



**STUDENT HANDBOOK 2006 • 2007**

**Principal: Arthur N. Tarvardian, Ph.D.**  
**Assistant Principal: Geraldine Rizik**  
**Assistant Principal: Chris Jones**  
**Assistant Principal: Sue Gross**

**6530 West Bryn Mawr Street**  
**Chicago, Illinois 60631**  
**773.534.1000**  
**FAX 773.534.1027**  
**www.tafths.org**

***THIS AGENDA BELONGS TO:***

Name \_\_\_\_\_

Student ID # \_\_\_\_\_ Div. # \_\_\_\_\_

Address \_\_\_\_\_

Chicago, IL 606\_\_ \_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## **A MESSAGE FROM THE PRINCIPAL**

Welcome to the new school year. The mission of William Howard Taft High School is to challenge students and all the adults who serve them to become caring, productive, responsible, and self-reliant adult learners fully able to contribute to a diverse, democratic, and highly technological society. We will initiate and provide programs and services that will improve the academic achievement of all students.

The guidelines in this planner support the mission of our school and provide you and your parents with the information that you need in order to have a successful school year in an environment that is safe, friendly, and productive. By adhering to these guidelines and those detailed in the Chicago Public Schools Uniform Discipline Code, and not looking for loopholes, you will help create an atmosphere at Taft that fosters good work, good feelings, and good memories. It is important that you understand that each student is responsible and accountable for his/her behavior and failure to abide by these policies and procedures will necessitate that appropriate disciplinary action be taken in a fair and just manner.

A key to your success is that you respect yourself, your peers, and the adults who work here and that you become an active, life-long learner. By following Taft's Policies and Procedures, you are doing your part to provide a safe and positive learning climate. This supports our efforts to provide quality instruction and programs that not only help fulfill Taft's mission statement, but also provides opportunities for each Taft student to reach his/her personal goals.

If you have any questions about what is in this planner or in the Uniform Discipline Code, please discuss it with your division teacher, your counselor, or an administrator.

Wishing you a great year.



Arthur N. Tarvardian  
Principal

BELL SCHEDULE - A

Breakfast	7:10 - 7:30
1 <sup>st</sup> Bell	7:30
Tardy Bell	7:40
1 <sup>st</sup> Period	7:45 - 8:31
2 <sup>nd</sup> Period	8:35 - 9:21
Division	9:25 - 9:35
3 <sup>rd</sup> Period	9:39 - 10:25
4 <sup>th</sup> Period	10:29 - 11:15
5 <sup>th</sup> Period	11:19 - 12:05
6 <sup>th</sup> Period	12:09 - 12:55
7 <sup>th</sup> Period	12:59 - 1:45
8 <sup>th</sup> Period	1:49 - 2:35

BELL SCHEDULE - B

Breakfast	7:10 - 7:30
1 <sup>st</sup> Bell	7:30
Tardy Bell	7:40
1 <sup>st</sup> Period	7:45 - 8:27
2 <sup>nd</sup> Period	8:31 - 9:13
Division	9:17 - 9:59
3 <sup>rd</sup> Period	10:03 - 10:45
4 <sup>th</sup> Period	10:49 - 11:31
5 <sup>th</sup> Period	11:35 - 12:17
6 <sup>th</sup> Period	12:21 - 1:03
7 <sup>th</sup> Period	1:07 - 1:49
8 <sup>th</sup> Period	1:53 - 2:35

BELL SCHEDULE - C

Breakfast	8:40 - 8:58
1 <sup>st</sup> Bell	8:58
Tardy Bell	9:08
1 <sup>st</sup> Period	9:13 - 9:48
2 <sup>nd</sup> Period	9:52 - 10:27
Division	10:31 - 10:41
3 <sup>rd</sup> Period	10:45 - 11:20
4 <sup>th</sup> Period	11:24 - 11:59
5 <sup>th</sup> Period	12:03 - 12:38
6 <sup>th</sup> Period	12:42 - 1:17
7 <sup>th</sup> Period	1:21 - 1:56
8 <sup>th</sup> Period	2:00 - 2:35

**2006 - 2007**  
**OFFICIAL SCHOOL CALENDAR**

September				
Mon	Tue	Wed	Thu	Fri
		30+	31+	1+
4*	(5	6	7	8
11	12	13	14C	15
18	19	20	21	22
25	26	27	28C	29

October				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9*	10	11	12C	13
16	17	18	19	20
23	24	25	26C	27
30	31			

November				
Mon	Tue	Wed	Thu	Fri
		1	2	3#
6	7	8	9pt	10
13	14	15	16C	17
20	21	22	23*	24*
27	28	29	30	

December				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7C	8
11	12	13	14	15
18	19	20	21C	22
25=	26=	27=	28=	29=

January				
Mon	Tue	Wed	Thu	Fri
1=	2=	3=	4=	5=
8	9	10	11	12
15*	16	17	18C	19
22	23	24	25	26#
29	30	31		

February				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8C	9
12*	13	14	15	16
19*	20	21	22C	23
26	27	28		

**NOTE:** If "C" is not listed then follow Bell Schedule "A".

# OFFICIAL SCHOOL CALENDAR

(Continued)

March				
Mon	Tue	Wed	Thu	Fri
			1	2
5*	6	7	8C	9
12	13	14	15	16
19	20	21	22C	23
26	27	28	29	30

April				
Mon	Tue	Wed	Thu	Fri
3=	4=	5=	6=	7=
9	10	11	12	13#
16	17	18	19pt	20
23	24C	25	26	27

May				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10C	11
14	15	16	17	18
21	22	23	24C	25
28*	29	30	31	

June				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7C	8
11	12	13#	14+	15)

### Calendar Legend

School Holiday	*	School Year Begins	(
Professional Dev. Day	#	School Year Ends	)
Institute Day	+	Parent/Teacher Conference	pt
Non-Attendance Day	=	School Imprvment "C" Bell	C

**NOTE:** If "C" is not listed then follow Bell Schedule "A".

**2006 - 2007 TAFT SCHOOL CALENDAR**

**Non-Attendance Days For Students**

August 30 and 31 ..... Institute Day  
September 1 ..... Institute Day  
September 4 ..... Labor Day Holiday  
October 9 ..... Columbus Day Holiday  
November 3 ..... End of 1<sup>st</sup> Quarter  
November 3 ..... Professional Development Day  
November 9 ..... Parent-Teacher Conference Day  
November 23 and 24 ..... Thanksgiving Holiday  
Week of December 25 ..... Winter Vacation  
Week of January 1 ..... Winter Vacation  
January 15 ..... M. L. King's Birthday Holiday  
January 26 ..... End of 2<sup>nd</sup> Quarter  
January 26 ..... Professional Development Day  
February 12 ..... Lincoln's Birthday Observance  
February 19 ..... Presidents Day Holiday  
March 5 ..... Pulaski's Birthday Holiday  
Week of April 2 ..... Spring Break  
April 13 ..... End of 3<sup>rd</sup> Quarter  
April 13 ..... Professional Development Day  
April 19 ..... Parent-Teacher Conference Day  
May 28 ..... Memorial Day Holiday  
June 13 ..... Professional Development Day  
June 14 ..... Teacher Institute Day  
June 15 ..... End of 4<sup>th</sup> Quarter

## **TAFT POLICIES AND PROCEDURES**

**STUDENT CONDUCT** - Students have a responsibility to know and to follow school rules and procedures. Each student will receive a copy of the Chicago Public Schools Uniform Discipline Code and will be governed by it. Students are responsible for behaving in a manner that permits uninterrupted learning to take place. They are expected to behave in an exemplary manner at all school related events.

Acts of student misconduct are subject to disciplinary action which is intended to be instructional and correctional and may include:

- Conference between the teacher or dean and the student
- An in-school conference with the parent/legal guardian
- Suspension of 1 to 10 days
- Police action which may include arrest
- Disciplinary re-assignment
- Expulsion

**ENTRANCE** - All students are to enter through the designated entrance on Bryn Mawr. No other entrances are to be used.

**CLOSED CAMPUS** - Taft High School is a closed campus school. This means that students may not leave the building during their school day. Students who need to leave before the end of their day due to an emergency or illness must obtain an Early Dismissal in the attendance office. A parent/legal guardian is required to pick the student up.

**IDENTIFICATION CARD** - To insure the safety of everyone at Taft, all students and staff must wear an official identification card at all times in the building.

- The I.D. must be worn above the waist with the photo visible, using the chain provided.
- The student I.D. must be surrendered to any staff member upon request.
- Defaced, altered, lost, stolen, or misplaced I.D. cards must be replaced at the expense of the student.
- The replacement I.D. card will cost \$10.00. No refunds will be given after 5 school days.

- Students who forget their I.D. card must purchase a temporary I.D. that will be good for 1 day only for \$2.00. The temporary must be worn above the waist. A student who purchases more than five temporary I.D. cards in a semester will be subject to disciplinary action. Prices are subject to change

DRESS CODE - In order to ensure a safe and secure learning environment, the Taft Local School Council recommends and supports the following dress code.

Students who are appropriately dressed reflect the importance of coming to school for an education. Dress codes begin at home with parental inspection before the student leaves for school.

Students are expected to dress neatly and modestly following the Taft guidelines.

Students are required to wear:

1. Shirt: Solid white shirt with a collar.
2. Pant(ankle length) or skirt: Navy, dark blue, black, or jeans, skirts(knee length or longer).
3. Only plain white garments may be worn under the white shirt.
4. For winter wear, no sweaters or outer garments may be worn. Only solid white or Taft sweatshirts may be worn over the dress code shirt.

No other attire will be allowed!

Interpretation of the dress code variations is the discretion of the administration.

ATTENDANCE - Students must attend school regularly. Students are responsible for attending division, and all classes on their program.

- There are six acceptable causes of absence: illness, death in the immediate family, family emergency, observance of religious holidays, circumstances which cause reasonable concern for the safety or health of the student on a case by case basis, and other situations beyond the control of the student on a case by case basis. Students who are absent for any other reason are considered truant.

- Students who return to school after an absence must present a note from the parent/guardian to the division teacher who files the note.
- Students must request class teacher approval before participating in any activity during division or class time. Deviations from this policy require prior approval of the principal.
- Students are expected to be on time for classes, division, and lunch. Tardiness will result in disciplinary action.
- Students who become ill during the school day must obtain an Early Dismissal from the Attendance Office. Students will be released to a parent/guardian with a photo I.D. only. Students cannot leave the school building during the day without an official release.
- Students who are in any place other than their assigned class or division are considered truant and subject to disciplinary action.

REPORT CARD PICK-UP - CPS policy requires that parents or legal guardians pick up the 1<sup>st</sup> and 3<sup>rd</sup> quarter grade reports. Students whose parents picked up the 1<sup>st</sup> and 3<sup>rd</sup> quarter grade reports and are passing all subjects will receive their semester (February and June) grade reports from their division teacher. Parents who do not pick up the grade reports on the designated days (November 9, 2006 and April 19, 2007) may do so during regular school hours. Parents who do not pick up the 1<sup>st</sup> or 3<sup>rd</sup> quarter grade reports prior to the issuance of the semester reports will be required to pick up the semester grade reports.

HOMEWORK POLICY - The CPS guidelines require that students spend a minimum of two hours a night on homework. If a student does not have a specific daily assignment, the time should be spent on long-term projects, essays or reading assignments.

BANNED ITEMS - Students are not to be in possession of the items listed below when they are in the Taft building or attending any event that is under the auspices of the school. In addition to those listed below any device that is disruptive to the educational process or to the health and safety of Taft students and staff are not permitted. Items will be confiscated and returned only to the parent or legal guardian. Appropriate disciplinary action will be taken. Banned items include, but are not limited to:

- Any item associated with the application of graffiti such as magic markers, show polish daubers, spray paint, razor blades.

- Walkman type radios in the classrooms
- Skate boards and roller blades (not permitted on school property)
- Gambling devices

Further, students are prohibited from:

- Presenting an appearance that is disruptive to the education process or endangers the student's health such as body piercing
- Wearing head coverings, other than for religious purposes in the building
- Wearing any article of clothing or jewelry that signifies affiliation with any organization other than those approved by Taft
- Wearing any article of clothing or jewelry that shows vulgar, suggestive, or abusive language or pictures or condones the use of tobacco, alcohol, or other drugs.

CELL PHONES/PAGERS - Must be turned off and kept in the students locker during the school day. If the cell phone is confiscated it will be kept for 30 days. Any deviations from this policy is at the discretion of administration.

DRUG-FREE SCHOOL POLICY - Smoking on school premises, which includes the area surrounding the school building, and at school-sponsored activities is prohibited and will result in disciplinary action. Possession or use of alcohol or other drugs on school premises or at school-sponsored activities will result in police and disciplinary action.

LUNCH PERIOD RESPONSIBILITIES - In order to create a safe, clean, and pleasant lunchroom, all students are expected to follow the following guidelines.

- Enter the food service line at the entrance - not at the exit.
- I.D.'s must be worn at all times with the lunch period and photo visible.
- Tables must be cleared at least 15 minutes before the end of the period or at any time requested by a staff member. Leave your table and surrounding area in a clean condition. All students seated at a table are responsible for the appearance of the area so be careful with whom you sit. Failure to comply with lunchroom regulations will result in disciplinary action which may include lunchroom duty.
- Students are to remain seated until their dismissed. For safety reasons, please do not congregate near the exits.

- Students who wish to meet with a teacher during their lunch period must obtain a pass before they come to the lunch room.
- Students may use the washroom facilities which are located in the lunch room across from the Box Office.
- No food or beverages may be taken from the lunch room at any time.
- The concession counter will not be open during the first 5 minutes or last five minutes of the lunch period or during passing time.
- Physical activities or playing games using balls, hacky sacks and any other objects are prohibited. These objects will be confiscated and will only be returned to a parent/legal guardian.
- Students may use the pay phone located in the lunchroom only during lunch and before or after their school day. All calls are limited to no more than 3 minutes.

LIBRARY - The Library is open from 7:45 a.m. until 2:35 p.m. Students may use the library during lunch periods, after their last class, and after school. Students may not leave the library once they have come down during lunch. Lunch must be eaten during the first half of the period; the second half can be spent in the library. Students will not be admitted to the library with less than half the period remaining. Students can exit the lunch room through the main lunchroom entrance or the doors near room 270.

DISMISSAL - Once a student completes his/her school day, she or he must leave the school grounds immediately and not return until the next school day. To insure student safety, students participating in extra-curricular activities after the school day must take all belongings with them to that activity/practice. They will be dismissed by the activity sponsor/coach and must leave the building by way of the nearest exit. No student will be allowed to return to his/her locker. No student may remain in the building unsupervised.

LOST AND FOUND - The lost and found is located in the Box Office in the student lunchroom.

STUDENT PARKING - Students who drive to school must use street parking. The school or school board cannot be held responsible for the vehicle. Students are prohibited from parking in any school parking lots. Violators are subject to having their vehicles ticketed and towed at the owner's expense.

SUSPENDED STUDENTS - Students who are suspended are prohibited from entering the school building and are not allowed to participate in extra-curricular activities. Violators may be subject to arrest.

LOCKERS - Lockers are school property.

- Students are only to use the locker that they have been assigned by the division teacher. Do not allow anyone other than the person assigned to your locker to share your locker.
- Only official Taft school locks may be used. Unauthorized locks will be removed.
- Taft assumes no responsibility for any loss of property from lockers. Money, jewelry, or other valuables should not be placed in lockers.
- Supervised locker clean-outs will be scheduled throughout the year.

VISITORS - Parents of students and other adults who have business at Taft are welcome. Each visitor is required to sign the visitor's register at the main entrance. They are to complete the visitor's badge and place the badge in a visible location. The badge must be worn at all times when in the building. The visitor will then be directed or escorted to the proper location. If a parent/guardian is reinstating his/her child, they will need to present a photo identification card to verify who they are. Visitors who wish to speak with a teacher or visit a classroom must have an appointment and be escorted by an administrator, dean, or counselor.

#### POLICY ON STUDENT ACCEPTABLE USE OF THE CHICAGO PUBLIC SCHOOLS NETWORK

##### PURPOSE:

The Chicago Public Schools provide computers and network capabilities to students for the purpose of enhancing instruction through technological resources. The Chicago Public Schools may make Internet access or electronic mail ("e-mail") available to students on the CPS Network as educational resources. It is a general policy of the Chicago Public Schools to promote the use of computers in a manner which is responsible, legal and appropriate. Student use of the CPS Network is a privilege. A student's failure to adhere to the Student Acceptable Use Policy ("Policy") will result

in the revocation of the student's access privileges. Should a student's access privileges be revoked, there shall be no obligation to provide a subsequent opportunity for access to the CPS Network.

POLICY TEXT:

I. USE OF THE CPS NETWORK'S SERVICES

Improper use of the CPS Network is prohibited. Uses of the CPS Network that are prohibited include, but are not limited to:

1. Use of the CPS Network for, or in support of, any illegal purposes;
2. Use of the CPS Network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material;
3. Violation of any provision of Illinois School Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
4. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities;
5. "Reposting" or forwarding personal communications without the author's prior consent;
6. Copying commercial software in violation of state, federal, or international copyright laws;
7. Using the CPS Network for financial gain or for the transaction of any business or commercial activities;
8. Plagiarizing (claiming another person's writings as your own) any information gained on or through the CPS Network or any other network access provider;
9. Using the CPS Network for political lobbying;
10. Intentionally disrupting the use of the CPS Network for other users, including, but not limited to, disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information;
11. Providing access to the CPS Network to unauthorized individuals; and

12. Use of the CPS Network to violate any provision of the Chicago Public Schools Uniform Discipline Code.

## II. GENERAL INFORMATION

· The privilege of using the CPS Network is free to students of the Chicago Public Schools.

· The student to whom an account on the CPS Network is issued is responsible, at all times, for its proper use.

· A Responsible Student User of the CPS Network:

- MAY keep a free account on the CPS Network as long as he or she is a student in the Chicago Public Schools;
- MAY use the Internet to research assigned classroom projects;
- MAY use the Internet to send e-mail to other users of the CPS Network and to people around the globe;
- MAY use the Internet to explore other computer systems.

· A Responsible Student User of the CPS Network:

- SHOULD change his or her password frequently;
- SHOULD NOT give his or her password to another person.

· A Responsible Student User of the CPS Network:

- UNDERSTANDS that NONE of his or her communications and information accessible through the CPS Network is considered private or confidential and the Chicago Public Schools reserves the right to access all user accounts, at any time, including student electronic mail;
- UNDERSTANDS the CPS Network Student Acceptable Use Policy before logging on;
- UNDERSTANDS that if the CPS Network Student Acceptable Use Policy is violated, the student' s account on the CPS Network will be revoked;
- UNDERSTANDS that if he or she is removed from CPS Network by a school faculty member that he or she has the right to appeal the removal within thirty (30) days, in writing, to the principal of the school. The school principal' s decision shall be FINAL.
- UNDERSTANDS that if he or she is removed from the CPS Network, there shall be no obligation to provide a subsequent opportunity to access the Network.

## III. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF THE CPS NETWORK

Prior to the activation of a student's account on the CPS Network, the parent or guardian of the student must provide written authorization in the form outlined in Attachment A.

#### IV. STUDENT ACKNOWLEDGMENT AND INTERNET TEST

All students to whom an account on the CPS Network has been assigned shall sign a form acknowledging the requirements of the Policy on student acceptable use and verifying his or her successful completion of the CPS Network Student Internet Test.

#### PHONE DIRECTORY

Academic Center . . . . .	534-1000( Ext. 131)
Attendance Office. . . . .	534-1005
Counselors . . . . .	534-1040
Deans' Office . . . . .	534-1014
Drivers's Education ( after 3:30 ) . . . . .	534-1015
International Baccalaureate Office . . . . .	534-1030
Main Office . . . . .	534-1000
Physical Education . . . . .	534-1012
ROTC . . . . .	534-1045
Special Education . . . . .	534-1046

UDC Violations: Any senior that accumulates more than two violations of Groups 4, 5, or 6 of the Uniform Discipline Code during their senior year will not be permitted to attend their graduation ceremony and will be banned from all senior festivities.

### GRADUATION REQUIREMENTS

Twenty -four (24) units are required to graduate from the Chicago Public Schools.

- 4 years English: 4 credits
- 3 years Mathematics: Algebra, Geometry, Advanced Algebra-Trigonometry
- 3 years Laboratory Science: Biology, Earth/Space Science or Environmental Science, Physics or Chemistry
- 3 years Social Studies: World Studies, United States History, Elective
- 2 years of the same World Language
- 1 year Art
- 1 year Music
- 2 years Physical Education or ROTC
- 2 years Career Education or ROTC
- 3 elective credits

Additional requirements :

Public Law 195(Constitution) PASSED  
Consumer Education PASSED  
Driver Education(10 weeks, included in PE 2) PASSED  
Health (20 weeks, included in PE 1) PASSED  
40 hours Community Service Learning