

Marine Leadership Academy



Honorable Leaders Serving Others

STUDENT HANDBOOK

2018-2019

GENERAL Guidance and Expectations

MISSION

Marine Leadership Academy prepares leaders in mind, body, and character for success in college, career, and a life of service within the global community through an education that values honor, courage and commitment.

VISION

Graduating leaders of honorable character, professionally successful, and serving others.

MOTTO

Honorable Leaders Serving Others

MESSAGE TO STUDENTS

The work we do is important. You can do it. We will help you help yourself.

Marine Core Values

Honor

A code of personal integrity, honor guides those who do the right thing when no one is looking. It is not only a duty, but also a distinction, as those who possess honor are held in honor. It's found in one's beliefs, but exhibited through one's actions.

Courage

When other principles are tested, it's courage that prevents them from crumbling. It isn't ignoring fear, but being stronger than fear. Courage is the guardian of all other values. It is there when times are toughest, when difficult decisions have to be made.

Commitment

Commitment is the spirit of determination found in every Marine. Commitment doesn't take breaks and it cannot be faked. It measures and proves one's desire, dedication and faithfulness.

Cadet Creed

I am a Marine cadet. I will be true to myself and to others. I will not lie, cheat, or steal. I will serve my school, community, and nation. I will wear my uniform with pride. I will do my personal best at all times. I will honor those who have gone before me -- The few, the proud, the finest.

The Marine Hymn

From the Halls of Montezuma, To the Shores of Tripoli; we fight our country's battles in the air, on land, and sea; first to fight for right and freedom and to keep our honor clean; we are proud to claim the title Of UNITED STATES MARINES.

Our flag's unfurled to every breeze, from dawn to setting sun; we have fought in every clime and place where we could take a gun; in the snow of far off northern lands and in sunny tropic scenes; you will find us always on the job -- The UNITED STATES MARINES.

Here's health to you and to our Corps Which we are proud to serve; In many a strife we've fought for life And never lost our nerve; If the Army and the Navy Ever look on Heaven's scenes; They will find the streets are guarded By UNITED STATES MARINES.

Bell Schedule SY 2019

Period	M,W,R,F	Tuesday	Short Schedule*	Special Notes
0	7:50-8:10	7:50-8:10	7:50-8:10	Formation
1	8:15-9:05	8:15-9:00	8:15-8:55	
2	9:09-9:59	9:04-9:49	8:59-9:39	
ADV	n/a	9:53-10:31	n/a	Advisory (Tuesday only)
3	10:03-10:53	10:35-11:20	9:43-10:23	
4	10:57-11:47	11:24-12:09	10:27-11:07	MS Lunch
5	11:51-12:41	12:13-12:58	11:11-11:51	HS Lunch/MS Seminar
6	12:45-1:37	1:02-1:47	11:55-12:37	Announcements (except on Tuesday)
7	1:41-2:31	1:51-2:36	12:41-1:21	
8	2:35-3:25	2:40-3:25	1:25-2:05	

*As announced.

ATTENDANCE REGULATIONS

All students have the right to educational opportunities that will enable them to develop to their fullest potential. Classroom lesson and participation foster social interaction, development of effective communication skills and critical thinking. Therefore, attendance is vital to academic success. This attendance policy is designed to ensure that students take full advantage of the opportunities available to them. Essential to the success of this policy is good communication between the school and the home.

The State Compulsory Attendance Law

State law specifically states that the parent/guardian is obligated to see that the student is in regular attendance. The State of Illinois requires that each student receive 300 minutes of instructional time during each school day. Each student is, therefore, programmed to fulfill this requirement. The School Code of Illinois, Section 26-1 states —Whoever has custody of any child between the ages of 7 to 16 years shall cause such child to attend some public school in the district wherein the child resides for the entire time of the regular school session.

Excused and Unexcused Absences

Excused Absences are defined as absences from school due to personal illness, illness or death in the immediate family, approved family emergency, religious observance, required court appearance, medical appointments, approved college visits or other reasons approved by the Board of Education. **All reason for excused absences must be supported with proper documentation.** School field trips and other activities approved by the Principal or designee will be noted and not be counted as days of absence.

All excused absences must be accounted for and arrangements to make up class work will be made between teacher and parent/student communication. Students must be given the opportunity to make up work that is

missed as a result of an excused absence. All other absences that are not defined here are considered unexcused and teachers have discretion with regards to make-up work.

If a student is absent from school for whatever reason, he/she must report directly to the Attendance Office with a written note from their parent or guardian. The note must contain the following: The student name, division #, Parent/Guardian name, the reason for absences, and dates out of school. The note must also include a working telephone number which will connect our office with the name of the parent or guardian on the note. The student will receive an excused absence slip from the attendance office which must be seen by each of their teachers.

Military Formations are required periods. Cadets will receive demerits for unexcused tardiness or absences from their battalion or company formations. Excessive demerits can result in probation and transfer.

Students who need to leave school early may only do so with an adult who is on their Emergency Contact record. Early Dismissals are discouraged unless absolutely necessary.

TARDINESS

Tardiness will not be tolerated. Students who do not have a valid excuse for being tardy to a class will be marked tardy by the teacher in the classroom. Please note that three invalid tardies in one week will result in detention.

ILLNESS OF STUDENTS (During School)

If student feels ill and/or is injured during school hours, student is to notify their teacher immediately. If student is not feeling well, he/she is to request to be escorted to the main office. The main office will have the student call home and request an early dismissal if needed. The legal parent/guardian must pick up the student from school

GRADING POLICY

Please note that our grading system is based on progress towards standards, not completion of work. Be sure to understand the strands and definitions for each of your courses. Please note that we also use the following scale for evaluating student work:

Name	Definition	Number	Grade Letter
Exceeding Standards	Student has demonstrated the highest level of proficiency.	4	A
Meeting Standards	Student has demonstrated a college prep level of proficiency.	3	B
Nearing Standards	Student has demonstrated some level of proficiency, but has not yet met standards.	2	C
Attempted to Meet Standards	Student has attempted to meet standards, but has not demonstrated any level of proficiency	1	D
No Attempt	Student has not attempted to meet the standards.	0	F

PROGRESS REPORTS

A five-week progress report will be sent to each student's home during each ten-week grading period. These progress reports include the student's grade at the fifth week and a short comment from each teacher indicating the student's progress at that time. This is a valuable tool in letting you know what you need to do to insure successful completion of each course. If you have any questions, you can contact the teacher via email and by viewing ***mygradebook.com***

Every ten weeks a Student Progress Report containing student marks as well as other pertinent data will be picked up by the parent/ guardian in an effort to provide information about students' progress in school. Grades are picked up by the parents the first and third marking periods. Exact dates and times for report card pick-up will be in the school's website as well as the school's yearly calendar of events. Grades received in January and June are final. The semester grade is cumulative and demonstrates the average of two quarters (first and second – third and fourth). Courses failed at the end of each semester must be made-up to meet graduation requirements

GRADUATION REQUIREMENTS

Below is an outline of required credits for graduation:

English	4
History	3.5
Math	3 (4 suggested)
Science	3 (4 suggested)
Foreign Language	2
Fine and Performing Arts	2
Computer Science	1
ROTC	4

In addition all students must complete the following:

- Public Law Test (The Constitution Test)
- Driver Education
- Consumer Education
- 24 total credits necessary for graduation.
- Service Learning Requirement (3 Projects or 40 approved hours)

Only those students who have completed all graduation requirements and who have successfully adhere to Marine Leadership Academy guidelines may participate in the commencement exercises. Those who participate will be required to adhere to all rules and regulations.

Assessment Plan

The School Administration and the School Faculty developed an Assessment Plan for the school year during the Spring Semester last year. The Assessment Plan and Schedule for this School year is as follows: [2018 - 2019 Assessment Calendar](#)

Date	Assessment	Testing Students
September 13	Practice PSAT and SAT	9, 10, 11
September 17 - November 2	REACH Performance Tasks BOY	7, 8, 9, 10, 11, 12
October 10	PSAT/NMSQT	11
December 6	Practice PSAT and SAT	9, 10, 11
December 10 - January 25	NWEA MOY	7, 8
January 16 - February 26	ACCESS	7, 8 (English Learners)
January 29 - January 31	Semester 1 Final Exams	7, 8, 9, 10, 11, 12
February 21	Practice PSAT and SAT	9, 10, 11
April 8 - April 26	Illinois Science Assessment	Biology Students
April 9	PSAT and SAT	9, 10, 11
May 7	AP Spanish Language and Culture	AP Spanish Students
May 6 - June 7	REACH Performance Tasks EOY	7, 8, 9, 10, 11, 12
May 10	AP Studio Art Portfolios	AP Art Students
May 13 - June 14	NWEA EOY	7, 8
May 15	AP English Language and Composition	AP English Students
June 11 - June 13	Semester 2 Final Exams	7, 8, 9, 10, 11, 12

OUTSIDE FOOD AND BEVERAGES

All unauthorized food or drinks brought into the school after 7:45 will be confiscated and not returned. Students are not permitted to sell juice, candy, or snacks of any kind. Students caught with or selling these items will be subject to disciplinary actions. Additionally, students may not order food to be delivered to the school. Students MAY bring food and/or drinks into the school as long as they arrive BEFORE formation and are sealed.

PARKING

The school prefers that students use the CTA for transportation to and from school. Students are not permitted to park in the Faculty Parking, Lot. Vehicles in violation are subject to having a violation tag, ticketed or towed, at the owner's expense. Please also note that students are expected to be courteous when parking in the neighborhood.

LOANED TECHNOLOGY AND TEXTBOOKS

You will be issued a textbook and/or a chromebook for your classes. Students are responsible for the care of these items. A deposit may be requested. These items are loaned to you by MLA for the time you are enrolled in the classes. They must be returned at the end of the school year or upon transfer out of the class or school. You will be charged if it is lost or if it is damaged.

MEDICATIONS

No student may have in his/her possession any prescription or over-the-counter medication. No student is allowed to take any form of these medications on the school campus without a written doctor's request for the administration of medication during school hours. Marine Math and Science Academy, in collaboration with the school nurse, will contact the physician to verify the request (CPS medication request form). If you are required to take prescription medication (s) during school, the medication must be brought to the school nurse with a signed Parent Authorization to Release

CHICAGO PUBLIC SCHOOL CRISIS CODES

Through collaboration between the Chicago Public Schools (CPS) and the Chicago Police Department (CPD), the CPD Facility Information Management System has customized to meet the emergency planning needs of CPS. The goal of this plan is to keep schools and students safe. It also provides procedures to ensure assistance is provided when warranted.

CRISIS CODES: Below are the codes for any crisis in a CPS building:

E- Evacuation: Appropriate for Fire related issues or other evacuation needs. Fire alarm is sounded or an announcement ordering schools to be evacuated. Students and staff report to Exterior safe Locations pre-designated in the Emergency Plan.

L-Lockdown: Appropriate for active shooter issues or other classroom shelter needs. No one moves unless otherwise announced by incident Commander. All exterior doors, classroom doors, and windows are locked until further direction.

S-Shelter-in-Place: Appropriate for weather emergencies such as tornadoes or a threat IN the neighborhood. Students and staff proceed to the pre-designated interior Safe-Location unless situation so dire they need to drop to the floor and seek cover under furniture.

A-All Clear: Incident has resolved and the school is turning to normal operations.

MILITARY MODEL

Marine Leadership Academy (MLA) and the Chicago Public School (CPS) military model is based in large part on the Department of Defense's (DoD) Junior Reserve Officer Training Corps (JROTC) program. Our school therefore has at its core the standards, structure, staff resources, and accountability for not only getting kids a high school diploma and acceptance into college, but also graduating young adults of integrity and character who have leadership skills to enable success in any endeavor, and who have a worldview which involves service to causes larger than themselves, and caring about others around them.

The military model addresses the following categories: 1 – **Uniform and/or Grooming**; 2 – **Protocols in all classes**; 3 – **Insubordination**; 4 – **Attendance at Military Required Events, to include daily formations**; 5 – **Individual conduct that affects good order and discipline of the unit**.

The merit and demerit system was designed by the Service Leadership Network with input from all six Commandants to assist with tracking cadets' progress with the military model. It is used **ONLY** to track performance, assess and influence progress, and as necessary provide extra instruction or incentives and rewards, within the military model. Student Code of Conduct issues that affect the Military Model are outlined under the subparagraph DISCIPLINE.

STUDENT UNIFORM AND GROOMING

MLA administration has the final say interpreting these guidelines and will take corrective actions as required. Questions on these guidelines should be addressed to the Commandant, Sergeant Major, Military Instructors, or Deans of Discipline.

DISCIPLINE

The Chicago Public Schools' (CPS) Student Code of Conduct (SCC) is designed to ensure equitable discipline citywide. It sets forth a firm foundation for students, parents, and teachers to build effective school and classroom behavior management programs. The SCC outlines a wide scope of inappropriate student behaviors, along with recommended corresponding consequences. Infractions "that directly impact the order and discipline of the Corps of Cadets or show deliberate non-compliance to the Military Standards" are accountable to the Military Model as directed by the CPS Guidelines for Academies and the Administrative Transfer process.

Corrective measures for MCJROTC cadet disciplinary problems should be taken by the military staff as dictated by the school's disciplinary policy. Such action does not include administration of corporal punishment. Under no circumstances will instructors administer corporal punishment. Corporal punishment includes requiring cadets to perform excessive physical acts (i.e., pushups, sit-ups, running, etc.). Sound judgment must be used at all times when disciplining cadets.

ADVANCEMENT/PROMOTION

Qualification for promotion is defined as the manifestation of those personal and professional attributes necessary to perform the leadership functions and duties, and the ability to assume the responsibilities of the next higher grade at an acceptable level.

Promotions provide the incentive through which the Military Instructor(s) help to develop leadership traits among MCJROTC students. Promotions increase morale, intensify a respect for constituted authority, and enable the cadet to understand that with authority comes responsibility.

FIELD TRIPS

Field trips are a privilege, and students attending a trip must behave accordingly. All students must have a completed and signed field trip form prior to participate. A field trip experience is defined as a school-sponsored learning opportunity for class. A field trip is an integral part of classroom instruction that would be difficult or impossible for students to obtain independently.

ADDRESS AND PHONE NUMBER

All students and parents are required to keep the school informed of any change in their name, address, home phone number or emergency phone number. This is a safety precaution should an emergency arise and the parent needs to be reached. Updated information should be submitted to the attendance office. All information will be held in the strictest of confidence and will only be shared with Official CPS Personnel

SOCIAL ACTIVITIES

The following rules apply for all dances and social activities held at Marine Leadership Academy:

- The administration will determine whether outside guests will be invited to dances (including prom) and athletic events. These guests must be in good standing in their current role as student/ and or employee. These guests can never be over the age of 21. (Good standing is determined by your academic record and disciplinary record and is solely determined by school administrations). It is the student's responsibility to submit all documentation by the necessary deadline for each event. Each student is responsible for his/her guest's conduct.
- If a student leaves the building before an activity has ended, he/she will not be re-admitted.
- All social activities must have formal approval from the administration two weeks before the activity takes place.
- Students must meet CPS Medical Compliance to participate in school activities.
- Failure to complete the CPS Application for Free and Reduced Lunch Form by the deadline will prohibit participation in all Social Functions.
- All students must conduct themselves in an orderly conduct and be respectful at all times. In the event that a cadet violates these guidelines he/she will be dismissed from the event and any future school activities.

LOCKERS

When you are assigned a locker, there are responsibilities that come with that assignment. Lockers are the property of the Board of Education and are provided as a convenience for students to store their belongings and to provide students with the ability to maximize the use of classroom space. Each student is assigned a lock, locker and a locker partner at the beginning of the school year. A record of the locker number and partner is kept in the attendance office. Problems with lockers should be immediately reported **to Mr. Cano**. The following guidelines will be used to monitor the lock and locker policy:

- Do not share lockers or combination number with anyone! Any student found to be sharing a locker with anyone will be in violation of the Student Code of Conduct and disciplined according to the Uniform Discipline Code
- Students are required to use locks provided by the school
- Locks found on unassigned lockers will be cut off, and items will be removed
- Students who willfully cause damage to any locker will lose the right to use the locker
- Locker may be inspected at any time by staff and/or the student's parent.
- Guardian will be responsible for covering the cost of the repair or re- placement of any damaged lock or locker
- If the locker is left open and items are stolen the school is not responsible.

USE OF CPS TECHNOLOGY

Students may not access their personal e-mail or send e-mail messages from their personal email accounts from any CPS computer. Students may access their CPS accounts from any Computer. Students may consult the Tech Coordinator or the main office if they do not have their Account Information. Communication or any activity via Internet based Social Networks (i.e. Facebook, Myspace, LinkedIn, etc.) on the net-work is prohibited. Violation of this policy will result in suspended technical privileges and possible Out of School

Suspension as defined by the Student Code of Conduct. View the CPS Policy Manual - Student Acceptable Use of the CPS Network. Any type of cyber bullying needs to be reported immediately to a staff member so that it can be addressed immediately. Repetitive incidents between students may require police notification.

STUDENT ELECTRONIC DEVICES

Cell Phone use is **not allowed** except in the following circumstances: Use of phones during lunch, before school, after school and during passing period is allowed WHILE STATIONARY (cadets SHALL NOT walk while operating a device); use of devices in classrooms is allowed ONLY with teacher consent. Use of cellphones is NOT a valid excuse for tardiness.

LOITERING

Loitering, congregating or standing in the corridors between classes, and around the building, will not be allowed. Students have four minutes to pass from class to class or class to lunch. Students who are not participating in an after school or athletic program must exit the premise. Any student found loitering after the tardy bell sounds will be subject to disciplinary action according to the Student Code of Conduct.

ELEVATOR

Elevators are not to be used by anyone during fire drills and building evacuations. Elevator usage is reserved for visitors, faculty, non-ambulatory students or students who obtained written approval from the school's nurse or the administration. Students in violation of this policy will be subjected to disciplinary actions.

DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES

Positively no drugs, controlled substances, alcohol, cigarettes, or look-alike drugs or any substance represented to be a controlled substance or any person under the influence of any drug or controlled substance will be tolerated on the school premises or at any school sponsored activities. A look-alike drug is any substance that is represented by a student to be a drug or a controlled substance.

Any student who enters the school with the odor of marijuana on him/her OR APPEARING INTOXICATED IN ANY WAY will be sent to the Dean for disciplinary action

OBSCENITY

Obscene, profane or vulgar language, written, oral or expressed by symbols will not be tolerated on the school premises. A student who participates in any of the above will be disciplined according to the Student Code of Conduct.

STUDENT SEARCHES

School officials reserve the right to search students based on reasonable suspicion of school rules violations and to search, with or without notice. This includes lockers, desks, parking lots and students personal effects left on the premises. These searches may take place at any time, whether or not during regular school hours. Students have no reasonable expectation of privacy in their lockers, desks, backpacks, vehicles or any item left on school premises. **When necessary, the Chicago Police Department will be notified.**

WEAPONS

A student, who uses, possesses controls or transfers a weapon or any object that can reasonably be considered or looks like a weapon may be expelled from school. A weapon means possession, use, control or transfer of any (1) gun, rifle or shotgun (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, Billy clubs or (3) look-alikes of any weapon as defined above.

FIGHTING

Students involved in fighting will be subject to disciplinary action. Any student who initiates a fight with another may receive a more severe penalty, such as a greater number of days suspended or possible expulsion. Any student involved in a fight will be subject to arrest.

GAMBLING

No gambling may occur on school property at any time.

GANG OR GANG-RELATED ACTIVITY

Illinois State Law prohibits any gang, secret fraternity or sorority of any kind in a public high school. Any student participating in activities related to any gang organization will be referred to the disciplinarian for possible suspension or expulsion.

***No student on school property or at any school activity:**

1. Shall wear, possess, use, distribute or display any clothing, jewelry, emblem or any sign that identifies membership or affiliation in a gang.
2. Shall use any speech either verbal or nonverbal (gestures or handshakes) showing membership or affiliation in a gang.
3. Shall solicit any person for membership in a gang.
4. Mark on school property to affirm gang affiliation. Text or phone affiliates to gather at designated locations to affirm gang affiliation. If a student violates this policy, a conference will be arranged between the school administrator and the parent/guardian. The student may be suspended or recommended for expulsion.