LINCOLN PARK HIGH SCHOOL

EPARENT SURVALGUDE



Parent Survival Guide

Counseling Department

Mr. Merle, Department Chairperson Office 114G 773-534-8131 cmerle@cps.edu

Ms. Hubbell

Office 114D 773-534-8092 jrhubbell@cps.edu

Mr. Baker, Freshman Counselor Office FB 163A 773-534-8058 cbaker3@cps.edu

Ms. Greenspahn

Office 114E 773-534-8179 ergreenspahn@cps.edu

Ms. Kellman

Office 114F 773-534-8036 ahkellman@cps.edu

Ms. Murphy

Office 114H 773-534-8132 amgamez@cps.edu

Ms. Rucker, College and Career Coordinator
Office 114C
773-534-8136
icrucker@cps.edu

Ms. Saucedo, College & Career Coach College and Career Center, mssaucedo@cps.edu

Administrators & School Information

Contact Information:

Lincoln Park High School 2001 N. Orchard St. Chicago, IL 60614 (773) 534-8130

www.lincolnparkhs.org

CEEB Code

141-100

Principal:

Mr. Michael Boraz

Assistant Principals:

Ms. Elizabeth Brown Mr. Kenneth Duncan Ms. Tarsa Washington

LPHS Mission:

Lincoln Park is a college preparatory high school committed to excellence in all subjects and programs. Lincoln Park endeavors to involve students, faculty, staff, parents, and the community in a continuous process of academic improvement and cross curricular integration in a safe environment. We are proud to develop knowledgeable, responsible, and engaged citizens of the community, the country, and the world.

Welcome Letter

Dear Freshman Parents/Guardians:

I would like to take this opportunity to introduce myself to you as the freshman counselor for this year. I look forward to working with your child and will make every effort to see to it that he/she receives as much personal assistance as possible. My goal is for the freshman year to be a rewarding and successful experience for all students. I also want you to be aware of the school's website, which is www.lincolnparkhs.org. The guidance office post announcements, testing information and scholarship information, along with other important information that will enhance your students' success.

Freshman are introduced to a variety of topics through guidance lessons. I plan to visit freshman classes throughout the year to provide guidance information. The focus of the freshman guidance activities will be on high school course selection, career exploration, and post high school plans.

I will be assisting all freshman to begin a four-year plan. A sample of this document can be found online. The purpose of four-year plan is to help students to organize their classes for the next three years and to ensure they can schedule their electives, requirements for graduation, and meet the necessary post-secondary admissions requirements. Graduation requirements can be found in this packet. The four-year plan also help students to plan for honors they may wish to achieve at graduation. Students and parents are encouraged to review and revise the four-year plan each year during pre-enrollment for the upcoming academic year. Parents and/or students are also welcome to make appointments with me to individually discuss the four-year plan, post-high school plans, and/or personal issues.

For students to achieve the greatest success, it is imperative that they develop a sense of responsibility and learn organization skills. I encourage you to hold your son/daughter accountable for completing homework assignments, studying for tests, etc. Communication and cooperation between home and school will enhance my ability to meet your student's needs, so I encourage you to contact me anytime during the school year. I am excited about what the Class of 2018 will bring to Lincoln Park High School. If you have questions, please contact me at (773) 534-8058 or visit the "Freshman" page on the LPHS website. I look forward to meeting and working with you and your child in the coming months.

Sincerely,

Chris Baker

Freshman Counselor

Professional School Counselor

Lincoln Park High School

Kin Balin

(T) 773-534-8058

(F) 773-534-8218

(E) cbaker3@cps.edu

Survival 101

Welcome Class of 2018

The purpose of our Freshman Student & Parent Survival Guide is to help with any questions or concerns that you might have. We understand that the transition from elementary/middle school to high school is a big step for both students and parents. Please feel free to contact us, if there are any questions or concerns that you might have after reading this guide.

Some of the most frequently asked questions

What is the class schedule?

Freshmen take between seven and eight classes each semester. Freshmen take core classes in English, Math, Science, Social Studies and Physical Education.

How will I be notified of my child's grades?

Parent Portal is the way to access your child's progress during the school year. Grades are updated every week. Final grades are issued at the end of each semester. Report card pick-up will be on **Thursday, November 13, 2014** and **Wednesday, April 15, 2015**. If you need assistance, please contact the 9th grade counselor. We encourage all parents to participate as this is a great time to collaborate.

Here are some of the key features of IMPACT Gradebook's Parent Portal:

- Parents can use the Parent Portal to view grades and attendance online.
- Parents can view course syllabi, assignments, class descriptions, and several kinds of notes and comments from teachers.
- Parents can receive alerts regarding students' grades and attendance.
- Parents can access all of their students' profiles (regardless of school) with a single account.

Basic steps are listed below.

- 1. To receive the **PIN** for your student, **Click ME** to fill out a form with basic student information so that we can send with your student's name, ID number, and homeroom and your daytime contact number.
- 2. Once you enter some basic contact information, you can create a username and password.
- 3. Please provide an e-mail address so that you can receive an e-mail when your students' grades drop or when they are marked absent.
- 4. Once you have created an account, you will need to sign in and add a student to your account. **DO NOT CREATE YOUR OWN PIN!** This will delay the process by a week.
- 5. Once you receive the **PIN** number, you can log in to the Parent Portal and complete an online form. You will need to enter your student's **CPS ID** number and the **PIN** number that the school sends to you.
- 6. After this is complete, you can view your student's grades, assignments, attendance history, and any "public" notes entered by the teacher

PIN numbers CANNOT be given out over the phone.

Survival 101 (Con't)

Can my child bring a cell phone or iPod to school?

Cell phone and other electronic devices are allowed in school as long as they are not disruptive to the learning environment. An electronic device may be confiscated at any time, if a staff member determines the device has interfered with the learning process. During class time, all such devices must be turned off and put away.

Attendance

Regular and timely attendance to school is critical to academic success. Students are expected to attend classes unless they are ill, have family emergency, a religious holiday, or are excused for school function.

Reporting Absences:

When a student is absent, a parent/guardian must call the attendance office that day to notify the school.

The phone numbers are: 773-534-8130, x2, x2 direct line: 773-534-8220

On the day that the student returns to school, they are required to bring a completed Absence form signed by the parent. The form can be downloaded on the Lincoln Park website at www.lincolnparkhs.org/ourpages policy/absences.jsp

The note must be signed by all teachers.

Student Identification Cards

This year LPHS is introducing the new student ID/CTA Student Permit Card. The student I.D. must be on students at all times at Lincoln Park. If an I.D. gets lost, another I.D. will need to be purchased for **\$10** from Freshman Main Office. Temporary ID's are available at the entrance of the Main Building and Freshman Building. A **\$1.00** debt will be charged to any student in need of a Temporary ID. The student I.D. will be required for access to your food service account, as each ID will contain a bar code.

If my child is referred to the office, how will I know?

Lincoln Park is a Positive Behavior Support School. We strive to reward students for showing Lion PRIDE in and out of the classroom. In the event that a behavior issue arises that goes beyond what is handled by the teachers, students will be referred to the Dean's office. Parent collaboration is vital to our school culture and climate. We will involve parents on discipline issues as the need arises. Ms. Washington, Assistant Principal, or Mr. Robinson, Dean of Students will be handling discipline.

As a parent, I want to get more involved. How can I help?

During the school year, parents/guardians can join Friends of Lincoln Park and attend meetings every 2nd Tuesday of the month in the 2nd floor library of LPHS at 6:30PM. Parents/guardians are also encouraged to attend the Local School Council (LSC) meeting every 3rd Tuesday of the month in Room 103 at 6:00PM

How to See your child's Counselor?

Often the best way to contact us is by email. If you can't reach us by email, the second best way is by phone.

Survival 101 (Con't)

What if my child gets sick or needs to see the Nurse?

If a student gets sick or is not feeling well he/she can visit the School Nurse in the main building. The nurse is able to administer medication that is prescribed by the doctor with a current doctor's statement stating that medication is required during school hours. Parents must sign forms giving permission for administration and/or self administration of said medicine. Physician must also sign form for self administration and or administration by Principal's designee when the nurse is not in the building. All medications are supplied by the parent and must be in it's original prescribed package with the student's name and dosage.

When the nurse is not available students can visit the office for assistance and/or to call a parent. Students who are sick will remain in the office of the freshmen building until a parent/guardian can come to pick them up. When called to retrieve your child, please come to the office, show your identification and sign the Early Dismissal Form.

What activities can my child participate in at LP?

Lincoln Park has a variety of sports, clubs, and activities available for students to explore and become a member. Students who are interested in joining a sporting team will need to have a current Illinois High School Association (IHSA) sports physical; copies can be found in the main office or from the sponsoring coach. If it's a club the student is interested in just come to one of the meetings on the scheduled meeting time and location. A list of current sports and clubs can be obtained in the main offices or on the Lincoln Park website (www.lincolnparkhs.org).

Is my child allowed to leave the campus?

Lincoln Park has a closed campus policy; students are not allowed to leave the campus for any reason without adult/staff supervision and prior parent consent. Seniors currently have the privilege to leave campus during their lunch hour only. Students who leave the campus without permission (cutting class) will receive a Saturday detention with parent conference for a first time offense; additional offenses will receive an Out-of-School Suspension. Parents will be required to attend a parent conference with the student subject to being placed on a Behavioral Contract.

What is a tardy and how did my child receive a detention?

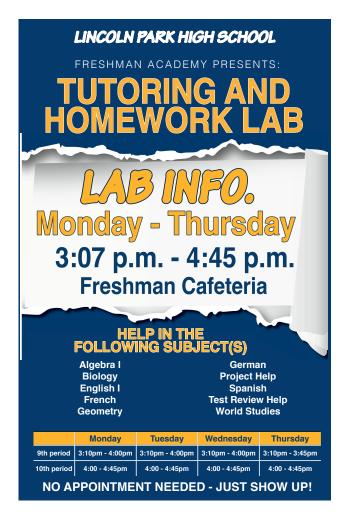
Students are responsible for arriving to all of their classes on time every day. The freshmen building doors open at 7:15 am for breakfast; students can eat and/or study in the cafeteria prior to the start of classes. Students who arrive to their classes after the bell has rung must obtain a Tardy Pass in order to gain entry into the class. Each time a student is late a tardy is created; for every **FIVE** Tardies earned a student obtains **ONE** Detention. Detentions must be served within one week of acquiring the detention. Sessions are held after school and on Saturdays. If a student does not serve their assigned detention further consequences can be delivered. Students must serve pending detentions before they can purchase tickets for major school events (ex. pep rallies and dances). Please refer to your student(s) LPHS Student Planner for more details on our Tardy Policy.

Early Dismissals?

Students are allowed to leave school early for valid emergencies only and with parental consent. Parents must come into the office and sign the Early Dismissal Form in order to remove the student from the premises. We are not able to allow students to leave for any reason without the parent/guardian. Please be mindful that valid and current photo identification will be required to verify identity. Please note only those adults who are listed on the current Emergency Contact Form can sign a student out of the school.

Are there any resources available if my student is having difficulty with their class(es)?

Students will have the opportunity to get extra help from their teachers before and/or after school. Teachers will communicate to students when they are available for additional tutoring.



Other Resources

Lunchtime Homework Lab

Provides students a space to catch up on missing coursework.

Held Twice a Week

Writing Center

Helping students in all disciplines become more effective, more confident writers.

Monday - Thursday from 3:00pm - 5:00pm in the Freshmen Building - Room 163C

Freshmen Mentoring

Provides freshmen with a supportive upperclassmen that helps ease his or her adjustment into high school.

Other Support Services

Restorative justice emphasizes values of empathy, respect, honesty, acceptance, responsibility, and accountability.

Restorative justice also:

- Provides ways to effectively address behavior and other complex school issues.
- Offers a supportive environment that can improve learning.
- Improves safety by preventing future harm.
- Offers alternatives to suspension and expulsion.

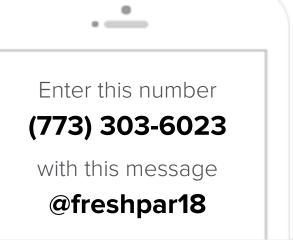
Peace Room- is a space that is aim to assist students in preventing, de-escalating, and diffusing conflicts, violence, and challenging behavior while repairing harm caused through restorative justice practices

Peace	Community	Re-Entry	Re-Entry	Staff/Student	Restorative
Circles	Building Circle	Circles	Conversation	Mediation	Conversations
Circles to resolve conflicts between multiple students	Circles done with classes or groups to build community or address a group wide challenge	Circles done between a student returning from suspension and those they were in a conflict with/harmed	Conversations held with the students (and other stakeholders) when they return from suspension	Conversation to resolve a conflict between staff & a student or to address a staff's concerned about a student's behavior	Sessions with students to recognize harm they have caused, repair the harm, and focus on not making the same choice moving forward

Bell Schedule & Assistance Directory Schedule

Monday - Friday			
1st	7:45 AM - 8:35 AM		
2nd	8:40 AM - 9:30 AM		
3rd	9:35 AM - 10:25 AM		
4th	10:30 AM - 11:20 AM		
5th	11:25 AM - 12:15 PM		
6th	12:20 PM - 1:10 PM		
7th	1:15 PM - 2:05 PM		
8th	2:10 PM - 3:00 PM		
9th	3:05 PM - 3:55 PM		

Freshmen Parent Text Alerts!!!



Please Note: Remind is a one-way text messaging and email system. With Remind, all personal information remains completely confidential. I will never see your phone number.

When You	See	Contact Number
Freshmen Attendance issues & questions:	Main Building Office	773 - 534 - 8130
Discipline – Detention- Suspensions	Mr. D. Robinson, Dean	773 - 534 - 8062
Lunch application questions	Ms. M. Lugo, Clerk	773 - 534 - 8130 opt. 5
Fees, Waivers, Expenses	Ms. S. Williams, Business Mgr.	773 - 534 - 8151
Sport Teams	Ms. S. Kong, Co-Athletic Dir. Mr. B. Murphy, Co-Athletic Dir	773 - 534 - 8130
Health Concerns	Ms, King, Nurse	773 - 534 - 8133
International Baccalaureate (IB)	Ms. M.E. Tookey	773 - 534 - 8149
IB Middle Years Programme (MYP) Coordinator	Ms. T. McCormick	773 - 534 - 8130
Freshmen Counselor: Pre-Diploma/Pre-IB (A – Z)	Ms. J. Rucker	773 - 534 - 8136
Freshman Counselor Call or email to schedule a meeting	Mr. C. Baker <u>cbaker3@cps.edu</u>	773 - 534 - 8058
Assistant Principal – Freshmen Bldg.	Ms. T. Washington	773 - 534 - 8594
Assistant Principal – Freshmen Bldg.	Mr. K. Duncan	773 - 534 - 8130 x24813
Assistant Principal – Main Bldg.	Ms. E. Brown	773 - 534 - 8081
Principal – Main Bldg.	Mr. M. Boraz	773 - 534 - 8130

Graduation Requirement

Students will meet with their counselor to select classes during the scheduling season between February and April.

REQUIRED COURSES	DESCRIPTION	UNITS REQUIRED	UNITS SUGGESTED	
Credit Bearing Requirements				
English	English I, English III, English IV.	4 credits	4 credits	
Mathematics	Algebra, Geometry, Advanced Algebra/Trigonometry. (Students successfully completing Algebra and/or Geometry prior to entering high school will follow an appropriate three-year math sequence.)	3 credits	4 credits	
Science	Biology and 2 years of Laboratory Science, which must include Chemistry, Earth and Space Science, Environmental Science, or Physics.	3 credits	4 credits	
Social Science	World Studies, United States History, and one other Social Science course.	3 credits	3 credits	
World Language	Two years of the same world language.	2 credits	3 credits	
Fine Arts	One year of Music and one year of Art or Drafting.	2 credits	2 credits	
Physical Education	One year of Physical Education I/Health or ROTC I/ Health and Physical Education II/Drivers Education or ROTC II/Drivers Education in 9th and 10th grades.	2 credits	2 credits	
Career Education/ ROTC/ Advanced Academic	Advanced academic/fine arts options or ROTC III, ROTC IV.		3 credits	
Electives	CTE programs, advanced academic/fine arts options or ROTC III, ROTC IV.	3 credits	4 credits	
Total Credits Required	l l			
	Non-Credit Bearing Requirements			
Service Learning	TWO credit hours of approved project - based Service-Learning activities and 15 hours of approved service learning activities.			
Consumer Education	Complete a course integrating consumer education curriculum in the Social Studies Block.			
Public Law 195	Demonstrate knowledge of U.S. and Illinois constitutions as part of subject-area curricula and/or Constitution test.			
Driver Education	Complete a section in Driver Education in conjunction with the Physical Education II course.			
PSAE	Public Act 93857 requires students to take the Prairie State Achievement Examination (PSAE) as a condition for receiving a regular high school diploma.			

All Grades are NOT Created Equal

Colleges look very seriously at your GPA for all four years of high school. Start strong and stay strong. Work hard and aim high. Colleges look at what courses you've taken, too. Colleges like to see that you've accepted the challenge of Honors and AP courses.

Class rank for each student is computed at the end of the first semester of the freshman year and each semester thereafter.

- Grade point average (GPA) determines class rank. Class Rank and GPA are key factors in college admissions and scholarships.
- Grade point average (GPA) is figured by dividing the total grade points by the number of credits attempted.

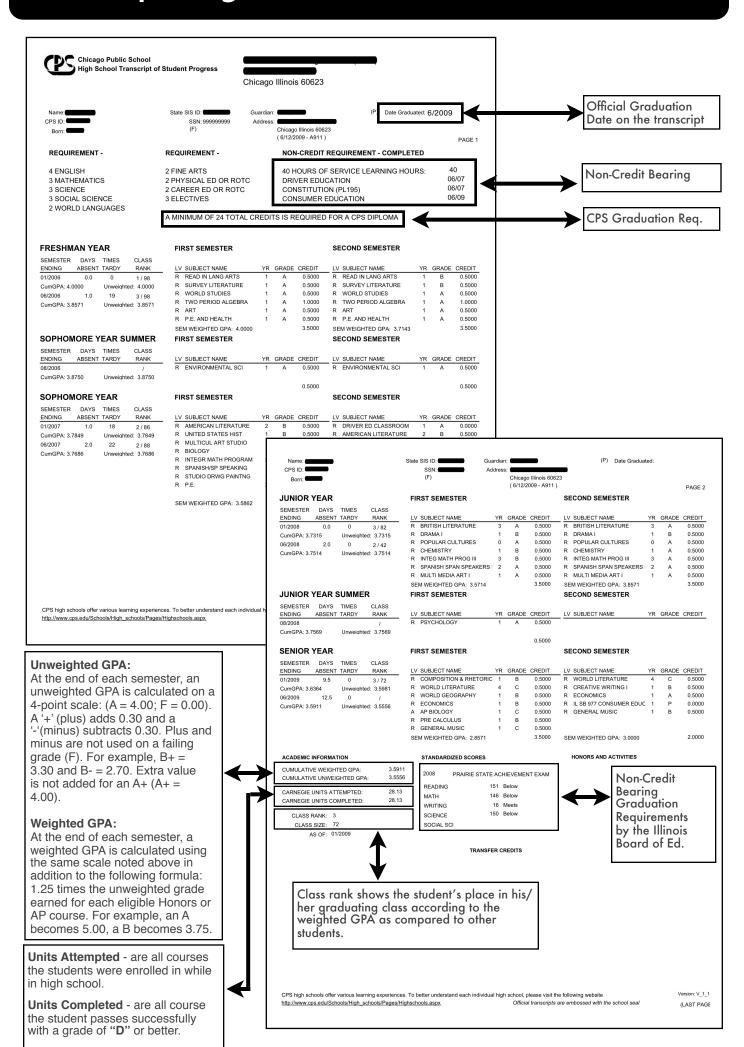
Level	Α	В	С	D	F
Honor/Double Honors	5 Points	4 Points	3 Points	1 Point	0 Points
Advanced Placement	6 Points	5 Points	4 Points	1 Point	0 Points

Promotion Requirements

Grade promotion at Lincoln Park is an achievement that must be earned. Grade status will be determined at the end of each reporting period based on the following:

To be promoted from 9th to 10th grade, Lincoln Park students must:	To be promoted from 10th to 11th grade, Lincoln Park students must:	To be promoted from 11th to 12th grade, Lincoln Park students must:	To graduate from Lincoln Park, a Lincoln Park student must:
earn a minimum of 5.0 completed credits (1 of which must be in English), Freshman Lincoln Park students will complete ONE of the Service Learning Credits	earn a minimum of 11 completed credits (at least 2 English, 1 math, 1 science, and 1 social science), Freshman Lincoln Park students will complete TWO of the Service Learning Credits	earn a minimum of 17 completed credits (at least 3 English, 2 math, 2 science, 2 social science, 1 world language, 1 visual or performing art, and 1 PE),	earn a minimum of 24 completed credits (at least 4 English, 3 math, 3 science, 3 social science, 2 world language, 1 visual art, 1 performing art, 2 PE, and 3 electives), complete TWO Service Learning Credits and 15 Service Learning Hours pass a US Constitution, Consumer Education test, Drivers Education, and Health,take the PSAE.

Transcript Diagram



Tips for Parents/Guardians

What Parents Can Do to Help Their High School Children Succeed in the Freshmen Year

By now, we all know that parenting is less than a science. At best, it is successful trial and error infused with a little common sense and luck. As many of you embark in the high school experience with your students, some parents often ask what they can do to help their sons/daughters succeed in high school. Below are a few tried-and-true strategies to employ.

Show you care:

- Encourage your child to use their LPHS Student Agenda book for recording homework assignments. INSIST that it be completed and shown to you every night.
- Establish a regular homework time and place. Select a quiet and well-lit place away from distractions, such as the telephone or television. Reserve a 2 to 3 hour block of time that can be used ONLY for homework. If your child finish

Academic Support:

- Attend Parent/Teacher Open House Nights.
- Contact individual teachers if concerns arise. Check the LPHS website or your student's syllabus for teacher emails and phone numbers.
- Encourage your student to seek extra help from classroom teachers or attend Tutoring Mon Thurs afterschool in the Freshmen Lunchroom.

Establish and maintain communication with the teachers and/or school counselors:

- Communication is paramount to your student's success. Please do not hesitate to call or email the appropriate school personnel about your concerns.
- Talk to your student's teachers regarding classroom/academic issues.
- Talk to your student's school counselor regarding personal/social/academic concerns as they affect his/her school performance.
- Be observant of your student's behavior. Ninth grade is a time of significant social exploration and growth. Always check in with your student about what they are doing, where they are going and whom they are spending their time with.

Keep track of your child's progress:

- Remember to check the school calendar on the Lincoln Park website for important dates such as when progress reports and report cards are issued.
- Check the Parent Portal every week.

Get Involve in Extracurriculars

Sports

Fall Sports

Football (Boys)
Girls Tennis
Girls Volleyball
Boys Cross Country
Girls Cross Country
Boys Soccer
Girl Swimming
Boys "16" Softball
Golf
Field Hockey
Cheerleading
Pom Pon
Dance Team

Winter Sports

Boys Basketball
Girls Basketball
Girls Track
Boys Track
Cheerleading
Pom Pon
Dance Team

Spring Sports

Boys Baseball
Boys Volleyball
Girls Soccer
Girls Softball
Girls Track and Field
Boys Track and Field
Water Polo
Boys Tennis
Lacrosse

Clubs/Activities

- Academic Decathlon
- African American Achievers
- Amnesty International
- African Kitchen Table Traditions
- Arabic Culture Club
- Art Club
- ASPIRA
- BASIC (Brothers and Sisters in Christ)
- Bible Study Club
- Best Buddies
- Mayor Daley's Book Club
- Chess Team
- Climate Cycle
- Conditioning Club
- Crafty Club
- Cultural Connections Club
- Debate Team
- Ecology Club/Environthon Team
- German Club
- Glee Club
- Gospel Choir
- High Performance Driving Club
- Home Ec. Club
- Improv Club
- Jewish Student Union

- Junior Statesman of America
- Key Club
- Know Your Heritage
- Math Team
- Magic Club
- Model United Nations
- National Honor Society
- Newspaper
- The O Ambassador's Club
- (Free The Children) -- website
- Photography Club
- Pedal-Powered Pirates
- Pep Band
- Physics Club
- Science Club
- Senior Class Sponsor
- Super Smash (Gaming Club)
- Student Council
- SUDS (Students Understanding Diverse Sexuality)
- Trendsetters Fashion Club
- Turkish Club
- Ultimate Frisbee
- Yearbook