CENTRAL
BOARDING ACADEMY

Student Handbook

Central Boarding Academy
525 S. State St.
Chicago, IL 60605

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Student Code of Conduct

Students are expected to live according to the values that Central Boarding Academy holds:

- Treat others with dignity and respect always.
- Demonstrate great judgment in conduct, communication, and dress.
- Have excellence in academic effort and meet all responsibilities as a student.
- Always represent Central Boarding Academy with honor and pride.

Failure to live according to the values at Central Boarding Academy will lead to disciplinary consequences at the administration's and staff's discretion. The director reserves the right to define individual situations and behaviors as discipline issues arise and to administer the appropriate consequence(s). In addition, the director reserves the right to waive and deviate from any disciplinary regulations with cause at his discretion.

Consequence System

- Anytime a student breaks one of these rules, they will be notified that they have received a demerit point.
- Demerit points will be recorded electronically for the year and reset each semester.
- Each semester, students will only be allowed 20 points. Once a student reaches 20 points in either semester, they will be expelled.
- Any time a student receives a demerit point, it will be recorded on the CBA system, and if necessary, the parents will be notified directly. In each situation, a student is given a demerit point(s), and the staff member who gave the point(s) will fill out a report explaining what the

student did to deserve the point. The staff member will review the report with the student to ensure that the student understands.

- An explanation of the demerit point can be found below.

Demerit Points

Demerit point	Item
1	Unexcused absence from school
1	Unexcused absence from after-school activities
1	Disrespect Behavior
3-10	Breaking Residence Rule
10-20	Lawful Misconduct

School Attendance

- Each morning, you should set your alarm to get up for school. The Counselors will knock once as a courtesy to ensure you have gotten up. It would be best to rely on something other than the Counselors as your only wake-up call.

Excused Absence from School:

To be excused, you will need to meet one of the following conditions.

1) Fever: Above 38 Celsius (100 Fahrenheit)

2) Doctor's Prescription for medicine

3) Medical test (X-ray, MRI, and Blood Test)

If you are excused from school, you are cleared to attend CBA After-School activities as well. You can return home early if you meet one of the above-excused conditions.

Missing Your Scheduled Ride to School:

It is the responsibility of the student to cover the costs of commercial transportation.

SAT Reading Class

A Student registered for SAT Class must be attended unless you are exempt from the class.

The SAT class is registered for the entire semester.

- Missing SAT class or arriving late due to a pre-approved activity is excused. **Regular rules apply for pre-approved events that end in time for student(s) to attend still. Accountability begins 10 minutes after your arrival back to the dorms. Regardless, you are still expected to make up for the missed work. You are responsible for asking for your tutor's work and handing it to the office staff, completed by the deadline.

- After showing a CBA staff member the activity schedule from your school, pre-approved activities must be granted by CBA staff (not counselors). If you arrive late because of a pre-approved activity, you are still expected to attend SAT class once you arrive and make up the work you have missed. You are responsible for asking for the tutor's work and handing it to the office staff, completed by the deadline.

ELL/Tutoring

- Must be attended by any student receiving less than an 80% average in significant subjects (English, Math, Science, and Social Study). ELL attendance is voluntary for all other students but very much encouraged.

- Grades will be monitored every weekend and decide who attends ELL compulsorily for the coming week (Monday through Friday); any

student required to go to ELL but fails to attend the class will receive a demerit point.

- If you remain in the ELL classroom for more than 30 minutes, you will be marked as attending the sessions

- If you are caught with your phone, the tutor can take it away until the end of class.

- Gaming or social media activities on electronic devices will not be allowed and will result in confiscation of your device(s) until ELL is over.
- Students will not be allowed to copy/ steal other homework or copyrighted information from other sources

CBA After-School Classes and Activities

- Pre-approved sports practices and games. CBA staff must be given a weekly or seasonal schedule of games and courses. If your grades start dropping, you may be allowed to go to rules once your grades improve.

- Suppose you have a doctor's appointment that cannot be made at any other time. It would be best if you tried to make your appointment so that it does not interfere with any CBA classes or activities.

- If you are ill, you must not attend any classes or activities. You will be brought to the doctor if your symptoms require medical attention.

- Other situations may arise and will be dealt with as they come up. CBA staff ultimately say who can miss scheduled activities and classes.

CBA Sports and Activities

- When you sign up for an activity, change your mind, and stay home, you will be given a demerit point(s) based on the situation.

Meals

- CBA provides all scheduled meals.

- Before arriving in the USA, students with food allergies must inform CBA. Failure to notify CBA of any food allergies will result in CBA not being liable for any allergic reactions.

Lost Keys or ID Card

- Students who lose their keys or ID card are responsible for paying for the replacement.

Quiet Hours

- Start at 10:30 pm

- All students must be in their assigned rooms by 10:30 pm and remain in their room until the wake-up call the following morning.

- As part of our safety policy, CBA staff conduct nightly room checks to ensure that all guests are in their assigned rooms. During these checks, they may also inspect and search the room. Please

* note that these checks may occur multiple times throughout the night.

- No music, voices, or electronics should be heard at any time.

- Lights are out by midnight; no Game is allowed after midnight.

- At 10:30 pm, we will enforce a lights-out policy to ensure that those who are making noise or disturbing others' privacy are quiet and respectful]

Keeping Cash in Your Room

- It is advised that students do not keep cash in their rooms and instead use a credit card to withdraw small amounts when necessary. However, if a student chooses to keep cash in their room, they should be aware of the risks involved. Please note that CBA cannot be held responsible for any lost or stolen money or belongings during a student's stay.

Kakao Group Chat

- If a CBA staff member is present in a chat room, please only communicate in English. The usage of students' native language will not be permitted. Our goal is to ensure that everyone can take part in the conversation, so we must use one common language.

Students' Individual Rooms

- Each student is expected to have their own room clean and manage their own trash that needs to be taken to the dumpster

- Items in the room will be kept for personal use therefore, CBA is not in charge of lost or damaged personal belongings that have occurred

- Bedroom windows cannot be blocked by lofted beds or desk drawers (this is a university standard

- All bedroom doors must be able to open and shut all the way for state safety standards. There can be no object set in front that blocks the entrance or exit to a room.

Storage Policy

- Students will be allowed to leave items in their assigned rooms over the summer for a cost of charge

- Enrolled students must pay the fee for the extra storage and failing to do so CBA will have the right to remove the items and personal belongings

Inviting Guests to the CBA Dormitory

- Students must obtain permission from CBA office staff (not Counselors or drivers) before inviting guests to the dormitory. When staying at the dorm, it is mandatory to wear a visit card around your neck and limit your stay until 9 pm. It is not permitted for guests to stay overnight at the CBA dorms. If you don't follow this rule, demerit points may be given depending on the circumstances, and your friend will have to leave right away.

Dress Code

- When staying in the dormitory, there are specific dress code rules to follow. Women are advised to dress modestly, with clothing that passes the fingertip rule. This means that any dresses, shorts, shirts, or rompers must be longer than the wearer's middle finger when their hands are placed straight at their sides. Additionally, tops with straps should be at least two fingers wide, and undergarments should not be visible.

    - Anything that is hung up on walls or displayed must be able to be taken down at the end of the year.

    - No screws or holes in the walls are allowed, students must use another hanging technique for decorations.

    - Only one extension cord is allowed in each outlet, this is a hazard otherwise.
- Young men must always wear a shirt to cover their bare chests. Additionally, it is unacceptable for them to wear baggy pants or clothes that expose their undergarments.

- Either gender wearing an inappropriate design/ Logo on their clothes will be asked to change into something else. The affiliation with drugs and sexual contents will not be tolerated.

Sleepovers

- If students wish to stay overnight at a friend's house, they must first obtain permission from CBA staff (not Counselors or drivers). To do so, they need to fill out a sleepover request form and coordinate transportation in advance.

- Students cannot have friend's sleepover in their assigned rooms, this is a safety reason aligned by the University and the CBA program

Parent Stays

- If a student's parent is planning to visit their child, they won't be allowed to stay in the CBA dormitories. However, there are several hotels in the vicinity, and we would be happy to suggest a suitable one for you. The student can opt to stay with their parents in the hotel if they wish to do so.

- Parents staying with their child at a hotel are responsible for ensuring their attendance at school and activities. They can visit dormitories between 7 am and 10 pm.

- Parents can excuse their own children from CBA activities to spend more time with them during their stay. Other CBA students cannot be excused. Non-staying students must return to the dorm by 10 pm. CBA can help schedule meetings with teachers if needed.

Driving and Van Information

- Students can request rides throughout the year. No ride is guaranteed, so asking for a ride does not automatically mean you have ensured the ride.

- We ask for 24 hours' notice as this gives us enough time to plan the transportation schedule. Even though your ride request is not provided within 24 hours.

- Notice we will try our best.

- If a student has already requested a ride to be picked up at a certain time and no longer needs the ride. **The student is responsible for letting the driver know ahead of time.** Each student that has requested a ride must be in contact with the driver/ CBA office in case there needs to be a time change. If the student fails to keep in contact with the driver CBA is not responsible for changing other rides that have already been scheduled.

- Seatbelts are mandatory! This is the law and cannot be compromised.

- Seat belts must be worn until the vehicle is completely stopped and the gear is in parking mode.

- Each time you do not fasten your seat belt, you will receive one demerit point.

- When a student is caught not wearing a seatbelt, a corresponding penalty may be given as the law applies to the CBA driver's license, driving record, and insurance.

- Drivers have the ultimate authority while the student is in the van. If you are asked to switch seats, please do so politely. You may be asked to

change seats if a conflict between students or the passenger obstructs the driver's view. Drivers also have control over the radio and the volume. Please be respectful to your drivers.

- If a student's ride request is prioritized by reservation order and cannot be dispatched at the requested time, the student may use commercial transportation at their own expense.

Van Cleanliness

- Anyone who enters the van is required to clean up after themselves. This means that no one is allowed to leave garbage in the vans. Failure to do this may result in demerit point(s) based on the situation.

Chicago Airport

- Students will be granted one pick-up from Chicago Airport after summer and one drop-off right after the school year ends. These rides cannot be transferred or moved. CBA will provide a list of dates that the CBA vans will be available for pick-up at the beginning and drop-off at the end of the year. If students do not book their flights these days, they must provide their transportation. Students must provide transportation if they have additional flights out of the Chicago airport.

Traveling Alone

- If students wish to travel while their school is on break, they must obtain a written agreement from their parents. This agreement will release CBA from any liability. Students must give CBA all contact information and the address of the student’s travel plans.

Checking In

- Once you arrive at the dormitory, you will be checked into your room and asked to inspect the room for any damage or appliances that do not work. You must report this immediately. If you fail to report this, then you will be held responsible. You are not allowed to switch or remove anything from your room.

Dorm Security

- Regular and intermittent walk-throughs will be randomly performed throughout the nighttime hours to ensure that each student is secure in their assigned rooms.

- Students are not permitted to enter the computer lab located in the Main Lobby area on floor 1.

- If a student needs to print anything they can do so in the CBA office with supervision

University Policies

- There will be no toleration of altering or mutilating any of the furniture that is given in each room.

- There is no liquid other than water that goes into the drinking fountains.

- Jumping in the elevators on campus is prohibited, this will be a fine from the University and disciplinary actions with CBA staff.

- Pets that have not been approved as an ESA or Service animal will not be allowed in rooms unless approved by the university

- Running in the hallways is forbidden on every floor in Gruenhagen.

Room Checks

- Room checks are to help you stay healthy by having a clean environment to live in. CBA staff members may do room checks at any time, for any reason, and without notice to check for any messes or rotting/spoiled food. If anything is found, you will be expected to clean it immediately.

- CBA and Gruenhagen Conference Center reserves the right to check and search any room, at any time, for any reason, and without notice. Students must open their doors right away for inspection. CBA reserves the right to unlock your door if you fail. The student will be responsible for any damage and any damage found within their room. Students are also responsible for any illegal substances in their room. If any illicit substances are found, you may receive a fine. You may get demerit points or be sent home immediately, depending on the severity of the situation.

Illegal substances include all substances deemed by the city to be harmful

- CBA also considers any alcohol, cigarettes, or smoking-related items illegal (even if you are of age).

Fire Alarms in Rooms

- It is against the law to tamper with a fire alarm. This includes but is not limited to putting a bag or other material over the detector or messing with the batteries. Failure to comply with this rule will result in four demerit points, which you must correct immediately.

- Students may not have an open flame in the room at any point of their stay (candles, Lighters, cooking devices, etc.)

Verbal/Physical Violence

- Verbal and physical violence will not be permitted while at CBA. Verbal violence includes English and any native languages. The student may receive demerit point(s) based on the situation.

Disrespect

- Students who behave disrespectfully to each other or the CBA staff will be required to acknowledge their wrongdoing and apologize to those they have offended. The student will receive one or more demerit points (s) depending on the severity of the situation.

Physical Contact Between Different Genders

- To ensure the safety and well-being of all students, CBA does not permit any physical contact between students of the opposite gender. This includes but is not limited to hugging, kissing, and any intimate contact. Failure to comply will result in five demerit points or more, depending on the severity.

- For this reason, students are not permitted in the hallway of students of the opposite gender. Girls are not allowed in the boy's hallway, and boys are not allowed in the girl's hallway. Failure to comply will result in an automatic five demerit points.

Alcohol and Smoking

- Any student possessing and using tobacco products or e-cigarettes while at CBA shall receive five demerit points, and further consequences may ensue depending on the severity of the situation.

Drugs

- Any student possessing or under the influence of intoxicants, drugs, mood-altering drugs not prescribed to the student by a physician, and

possessing drug paraphernalia while at CBA shall be immediately expelled.

CBA Schools

- If any student decides to leave our program at any time, they will not be allowed back to the school they previously attended. They will also be unable to participate in any other school that services CBA students.

Checking Out

- The students must check out their rooms at the end of the year. Each student will review a checklist with a staff member to check for missing or damaged items. If there is damage to things within your room, a list of costs will be presented. You must clean your room before you leave. Otherwise, additional cleaning costs may arise that you will be responsible for. You are responsible for turning in your room and bathroom key at checkout or paying the price to replace them. You will be asked to start cleaning your room a little each day for two weeks before moving out. Failure to do this may result in demerit point(s) based on the situation.

- This will make moving out much faster and help you and the Counselors out at the end of the year. If this doesn't happen, you may lose some privileges for those last two weeks.

Driver’s License

- CBA students can obtain a driver's license from 11th grade. Students are not allowed to drive, buy, or rent motorized transportation while attending CBA except 12th-grade students. Failure to comply with this rule will result in five demerit points.


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