will be able to access the system from home or anywhere with an Internet connection in the community. Students are required to complete all quizzes and tests within the classroom environment. Within the traditional teacher-taught courses, students will have the opportunity to earn a half credit upon completion of the required coursework and a final exam.

Home Access Center

In an attempt to collaborate with families, Novak Academy offers parents/guardians the opportunity to monitor student grades on-line. Parents are encouraged to follow their child's progress in school through the Home Access Center. Parents will receive a letter with their username and password to access the system.

Report Cards

Students will receive a report card at the end of each session. During the five Novak Academy sessions, parents/guardians will receive progress reports at midsession and at the conclusion of each session.

Student Behavior/Code of Conduct

Novak Academy believes in treating everyone with respect and dignity. Students will be expected to display respect for self, others, and for property, value their educational opportunities, and become responsible adults in society. Novak Academy will provide a supportive environment to teach students the social skills needed to be responsible adults. Novak Academy will enforce the Champaign Unit #4 Student Code of Conduct with a few exceptions. **Any acts of physical aggression, gang-related activities, drug-related activities, or weapon-related activities will result in a meeting to discuss future enrollment with Novak Academy. Any acts of plagiarism or forgery will jeopardize a student's placement.**

To maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student and without a search warrant. Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

The school has jurisdiction over student actions in school, on school property, during school-sponsored activities or events, and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the District's rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, outer clothing, electronic devices, other personal effects, and vehicles may be searched. All searches should be conducted by no fewer than two (2) school officials. The involved student's(s') presence at the search of lockers, desks, etc. may be requested by the school official.

School personnel have reasonable suspicion to search personal property when (1) the search is justified at its inception; (2) the search is limited to the scope of the reason for the search; and (3) the search is not excessively intrusive in light of the student's age, sex and/or nature of the infraction.

School officials shall make a reasonable attempt to contact the parent or legal guardians of any student under the age of 18 prior to searching personal property on the student, such as bags carried by the student, stockings, shoes, outer clothing, and clothing pockets. School officials are not required to contact the parent or guardian prior to searching personal property not in the possession of the student, such as bags or purses left in a locker. A reasonable attempt is made when either of the following occurs:

1. When the school official calls each phone number provided to the school by the parent/guardian at least one time, or
2. If the parent/guardian is not available, but whoever answers the phone communicates that he/she will contact the parent/guardian, the reasonable attempt is complete.

School officials may conduct the search immediately following the reasonable attempt at parent/guardian contact and are not required to wait for a parent/guardian to be present before conducting the search. School officials will notify parents/guardians following the confiscation of student possessions.

When deemed appropriate, items seized during a search conducted in accordance with these procedures shall be turned over to law enforcement authorities. If any weapons or illegal substances are seized, they must be turned over to law enforcement officials.

Cell Phones/Electronic Devices

While individuals may carry cell phones in school, any disruption of the academic process, interference with the rights of others, or a violation of academic integrity will not be tolerated. Unless expressly authorized by the classroom teacher, students may not use cell phones or any other electronic device to record videos or take photographs of themselves, other students, teachers, or other persons within a classroom. Examples include, but are not limited to, taking videos or photographs of staff while they are teaching, taking videos or photographs of students as they are participating in class, taking videos or photographs of fights, arguments, or any other disciplinary incidents occurring in the classroom.

Violation of this policy will result in disciplinary action. Chronic violations could lead to more serious consequences.

1. Electronic devices (phones, mp3 players, iPods, etc.) may be used in hallways during passing times and in the cafeteria during lunch.
2. Students in the hallways on passes (teacher, office tardy, etc.) may not use their cell phones.
3. Electronic devices may not be used in the hallways while class is in session.

Values and Expectations

	Citizenship	Learning	Respect
Classrooms/ Computer Lab	<ul style="list-style-type: none"> ▪ Practice academic honesty ▪ Arrive on time ▪ Be truthful ▪ Be tolerant of differences ▪ Be accountable for your actions ▪ Appropriate use of computers ▪ Only enter lab for class or by special permission ▪ No food and water bottles only 	<ul style="list-style-type: none"> ▪ Be prepared for class ▪ Listen to & follow all directions ▪ Be engaged in class ▪ Be goal oriented and stay on task ▪ Use passes to enter and leave 	<ul style="list-style-type: none"> ▪ Clean up after yourself ▪ Use appropriate language ▪ Keep hands, feet and objects to yourself ▪ Have appropriate conversations ▪ Appropriate use of computers ▪ Maintain a quiet atmosphere
Hallways	<ul style="list-style-type: none"> ▪ Walk ▪ Use hall passes ▪ Maintain an appropriate display of affection ▪ Be considerate of small space ▪ Be helpful to others 	<ul style="list-style-type: none"> ▪ Walk with a purpose ▪ Pay attention to notices and announcements 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Maintain an appropriate volume level ▪ Keep hands, feet and objects to yourself
Restroom	<ul style="list-style-type: none"> ▪ Flush the toilet ▪ Use trashcans for all garbage and waste ▪ Use air fresheners as needed 	<ul style="list-style-type: none"> ▪ Wash your hands ▪ Return to class promptly ▪ Use restrooms during passing periods, and before and after school. 	<ul style="list-style-type: none"> ▪ Use materials and supplies as intended ▪ Clean up after yourself ▪ Use bathroom for its intended purpose <ul style="list-style-type: none"> ✓ For example: No Cell phone use
Cafeteria	<ul style="list-style-type: none"> ▪ Use trashcans for all garbage ▪ Pay your cafeteria account on time ▪ Keep food and drinks in cafeteria 	<ul style="list-style-type: none"> ▪ Use appropriate table manners ▪ Dispose of trash properly indoors and outdoors ▪ Recycle 	<ul style="list-style-type: none"> ▪ Wait in line patiently ▪ Keep hands, feet and objects to yourself ▪ Eat in designated location ▪ Sneeze and cough into your arm ▪ Have appropriate conversations ▪ Use appropriate language ▪ Respect cafeteria staff
Meetings/ Events	<ul style="list-style-type: none"> ▪ Be a good representative of your school ▪ Remain seated until dismissed ▪ Turn off electronic devices 	<ul style="list-style-type: none"> ▪ Be an active listener ▪ Create an environment where everyone can enjoy and pay attention to the event ▪ Keep headphones out of ears 	<ul style="list-style-type: none"> ▪ Be an active listener ▪ Wait patiently for event to begin & end ▪ Use appropriate applause ▪ Keep hands, feet and objects to yourself ▪ Respect the presenter
Buses/ Parking Lot	<ul style="list-style-type: none"> ▪ Have student ID/Bus pass ▪ Drive safely and appropriately ▪ Smoke/drug free grounds ▪ No littering 	<ul style="list-style-type: none"> ▪ Catch bus on time ▪ Remember all materials needed before the start of class ▪ Arrive on time ▪ Dress for the weather 	<ul style="list-style-type: none"> ▪ Keep hands, feet and objects to yourself ▪ Maintain appropriate volume (voice and music) ▪ Follow the rules of the road ▪ School rules apply ▪ Display affection appropriately
Library	<ul style="list-style-type: none"> ▪ Please return books and magazines in the same condition that you found them 	<ul style="list-style-type: none"> ▪ Be a reader ▪ Expand your perspective 	<ul style="list-style-type: none"> ▪ Return books in a timely manner

Field Trip Requirements

Participation in field trips will be at the discretion of the administrator.

Computer Usage

Computers are to be used for authorized school assignments only. Students who violate this expectation are subject to disciplinary action. We expect students to observe copyright laws and license agreements related to computer software.

The School Board's policy for Internet usage recognizes the fact that there is inappropriate material on the Internet and that students are responsible for not visiting sites that are inappropriate. This policy also discusses inappropriate use of email, and guidelines regarding "hacking" computer networks and systems. We require that students and parents thoroughly read the policy and sign a form confirming they have read and understand the policy. This policy and form will be distributed at registration and must be returned before students can access the Internet.

1. Students are to be working quietly on the computer. If conversation is necessary, it should be such that it does not disturb others working in the lab.
2. Students using the Internet must be on appropriate websites for their school work.
3. Games, videos, and music are not to be played on the computers without teacher permission. NO chat rooms are allowed.
4. No eating or drinking is allowed near a computer.
5. Recycle all unneeded printer paper or notebook paper in the recycling bin.
6. Printing is for school-related assignments only and must be in black ink only. NO COLOR PRINTING unless permission has been given by the teacher.

Detention

Students may be assigned detention time for violating classroom or school expectations. Failure to complete assigned detention time, without an acceptable reason that is authorized by the principal will result in further disciplinary action. A student will lose his/her placement at Novak Academy if he/she accumulates an excessive amount of detention time. All detention time must be served before a student can register for the next school year. All detention time must be served for a student to attend dances, proms, and graduation ceremonies at their home schools.

Extra-Curricular Activities

Students are eligible to participate in their home school's extra-curricular activities, dances, and proms. Per district policy, at all times, students participating in a current sport must be passing at least four academic classes. At Novak Academy, this translates into the athlete needing to pass all of their classes. The "passing" grade is an accumulative grade from the beginning of the session. Refer to the home schools' Athletic Guidelines for the Student and Parent for more information.

Physical Education Medical Release Requirements

The School Code of Illinois requires all students to enroll in physical education unless they qualify for a release under the Physical Education Options criteria or are released from physical education by a doctor for medical reasons. Students who need to be released from active participation in physical education class must have their doctor complete and sign a “Physical Education Short-Term Accommodation Request” form. We expect students to participate unless there is a form on file.

Education to Careers and Professions Program (ECP)

Through the Champaign Unit 4 Education to Careers and Professions Program (ECP), the ECP Coordinator will be available by appointment to meet with students to discuss post-secondary goals and opportunities.

Partnership for Assessment of Readiness for College and Careers (PARCC)

The PARCC replaces the state’s former mandatory high school level test, the Prairie State Achievement Exam (PSAE), which included the ACT. Unlike the PSAE, which was administered to all juniors, students will take PARCC assessments in the fall and spring, near the completion of courses that contain the corresponding standards. That means that students in any high school grade may be taking the PARCC. PARCC assessments offer a common metric for both educators and policymakers to gauge student performance on a level playing field.

Scholarships and Financial Aid

The Novak Academy counselor assembles information available on financial aid for students who wish to continue their training beyond high school. This information is available to students and parents/guardians. The Counselor encourages students to make use of the opportunities for financial aid as needed. Students or parents/guardians should meet with the counselor for questions about scholarships and financial aid.

Graduation Requirements

Champaign Unit #4 requires that students have 22 units of credit before graduation. Listed below are the graduation requirements:

English	4.0	Health	0.5
Mathematics	3.0	Consumer Education	0.5
Social Studies	3.0	Required Electives	5.5
Science	2.0	Safety	0.0
Physical Education	3.5	Completion of PARCC	
		Completion of IL/US Constitution tests	

*Illinois State Law requires that students complete the PARCC to be eligible to graduate from high school.

Students graduating in less than four years of high school only need to take PE for the semesters during which they are enrolled, but must still earn a total of 22 credits to graduate.

Grade Level Status

Students make progress toward graduation by earning credits, and grade level is determined by counting the number of credits earned. We look at the number of credits that students have on their transcripts at the end of each session. **Students must earn 5 credits to become a sophomore, 10 credits to become a junior, and 15 credits to earn senior status.**

Graduation

A student may complete their graduation requirements at the end of the 1st, 2nd, 3rd, 4th or 5th session at Novak Academy if they have taken the PARCC. Novak Academy students will receive a diploma from their home school and may participate in graduation ceremonies once they have met the Champaign Unit #4 graduation requirements. Novak Academy will provide a graduation celebration at a to-be-determined location for all students who wish to participate.

Safety and Drivers Education Program

Safety, a prerequisite for Behind-the-Wheel education, is a program offered by the physical education department. Students must pass this class before graduating. According to state law, students must pass a total of eight classes in the previous two semesters to be eligible to take any component of driver's education. Students who choose to take Safety privately must submit verification of successful completion to their counselor. Behind-the-Wheel classes are taught before and after school and on the weekends at the student's home school. Students can sign-up to take Behind-the-Wheel at their home school. Oldest students have the first priority.

Fees for Behind-the-Wheel include a lab fee payable to Unit #4 schools and a permit fee payable to the Secretary of State when the driver's test is taken. If needed, students can get a copy of their birth certificate from the County Clerk's office in the county in which the student was born with the official raised seal. The birth certificate cannot be a copy or come from the hospital.

Students who take safety while attending Novak will take it at Central High School during the 1st Period. This will result in students being late (excused) for their 2nd period class. It is the responsibility of the student to coordinate with the 2nd period teacher to make up any missed work.

Transportation

Students and/or parents/guardians are responsible for providing transportation for each student to and from school. Novak Academy is conveniently located on the MTD bus lines. Students can transfer to any bus traveling throughout the city at the main bus terminal. The MTD service provides a bus heading north or south past Novak Academy every thirty minutes. Students who live more than 1.5 miles from the school are eligible for a bus pass from Champaign Unit #4. Contact the school office for more details.

Student Behavior: Bus Expectations

1. Be Safe:

- a. Respect each person's individual space (no throwing objects or intentionally trying to touch another student, no running or horseplay).
- b. Maintain a safe, seated position by keeping feet and arms out of the aisle or windows.
- c. No eating or drinking while on bus. This will reduce the risk of choking or attracting bugs.
- d. Keep voices at a low level. Speaking with indoor voices allows the driver to concentrate on the road.

2. Do not distract the driver. Wait until the bus is stopped to get the driver's or monitor's attention.

3. Keep track of personal belongings. The school district is not responsible for items lost on the bus.

Student Parking and Permits

Parking permits are issued each year on an individual basis through the main office. Parking tags MUST hang from the rearview mirror and be visible through the front windshield. Vehicles not displaying a VALID parking tag may be towed at the owner's expense. This permit gives the driver permission to park in the west gravel student parking lot but does not guarantee a parking space. Parking is restricted each day to 8:00 a.m. to 4:00 p.m. in the gravel parking lot only.

Parking Regulations

1. Students are to use only one designated space per vehicle.
2. Student parking is authorized in the gravel parking lot only.
3. Vehicles may not be parked in the driveways or driving aisles or any area marked as "No Parking."
4. All traffic laws and posted signs must be obeyed. The speed limit is 5 mph.
5. Drivers of vehicles parked or operated in violation of these regulations will be subject to the school discipline code:
 - 1st Offense- Warning notice, pick-up detail, notification of parents/guardians, or tow (for parking in fire lanes or service drive).
 - 2nd Offense- Subsequent action may include any or all of the following:

Pick-up detail, parent conferences, assignment of detention, permanent loss of parking privileges, suspension from school and/or other action deemed necessary by administration (including towing).

6. **Cars without valid tags will be towed. "Warning tickets" will NOT be issued.**

7. Parking is not allowed on unapproved surfaces (e.g., grass).

Novak Academy will not be responsible for valuables left in cars nor for damage to cars while parked on school grounds. All cars parked on school grounds are eligible to be searched if there is suspicion of illegal activity.

Transcripts

Novak Academy provides transcripts for all college applications and prospective employers when requested by a student, parent, or guardian. We do not issue the transcript to the student, but directly to the school or employer asking for it. The first transcript is free and all others are \$3.00 each. You may contact the main office or the counselor to obtain a transcript request form. This form must be completed and submitted (with payment, if required) before any transcripts are issued.

Colleges and universities require official test scores be sent to them directly from ACT or the College Board. Specific state law guidelines exist concerning student records. Under the Illinois School Student Records Act (ISSRA) the parents/guardians control student records rights until the student turns 18 years of age, graduates from high school, gets married, or enters the military.

Lost and Found

Students who find or lose anything should contact the main office at lunch, before, or after school. Report any stolen items to the office as soon as possible. Unclaimed items will be disposed of at the end of the school year.

AHERA Notification 2016-17

All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos containing materials. These documents are available for review in the school administrative offices.

All employees, students, parents, guardians, and general public will be notified of any response actions and other matters concerning activity with Asbestos Containing Materials. Asbestos Containing Materials are inspected and evaluated periodically and additional measures are taken when needed to protect the health of the building occupants.

Vision & Hearing Screenings

Vision screenings will be done as mandated in the Illinois School Code for the following students: **preschool, kindergarten, 2nd, 8th, all special education students K-12** and new students entering the district for the first time. Vision screenings are not a substitute for a complete eye examination by an optometrist. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision exam form is not on file at the school, your child (in the mandated grade/group) will be screened.

***Kindergartner's entering school for the first time and any student regardless of grade entering the district from another state or country must now have a completed vision examination done by an optometrist according to Illinois Law. Proof of the exam must be given to the school office no later than October 15th. If an appointment has been scheduled for later than that date, the parent must call the office informing them of the appointment date and time. Schools can hold student report cards for failure to comply.

Hearing Screenings will be performed on all **preschool, kindergarten, 1st, 2nd, 3rd grade students, special education students K-12** and new students to the district. The teacher and/or parent may also request a screening for students who are not in the hearing mandated grades if there have been prior concerns.

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

2015 Annual FERPA and Student Privacy Notice to Parent(s)/Guardian(s) and Eligible Student(s)

The Family Educational Rights and Privacy Act (FERPA) - Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99 is a federal law that gives parent(s)/guardian(s) and eligible student(s) certain rights to their education records. Eligible students are 18 years of age or students that enter a postsecondary educational institutional at any age.

BOARD OF EDUCATION POLICY NO. 735.01/R STUDENT RECORDS - Access

- **Parent(s)/guardian(s) or eligible student(s) have the right to inspect and review the student's education records maintained by the School District. (34 CFR § 99.10.)**

Parent(s)/guardian(s) or eligible student(s) should submit a written request that identifies the record(s) he/she wishes to inspect to the Student Records Department. The School District will make arrangements for access within 45 days of the request and notify the requestor of the time and place where the records may be inspected. The School District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parent(s)/guardian(s) or eligible student(s) to review the records. The School District may charge a fee for copies. However, no individual shall be precluded from copying information because of financial hardship.

- **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student(s) believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. (34 CFR §§ 99.20, 99.21, and 99.22.)**

Parent(s)/guardian(s) or eligible student(s) can request that the School District correct records which they believe to be inaccurate or misleading. The parent(s)/guardian(s) or eligible student(s) should write a letter that identifies the part of the record that needs to be changed, as well as specific reason(s) why it should be changed then submit the letter to the School District. If the School District decides not to amend the record, the parent(s)/ guardian(s) or eligible student(s) has the right to a formal hearing. (Refer to **Challenge to Student Records** for the hearing procedure.)

BOARD OF EDUCATION POLICY NO. 735 STUDENT RECORDS

Challenge to Student Records

Parent(s)/guardian(s) or eligible student(s) shall have the right to a hearing to challenge any entry, except academic grades, in the student's school records. If, however, the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, the parent(s)/guardian(s) or eligible student(s) have no right to challenge references in those records of expulsions or out-of- school suspensions. Challenges to any other entry in the student's school records shall be made on the basis of accuracy, relevance, or propriety.

The School District shall notify the parent(s)/guardian(s) or eligible student(s) of their right to a hearing. The initial step in the challenge procedure shall be an informal conference with the principal and/or author of the document in question and the parent(s)/guardian(s) or eligible student(s) within fifteen (15) school days of the request. If the challenge is not resolved by the informal conference, then the School District-level step in the School District's complaint procedures shall be utilized. Either the parent(s)/guardian(s) or eligible student(s) or the School District has the right to appeal the hearing officer's decision to the Regional Superintendent within twenty (20) days after the decision is transmitted. If the parent(s)/guardian(s) or eligible student(s) appeals the decision, the parent(s)/guardian(s) or eligible student(s) shall inform the school, and within ten (10)

days of the notice, the School District shall forward a transcript of the hearing, a copy of the hearing officer's decision, and any other pertinent materials to the Regional Superintendent.

In addition to these challenge procedures, the parent(s)/guardian(s) or eligible student(s) also have the right to insert in their child's record a statement of reasonable length setting forth their position on any disputed information contained in the records.

Special Education Records

In the case of a disabled student who graduates or permanently withdraws from the School District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has seceded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's disabling condition. An explanation of the usefulness of the records may be given to the parents/guardians or student by the School District's appropriate student personnel services worker.

The parents/guardians of a special education student who transfers to a new school shall give the new school a copy of the student's IEP, and the student will be placed in a special education program in accordance with the IEP pending the decision of the new IEP team.

Test protocols are not considered student records unless they personally identify a student. Only personally identified test protocol will be considered a temporary record and subject to disclosure.

- **The right to provide written consent before the School District discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (34 CFR §§ 99.30 AND 99.31.)**

Generally, the School District must have written permission from the parent(s)/guardian(s) or eligible student(s) in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties on connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

- **The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent.**

The School District may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the School District must tell parent(s)/guardian(s) or eligible student(s) about directory information and allow parent(s)/guardian(s) or eligible student(s) a reasonable amount of time to request that the School District not disclose directory information about them.

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g

23 Ill. Adm. Code, 23 ILAC 375 et seq.

105 ILCS 10/1 et seq.