Navigating Northside

Parents Guide to Northside College Prep High School

www.northsideprep.org
Dear Northside Families,

Welcome to the start of a new school year at Northside College Preparatory High School! Time spent at NCP will be exciting, enlightening, and educational for both you and your student. We’re quite proud of the distinctive school culture and the warm sense of community that have been cultivated over the past seventeen years and want to ensure that you have all of the information you’ll need to be an engaged partner in your child’s education.

As always, the most up-to-date information for our NCP students and parents can be found on the Northside web site at www.northsideprep.org. However, after listening to our families and collaborating with our ever-helpful Parent Network volunteers, we’ve put together some practical information in the interest of ensuring that you have answers to some of our most frequently asked questions. Whether you’re new to our school or are attending senior college conferences this year, Navigating Northside is designed to be a helpful resource. You’ll find topics listed alphabetically and insider information about all of the academic and co-curricular terms and traditions that are unique to our school.

Best wishes to you and your student for a successful and productive year!

Go Mustangs!

Kelly L. Mest
Principal
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Contact Us

- **Main Office Hours:** 7:00am-4:00pm
- **Building Hours:** 7:00am-6:00pm

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**Principal, Ms. Kelly Mest:** (773) 534-3966 or klmest@cps.edu

**Assistant Principal, Ms. Kaitlin O’Hare:** (773) 534-3958 or kohare@cps.edu

**Assistant Principal, Mr. Barry Smith:** (773) 534-3955 or brsmith6@cps.edu

**Athletic Director, Mr. Andrew Mayer:** (773) 534-3961 or amayer@cps.edu

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**Technology Coordinator, Mr. Edin Ramovic:** (773) 534-3959 or eramovic1@cps.edu

**COUNSELORS:**

- **Ms. Marina Medina, Chairperson:** (773) 534-3973 or mmedina1@cps.edu
- **Ms. Katherine Mathews:** (773) 534-3972 or kmathews@cps.edu
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**STUDENT SUPPORT TEAM:**

- **Case Manager, Mr. Barry Smith:** (773) 534-3955 or brsmith6@cps.edu
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- **School Social Worker, Ms. Anne Cooper:** (773) 534-3954 ext. 26827 or acooper1@cps.edu
- **School Nurse, Ms. Trilby Temp-Sanders:** (773) 534-3954 ext. 26821 or tjtempsanders@cps.edu

**DEPARTMENT HEADS:**

- **English, Mr. Randy Snow** (773) 534-3954 ext. 26827 or rsnow@cps.edu
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- **Mathematics, Ms. Martha Mulligan:** (773) 534-3954 ext. 26837 or mlmulligan@cps.edu
- **Physical Education, Ms. Adrienne Cirrincione:** (773) 534-3954 ext. 26826 or amcirrincione@cps.edu
- **Science, Ms. Lidia Ortiz:** (773) 534-3954 ext. 26838 or lortiz@cps.edu
- **Social Science, Ms. Catherine Irving:** (773) 534-3954 ext. 26829 or ccirving@cps.edu
- **World Language, Mr. William Nifong:** (773) 534-3954 ext. 26830 or wnifong@cps.edu

Administration
The main office, room 122, is located on the first floor across from the main entrance into Northside. Visitors are to check-in with the receptionist in the main office when entering the building during the school day. If you are meeting someone in the building, it’s a requirement to sign in to the visitor’s log where visitor’s passes are issued. The person with whom you are meeting will meet you in the main office. Main office staff can be reached at (773) 534-3954.

**Kelly Mest (Principal)** – Ms. Mest began her career at Northside in 1999 as a founding faculty member in the English Department where she later became Department Chair. After her tenure in the English Department at Northside in 2004, Ms. Mest continued her teaching career at a suburban high school. She returned to Chicago in 2005 as a teacher and English Department Chair at Lindblom Math and Science Academy and was Assistant Principal there from 2008-2013. Ms. Mest became Northside’s third principal on November 1, 2013.

**Kaitlin O’Hare (Assistant Principal)** – Ms. O’Hare began her career as an English teacher and eventually English Department Chair at Roberto Clemente Community Academy from 2005-2010. After leaving Clemente, she taught at Perspectives Leadership Academy, a charter school in Chicago’s Auburn Gresham neighborhood, for one year. In 2011, she moved to Lindblom Math and Science Academy. She became English Department Chair in 2012 and head of the Leadership Team in 2016. In 2017, she joined Northside as an assistant principal.

**Barry Smith (Assistant Principal)** – Mr. Smith started his CPS career at Northside in 2011 where he taught special education and helped to coach the cross country team. During the 2012-2013 school year, he left Northside to help start and develop the high school program for Disney II Magnet School. While at Disney Mr. Smith oversaw the diverse learner department, acted as the case manager, and served on the instructional leadership team. Mr. Smith joined Northside again as an assistant principal in 2017.

### Advanced Placement Courses

Many Northside students take Advanced Placement courses during their high school careers. Students (and parents) should carefully consider the workload for each course. College-level course work culminates in an AP exam administered in May. Taking multiple AP courses requires substantial amounts of independent research. Therefore, teacher recommendations are required to register for an AP course. Due to the amount of material covered in an AP class, these courses sometimes have summer assignments. For general information about Advanced Placement Examinations, visit [www.collegeboard.org](http://www.collegeboard.org).

### Advisory

Every incoming student is assigned to an advisory. Students stay in the same advisory with the same teacher for four years. Students report to advisory prior to colloquium during those weeks when colloquium meets. Advisory is generally used for administrative matters and presentations provided by the Counseling Department. Each freshman advisory is supported by an assigned Peer Mentor (upperclassman) who will lead lessons and provide social emotional learning each week.

Your student's advisory number is an important piece of information that you should commit to memory, as many records at the school are organized by advisory number. Most NCP forms require that you include an advisory number.

### Alumni

The Northside Alumni Association provides resources and sponsors events and activities to help connect alumni with each other and current students. Each year, the NAA provides support for class reunions, holds sports days in conjunction with current sports teams, organizes a winter social for graduates of all ages, and has started a mentorship program, matching current students with alumni working in their area of interest. The NAA also cooperates with Friends of Northside to assist in fundraising in addition to their own special projects. The NCP Alumni Association can be reached at ncpalumniassociation@gmail.com and on Facebook and Twitter @NCPalumni.
**Art Cubed**

Incoming freshmen have the option to take Honors Art Cubed. Honors Art Cubed is a unique class, designed for freshmen who have strong interest and talent in the visual arts. It is more advanced than Honors Art I, and is modeled on the format and requirements used in the advanced studio classes. As a part of the class, students will be required to create independent work which will be featured in special exhibitions at the end of each semester. Incoming freshmen need to submit a portfolio and a letter of recommendation to be considered for this class. Contact the Art Department for more information.

**20-Hour Project**

In Art Cubed, students are required to produce a work independent of class assignments. The artwork produced is exhibited in a 20-Hour Art Show at the end of each semester. The entire class is involved in hanging the exhibitions and planning the art show with invitations sent to families, community members and Chicagoland arts organizations.

**Athletics**

There are many opportunities for students to play sports at Northside. Northside has the following girls’ teams:

<table>
<thead>
<tr>
<th><strong>Fall</strong></th>
<th><strong>Winter</strong></th>
<th><strong>Spring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross country</td>
<td>Basketball</td>
<td>Soccer</td>
</tr>
<tr>
<td>Golf</td>
<td>Bowling</td>
<td>Softball</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>Cheerleading (Co-ed)</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Tennis</td>
<td>Pom-poms</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Chess (Co-ed)</td>
<td>Water Polo</td>
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<td>Lacrosse</td>
</tr>
<tr>
<td>16” Softball</td>
<td>Swimming &amp; Diving</td>
<td>Tennis</td>
</tr>
<tr>
<td>Chess (Coed)</td>
<td>Wrestling</td>
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Although some teams require try-outs because they have a limited number of spots, many teams do not. Teams and coaches truly welcome students who are new to a sport. Some sports have three teams: a freshman team, a junior varsity team, and a varsity team. Some sports have just two teams: junior varsity and varsity. Other sports have just a single team. Coaches assign the players to the respective teams based on ability level.

In order to participate in sports, students must submit several forms, among them a completed IHSA Pre-participation Examination Form, (Sports Physical Form). Please note that this is a separate form than the Child Health Examination Form that is required of all 9th graders. Students need a current physical (within twelve months) that clears them in order to participate in athletics.

The required athletic forms and other information are available on the NCP website. Go to the “Student Life” tab and click on Athletics. The Athletic Director can be reached at (773) 534-3961.

**Attendance**

Attendance on all school days is mandatory. If your child is ill, please call the attendance office at (773) 534-3977 by 9:00 a.m. on each day your student is absent. When your child returns to school, please send a signed note indicating the date(s) and the reason that your child was absent. Notes are kept on-file in the Attendance Office, room 122L, (directly behind the main office). Students who wish to make-up work or quizzes missed during absences must submit the written documentation necessary for an “excused absence” designation.
Please note that students cannot be released from the building during the school day for any reason unless a person authorized on the student’s emergency form reports to the school in person. Please keep emergency forms up to date with a complete list of individuals to whom the school can release an ill student.

Change of Address
If you move during the course of the school year, please update your address in person by seeing Northside’s registrar located in the Counseling Office, room 121. The form and necessary information can be found here.

Class Schedule
Northside utilizes a system of block scheduling. This can be found on the school’s website under the “About” tab. Full block classes meet twice a week—one morning and one afternoon, on either Monday and Thursday or Tuesday and Friday. The split blocks allow for classes that meet every regular class day. These are half block classes. Lunch is also scheduled as a half block. Currently, full block classes meet for 100 minutes and half blocks meet for 50 minutes.

Wednesdays are for Advisory, Colloquium, and “X” and “Y” blocks, during which students can sign up for academic enhancement, academic enrichment or health and wellness activities.

Freshman Schedule
A typical freshman schedule includes seven classes and Freshman Academy/Colloquium and look similar to the following:
- Mathematics
- English – Survey Literature
- Social Sciences – World Studies
- Science – Physics
- World Language
- Physical Education
- Elective: Music, Art or Computer Science
- Freshman Academy/Colloquium

Clubs
Clubs at Northside are student-run organizations that focus on a particular topic or area of interest. Most clubs are open to all students who wish to join. Some clubs, such as the National Honor Society, have specific criteria that must be met prior to joining. Clubs schedule their own meetings and activities which are posted to the website under the “Student Life” tab. There is a “Clubapolooza” event scheduled each September which showcases the various clubs at Northside.

Northside has a tradition of supporting student voice and nurturing interests. Students wishing to form a new club simply have to identify two other interested students and a faculty or staff member willing to serve as sponsor. All clubs must complete a registration form that can be found on the website with hard-copies available in the main office.

College
At Northside, we are committed to ensuring that all students are confidently college-bound. As a college preparatory school, planning for post-secondary life is embedded into the curriculum. Beginning in the freshman year, rigorous content in academic courses is coupled with opportunities to engage in small group and whole-school activities designed to promote critical and divergent thinking. Northside students receive an individual Naviance account for web-based college planning. This tool provides students with important post-secondary research and tracking capability as well as scholarship and financial aid resources. Counselors provide students with specific individualized access information for Naviance.

For interested students, college-level course work in Advanced Placement classes often begins in the sophomore year. In the spring of a student’s junior year, the college application process officially begins. Each junior-level student receives a Northside College Planning Handbook during the annual College Planning Night. This event, led by the Counseling Department, is designed to provide Northside families with a comprehensive overview of
the college application process. Students and parents then receive highly individualized college planning assistance through college conference appointments.

Finally, each year from September through December, over 75 university representatives from institutions across the country and abroad visit Northside during lunch blocks and after-school. Students of all levels are invited to meet with representatives to learn more about college offerings. You’ll also note that Northside’s Parent Network sponsors parent panels and other events designed to support post-secondary success.

**Colloquium**

Colloquium is a hallmark of a Northside College Prep education. It is an experientially-based, project-oriented class that takes place on Wednesdays during regular weeks of the school year. Teachers and students explore a wide variety of academic topics, cultural issues and service-centered activities in an effort to deepen their mutual understanding of our community and the larger world. The Freshmen Academy is the required colloquium option for all freshmen during the first semester. Most courses last one semester, and students sign up for their colloquium class in early September and in mid-January. Each fall and winter, students receive a list of the upcoming courses. All-school colloquium events are specially planned days in which students, faculty and staff explore a common theme as a community of learners.

**Counseling**

Northside’s Counseling Department is committed to helping students become academically successful, emotionally and socially secure, confidently college-bound and able to effectively meet personal and educational challenges. Counseling services are provided to students through Northside’s counseling office, located across from the main office in room 121, during lunch blocks and other scheduled times. Our counselors work in partnership with students and parents. Freshmen are assigned a counselor who will work closely with them throughout their time at NCP.

Counselors stand ready to assist students with post-secondary plans, academic goals and social-emotional growth. Counselors are also the initial contact for students in crisis with referrals to our school social worker and other members of the Student Support Team determined on a case-by-case basis. Parents can contact the counseling office at (773) 534-3978.

**Course Selection**

Course selection is completed each spring using state and local graduation requirements (below) along with student interests and abilities to guide the process. The process begins as department chairpersons provide a whole-school overview of offerings in each of their respective departments. Students then enter their selections electronically with a final review by counselors and advisory teachers taking place in late spring. Schedules are completed over the summer with finalized copies of schedules available to students no earlier than the first day of orientation in late August. Available courses can be viewed on the NCP website by navigating to the “Academics” tab and clicking on Program of Studies.

**Discipline**

CPS has a Student Code of Conduct (SCC) that applies to all students. Northside, like all other schools in CPS, is bound by the Student Code of Conduct and is required to enforce it.

**Emergency Contacts**

Parents are required to submit updated “Request for Emergency Information” forms at the beginning of each school year. This form, and others, can be accessed in August on NCP’s website by clicking the “Back to
School” icon or under the “Parents” tab throughout the year. In the event of an emergency, current forms are imperative. In instances where a student is seriously ill and no individual on the emergency form can be reached, an ambulance may be called. If emergency contact information changes for your student during the school year, please submit a new Emergency Contact Form to main office staff.

First Fridays
Meet fellow Northside parents at the Parent Network’s monthly coffee hour (8:00-9:30am) at our local Panera Bread location (6059 N. Lincoln). Gathering are held the first Friday of each month. This is a great way to get to know other NCP Parents. Look for more information and meeting dates on the Parent Network site which can be found under the “Parents” tab on the website.

Freshman Academy
Freshmen Academy is an initiative designed to personalize the academic and social-emotional experience of Northside’s newest students. The transition to high school often comes with a unique set of challenges. Drawing from best-practice research, Northside teachers have designed a Freshmen Academy in which ninth grade students are placed in “houses” with a common set of core teachers. Core teachers meet weekly to discuss students’ academic and social growth. During their first semester colloquium experiences, freshmen academy students receive targeted support which includes high school orientation activities, mentoring, time management and study skill workshops, academic skill building and teambuilding activities. Additionally, Northside’s counseling staff and our Student Support Team interacts with this group in a highly individualized manner intended to lay a solid foundation for future academic and social success.

Friends of Northside
Friends of Northside is a volunteer parent fundraising organization at Northside that raises money to maintain, supplement, and expand educational programs. It is run by a board of parents, alumni, and one teacher and meets monthly. Friends of Northside is a 501(c)(3) charitable organization under the Internal Revenue Code and contributions are tax deductible.

The following is a sampling of programs and items funded by Friends in the past. All of these programs are essential to the operation of our school and the continued success of our students:

- After School Tutoring
- Wellness Center
- Language Lab
- Physics Lab Conversion
- Teacher/Leadership Team Stipends
- Supplemental College Counseling
- Celestial Garden
- Computers for Teachers
- Athletics
- Printer/Copier Maintenance
- Professional Development
- Operations and Building Maintenance
- Security Cameras
- Counseling Clerk

For more information, visit our website, under the “Parents” tab, click on Friends of Northside.

General Communication
One of the best ways to keep informed is to sign up for the This Week at Northside e-mail blast that is distributed by the Parent Network each week. If you are not receiving the eblast, you can sign up via the Parent Network website: http://friendsofnorthside.org/contact-us/eblast-submission/ by clicking the “eblast” tab. Attending meetings of the Local School Council, the Parent Network, and Friends of Northside are also great ways to stay informed about all things NCP. The online student newspaper, The Hoofbeat, is a great source of information for students and parents.
All students are encouraged to keep informed by checking their CPS e-mail daily. E-mails are the main NCP platform for communicating a wealth of useful information including daily announcements, Colloquium and X/Y registration, special events, opportunities, last minute information and, for Juniors and Seniors, scholarship information. Also, in keeping with CPS Policy, all e-mail communication to students from faculty and staff is forwarded through CPS e-mail rather than through students’ personal email accounts.

Parents are also encouraged to reach out to faculty via e-mail. You can send an e-mail to any member of the faculty or staff via the Northside website; hover the “Contact” tab, and click on Faculty and Staff. Click on any name to send an e-mail. If needed, Northside’s phone number is (773) 534-3954 and the fax number is (773) 534-3964.

GPA Calculation
Northside uses a 4 point grading system with an additional point added for Honors courses and an additional 2 points added for Advanced Placement level courses. Therefore, an “A” in a regular level course is equivalent to 4 points. However, at Northside this applies only to Physical Education classes as all other courses are offered at an Honors or Advanced Placement level. An “A” in an Honors level course is weighted at 5 points. An “A” in an Advanced Placement course equals a 6. In all cases, grades of “B” through “D” are weighted in descending numerical order. A student’s transcript includes both an un-weighted GPA (all classes on a 4 point scale) and weighted GPA (classes adjusted for their level).

Health and Wellness
Our NCP Student Support Team includes a school nurse, social worker and a psychologist. The team is committed to supporting the physical and emotional health of NCP students. If a student becomes ill during the school day, he or she will be asked to report to the main office. Office staff verifies the presence of the nurse or, in some cases, other team members and assists students in getting the care and attention they need. Parents and guardians are notified, if warranted, using information on the Emergency Information Form. It is essential that contacts on the form have availability to be responsive in the event of illness or injury. Medical information, including physician records, health reports and sports-related memoranda are kept on file in the nurse’s office. Parents are reminded to ensure thorough sharing of medical information annually for the sake of their children. The school nurse can be reached at (773) 534-3954 ext. 26821.

Our social worker and psychologist work closely with our counseling team to provide a holistic approach to social-emotional health. The team meets with individuals and small groups and offers a wide range of resources to families looking for mental health support at Northside and within the wider community. The school social worker can be reached at (773) 534-3954 ext. 26822.

Library
The school library is a source of information and a social gathering spot before and after-school, open to students from 7 a.m. to 5 p.m. each day that school is in session. Northside’s library houses over 15,000 titles for circulation with subscriptions to 50 magazines and three daily newspapers. Students have access to scholarly journals and periodicals through public and private databases including Columbia International Affairs (Columbia University) and Project Muse (Johns Hopkins University). Through a partnership with Northeastern Illinois University, Northside students have access to the university’s collection and can borrow books and access Northeastern databases.

Textbook distribution and collection is managed through the library at the start and end of each year respectively. The library assistant can be reached at (773) 534-3954 ext. 26840.

Local School Council
The LSC is a publicly elected body charged with the responsibilities and duties of hiring and evaluating the principal and working with administration to allocate Northside’s budget each year. Meetings are open to the public and parents are welcome to attend. Meeting times are posted on the Northside website and announced in the Parent Network weekly email. Minutes of past meetings and other information can be found at the LSC link under the “Parents” tab on the Northside website.

Lost and Found
Student who are missing belongings should report to the security desk to inquire about an item’s whereabouts. Our security team often holds valuables like cell phones and jewelry at the main desk. Clothing, shoes, backpacks and other belongings are most often retrieved from the brown bin behind the security desk. In most instances, missing possessions are returned their rightful owners. However, items not claimed within one month are donated to charity or are identified for disposal.

**Music**

At Northside, students have the option to pursue a rich, four-year sequence of beginning, intermediate, and advanced courses in band, orchestra, or choir. With faculty recommendation, students can register for AP Music Theory and/or Jazz Band, applying developed musical skills to a sophisticated level of study and performance.

Students entering Northside with previous musical experience can opt to audition for an intermediate or advanced ensemble. Auditions, held in mid-May, require sharing current work and basic sight-reading. For more curricular information, go to the Northside website, hover “Academics” and click on Program of Studies.

The annual spring musical is a community event, performed with a full pit orchestra. Auditions normally take place in November, with rehearsals beginning in early January. Students interested in singing, acting, dancing, set design, construction, costuming, painting, and stage management are also encouraged to speak with music instructors regarding participation. Exciting inter-departmental concert collaborations occur three times a year for both beginning and advanced ensembles.

**1:1 Program**

The purpose of the Northside Technology in Education Program (NTEP) is to prepare students for a digital world in which information and technology are used with competency and facility to explore, create and collaborate. Integration of technology in NCP’s classrooms is intentional as educators use technology to support teaching and learning.

As of 2013, all incoming students have benefited from NTEP. Chromebooks are issued to every student in the program, offering students and teachers the rich experience of anywhere/anytime learning with 1:1 computing.

**Parent Network**

The Parent Network is the soul of the parent community. We recruit parent volunteers for almost every school event. Volunteer opportunities range from greeting college admission representatives, to helping with our annual Gala, to working on our annual Junior Book Awards program, to providing hospitality services at many school functions. Ongoing volunteer opportunities and more information are available at the Parent Network website, found by clicking on the “Parents” tab on the Northside website.

**Parent Portal**

Parents are able to electronically check their student’s grades via the Parent Portal. Instructions on how to register can be found [here](#).

**Saddle Shop**

Want to display your school spirit and outfit yourself and your new Northside student in NCPHS colors? Visit the Saddle Shop located on south end of the first floor corridor near the gym. Visit the Saddle Shop on Freshman Parent Night, Back-to-School night, or report card pickup days.

**School Closings**

School closings are posted on the NCP website and recorded on the main office automated telephone announcements line at (773) 534-3954 option #2. Additionally, The Chicago Public Schools has established a procedure for emergency closings. When Board of Education Officials deem school closings necessary, automated calls are placed
to all CPS families. CPS notifies the Emergency Closing Center (ECC) and directs dissemination of information through local media outlets. At Northside, the loss of a day of school due to unforeseen circumstances may necessitate the loss of a colloquium day.

Security
Safety and security of all stakeholders, at all times, in the facility and on school grounds is a top priority of NCP administration. Our security personnel and officers from the Chicago Police Department are present throughout the day to ensure safety. Members of the security team are stationed at the front entry desk and in other locations in the building. The security team assists with morning entry and afternoon departure. During entry, students may be required to pass through security scanners and/or randomly selected for manual backpack checks in accordance with CPS guidelines. Students or parents with security concerns are asked to speak with a member of the security team and a member of the administration.

Service Learning
Class of 2020 and beyond: Students must complete two Service Learning Projects. One project will be completed in conjunction with Civics. The other project may be completed independently or in conjunction with a course offering during 9th or 10th grade. Students can also accumulate individual service learning hours in addition to the two Service Learning Projects.

Class of 2017, 2018 and 2019: Students must complete one classroom-integrated service learning project plus 25 individual service hours.

The staff-led service learning projects can be run through staff-sponsored clubs, and colloquia. Students cannot be paid for their service learning hours. Students must complete an entry on their Service Learning Time Sheet and complete a short written reflection about the project. Both of these forms can be found on the Northside website. Hover over the “Student Life” tab and click on Service Learning.

Student Directory
The Parent Network compiles and publishes the Student Directory each year. Families can opt out of the directory if so desired. The Student Directory is for the use of Northside families only and cannot be used for promotion of any activity unrelated to NCP or for personal gain. It cannot be made available for commercial or solicitation purposes. The Directory opt-out form is available in the main office. It can also be accessed electronically in August on NCP’s website by clicking the “Back to School” icon or under the “Parents” tab throughout the year.

Student Support
At Northside, we are part of a community of engaged learners who are curious and passionate about a diverse range topics and issues. We believe that meaningful learning happens in our classrooms and in our local and global communities. Further, we know that everyone accesses information and attains knowledge in a highly personalized manner. Occasionally, our students may feel the need for additional academic support. Here’s an overview of the academic support process:

- Meeting with the course teacher is usually the first step in getting targeted feedback and the information necessary for getting back on track. Students can request an academic support appointment with any of their teachers.
- An additional level of academic assistance is provided most Wednesdays through X or Y blocks. By pre-registering for an X or Y class, students can leverage time and teacher support in order to build additional subject-level capacity.
- When additional help outside of the classroom setting seems appropriate, tables/tutoring and academic enhancement is offered before and/or after school. Schedules identifying offerings and room locations are posted in various locations around the school and on our website’s “Student Life” tab under Student Support/Tutoring.

Technology
Technology is a critical part of the Northside experience for students, teachers, and parents. The technology office is located in room 314C on the second floor of the library. Along with a coordinator, a student technology crew is also available in Room 314C to assist with problems. The Technology Coordinator can be reached at (773) 534-3959. Specific technology issues are discussed below.

- **Acceptable Use Policy** – By using any CPS technology resource the student agrees to comply with the CPS Policy-Acceptable Use of the CPS Network and Computer Resources, which can be found in the NCP Student Handbook or here. Violation of the CPS AUP is handled in accordance with the CPS Code of Conduct.

- **Student Network Login and E-mail** – In the first week of school, students will receive a CPS e-mail user name and password. This user name and password are used to access all CPS systems to which the student has access. Student e-mail is the primary form of communication used by the school. Students should check their e-mail daily.

- **Parent Portal** – Parents are able to electronically check their student’s grades via the Parent Portal. Instructions on how to register can be found at the Parent Portal Link.

- **Student Computer Use in School** – In addition to the 1:1 technology available to most NCP students, the library features 13 computers on the first floor and 25 on the second floor for student use. The first floor library computers are available during the day. The second floor library computers are available when they are not being used by a class. Both sets are available before and after school during regular library hours (7 a.m. to 5 p.m.). Additionally, there are 8 computers in the counseling office that students may use at the counselors’ discretion.

- **Printing and Papercut Manager Plus** – Students have $15 applied to their individual account each semester for printing and copying services. Funds are carried over semesters but not over academic years. Black and white printing is assigned a cost of $0.10 per sheet while color printing is $0.50. Students can add money to their account at any time in the library. All additions must be made in full dollar amounts.

- **Wireless Network Access** – NCP students, parents and guests can see a member of the library team to obtain the NCP wireless password.

**Travel**

Part of an innovative and progressive education is the enriching experience of travel. There are many travel opportunities at Northside. Most travel is coordinated through the World Language Department. Travel costs are covered by the students and their families. Annual trips abroad are publicized on the school website and weekly e-mail communications to families.

**Volunteering**

Our parent community contributes much of their time and many of their talents to Northside each year. There are many annual events throughout the school year which rely on parent volunteers. Here are just a few:

- Annual Appeal
- Cubby Walk
- Gala Fundraiser (Auction)
- College Ambassadors Program
- Open House
- Honor Society Dinners
- Junior Book Awards
- AP Exams (Proctors)

- School Dances (Chaperones)
- Back to School Night
- College Rep Breakfast
- International Potluck
- Teacher Appreciation Buffet
- Hosting Exchange Students
- Language Awards Dinners
- Music Awards Dinners

Upcoming volunteer opportunities are listed in the Parent Network’s weekly e-mail blast, with a link to Volunteer Spot where you can sign up for a particular event. We appreciate your support!