

# STEINMETZ COLLEGE PREP. H.S.

## POLICIES AND PROTOCOLS FOR ALL STUDENTS

### Arrival to School Protocol

The building opens for students at 7:30 A.M, approximately 30 minutes before the start of classes. Classes begin at 8:00 A.M. We strongly recommend that students arrive not later than 7:40, so that they have time to go to their locker, visit the restroom, and get to class on time.

Students enter through the Main Entrance on the East side of the building, pass through the security system and scan their IDs before proceeding to class.

### Student Photo Identification Card Policy

Students are given an official Steinmetz photo identification card at the start of each school year. The ID is required to enter the building, attend classes, athletic and social events, and to use the library and cafeteria. It is to be worn when in the building and on school grounds. Students are responsible for its proper care and use. A replacement ID is furnished free of charge to students who have received a change in program. A lost, altered, or defaced ID must be replaced at a cost of \$10.00. A temporary ID costs \$2.00.

- Wear your ID around the neck, using the lanyard, which is provided. It is not to be worn on belts or carried in a purse, wallet or pocket.
- Do not alter, deface or modify the ID in any way.
- Students must wear their ID card at all times. If any faculty or staff member asks to see the ID, the student must give the ID to that person.
- Students who report to school without their Steinmetz ID must purchase a temporary ID at the door. Temporary IDs cost \$2.00 each and every day.

Unauthorized entry is trespass and is a violation of the *Student Code of Conduct (SCC)* section 4-11.

### Uniform Policy

The LSC of Steinmetz College Prep. has approved a uniform policy. Students must wear an official Steinmetz uniform shirt or a Steinmetz approved special activities shirt on the designated day. Particularly during the winter season, students may layer for warmth by wearing a shirt underneath their uniform shirt, but the under layer must be **black, white or gray**. No other color shirt may be worn under the uniform shirt. Students may not wear anything over the uniform shirt, including hooded jackets, sweatshirts, etc., except for Steinmetz hooded sweatshirts purchased at Steinmetz student services. Students whose uniform shirt is covered will have to remove the outer item of clothing. Both long-sleeved and short-sleeved uniform shirts are available at Student Services.

- Hats, hoodies (except official Steinmetz Hoodies), scarves or any other form of head covering are not to be worn inside the building at any time. (Head coverings used for religious purposes are exempt with administrative approval)
- Clothing or jewelry with depictions, images, symbols or wording which is offensive or which represents illegal activities is prohibited.
- Students who do not have a uniform shirt on will be required to purchase a new Steinmetz uniform t-shirt for \$5. If the student cannot pay immediately, a charge will be placed on the student's account.
- Pants, shorts and skirts must be solid black, dark blue or khaki (in tan color only). No other colors or patterns are permitted. Shorts and skirts may not be higher than six inches above the knee. Students who do not have on the proper uniform will be required to purchase new pair of Steinmetz uniform shorts for \$12 or jogging pants for \$15. **If the student cannot pay immediately, a charge will be placed on the student's account.**

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- **At no time should items of intimate apparel be visible, including boxer shorts.**
- **No stretch pants, leggings, pajama pants, yoga pants are not allowed.**
- **Flip-flops, sandals, house slippers and open toe shoes are not allowed.**
- Steinmetz athletes **whose school team is in season** may wear a team game jersey on game day only.
- Approved club shirts and/or special activity shirts may be worn on Fridays only.
- Any student not in compliance with the uniform policy is in violation of the (SCC) section 2-5 and may be required to purchase individual items of clothing to comply with the uniform policy or face disciplinary action.

### **Attendance Policy**

Every student is expected to attend all of his/her classes every day. Regular attendance and promptness is expected. It should be understood that absences, whether excused or unexcused, will have a negative impact on the class grade. Successful students are seldom absent or tardy. If students have irregular attendance, it will affect their class performance, interest in school, and ability to keep up with assigned work.

Students absent from school without parental consent or absent from class without valid cause are truant. Truancy is the leading cause of poor achievement, the consequences of which may be premature termination from school and loss of a diploma.

Per the CPS attendance policy, "Students who have unexcused absences of 20% for the classes in a particular course during the period for which a unit of credit is earned shall not pass the course and shall receive no credit towards promotion."

Students are responsible for making up class work and homework for excused and unexcused absences within the timeframe specified by the teacher.

### **Tardy to School and Class Cut Policy**

Steinmetz College Prep has a zero tolerance policy regarding tardiness and cutting. To be tardy is to be late, excuses notwithstanding. Being absent from a class without permission is considered cutting. Late arrival and cutting is unacceptable. Tardiness and cutting disrupts class, affects the morale of responsible students and signals a disrespectful and negative attitude. Students who violate this policy are subject to remediation and/or disciplinary action which may include Chicago Board of Education Truancy Referral Adjudication.