

# Welcome to Wells: A Letter from the Principal

Greetings from Principal Dr. Raichoudhuri:

With great excitement I would like to announce the very successful completion of School Year 2016 and commence the opening of School Year 2017. The efforts have been high this past summer to gear up and get ready for even a more successful School Year. We will toil effortlessly to make School Year 2017 even more successful than the previous year.

This is how we measured success in School Year 2016:

1. Our graduation rate was at an all-time high with 96%
2. We were able to secure more scholarships for our graduating class than ever before with the final count at \$5 Million
3. Our students are matching into more competitive universities than ever before
4. Our attendance rate is at an all-time high
5. Our dropout rate is at an all-time low, under 4%
6. Our behavior infractions are at an all-time low

Students, staff, parents and community members have expressed both through formal surveys and informal conversations that Wells is a great place to teach, learn and be.

I look forward to leading Wells into the future, where dedicated students and adults come together to learn and to create a legacy of excellence at Wells Community Academy High School. I invite you to come and join us for a tour and see all the amazing things that are happening here.

Best Regards,

*Dr. Rituparna Raichoudhuri*

<p style="text-align: center;"><b>Wells Mission &amp; Vision</b></p> <p>We develop ambitious learners by embodying high expectations rooted in a safe and supportive social-emotional and academic environment.</p> <p>Every student will have equal access to quality instruction and the opportunity for self-discovery. This will lead our students to become competent, productive, globally responsible and compassionate citizens.</p>	<p style="text-align: center;"><b>Wells Loyalty Song</b></p> <p style="text-align: center;">Wells High, We raise our voice to thee, Wells High, you have our loyalty, Fighting and always striving, To bring to you a victory. Wells High, to you we pledge our hearts, Fight on and keep our colors flying So we'll say... To you we will be true, Silver and royal blue!</p>
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## Visitor Information

Wells Community Academy High School 936 North Ashland Avenue Chicago, Illinois 60622	Office: 773.534.7010   Fax: 773.534.7078 Website: wellshs.cps.edu Facebook: Wells Community Academy Connection
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### Visitor Guidelines

Wells encourage parents, guardians, and community members to visit us. However, we want to avoid disruptions to the educational process, protect the welfare of the students, staff and community at-large.

**The following are guidelines ALL visitors must follow:**

1. All visitors **MUST** enter through the main door and obtain a visitor's pass from the Security Desk. Visitor's passes **MUST** be displayed at all times.
2. Access to classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher or as otherwise deemed necessary by the administration. Please complete the classroom visit request form to schedule a visit.
3. Appointments are required in advance for parent and teacher conference and room visits. The Parent Request to Access Classroom(s) form is available for parents in the school's Main Office.
4. Wells students are not allowed to bring guests into the school.
5. Visitors may **NOT** park in the Teacher/Staff parking lot located in the back of the school. Vehicles without the Wells parking permit will be ticketed or towed at owners' expense.

## Calendar & Schedule

### 2016-2017 Key Dates

<p><b>September</b></p> <ul style="list-style-type: none"> <li>09.05.2016 <i>No School: Labor Day</i></li> <li>09.06.2016 <b>First Day of School</b></li> <li>09.15.2016 <b>Senior Parent Meeting #1*</b></li> <li>09.22.2016 PAC/BAC Meeting</li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>10.01.2016 <b>FAFSA Workshop*</b></li> <li>10.06.2016 <b>FAFSA Workshop*</b></li> <li>10.07.2016 <b>Quarter 1 Progress Reports</b></li> <li>10.10.2016 <i>No School: Columbus Day</i></li> <li>10.20.2016 <b>FAFSA Workshop*</b></li> <li>10.27.2016 <b>Junior Parent Night #1</b></li> </ul>
<p><b>November</b></p> <ul style="list-style-type: none"> <li>11.04.2016 <i>No School: Improvement Day</i></li> <li>11.10.2016 <b>Q1 Parent Conferences 12-6</b></li> <li>11.11.2016 <i>No School: Veteran's Holiday</i></li> <li>11.17.2016 <b>Sophomore Parent Night</b></li> <li>11.23.2016 <i>Thanksgiving Holiday [23-25]</i></li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>12.05.2016 - 12.16.2016 <b>Individual Senior Parent Meetings #3*</b></li> <li>12.08.2016 <b>Freshman Parent Night</b></li> <li>12.23.2016 <b>FAFSA Application Due*</b></li> <li>12.26.2016 <i>Winter Break Begins</i></li> </ul>
<p><b>January</b></p> <ul style="list-style-type: none"> <li>01.06.2017 <i>Last Day of Winter Break</i></li> <li>01.09.2017 <b>Quarter 2 Progress Reports</b></li> <li>01.16.2017 <i>No School: MLK Jr. Day</i></li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>02.03.2017 <i>No School: Improvement Day</i></li> <li>02.10.2017 <b>Semester 1 Report Cards</b></li> <li>02.20.2017 <i>No School: Presidents Day</i></li> <li>02.23.2017 <b>Senior Parent Night #4*</b></li> </ul>
<p><b>March</b></p> <ul style="list-style-type: none"> <li>03.07.2017 <b>College Applications Due*</b></li> <li>03.10.2017 <b>Quarter 3 Progress Reports</b></li> <li>03.31.2017 <b>Service Learning Due*</b></li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>04.07.2017 <i>No School: Improvement Day</i></li> <li>04.10.2017 <i>Spring Break Begins</i></li> <li>04.14.2017 <i>Last Day of Spring Break</i></li> <li>04.20.2017 <b>Q3 Parent Conferences</b></li> </ul>
<p><b>May</b></p> <ul style="list-style-type: none"> <li>05.04.2017 <b>Senior Parent Night #5*</b></li> <li>05.19.2017 <b>Quarter 4 Progress Reports</b></li> <li>05.25.2017 <b>Junior Parent Night #2</b></li> <li>05.29.2017 <i>No School: Memorial Day</i></li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li><b>Year-End Activities To Be Announced</b></li> <li>06.20.2017 <b>Semester 2 Report Cards</b></li> <li><b>Emergency Attendance Days</b> 06.23.2017 - 06.29.2017</li> </ul>
<p><b>Non-Attendance Days</b></p> <ul style="list-style-type: none"> <li><i>School Improvement Days [Nov 4, Feb 3 &amp; Apr 7]</i></li> <li><i>Holidays [Sep 5, Oct 10, Nov 11, Nov 23-25, Jan 16, Feb 20 &amp; May 29]</i></li> <li><i>Winter Break [Dec 26-Jan 6] &amp; Spring Break [Apr 10-14]</i></li> <li><i>Report Card Conference Days [Nov 10 &amp; April 20]</i></li> </ul> <p><b>Parents are required to pick up report cards; conferences held from 12pm-6pm.</b></p>	
<p><b>Seniors &amp; Senior Parents</b></p> <ul style="list-style-type: none"> <li><b>Senior Parent Meetings*</b> [5 opportunities to earn graduation ceremony tickets]</li> <li><b>FAFSA Process*</b> [Graduation requirement for receiving financial aid for college]</li> <li><b>College Applications Due*</b> [Graduation requirement to complete 5 college applications]</li> <li><b>Service Learning Due*</b> [Graduation requirement to complete 40 hours of service learning]</li> </ul>	

## Bell Schedule

Class Period	Regular Day	Whole School Activities	Quarter & Semester Final Exams	
			Testing Even Periods (2,4,6,8)	Testing Odd Periods (1,3,5,7)
1 <sup>st</sup>	9:00 - 9:50	9:00 - 9:43	9:00 - 9:25	9:00 - 10:15
2 <sup>nd</sup>	9:55 - 10:45	9:48 - 10:31	9:30 - 10:45	10:20 - 10:45
3 <sup>rd</sup>	10:50 - 11:40	10:36 - 11:19	10:50 - 11:15	10:50 - 12:05
4 <sup>th</sup>	11:45 - 12:35	11:24 - 12:07	11:20 - 12:35	12:10 - 12:35
5 <sup>th</sup>	12:40 - 1:30	12:12 - 12:55	12:40 - 1:05	12:40 - 1:55
6 <sup>th</sup>	1:35 - 2:25	1:00 - 1:43	1:10 - 2:25	2:00 - 2:25
7 <sup>th</sup>	2:30 - 3:20	1:48 - 2:31	2:30 - 2:55	2:30 - 3:45
8 <sup>th</sup>	3:25 - 4:15	2:36 - 3:19	3:00 - 4:15	3:50 - 4:15
<b>Whole School Activity Period</b>		3:24 - 4:15	Testing Periods: 75 minutes Non Testing Periods: 25 minutes	
<b>Class Length</b>	50 minutes	43 minutes		
<b>Passing Length</b>	5 minutes	5 minutes	5 minutes	5 minutes

## Quarter & Semester Finals Schedule

Finals are given at the end of each quarter or semester. Exams are a significant portion of the final grade in each course. If students do not take an exam, they may not receive full credit for the course. All students (grades 9-12) are expected to be in attendance for their scheduled exams.

## Progress Report Distribution

Progress Reports are sent home with students to parents/guardians mid-quarter. These reports include interim grades and may have notes of praise, encouragement or a warning regarding classroom performance.

## Report Card Distribution

Report Cards are issued quarterly and will be distributed to students two times during the school year, at the end of each semester. For Quarters 1 & 3, report cards will be distributed to parents/guardians directly at Report Card Conferences hosted from 12pm to 6pm. This information is also available online via Parent Portal.

## Wells Directory

### Administration

Name	Position	Email	Phone	Office
Raichoudhuri, Rita	Principal	rraichoudhu@cps.edu	773.534.7010	Main
Vondra, Amy	Assistant Principal	aevondra@cps.edu	773.534.7020	Main

### Support Staff

Name	Position	Email	Phone	Office
Angeles, Melina	Student Success Specialist	mangeles1@cps.edu	773.534.7936	113
Caraballo, Edwin	Social Worker	ecaraballo@cps.edu	773.534.7941	107
Enloe, Sarah	ELL & Test Coordinator	smenloe@cps.edu	773.534.7932	113
Horton, Michael	Counselor	mdhorton@cps.edu	773.534.7319	115
Munoz, Veronica	Clerk	vmunoz15@cps.edu	773.534.7012	Main
Pond, Berenice	Community Outreach	bspond@cps.edu	773.534.7119	121
Rivera, Socorro	Counselor	srivera5@cps.edu	773.534.7351	115
Roman, Maria	Attendance Clerk	maroman@cps.edu	773.534.7018	Main
Wurster, Tanyamarie	Case Manager	twurster@cps.edu	773-534-7939	219
Zivojinovic, Valerie	Youth Interventionist	vzivojinovi@cps.edu	773.534.7023	105

## Faculty

Name	Role	Email	Location
Antosz, Thomas	Spanish Teacher	teantosz@cps.edu	206
Bello, Darling	Freshmen Teacher	dcbello@cps.edu	406
Buehring, David	Physical Education Teacher	dsbuehring@cps.edu	315
Ciurla, Martha	Music Teacher	mjiurla@cps.edu	415
Cody, Colleen	English Teacher	crcody@cps.edu	212
Daniels, Shadia	Computer Science Teacher	ssdaniels1@cps.edu	302 & 305
Donis, Jacqueline	Spanish Teacher	jdonis1@cps.edu	203
DuPree, Kimmy	Mathematics & Science Teacher	ksdupree@cps.edu	210
Filip, Justin	Physical Education Teacher	jfilip@cps.edu	311 & Gyms
Frausto, Angela	Science Teacher	afrausto8@cps.edu	400
Kaminski, Erin	Science Teacher	erkaminski@cps.edu	300
Kattah, Maureen	Social Studies Teacher	mlkattah@cps.edu	307
Marren, Lisa	Occupational Prep Teacher	lmwalczak@cps.edu	402
Medina, Ricardo	JROTC Instructor	rbmedina@cps.edu	
Nieves, Yalil	Spanish Teacher	ynieves4@cps.edu	202
O'Brien, Joan	Mathematics Teacher	jmobrien1@cps.edu	301
Okuno, Michelle	Social Studies & English Teacher	mfleming6@cps.edu	405
Poulos, Peter	Social Studies & Law Teacher	pwpoulos@cps.edu	218 & 222
Renteria, Rita	Social Studies Teacher	rrenteria@cps.edu	303
Scheib, Caitlin	English & Drama Teacher	cescheib@cps.edu	413
Sontag, Jean	Social Studies & English Teacher	jasontag@cps.edu	207
Strand, Joshua R	English Teacher	jrstrand@cps.edu	201
Taylor, Vashti	Freshmen Teacher	vtaylor1@cps.edu	318
Townsley, James	Mathematics & Science Teacher	jctownsley@cps.edu	304
Trahey, Michael	Librarian/Math & Science Teacher	mrtrahey@cps.edu	110 / Library
Wenzler, Amy	English Teacher	alwenzler@cps.edu	401
Wurster, Tanyamarie	Case Manager	twurster@cps.edu	219

# Student Expectations

## Medical Compliance

Physical and dental examinations, as well as specified immunizations, are required for all entering freshmen and transfer students. Students in the upper grades may also need to update their immunizations.

- All incoming freshmen (9<sup>th</sup> grade) need to submit an updated physical exam dated after **July 1, 2016** in order to be in medical compliant with Chicago Public Schools.
- Students who fail to turn in their physical exam and/or be in compliance with immunizations by **October 10, 2016** will NOT be allowed to participate in any sports, teams, after school programs, school activities, incentives, etc.

## Daily Procedures

### Student Entry

All students will enter through the main entrance of Wells High School building. The doors will open at 8:30am. If a teacher has tutoring or a meeting scheduled with student before school, they must pick student up at the main door. Upon entry, student will proceed to the cafeteria for breakfast. They will be dismissed at 8:50am from the cafeteria and report directly to class.

- Students must have their student ID on them at all times.
- Students who forget their ID, will have to purchase a daily temporary ID for \$1.00.
- If a student has lost their ID they will have to purchase a new ID for \$10.
- Glass bottles and unsealed containers are not allowed in the building.
- Students will walk through a metal detector for screening of personal bags and items.
- Students must remove belts and all belongings and go through the x-ray machine.
- Students will swipe in at the kiosk or computer before going to class.

**Notice:** *Students who arrive to school after 9:00 am will receive a lunchtime detention.*

### Lunch Time Procedures

Students line up at the cafeteria doors alongside of the hallway when they arrive for lunch.

- Students must swipe their school ID to enter the cafeteria or present a temporary ID
- Students clear their own trays and remove any trash from their table. Food cannot be taken out of the cafeteria unless a student has a pass from a teacher or staff member.
- Students on the Wells Scholars List or Principal's List are eligible for off-campus lunch privileges with parent permission.

**Notice:** *Any outside food must be brought in during morning entry.*



## Dismissal

All students will exit after 4:15pm through the main entrance.

- Once students exit they will not be allowed to reenter for after school programs.
- Students that remain after school for activities must report to the cafeteria after dismissal.
- For sporting events, students will be allowed to enter with proper ID.
- Students in the building after 4:15pm must be with by an adult in a program or activity.

**Notice:** *Anyone in the building after hours without purpose or permission is a trespasser.*

## Use of Restrooms

Restrooms are located on each floor; please keep your restrooms clean.

- Students are to use the restroom during passing periods and during lunch.
- Restroom use during class time should be limited, but if needed, students must acquire a blue pass from their teacher. Students are allowed to request passess after he first ten minutes of class and before the final ten minutes.

## Lockers

Students are assigned to individual lockers; they are to be kept neat and used only for storage of school related materials.

- Students must use locks purchased from the school.
- Students should not leave valuables in their lockers.
- Students should not share lockers with other students.
- Students must clear the lockers by the date announced at the end of the year.

**Notice:** *Wells does not assume responsibility for the contents of student lockers; lockers may randomly be searched at any time.*

## Use of CPS Network

Students are expected to utilize the CPS Network in a legal, moral, ethical, mature and educational manner on any electronic device. Improper use of the CPS Network is strictly prohibited, which includes but is not limited to the following:

- Use of the CPS wifi-network on your personal devices
- Use of the network for or in support of any obscene or pornographic purposes as
- Use of communication that is profane, obscene, offensive or threatening
- Participating in or initiating acts of physical or emotional harm via communications, pictures or visuals including defamation of character, slander and name-calling
- Non-educational uses of the network
- Any use not conducive of the Wells CAHS culture or in-line with CPS board policies.

## The Wells Way

### **Students arrive to class on time – every period, every day.**

- Students who arrive after 9:00am will receive a lunch detention that same day.
- Students who are tardy to class twice or more in a day receive a lunch detention.
- Students who do not attend a class will receive a lunch detention.

### **Students dress for success by following the dress code policy all day, every day.**

- Students must comply with the Wells Dress Code Policy, it is as follows:
  - Shorts and skirts must be fingertip length or longer
  - Tights are not considered pants, and must be worn with skirts or dresses
  - No low cut blouses or exposed stomachs
  - Gang representation or affiliation is not tolerated
  - No baseball caps or hoods may be worn in the building
  - No sagging pants or undergarments showing
- **Notice:** *Students refusing to comply with the dress code policy will report to the Office of Student Accountability to change into appropriate attire and receive consequences.*

### **Students use electronics responsibly.**

- Students abstain from using electronics during the school day unless specifically instructed by the teacher for educational purposes.
- Students' phones will be confiscated by their teacher, security or the Office of Student Accountability if used inappropriately in class or the school building.
- **Notice:** *Wells Community Academy High School is NOT responsible for lost/stolen/misplaced cell phones or electronic devices. IF your student chooses to bring any electronic devices to school, Wells will NOT reimburse you for your loss.*

### **Students are upstanders against bullies.**

- Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students. Students refusing to comply are referred to the Office of Student Accountability.
- **Notice:** *If a student is being bullied, contact the Office of Student Accountability immediately.*

### **Students use blue hall passes when traveling through the halls during class periods.**

- All students will carry a designated Wells hall pass when leaving the classroom.
  - No hall passes are administered during the first or last 10 minutes of class.

### **Students are all responsible community members – caring for the people and environment.**

- Students speak respectfully to each other and to adults.
- Students and adults will work together to maintain a clean and safe environment, filled with exemplars of student work, art, and helpful texts, and free from litter and graffiti.

### **Students come to school ready to learn.**

- Students arrive on time to school and to each class period.
- Students bring school supplies, such as paper, pens, and completed homework.
- Students participate in class discussion and listen to and work with others.
- Students will complete their own work. Plagiarism and academic dishonesty are violations in the student code of conduct and will result in course failure.

# Student Success

## Attendance

Attendance is important for academic success. Arriving to school and classes on time is an expectation for all students. The school day begins promptly at 9:00 AM and students are expected to be in their 1<sup>st</sup> period seats at that time; dismissal is at 4:15 PM.

It is the parent/guardian's responsibility to inform the school of student absences and a student's responsibility for submitting documentation of excused absences with the Attendance Clerk, Mrs. Roman. Unexcused full-day absences and cuts will result in escalated consequences and interventions.

## Excused Absences

- Students must make arrangements with teachers to make up work or tests immediately.
- Excused absences are only granted for valid reasons, that include:
  - Illness / Doctor's appointments
  - Religious holidays
  - Death in the family (must bring note from parent/legal guardian)
  - Family emergency (must bring note from parent/legal guardian)
- Require documentation that must include the following information:
  - Date of Absence(s)
  - Student's Name
  - Valid Reason
  - Parent / Guardian Contact Information & Signature

**Notice:** Any absences (excused or unexcused) count against your attendance rate, which will not allow you to meet your required attendance percentage for participation in school incentives, events, activities or ceremonies.

## Truancy

A "truant" is a student who is absent from school without valid reason for a school day or a portion of the school day.

- If a student is truant, the parent/guardian is notified and must attend a conference with the Attendance Clerk before the student can be re-admitted.
- A "chronic truant" is defined to be a student who is absent from school without valid reason for 17 days or more. After 18 days of truancy, the school may initiate legal proceedings.

## Extended Illness

If a student is going to be absent for an extensive period (more than five days), the parent/guardian should immediately contact the Attendance Clerk, Mrs. Roman at 773.534.7018. We can set up home services that will help the children recover absences.

## Tardy to School

Students arriving late for their first class must obtain a tardy slip before going to class. Morning tardies result in lunch detention on the same day.

## Early Dismissals

Parents or guardians can request for a student to be dismissed early from school; persons listed on the **Emergency Form** will be the only individuals permitted to pick up the student early.

- Students and families are encouraged to update emergency forms as needed to prevent issues from arising; forms are readily available in the Main Office.
- Students can recover missing attendance due to Early Dismissal by attending lunch detention; attendance recovery positively impacts your attendance percentage.

## Field Trip and School Sponsored Activities

Students who wish to be excused from classes to participate in a school-sponsored activity must secure the permission of the teachers for each class to be missed at least one day before the event.

- A teacher has the right to refuse to grant permission if in the teacher's judgment, the absence would prevent the student from progressing in class.
- Incentives and school events are a privilege available for students who maintain the attendance metrics as outlined in the Student Contract.

## CPS Class Attendance Policy

*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.*

## Academics

### Wells Grading Scale

Students will be issued traditional letter grades; teachers will post grades weekly. Students, along with their parents, will be able to view grades on CPS' Student or Parent Portal. Parents can also visit <http://wellshs.cps.edu/> for more information.

Grade	A	B	C	D	F
<b>Percentages</b>	90 - 100	80 -89	70 -79	60 - 69	0 - 59

### Late Work Policy

All assignments are given a due date, it is the student's responsibility to ensure that assignments are completed and submitted in a timely manner.

**Notice:** Late work policies are included on each course syllabus and are strictly adhered to.

### Tutoring & Homework Help

Our expectations include that students are growing into responsible young adults who can communicate with their teachers when they are having difficulties with assignments or meeting deadlines. Students know when they are experiencing issues with understanding assignments and successfully completing work.

- Students are responsible for attending after school tutoring or homework help to receive additional support from teachers or community partners.
- Teachers may also require students to attend before or after school tutoring in cases where students are not performing to standard.

**Notice:** It is both the student and parent's responsibility to ensure that the student attends tutoring or homework help to ensure that the student experiences academic success.

### Use of Library

Room 110 Students may use the library before or after classes, during lunch periods or when assigned by a class teacher. A student ID is required to check books out. Computers with internet access are available for student use. The Library is a place for studying and/or conducting research.

### Grade Point Average

Grade point averages are obtained by averaging the numerical values of all semester marks for all high school courses receiving marks of A, B, C, D, or F, with additional weighting for Honors and Advanced Placement classes.

## Class Rank

Class rank is obtained by ranking the GPAs of all students within a class of students (freshmen class, sophomore class, junior class and senior class); the lowest numerical values are the best rankings.

## Service Learning Hours

A teaching and learning methodology that connects classroom curriculum with community issues and needs, service learning engages students in projects that serve the community and build their social and academic capacities.

- CPS requires 40 service learning hours to graduate; at the end of every school year Wells requires all students to participate in Wells Community Days to earn hours.
- Many teachers conduct service-learning projects with their classes; it is the student's responsibility to make sure it is reported to the Counselor's Office in a timely manner.
- If you choose to complete a project outside of school:
  - You must first complete a Service Learning Agreement and have it approved by one of the Service Learning coaches.
  - Keep track of your time on the SL Time Sheet.
  - When you finish your project, turn the SL Time Sheet into one of the coaches.
- For Service Learning projects and agencies, visit: <http://servicelearning.cps.edu> or visit Mr. Horton in room 115 ([mdhorton@cps.edu](mailto:mdhorton@cps.edu)).

## Credit Recovery Courses

Students who fail a course during the regular school year are responsible for making up any missing credits prior to the end of the first semester of the following school year.

- Attend school for evening, Saturday or summer recovery courses for each half credit failed; if a whole credit was failed then two recovery courses are needed.
- The cost for participation in an online, weekend, summer or evening recovery course will be the sole responsibility of the student and his/her family.
- Be advised that students in need of credit recovery must speak to their counselor in advance to discuss such options.
- Credit recovery plans must be created in partnership with your school counselor in Room 115.

## Wells Standards for Promotion

Students are required to take seven classes each semester and earning a minimum of credits a year for promotion to the next grade.

- **Rising Sophomores:** students must earn at least 5.0 credits by the end of the 2<sup>nd</sup> semester in high school and complete 10 service learning hours.
- **Rising Juniors:** students must earn at least 11.0 credits by the end of the 4<sup>th</sup> semester in high school and complete 20 service learning hours.
- **Rising Seniors:** students must have earned a minimum of 17.0 credits at the end of the 6<sup>th</sup> semester in high school, have taken the PSAT & SAT, Constitution test, complete 30 hours of community services.

## Graduation Requirements

Illinois Course Requirements	24 Credits	Chicago Requirements
<b>English</b> (Required: English I-IV)	<b>4</b>	<ul style="list-style-type: none"> <li>● <b>Constitution Exam:</b> Pass the Public Law 195</li> <li>● <b>Driver's Education:</b> Pass a 30-hour course</li> <li>● <b>Consumer Education:</b> Complete a qualifying course</li> <li>● <b>College Readiness Testing:</b> Participate in PSAT &amp; SAT</li> <li>● <b>Service Learning:</b> Complete at least 40 hours</li> </ul> <p><i>* PE / ROTC must be taken each year unless an authorized exception is on file.</i></p>
<b>Mathematics</b> (Required: Algebra, Geometry, Trigonometry)	<b>3</b>	
<b>Social Science</b> (Required: World Studies, U.S. History & Civics)	<b>3</b>	
<b>Science</b> (Required: Biology + 2 Additional Lab Science Courses)	<b>3</b>	
<b>World Language</b> (Required: Same Language Course I & II)	<b>2</b>	
<b>Fine Arts</b> (Required: 2 Courses in Music, Drama or Art)	<b>2</b>	
<b>PE / ROTC*</b> (Required: Health & Driver's Education)	<b>2</b>	
<b>Career Education</b> (Or PE / ROTC III & IV)	<b>2</b>	
<b>Electives Courses</b> (Required: Computer Science + 2 Other Courses)	<b>3</b>	

Ceremony & Luncheon Eligibility	Wells Graduation Requirements
<ul style="list-style-type: none"> <li>● Meet All Graduation Requirements <i>Illinois / Chicago / Wells</i></li> <li>● 94% YTD Attendance</li> <li>● Fees Paid in Full</li> <li>● Maintain Medical Compliance</li> <li>● Lunch Form Submitted by October 1<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>● Credits failed prior to Senior year must be recovered by the end of the 1<sup>st</sup> semester. Only credits failed 1<sup>st</sup> semester can be recovered during the 2<sup>nd</sup> semester.</li> <li>● Meet behavioral and restorative expectations <i>Violations may result in a behavior contract that may impact eligibility for Senior Ceremony, Luncheon &amp; Prom.</i></li> <li>● Complete a Counselor Conference with Senior Counselor prior to Winter Break.</li> <li>● Complete of FAFSA and 5 College Applications.</li> <li>● Complete Senior Exit Questionnaire &amp; Postsecondary Plan.</li> </ul>
Senior Prom Eligibility	
<p><b><i>Above Ceremony &amp; Luncheon Eligibility, plus the following requirements:</i></b></p> <ul style="list-style-type: none"> <li>● No Fighting</li> <li>● No Out of School Suspension</li> <li>● No Unrecovered Course Failures</li> </ul>	

**All Illinois, Chicago and Wells Graduation Requirements must be completed by June 1, 2017.**

## Special Programs

### Computer Science

Wells is a pilot school for Exploring Computer Science. All Wells students are exposed to this new collaborative hands-on inquiry-based learning course in their freshman year. Computer Science has become a new graduation requirement and this course will prepare students for college and career in the 21st century.

### Gaming Program

Game Programming is a pathway offered at Wells that begins freshman year. These preliminary courses provide students with the technology skills essential for success in intermediate and advanced computer science coursework throughout their high school career, and at the postsecondary level. Students engage in collaborative hands-on inquiry-based learning experiences that challenge their problem solving and technical abilities. The Game Programming pathway provides rich and rigorous learning experiences and places an emphasis on game programming, play, design, and logic.

### Law & Public Safety Program

Students will develop leadership skills by developing their academic, communication, organizational and interpersonal skills leading to increased quality of decision-making, increased confidence and higher self-esteem.

### JROTC

The Wells JROTC Raiders Battalion is run by cadets, with supervision of experienced Army Instructors, and provides cadets with multiple opportunities to lead other cadets, thus experiencing responsibility. Through JROTC, our cadets learn many skills that will prepare them for life after high school. JROTC promotes physical fitness and broadens overall knowledge, which enhances cadets' leadership qualities.

### Advanced Placement (AP)

Wells offers an array of AP courses in the areas of English, fine arts, history/social science, mathematics, science and world languages. Students enrolled in an AP course are expected to take the AP exam offered by the College Board.

### Dual Enrollment

Junior and Senior students may participate in dual enrollment courses offered through City Colleges of Chicago to receive early college credit while in high school. Classes are offered after school and on the weekends at City College campuses around the city; courses offered vary by location. Please email [mangeles1@cps.edu](mailto:mangeles1@cps.edu) for more information.



## College Readiness Testing

### PSAT & SAT Testing

- Students will take nationally standardized exams, PSAT for 9th & 10th grade students and PSAT and SAT for 11th grade students as required for graduation.
- Scores on these tests, along with student grades, provide a strong indication of college and career readiness.
- The Illinois State Board of Education requires that our students take these exams as a graduation requirement.
- Scores may be used as part of the application process to colleges.
- By state law, scores are included on each student's transcripts.

### Advanced Placement (AP) Testing

- Ms. Angeles oversees our AP Program, her contact information is in the Wells Raiders Family Handbook Directory.
- Students enrolled in Advanced Placement courses will be required to take the corresponding AP exam.
- Students are required to pay for AP exams if they do not qualify for free or reduced lunch; each AP exam is \$92.
  - Students will be notified via email by February if they do not qualify for free or reduced lunch.

## Restorative Practices

We believe in the power of Restorative Practices at Wells. We use restorative practices as an alternative to some of the more punitive measures of discipline. Through restorative practices, Wells provides opportunities to correct wrongdoing while maintaining positive student-to-adult relationships. These interventions build life and character skills in students that focus on self-regulation, peaceful conflict management, and civic responsibility. Restorative practices involve many components and requires support from teachers, administrators, students, parents and support workers. The Youth Interventionist and Social Worker use the following interventions to resolve conflicts and minor infractions at Wells.

### Restorative Conferencing

- Supports reparation of relationships after an offense or confrontations occurs. Student's conference with the teacher or staff member who the student had a conflict with, the youth interventionist or social worker, and their parent or guardian.

### Natural Leaders Program

- A peer-to-peer helping program, where students learn how to help friends and other students who need someone to talk to when going through a difficult situation. Natural Leaders are students who are identified by their peers as trustworthy, caring, and someone who enjoys helping others.

### Peer Mediation

- In response to rumors, threats or name-calling peer mediation is a process that provides the injured party an opportunity to meet the offending student, in a safe and structured setting.

### Peace Circles

- Gives students the opportunity to resolve any conflicts that may exist between students. Can occur before or after an incident occurs.

### Community Service

- Work performed by a referred student for the benefit of the school community.

## Discipline

To meet the need of maintaining school safety when harm has been done, Wells uses a Progressive Discipline Model, which escalates consequences in scale with offenses. Through this model, students have multiple opportunities to resolve the problem with restorative interventions. Lunch detention is used as a consequence for behavior and tardies during the school day. Suspension is used as a last resort, and even then, restorative interventions follow the suspension as a way to integrate the student back into the school community.

Wells follows the CPS Student Code of Conduct to guide consequences when students misbehave, it is available in a hard copy at Wells High School or can be downloaded at [cps.edu/Pages/ParentResourcesStudentCodeofConduct.asp](https://cps.edu/Pages/ParentResourcesStudentCodeofConduct.asp)

## Support Services

At Wells, we recognize that some students need more support to be successful. We meet that need by providing additional support so that our students don't slip through the cracks. To accomplish this, Wells has a full-time social worker with a team of social work interns (Aces) who are available to meet individually with students on a regular basis, and to provide crisis intervention as necessary. Wells knows that students' physical, mental, and emotional needs must be met in order to maximize their learning opportunities.

### Social Work Intern (Aces) Program

Social Work Interns provide individual and group social and emotional support.

Goals of the Social Work Intern Program are:

- decrease in truancy, absences
- decrease in dropout rates,
- increase in academic performance, and
- increase in students emotional support.

### Think First (Anger Management)

An anger coping program designed to teach students how to improve their behavior in school by teaching them how to peacefully solve problems with other people and better manage anger.

### Peace Center

Students have the opportunity to receive preventative support to talk out their problems with each other in a peaceful way.

### CBITS Program

Trauma focused program for students who have experienced traumatic events. Helps to process the trauma and build coping skills in order to return to normal day functioning.

## Student Contract & Incentives

Wells Community Academy High School requests student and parent commitment of the following guidelines in order to achieve student academic success. All students must meet the following requirements in order to participate in the different student activities.

Please review requirements below and the incentives associated with compliance:

Incentives	Requirements	Special Recognition	Requirements
<p><b>School Activities</b></p> <ul style="list-style-type: none"> <li>Homecoming</li> <li>Valentine’s Dance</li> <li>Spring Homecoming</li> <li>Other Activities</li> </ul>	<ul style="list-style-type: none"> <li>Medical Compliance</li> <li>Lunch Form <i>Submit by October 1<sup>st</sup></i></li> </ul>	<p><b>Monthly Awards</b></p> <ul style="list-style-type: none"> <li>Honorary Student</li> <li>Most Improved</li> <li>Notable Raider</li> </ul>	<ul style="list-style-type: none"> <li>No Suspensions <i>In-School (ISS) or Out-of-School (OSS)</i></li> </ul> <p><i>During Award Month</i></p>
<p><b>Mid-Year Celebrations</b></p> <ul style="list-style-type: none"> <li>Grade Level Activities <i>To be Determined</i></li> </ul>	<ul style="list-style-type: none"> <li>94% YTD Attendance <i>10 absences or less</i></li> <li>Tardies: 10 or Less <i>Per Quarter</i></li> <li>Remain On-Track</li> <li>No Suspensions <i>Out of School (OSS)</i></li> <li>No Fighting</li> <li>Lunch Form</li> <li>Medical Compliance</li> <li>Owes \$100 or less</li> </ul>	<p><b>Wells Scholars List</b></p> <ul style="list-style-type: none"> <li>Off Campus Lunch</li> <li>Morning Treats</li> <li>Quarterly Parties</li> </ul> <p><i>Calculated Quarterly</i></p>	<ul style="list-style-type: none"> <li>94% Quarterly Attendance Rate</li> <li>Tardies: 10 or Less <i>Per Quarter</i></li> <li>3.0 GPA</li> <li>Medically compliant</li> <li>2 or less detentions</li> <li>No ISS / OSS</li> <li>Owes less than \$150</li> </ul>
<p><b>Year-End Celebrations</b></p> <ul style="list-style-type: none"> <li><b>Junior Class:</b> Awards Luncheon</li> <li><b>Sophomore Class:</b> Half Cap Ceremony</li> <li><b>Freshman Class:</b> Pool Party</li> </ul>			
<p><b>Great America Trip</b></p> <ul style="list-style-type: none"> <li>Full-day trip to Great America</li> <li>Free transportation</li> <li>Free park entry</li> </ul> <p><i>Scheduled for June</i></p>	<ul style="list-style-type: none"> <li>96% YTD Attendance <i>7 absences or less</i></li> <li>Tardies: 10 or Less <i>Per Quarter</i></li> <li>No Suspensions <i>Out of School (OSS)</i></li> <li>Medical Compliance</li> <li>Lunch Form</li> <li>Owes less than \$75</li> </ul>	<p><b>Principal’s List</b></p> <ul style="list-style-type: none"> <li>Special Luncheon with Principal</li> <li>Development Meetings</li> <li>Mentoring with Principal</li> </ul> <p><i>Calculated Semesterly</i></p>	<ul style="list-style-type: none"> <li>3.0 GPA or higher <i>Unweighted Cumulative</i></li> <li>96% Semester Attendance</li> <li>Tardies: 10 or Less <i>Per Semester</i></li> <li>Service Learning <i>10 Hours Per Year</i></li> <li>No Detentions</li> <li>No Suspensions</li> <li>Medical Compliance</li> <li>Owes less than \$75</li> </ul>

**Notice:** By signing the contract below, you agree to the above terms and conditions. Any family who fails to complete the student contract will result in automatic exclusion from participating in any school-sponsored events. Principal maintains the right of final determination of participation based upon student behavior and performance.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Notice:** Wells Community Academy High School reserves the right to make changes to the policies and procedures described in this handbook at any time. When policy changes are made, they will be posted in several visible locations throughout the school, on our website, and announced over the intercom and during Town Hall Meetings.

## Senior Contract & Incentives

Wells Community Academy High School requests the commitment of students and parents to following guidelines to achieve academic success. Seniors must meet the following requirements for participation privileges.

Illinois Course Requirements	24 Credits	Chicago Requirements
<b>English</b> (Required: English I-IV)	<b>4</b>	<ul style="list-style-type: none"> <li>● <b>Constitution Exam:</b> Pass the Public Law 195</li> <li>● <b>Driver's Education:</b> Pass a 30-hour course</li> <li>● <b>Consumer Education:</b> Complete a qualifying course</li> <li>● <b>College Readiness Testing:</b> Participate in the PSAT &amp; SAT</li> <li>● <b>Service Learning:</b> Complete at least 40 hours</li> </ul> <p><i>* PE / ROTC must be taken each year unless an authorized exception is on file.</i></p>
<b>Mathematics</b> (Required: Algebra, Geometry, Trigonometry)	<b>3</b>	
<b>Social Science</b> (Required: World Studies, U.S. History & Civics)	<b>3</b>	
<b>Science</b> (Required: Biology + 2 Additional Lab Science Courses)	<b>3</b>	
<b>World Language</b> (Required: Same Language Course I & II)	<b>2</b>	
<b>Fine Arts</b> (Required: 2 Courses in Music, Drama or Art)	<b>2</b>	
<b>PE / ROTC*</b> (Required: Health & Driver's Education)	<b>2</b>	
<b>Career Education</b> (Or PE / ROTC III & IV)	<b>2</b>	
<b>Electives Courses</b> (Required: Computer Science + 2 Other Courses)	<b>3</b>	

Ceremony & Luncheon Eligibility	Wells Graduation Requirements
<ul style="list-style-type: none"> <li>● Meet All Graduation Requirements <b>Illinois / Chicago / Wells</b></li> <li>● 94% YTD Attendance</li> <li>● Fees Paid in Full</li> <li>● Maintain Medical Compliance</li> <li>● Lunch Form Submitted by October 1<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>● Credits failed prior to Senior year must be recovered by the end of the 1<sup>st</sup> semester. Only credits failed 1<sup>st</sup> semester can be recovered during 2<sup>nd</sup> semester.</li> <li>● Meet behavioral and restorative expectations <i>Violations may result in a behavior contract that may impact eligibility for Senior Ceremony, Luncheon &amp; Prom</i></li> <li>● Complete a Counselor Conference prior to Winter Break.</li> <li>● Complete of FAFSA and 5 College Applications.</li> <li>● Complete Senior Exit Questionnaire &amp; Postsecondary Plan.</li> </ul> <p><b>All Illinois, Chicago and Wells Graduation Requirements must be completed by June 1, 2017.</b></p>
<b>Senior Prom Eligibility</b>	
<p><b>Above Ceremony &amp; Luncheon Eligibility, plus the following requirements:</b></p> <ul style="list-style-type: none"> <li>● No Fighting</li> <li>● No Out of School Suspension</li> <li>● No Unrecovered Course Failures</li> </ul>	

Accounts must be paid in full to pay graduation fee or purchase prom tickets. Graduation tickets will be provided based on **Senior Parent Meetings** attended; review the school calendar for a list of **Senior Parent Meetings**.

**Notice:** By signing the contract below, you agree to the above terms and conditions. Any family who fails to complete the student contract will result in automatic exclusion from participating in any school-sponsored events. Principal maintains the right of final determination of participation based upon student behavior and performance.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Campus Involvement

### Athletic Eligibility

According to IHSA Policy:

- Athletes complete a player record packet and submit a valid sports physical.
- Athletes must maintain a minimum Cumulative GPA of 2.0.
- Athletes must earn 2.5 credits in the semester preceding the season to be eligible.
- Athletes who are failing more than 1 class, have more than 1 unexcused absence or suspensions will be ineligible to play the following week or during suspension.
- Athletes not meeting academic standards must develop an “Individual Study Plan” with his/her coach and it must be approved by the Principal.
- For additional information, please contact Mr. Michael Horton, Athletic Director.

### Sports Teams

Season	Sport	Players	Coach
Fall Sports Teams	Soccer Team	Boys	Coach Martha Ciurla
	Volleyball Team	Girls	Coach David Buehring
	16” Softball Team	Boys	Coach Tony Mercado
Winter Sports Team	Basketball Team	Girls	TBD
	Basketball Team	Boys	Coach Michael Horton
	Bowling Teams	Boys & Girls	Coach Tony Mercado
Spring Sports Teams	Baseball Team	Boys	Coach Tony Mercado
	Softball Team	Girls	Coach Adrian Arroyo
	Volleyball Team	Boys	Coach David Buehring
	Soccer Team	Girls	Coach Martha Ciurla
Year-Round Club Sport	Rugby Team	Boys	Coach Guillermo Soto

## Extracurricular Activities

### Extracurricular Eligibility

Students who wish to participate in athletics and other extracurricular activities must earn a minimum 2.0 GPA from the previous semester. Academic study programs are available for students who fall below the minimum GPA.

### Academic Activities

- **Student Government** | Ms. Angeles
  - Interested students should email [mangeles1@cps.edu](mailto:mangeles1@cps.edu) for information.
- **Recycling Club** | Mr. Strand
  - Students can sign up for shifts in Room 201 to earn service learning hours.
- **Tutoring** | GearUp
  - Report to the College Suite in Room 111
- **Be Great! Graduate** | Union League Boys & Girls Clubs
  - Students are eligible to receive mentoring and monitoring services.
- **Power Hour** | Union League Boys & Girls Clubs
  - Homework help and tutoring available daily during lunch and after school.

- **National Honor Society** | Ms. O'Brien

Juniors and Seniors who meet the following eligibility requirements are invited to apply for membership into the Wells Chapter of the National Honor Society:

- ✓ **Academic Achievement:** 3.0 cumulative GPA
- ✓ **Community Service:** 40 Service Learning Hours
- ✓ **Good Character:** 94% YTD Attendance & No Behavior Issues
- ✓ **Exemplary Students:** 2 Teacher Recommendations
- ✓ **Strong Leadership:** School Community Participation & Involvement

Application is due during the 2<sup>nd</sup> Semester; eligible students are notified in writing by the NHS Faculty Council and must submit an application to be considered for an interview.

### Artistic & Tech Activities

- **Glee Club** | Ms. Ciurla
- **Drama Club** | Ms. Scheib
- **Yearbook Club** | Mrs. Pond
- **Graffiti-Mural Art Club** | Mr. Brumbach, Youth Guidance
- **Art of Skateboarding** | Mr. Brumbach, After School Matters
- **Turn 2 Turntables** | Mr. Brumbach, Youth Guidance
- **Club Tech & Anime** | Union League Boys & Girls Clubs
- **Poetic Justice** | Union League Boys & Girls Clubs

### Social & Cultural Cultural Activities

- **Broadway in Chicago** | Mr. Antosz
- **Gay-Straight Alliance** | Ms. Okuno
- **Cook Like A Man Club** | To Be Determined
- **Keystone Leadership Club** | Union League Boys & Girls Clubs

- **W.O.W. Club for Women of Wells** | Union League Boys & Girls Clubs
- **Fit Club** | Union League Boys & Girls Clubs
- **Mentoring** | Grip Youth Outreach
- **B.A.M. Becoming a Man** | Mr. Mota, Youth Guidance
- **Lifeguarding** | Mr. Brumbach, After School Matters
- **Boxing/ Self Defense** | Mr. Brumbach, Youth Guidance

### College & Career Activities

- **Gear Up**
  - College Readiness: ACT/SAT Support & Personal Statements
  - Postsecondary Support: College Applications, Scholarships & Financial Aid
- **Aspira, Inc.**
  - Leadership Club
  - Financial Literacy
  - College Readiness: ACT/SAT Support & Personal Statements
  - Postsecondary Support: College Applications, Scholarships & Financial Aid
- **Union League Boys & Girls Clubs**
  - Money Matters Program
  - Career Launch Program
  - Youth of the Year Program
  - Scholarship Program
- **College Advising Corps**
  - College Readiness: ACT/SAT Support & Personal Statements
  - Postsecondary Support: College Applications, Scholarships & Financial Aid
- **Youth Guidance / Project Prepare**
  - TestRocker SAT Test Prep
  - Workforce Development & Placement
  - Financial Literacy
  - Career Exploration
  - Resume Building

### JROTC Teams

#### **Drill Team** | CSM Medina

- Unarmed marching 25 cadet team (all levels), which performs routines based on military drill. This team will practice three times per week and compete in the Chicago Citywide Drill Competition and march as part of the Wells Raiders Battalion in the Memorial Day Parade.

#### **Drumline** | Ms. Ciurla

- 4-8 Cadet Team (all levels) purpose is to learn to play the different drum instruments, by practicing weekly with the music teacher. This team will perform during the Memorial Day Parade and school functions, as required.

#### **Color Guard Team** | CSM Medina

- Armed (replica saber or rifle) four cadet team (all levels), which posts the U.S. Colors in support of school and community functions. This team will practice three times per week



and compete in the Chicago Citywide Drill Competition, march in the Memorial Day parade, and support the school and community throughout the school year.

**Rifle Team** | CSM Medina

- Armed (replica rifles) four cadet team (two upper level cadets and two lower level cadets), which performs routines based on military drill. This team will practice three times per week and compete in the Chicago Citywide Drill Competition.

**Saber Team** | CSM Medina

- Armed (replica sabers) six - eight cadet team (all levels), which performs routines based on military drill. This team will practice three times per week and perform during the Annual JROTC Formal Military Ball.

# Parent / Guardian Involvement

## Report Card Conferences

Quarter 1: November 10<sup>th</sup> & Quarter 3: April 20<sup>th</sup>

- Parents are required to pick-up report cards; conferences held from 12pm to 6pm.
- All teachers are available via email throughout the school year; visit the Wells website to obtain teacher email information or reference the Raiders Handbook: Wells Directory.

## Parent Portal

We encourage all parents to create a Parent Portal account. This account provides access to up-to-date information on student's grades, attendance, and notes from teachers. Through Parent Portal text message alerts can be set up for notifications when students are absent or grades are dropping.

- Please see Mrs. Pond at Wells in room 121 or by calling 773.534.7119 for help with Parent Portal accounts.

## Volunteer Opportunities

Want to volunteer at Wells? Contact Mrs. Pond in room 121 to get information about volunteer opportunities and more.

## Parent Advisory Committee

- The purpose of the Parent Advisory Committee (PAC) is to support the role of parents and school as equal partners in student education under the terms and standards of ESAE ACT and allow community members an opportunity to contribute to and participate in this partnership. PAC is formed at the beginning of each school year.

## Local School Council

- The Local School Council (LSC) is responsible for approving how school funds and resources are allocated, development and monitoring the annual school improving plan, and evaluating and selecting the school principal. The LSC has the following members: 6 parents, 2 community members, 2 teachers, 1 non-teaching staff, school principal, and a student representative. The LSC has elections every two years.

## Bilingual Advisory Committee

- The Bilingual Advisory Committee (BAC) is responsible for advising the principal and the LSC regarding planning, operation, and evaluation of Bilingual Program Services. This committee is established at the beginning of each school year.

## Annual School Fees

Instructional material and supply fees are billed each school year and are sent by mail to your residence. Additional fees may be required for purchases specific items or school activities. All fees must be paid in order to participate in the end of year incentives and activities, including the graduation ceremony.

### Standard School Fee

- Every student must pay \$150, this fee includes:
  - PE / JROTC uniform
  - Student Lock
  - School ID
  - Classroom equipment and technology
- Standard School Fee does NOT include special examinations (i.e., A.P. tests, ACT or SAT retake) dances or extracurricular events, organizations and field trips.

### Payments & Late Fees

- A deposit of at least \$50 must be made during orientation or on the first day of school.
  - A monthly \$10 minimum payment towards your Standard School Fee is required.
- A \$10 late fee will be added to your account if the Standard School Fee is not paid by Friday, September 30, 2016.
- An additional \$10 late fee will be added to your account every quarter the account has not been paid.

**Notice:** *If you require assistance please see one of our representatives during orientation. If you have concerns about a payment, contact Mrs. Munoz at Student Accounts at 773.534.7012; she is located in the Main Office.*

### Additional Fees

- Temporary IDs will be available on a daily basis and cost \$1 per print out.
- If your Student ID/Ventra is damaged or lost you must pay a \$10 replacement fee for EACH ID replaced; this expense must be paid in full to receive the replacement.

### Senior Fees

In order to participate in the events listed below, you must pay for them in full.

- Senior Graduation Fee: \$50
- Senior Luncheon: \$25
- Senior Prom: \$100
- Graduation Tickets: \$5 Each

**Notice:** *A free graduation ticket will be given to the parent/guardian when they attend senior parent events (see school calendar).*

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