



YOUNG WOMEN'S
LEADERSHIP CHARTER SCHOOL
OF CHICAGO



STUDENT AND FAMILY
HANDBOOK
2011-2012 SCHOOL YEAR

Phoenix Rising

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Young Women's Leadership Charter School of Chicago

Vision

All young women have the skills, tools and opportunities to develop as ethical leaders shaping their lives and the world.

Mission Statement

The Young Women's Leadership Charter School of Chicago inspires urban girls to engage in rigorous college preparatory learning in a small school focused on math, science and technology that nurtures their self-confidence and challenges them to achieve.

Core Values

We value...

- Leadership
- Equity
- Single-Sex Education
- Inquiry-Based Learning
- Diversity
- Families
- Integrity
- Perseverance
- Professionalism

Strategic Priorities

- **Academic Achievement:** Enhance learning environments to foster higher order thinking and authentically engage students in order to increase their academic growth.
- **Career and College Preparation:** Maintain school-wide infusion of career and college preparation from grades 7-12 and develop coherent sequence of programming that introduces students to the range of college and post-secondary options and opportunities.
- **Leadership:** Increase leadership opportunities for all students in classrooms, school wide and in the community through coaching and mentoring to empower students to achieve a model of ethical and collaborative leadership.
- **Personal and Social Development:** Provide systems and models for the desired behaviors of the Community Contract, the YWLCS Five qualities and the foundation for living healthy and fit lives.

YWLCS Students “Girls of today – Leaders of tomorrow”



Five Qualities of YWLCS students:

- ❖ Respectful
- ❖ Responsible
- ❖ Hardworking
- ❖ Creative
- ❖ Scholarly

We support the development of these qualities and celebrate them by having...

- ❖ “Got Leadership?” for our Middle School Students
- ❖ “Strive for Five” for our Junior Academy Students
- ❖ “Flower Power” for our Senior Academy Students
- ❖ Leadership opportunities for our students to travel to various conferences as student ambassadors
- ❖ Opportunities for students to direct tours
- ❖ Student recruitment representatives
- ❖ Student-led Town Hall Meetings
- ❖ The list goes on and on!

Our School Pledge:

Today, tomorrow and every day, I pledge to be a leader, by inspiring those who come after me and by making a difference in my school, my community and my world. Although we are different we stand as one, respecting each other as family. I pledge to be open-minded, positive, and helpful and to rise like the Phoenix, never giving up on following my dreams.

How We Learn at YWLCS

“I like that I have the opportunity to achieve more in this school than I would at other schools. I don’t feel like I’m limited here, or that I’m missing out on anything. I feel like it’s preparing me to go somewhere further than just graduating from high school.” ~ YWLCS student~

**Inquiry-Based Learning and Cooperative Learning
(Learning to ask questions/Learning to work together to solve problems)**



Students will be actively involved in the acquisition of information, knowledge and understanding. Together, students and teachers will ask questions that will provide the foundation for research and learning. Much of the learning that takes place will occur in collaborative groups in which students will work together to solve problems.

“This school is very special to me, because it is not like the rest. This place is the school I always dreamed of. I never thought that individuals would help others, if they did not have to. But when I came here, [I found that] my teachers stay without any hesitation. This school has taught me to understand [what I learn] better and when I understand something, I can explain it to someone else and give them a better understanding. To me, that’s leadership. This school has really taught me to be a leader.” ~YWLCS student~

Special Education

Special education services are provided for all students with an Individualized Education Plan (IEP). We provide services to our students primarily in an inclusion setting. The special education teachers co-teach with our regular education teachers as well as provide individual instruction in a resource setting for students whose IEPs require such services. A Student Services Support Team from the Chicago Public Schools provides students with psychological, social work and speech pathology services as needed. If you have questions about Special Education services at YWLCS, please contact our Case Manager at (312) 949-9400 ext. 406.

Standardized Testing

As a charter school, we administer the same standardized tests required of all Chicago Public Schools. YWLCS supports standardized tests as **one** form of assessment. We recognize the need for our students to perform well on quantitative measures including the required state and city tests.

Academic Progress Reporting to Parents/ Families

Each Quarter, student evaluation reports are generated and distributed to parents. In addition, progress reports are sent home each quarter to indicate student progress to parents prior to the semester reporting. It is important to remember that YWLCS student evaluation is a dynamic process – students are learning and teachers are assessing all the time! Semester reports provide a snap shot in time but are not set in stone. Grades may be updated at any point in the year and students are expected to work in order to maintain a passing grade.

Parents/Guardians are expected to come to school to pick up their students’ evaluation report each semester. The schedule for conferences/pick up is below:

Scheduled conferences with parents occur at the end of each semester.

Friday	January 31, 2012
Friday	June 8, 2012

High School Credits: Students must obtain the following number of credits in order to be promoted to the next grade:

Grade	Minimum # of credits	Maximum # of credits available
9 th to 10 th	6	8
10 th to 11 th	11	14
11 th to 12 th	19	22
To graduate	26	32

Plagiarism

A student may not copy work belonging to others. A student may not quote extensively from any source without Citing and/or permission. A student may not claim another person’s writings as your own. Disciplinary action will be taken if plagiarism occurs.

Academic Supports

Students may attend **Academic Workshop** starting August 29, 2011 from 3:35 – 4:35 or by appointment with their teachers. They may also attend **Saturday School** from 9:00a.m. – 1:00 p.m. starting September 17, 2011 for extra support according to the schedule set by their teachers.

Homework

Learning to study is another aspect of self-discipline. Learning how to study is critical to success in college. The middle and high school years should prepare students for this. Students are expected to complete homework assignments daily. Students are encouraged to participate in After School Workshops and during Saturday School where they can complete their homework and get the necessary assistance. Parent/guardians are encouraged to check students’ assignment books nightly.

Academic Probation

Students who were at risk of not being promoted to the next grade level during the prior school year have been placed on Academic Probation. Students who were at risk of not being promoted to the next grade level during the prior school year have been placed on Academic Probation. **Faculty and Administration have developed a plan for support and monitoring of students’ progress which includes Academic Workshops in the afternoon from 3:35 – 4:35 p.m. and Saturday School from 9:00 – 1:00 p.m.**

Field Trips

Field trips are an integral part of the curriculum at YWLCs. Trips are carefully planned by our teachers and are directly related to the current units of study and designed to enhance student understanding. It is important that students participate in all field trip experiences. Additional trips outside of the building include, but are not limited to, advisory trips and Friday Workshops, which may take place off site. **All necessary permission slips must be returned to the school 24 HOURS before the trip or students will NOT BE ABLE TO PARTICIPATE.**

Extracurricular Activities

Extra-curricular activities can act as motivating factor for keeping students engaged in school. As a small school, we have limited resources. Yet teachers, parents and volunteer’s create activities and programs for our students. Activities to date include:

Art Club	Athletics: Volleyball, Basketball,
Peer Mediation	Yearbook Committee
Cheerleading	Student Leadership Team
Sisters 4 Science (Project Exploration)	OSA JOSA
Mentoring Program	CYC

YWLCS COMMUNITY CONTRACT

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • I have a right to be treated equally, fairly, and without prejudice by my peers and teachers. • I have a right to be myself without fear of being bullied or harassed because of my beliefs, race, religion, opinions, sexuality, physical appearance, or where I come from. This means that no one will hurt me by using rude or abusive language, violence, threats, or intimidation. If this happens to me, I have the right to tell someone and to receive help. • I have a right to be talked to and listened to with respect. This means that others will speak to me politely, listen without interrupting me, and not curse or yell in school. • I have a right to express my opinions freely and respectfully at appropriate times, and in an appropriate manner. • I have a right to receive information that is relevant to my education in a timely and consistent manner. • I have a right to attend open meetings and school forums so that I have an opportunity for my voice to be heard. • I have a right to have my personal business and property remain private. Private information about me can be shared only on a need to know basis. • I have a right to a clean environment – free of litter and graffiti – and access to equipment and materials that are useable and well-maintained. 	<ul style="list-style-type: none"> • I have a responsibility to treat everyone equally, fairly, and without prejudice. • I have the responsibility to respect the rights of others to be themselves, whatever their race, religion, opinions, sexuality, physical appearance, or where they come from. This means that I will not hurt others by using rude or abusive language, violence, threats, or intimidation. I also have the responsibility to help those who are being hurt and to report any of these behaviors of which I am aware. • I have a responsibility to talk to others respectfully and be willing to listen. This means that I will speak to others politely, listen without interrupting them, and not curse or yell in school. • I have a responsibility to listen and not be disruptive, and to respect others' ideas and opinions, even if different from my own. • I have a responsibility to read the information I receive and respond to it in a timely and consistent manner if my response is requested. • If I want my voice to be heard, I have a responsibility to share what I have to say and to do so in an appropriate and respectful manner. • I have the responsibility to respect other people's privacy. This means that I will stay out of others' personal business and property, and will not share other people's private information without getting their permission first. • I have a responsibility to keep the environment clean. This means that I will pick up after myself, and will not litter or damage property.

Realizing self-discipline is an important part of becoming an educated woman. This means being able to monitor your own behavior and take responsibility for your words and actions

Responsibilities of Students

Students are guaranteed individual rights and have corresponding individual responsibilities. There are certain special responsibilities required of a student in a school:

1. To become informed of and adhere to reasonable rules and regulations established by the school community and implemented by teachers and administrators.
2. To respect the rights of individuality of other students and *school personnel*.
3. *To refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal and written expression.*
4. *To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety and appropriateness to the social setting, time and place*
5. *To be punctual and present in the regular or assigned school program to the best of one's ability.*
6. *To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process jeopardizes the safety of others.*
7. *To maintain the best possible level of academic achievement.*
8. *To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored events.*
9. *To preserve school property, exercise care while using facilities and help maintain and improve the school environment.*
10. *To accept the consequences of any encroachment upon the rights of others.*

Merits

Merits provide more frequent recognition of our student leaders, and a clearer definition of leadership through the five qualities we have outlined with students: respectful, responsible, scholarly, hardworking and creative. Merit tickets are distributed in and outside of class. Each Friday we hold a raffle for all students who received a merit ticket from that week pulling one student from each grade. Every quarter we hold a Merit Luncheon in which all students who received a certain amount of merit slips and have no disciplinary infractions are invited to attend a special lunch in order to celebrate their acts of leadership, and to inspire our current school leaders to pay it forward.

School Rules and Discipline

All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, any mitigating circumstances and the effect of the student's actions on the welfare of the school community.

YWLCs follows the Chicago Public Schools Student Code of Conduct handbook; however, disciplinary responses include but are not limited to the violations listed in the SCC handbook and the YWLCs Student and Family handbook. Families are expected to read and review the SCC and the YWLCs handbook along with their student.

Guidelines for following the Student Code of Conduct:

Group 1, 2 and 3 – Inappropriate Behaviors

- These acts of misconduct include inappropriate student behaviors in the classroom or on the school grounds that **Disrupt** the orderly process of the school and violate the Community Contract.

Suspension may be warranted.

Group 4, 5 and 6 – Inappropriate Non- Negotiable Behaviors

- These acts of misconduct include those behaviors that **Seriously Disrupt the orderly process of the school in the classroom and on school grounds. Suspension, Expulsion or Police notification may be warranted.**

Disciplinary Consequences

Demerits - A student can be assigned from 1-3 demerits for a rule infraction. Any infraction deserving more than 3 demerits, such as gross disrespect to staff or other students, results in the student being sent to the Dean of Students. It is up to the teacher's discretion as to the number of demerits, except as prescribed by the list below:

Group 1:

1- Demerit

- 1-1 Running and/or making excessive noise in the hall
- 1-2 Leaving the classroom without permission
- 1-3 Being improperly dressed
- 1-4 Displaying disruptive behavior in classroom
- 1-5 Loitering
- 1-6 Failing to attend class without valid excuse
- 1-7 Persistent tardiness to school or class
- 1-8 Unauthorized use of cellular phones/music/camera devices
- 1-9 Use of the CPS Network for the purpose of accessing and Distributing non-educational materials
- 1-10 Eating or drinking outside the classroom
- 1-11 Tardy to class
- 1-12 In the hallways at any time while classes are in session

Group 2:

2-Demerits

- 2-1 Posting or distributing unauthorized materials
- 2-2 Leaving the school without permission
- 2-3 Interfering with school authorities and programs
- 2-4 Initiating or participating in any unacceptable minor physical actions
- 2-5 Failing to abide by school rules and regulations
- 2-6 Exhibiting or publishing any profane, obscene, or offensive written materials, language, or gestures
- 2-7 Possession of tobacco/controlled substance paraphernalia
- 2-8 Disobeying the authority of school personnel
- 2-9 Unauthorized use of school grounds

Group 3:

3 –Demerits

- 3-1 Disruptive behavior on the school bus
- 3-2 Fighting
- 3-3 Profane, obscene, or seriously offensive language, gesture, propositions, behavior, or harassment based on race, color, sexual orientation, age, religion, or disability
- 3-4 Forgery
- 3-5 Plagiarizing, cheating, and/or copying the work of another Student or source
- 3-6 Overt display of gang affiliation
- 3-7 Bullying behavior
- 3-8 Continuous acts of serious disobedience in groups 1-3
- 3-9 Any behavior not otherwise listed in groups 1-3 of this code
- 3-10 Inappropriate displays of affection

Detentions/Demerit Cycles –Anytime a student earns 4 demerits within a two-week period, he/she is issued a three-hour Saturday detention from 9:00am -12pm.

Students that receive over 4 demerits within a 2 week period are mandated to attend 2 Saturday detentions from 9:00 am until 12:00pm and mandatory parent conference.

Students that receive over 4 demerits and 2 Saturday detention will automatically be suspended. Mandatory parent conference will be held.

Major Violations

Fighting

YWLCS does not tolerate fighting because this serious violation is a threat to the safety of staff and students. Individuals or groups of students engaged in physical confrontation will cease such action upon the immediate order of a staff member. The following YWLCS consequence will result if the student is found in violation:

AUTOMATIC 5 DAY SUSPENSION FOR ANY FIGHT.

Depending on the circumstance surrounding the fight more suspension days may be added.

Saturday Detention

It is mandatory that the student be present if given a Saturday Detention. Detention starts at 9:00am and ends at 12:00 pm. Detentions may be assigned by the Dean or other staff members for infractions of school rules. Twenty –four hour notice of any assigned detention should be given to each student so that parents can be notified by the student of the detention. After school employment will not be accepted as an excuse. Students who fail to serve detentions will be assigned more severe punishments for rule violations.

Suspensions

Gross disobedience or misconduct in the school or at any school activity or function may lead to suspension or expulsion. Suspended or expelled students are prohibited from participating in and/or attending school activities and school sponsored functions (i.e.) field trips, moving up ceremony, luncheon and graduation

Student Contract/ Probation Period

Students that have violated the Community Contract/ SCC on numerous occasions may be placed on a student contract with a probation period. The student contract will stipulate the probation period and is contingent upon the ability of the student to comply with the school rules according to YWLCS community and SCC handbook. Failure to meet requirements will result in a student being asked to investigate educational opportunities in another school setting.

Peer Mediation

Peer Mediation is a student- run program designed to help students resolve their disputes with other students. Peer Mediation offers a safe and structured environment. Students are advised to take all conflicts to an advisor, teacher or administrator. Mediation can be arranged by students referring themselves, others, or by a teacher/Director referring students they see in conflict.

General Information

Arrival Time and Procedures

Students are expected to arrive at school on time and to be organized and ready to begin when class starts at **8:00 a.m.** **Supervision of students is not available before 7:15a.m.,** so we ask that students do not arrive at school before that time.

School Fees

The School fee for the 2011/2012 school year is **\$150.00**. All fees are payable at orientation. During the school year fees can be paid in the main office. **Ultimately, students who owe the school money will not be allowed to participate in graduation or moving up ceremonies nor receive a transfer or official transcript.**

Scheduling Teacher Appointments

Our teachers will be happy to speak with a parent regarding the student's progress in school. However, we request that you make an appointment with the respective teacher. If you wish to contact a teacher, please either use the schools website to leave the teachers an email or call 312-949-9400 ext. 100 to be transferred to the teacher's voice mail.

If parent does wish to observe in our classrooms, they are welcome to do so. However, we do request that you **make an appointment** for such a visit. All requests must be **made at least 24 hours in advance.** Parents must sign in at the main office and obtain a visitors pass. **Parents are not permitted in the classroom areas without permission from the main office.** The teacher will be busy with class work and will not have time for a parent – conference during such a visit. You will need to make a separate appointment for a conference.

Address Changes

When a student changes telephone number or residence, the main office should be contacted immediately. Any changes of address must be verified by appropriate documentation.

Telephone Calls and Emergency Messages

Since students must be in class in order to learn most effectively, attendance office **personnel will not deliver phone messages for students during class time. Students may not use cell phones to make or receive calls, during regular school hours.** Only emergency medical messages will be delivered to students if called in by a parent or legal guardian. **Students will not be taken out of class to come to the phone for a message.** The cost of the call is \$.50. Parents and guardians please make all pick-up and other arrangements in the morning, prior to the start of the school day. (Also see Portable Communication Device Policy)

Counseling Services

YWLCs is committed to educating the whole young woman. We believe this includes her emotional and physical self in addition to her intellectual growth. In addition to having our own social worker on staff, YWLCs has again partnered with Youth Guidance to provide a second part-time social worker. Our counseling team will provide both individual and group services to students. Students referred for individual or small group counseling will bring home consent forms to be signed by a parent/guardian.

Student Support Team

This team is an integral part of Student Services. Students needing help with school success, family issues and other issues affecting success in our school will be referred to this team by a teacher or advisor. This team will provide the necessary support to students to help ensure their academic, personal and social success. The team consists of our Director, Asst. Director, School Social Workers, Dean of Students, Office Manager and Support Staff.

Prom

Prom tickets will be purchased in the main office. Each senior who is not suspended or delinquent in paying school/senior fees will be able to purchase tickets. Guest may not be older than 21 years of age.



Student Dress Code 2011-2012
Grades 7-12

Academy	Shirt	Pant
<u>Middle School Academy</u> <u>MSA</u> 7-8	White Oxford Shirt Short or Long sleeved With school embroidery	Khaki uniform pant or skirt Black belt black closed toe shoes
<u>Junior Academy</u> <u>J.A</u> 9-10	White Oxford Shirt Short or Long sleeved With school embroidery	Khaki uniform pant or skirt Black belt black closed toe shoes
<u>Senior Academy</u> <u>S.A</u> 11-12	White Oxford Shirt Short or Long sleeved With school embroidery	Khaki uniform pant or skirt Black belt black closed toe shoes

***ALL uniform clothing must be purchased through the main office of Young Women’s Leadership Charter School*.**

Uniform Policy

1. No details except the official YWLCS imprint maybe visible on any uniform item.
2. All clothing must follow the YWLCS student dress code guidelines for appropriate school attire.
3. Oxford Shirt **MUST** cover the upper arms and shoulders and extend past the waist. Shirt must extend past the waist and must meet the top of the pants so that it may be tucked into the pant.
4. Pants with holes or clothing that is ripped/torn is not permitted. Neither leggings nor sagging pants are prohibited.
5. Skirt length should be no shorter than 1” above the top of the knee.
6. Students are not to have coats and hats in possession
7. during school hours. All outerwear including but not limited to gloves, hats, scarves, etc. are to be kept in the student locker. Hats are not to be worn while inside the building. Hats should be removed immediately upon entering the building and should not be put on until exiting the building.
8. All students must wear appropriate shoes (Black shoes).
9. Sunglasses may only be worn if medically prescribed or approved by the school nurse.
10. Headscarves or hats are not permitted unless for religious reasons.
11. No Book Bags or Purses are allowed in any classroom.

Attendance Policy Procedures

Young Women's Leadership Charter School believes that school is a student's top priority. Whenever possible, students must make medical or other appointments after school hours or on weekends. We ask that the parents/guardians inform the school as far in advance as possible.

If a student is to be out, the parent/guardian should inform the main office before 8:00am if possible

Absences may be excused only for illness or for a verifiable family emergency.

Absences can be excused only if a written note from the legal guardian is received in the main office within 24 hours when the student return to school.

A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the Doctor must be on letterhead from the doctor's office.

On the day a student returns to school from an absence she is to report to the Main Office. According to the YWLCS Attendance policy, students who miss school more than 18 days in the year for any reason may be removed from the school's roster and will required to attend summer school in order to be promoted to the next grade or graduate.

Students who have over 18 days absences may need to repeat the grade

Students who are absent for all or part of any day may not attend or participate in any extra-curricular events or sporting event on that day or night except for written permission of the principal.

Students who are absent for all or part of any day for "cutting/ditching" or any similar events may be denied participation in any extra-curricular event, sporting events prom, luncheon, or graduation and/or given multiple detentions.

To receive a full day of credit for attendance: students must be in attendance for at least 80% of the school day.

To receive a half day of credit for attendance: students must be in attendance for at least 40% of the school day

Absences earned as a result of tardies (see below).

Regular, non-emergency visits to the doctor will count as absences.

Tardy to school four (4) times counts as an unexcused absence from school and counts towards a student's absence total for the school year.

Excused absences and absences due to suspension: make up work must be allowed and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, they would have to turn in make-up work by the second day they are suspended.

For unexcused absences, make-up work does not have to be given.

Leaving campus (school): Students are not permitted to leave campus once they are inside the building. Leaving the campus (school) without authorization will result in a suspension and/or a detention. Parents should be aware that students are permitted to leave campus before their first class and once the school day ends.

Early dismissals or late arrivals

If at all possible, students must make medical or other appointments after school hours or on weekends. In the rare event that a student needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian must come and sign the student in or out of school.
2. The student must make up all missed work.
3. Only early dismissals or late arrivals for verified doctor's appointments will count as excused absences in class. All others are considered unexcused. Doctor's notes should be brought upon arrival to school.

Students will not be excused from a class during a class period. Students will only be excused before a class begins or after class ends.

**FAILURE TO OBTAIN AN EARLY DISMISSAL SLIP
WILL RESULT IN AN UNEXCUSED ABSENCE AND
DISCIPLINARY ACTION.**

TARDINESS

A student is considered tardy when not in their assigned area at the time school starts. If for any reason a student is tardy to school, he must report to the Main Office before going to class in order to obtain a tardy slip and will be issued a detention. If a student arrives at school more than 1 hour late, he will be considered absent and must present a doctor's note and/or parents note.

Tardy Policy

1. 3 unexcused tardies in a quarter will result in one day of Saturday detention
2. 6 unexcused tardies in a quarter will result in two days of Saturday detention
3. 9 unexcused tardies in a quarter will result in an out **of school suspension**

Attendance at School Functions or events

Students may not attend a school function/event (Dance, Field trip, sports/extracurricular activities) if they are suspended, absent or involved in a discipline infraction on the day (or for serious infractions, in the same week) of said event.

Electronic Devices

Portable communication devices (including but not limited to cellular communication devices, picture phones, cameras and laser devices) are not to be seen, used or heard on school property between the hours of 7:30a.m and 4:45pm or during school sponsored activities (except for social events such as games, dances, etc.).

YWLCs is not responsible for lost or stolen electronic devices.

Students found in possession of electronic devices during times of **unauthorized** use will have their respective devices confiscated.

1st offense: Phone/electronic device

Device will be confiscated and turned over to Dean and student will be assigned a Saturday detention

2nd offense: Device will be confiscated and a parent must come to the school and retrieve device from the Dean. Saturday detention will be assigned

3rd Offense: Device confiscated and parent conference is scheduled. (Possible Suspension)

Student Conduct

Student ID Card

Every student must wear a current identification card at all times. **The ID card must be presented at lunch. In case of lost or forgotten ID student may purchase a replacement ID in the main office for \$5.00.** Any staff member or authorized representative of the school may request to see a student's ID at any time. Refusing to show an ID or give your name will result in Disciplinary action.

Cafeteria

It is the responsibility of every student to return her tray to the proper location and deposit all waste in the trash receptacles. The table and floor around the student should be left in a clean condition for the next group. Monitors will assume that litter left near a student's place is that of the student's responsibility and will expect her cooperation in the clean up process. **Any student referred for throwing food, littering, or misconduct will have to clean up the mess she has made and will be subject to suspension.** Food taken out of the cafeteria may be confiscated from the student.

Food Service

Lunch Applications

Every family must complete the mandatory lunch application. Funding is connected to every lunch application we receive, so it is critical that we receive an accurate and complete application from each family in the school. All of our food services are provided by the Chicago Public Schools.

Breakfast is available daily from 7:30 – 7:55 a.m. The cost is \$1.50 full price, \$0.30 reduced price and free for those students who are eligible. Lunch is served each day. The cost is \$1.85 full price, \$0.40 reduced for elementary. The cost for High School is \$2.10 full price, \$0.40 reduced and free for those students who are eligible. **Students may bring their own lunch to school.**

NO restaurant food is allowed in the school, parents may NOT drop off fast foods for their student for breakfast/lunch. We do not have the facilities to refrigerate student lunches.

The ID card must be presented at lunch in order to receive the free or reduced rate for lunch – parents/guardians will be charged the full rate when ID cards are not presented.

YWLCs is a closed campus. Students may not leave the building unless accompanied by a staff or faculty member. If a student leaves the building without permission they will automatically be suspended.

Corridors

Students are required to be respectful in the hallway. **Running, loitering, creating excessive noise, horse playing, blocking traffic, littering are all unacceptable behaviors in the hallway.**

Students are expected to be in class at all times. All students in the corridors after passing periods must have an authorized pass. **Students in the hall without a pass during class time will receive a demerit.**

Staying after School

All students are to clear the building at 3:30pm everyday unless they are under direct supervision of a teacher or coach. Students who remain at the school should wait at the front door in the vestibule area. Students who remain in the building without authorization are trespassing and are subject to disciplinary action.

Holiday dismissals

YWLCs **strongly discourages** students from leaving early or returning late from vacation. To do so is disrespectful to the school and harmful to a student's academic achievement. Family trips, long weekends, and vacations should be planned around, and not during, days when school is in session. Such absences will count toward the maximum 18 absences permitted per year.

Safety and Security

All visitors should ring the front door bell for access and report to the main office. Visitors are required to sign in.

YWLCs seeks to establish a safe learning environment. Each individual contributes to the overall safety of the community by exhibiting safe and respectful words and actions.

Lockers

During registration, each student will be assigned a locker. Students are expected to keep their books, coats and other personal items in the locker to which they are assigned. **Students are not permitted to trade, share or keep belongings in a locker not assigned to them.**

Lockers are school property and may be opened by school officials. Only locks provided by the school may be used. **Personal padlocks may be cut off by school officials. Broken or damaged locks should be reported to the main office.**

Personal belongings are not covered by school insurance. Valuables should be left at home. Lockers should be checked for security after each opening. **STUDENTS SHOULD NOT SHARE THEIR LOCKER COMBINATIONS WITH OTHER STUDENTS**

Emergency/Snow Closings

When inclement weather occurs, YWLCS will close if the Chicago Public Schools close. We ask our families to listen to radio and television stations for announcements about the closing of the Chicago Public Schools.

Lost and Found

Students are expected to keep track of their own belongings. Items found throughout and after the school day may be turned into the Main Office where they will be kept in a lost and found box. All items will be kept in the Office for a period of two weeks before they are donated to charity.

School Property and Textbooks

YWLCS provides textbooks and other curriculum materials to our students for no extra charge. **Families are obligated to pay replacement costs for lost books. Any book that the students receive must be returned to the teacher. If assigned books are not returned you students may not participate in graduation and moving up ceremony.** Students are expected to maintain all books and instructional equipment in good condition.

Chronic or prolonged Health Problems

Parents should discuss special student health problems with the school nurse. When necessary for the protection of a student, the nurse will inform the teachers of the health problems. Student health problems will otherwise be considered private information. After any hospitalization and before the student attends any class, a licensed

physician must provide a written medical release to the clinic stating that the student's return to school does not jeopardize her own health /well-being or that of any other student.

Communicable Diseases

If a student has a communicable disease, she is required to return to school with a re-entry permit from a physician. No student will be permitted to remain in school with a rash, pink eye or a suspected communicable disease. The student will be sent home, and will be readmitted only with a physician's permission.

Transportation

- Charter schools are not provided transportation by the Chicago Public Schools.
- **Public Transportation.** Many of our students come to school by CTA. We are easily accessible by the Martin Luther King Dr. and the 35th and State Street buses. Students can purchase a reduced fare card from **Mrs. Mosley-Pittman (Staff Support)**. Cards will be available **for a fee of \$5.00 for the first month of school.**

Computer Ethics

Every student and her parent/guardian must read and sign our YWLCS Acceptable Use Policy before the student may have access to our computer network. Students are expected to comply with the Policy. **Students who do not comply with the policy will lose their computer privileges.**

YWLCS Policy on Computer and Internet Use

The school gives access to computers, and the internet. Everyone at YWLCS, including students, teachers, and staff, is responsible for the safety and security of the school's computing tools. Students are expected to use these tools responsibly, as a part of their schoolwork and community participation. Students will not be allowed to use the tools if they are irresponsible.

The YWLCS and Chicago Public School's Code of Conduct apply to computers, the Internet, and email use, and will be enforced. Anything done on or with the school's computer network, including sending email,

posting messages on the internet, or visiting web sites, reflects on the whole school community and belongs to that community. School computers may not be used to do anything harmful or illegal, or to threaten or bully anyone. Information from the Internet must not be used without citing it: credit must be given to the author of anything from a website in all documents. Chat rooms or any other instant messaging systems without permission from a teacher or staff member are prohibited. The use of anyone else's account (username and password) is prohibited and account information must not be shared. Anything done with personal accounts will be that individual's responsibility, even if someone else was using the account.

Information may not be downloaded or stored for private, personal, or non-school use using the school's computing resources. Proxies or other methods to try to evade the restrictions imposed by the school on various websites, instant messaging, or other sites is prohibited.

Nothing stored on or passing through the school's network is private or confidential. The Directors, Teachers, and Staff can, at any time, access any student data, email, and can directly monitor the use of the network, in accordance with the YWLCS Community Contract.

No one may use computers, email, or the Internet at school without authorization by the appropriate staff members. If computer access is restricted as a result of inappropriate actions, an appeal may be submitted in writing within thirty days. The appeal will be considered to make a final decision.

Guidelines for Safe Computing:

- A student should **never post personal information** about herself or other people, including names, addresses, phone numbers, or any other information that may be used to determine identity.
- A student should **never agree to meet someone in person that they have met online.**
- A student should **never engage any activity that requires an exchange of money, credit card numbers, or where the school might be charged any fee.** Students may not make purchases or sales of any kind using the school's computing resources.

- A student should **ALWAYS report any messages received that make them uncomfortable or may be a violation of the Community Contract or anti-bullying policies to a teacher or a staff member.**
- A student **may not email or post news anonymously or using someone else's name**
- A student **may not send abusive or unwanted material** to others.
- A student **may not log onto online chat groups, except those set up by the school.**

Amending the Handbook

Statements in this handbook are subject to amendment with or without notice. This school will attempt to keep you informed of all changes as soon as practical. Some changes might be made due to unforeseen circumstances.

