



YOUNG WOMEN'S
LEADERSHIP CHARTER SCHOOL
OF CHICAGO



STUDENT AND FAMILY
HANDBOOK
2010-2011 SCHOOL YEAR

10th Year Anniversary
Phoenix Rising

**Welcome from the Co-Directors, Michelle C. Russell and
Chandra D. Sledge**



Welcome to the 2010-2011 school year! The Phoenix has risen once again, rejuvenated, and more beautiful than before. We rise, with the intent of upholding our YWLCS pledge in which we commit to making a difference in our school, our communities, and the world. We are excited about another opportunity to educate young women so that they are achieving academically, gaining the necessary tools that will prepare them for college, growing and developing both personally and socially, and discovering their places as young women leaders.

As we begin this school year, we realize that our success depends on the work and dedication of every member of our school community. We honor the partnership between our families and the professionals in our school. We encourage communication and collaboration between faculty/staff and parents/families to ensure that we are helping the young women in our school excel. Parents and family members, this handbook serves as a guide for you, detailing the expectations of members of our school community. We encourage you to team up with us as we uphold the policies that contribute to a school community where students and adults are respectful and responsible.

Finally, we extend an invitation to all of our parents/families. The doors of the school are always open to you, and you are welcome. Good things are happening here, and we want you to be involved. We invite you to utilize our family page on our school's website, and to share your thoughts and ideas with the Co-Directors using the email address ideas@ywllcs.org. Establish regular communication with your student's advisor and teachers. Participate in our Open Houses, Family Advisory Council (FAC) meetings, Content Area Team Family Nights, Academy Family Meetings, Sporting Events, Special Events, and Family Potlucks. Become an advocate for our school and other charters through the Illinois Network of Charter School. In other words, we value your voice! Your thoughts, ideas, and presence contribute to the very life of the school. As we enter into another school year, we expect all members of our school community to be involved!

We are looking forward to an outstanding school year!

Best,

Michelle C. Russell and Chandra D. Sledge, Co-Directors

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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 equitable access to resources and opportunities for every student.
- We value the contribution a single-sex education makes to educating the whole woman and promoting her leadership.
- We value inquiry, self-reflection, critical thinking, problem solving and real world experience.
- We value the diversity in our school community.
- We value parents and families as partners.
- We value integrity, honesty, and perseverance.
- We value professionalism in education through reflection, collaboration and shared leadership.

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 student:

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

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

- ❖ Leadership Tickets 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 everyday, I pledge to be a leader, to inspire those who come after me and to make a difference in my school, my community and in the 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 in following my dreams.

How We Learn at YWLCS

“Sometimes teachers won’t explain exactly what you asked them. They might answer your question with a question in return. While they are trying to help us learn to think for ourselves, it is often frustrating.” ~ 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.

“At YWLCS we learn by helping each other and asking questions. The high school students are assigned a study hall in order to get help or work on unfinished assignments. We have very hard-working teachers who stay after school and late hours to help us with work we don’t understand. We can also work in groups and help each other.” ~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.

Student Assessment and Evaluation

Students are evaluated based on their performance on specified academic, behavioral, and learning outcomes. This performance based system has three levels: high performance, proficient and not yet. Our assessment system does not include letter grades.

- **High Performance** / Expert is generally difficult to achieve and should be reserved for those students who truly exceed expectations or who consistently perform at a top level.
- **Proficient** / Competent / Acceptable means the student has demonstrated that she understands this concept or can reliably perform this skill or behavior.
- **Not Yet** means the student has not yet demonstrated sufficient understanding or is not yet able to perform the skill or behavior. **NOT YET does NOT mean “FAILING.”** YWLCS teachers set very high standards and expectations for our students and many students need to work at something repeatedly before really mastering a skill, behavior, or concept. A “Not Yet” is erased completely once your child masters the outcome. A “Not Yet” does NOT get averaged into the student’s trimester grade or affect whether or not the student gets course credit at the end of the year unless the student continues to be unable to master the outcome.

If your child has one or more “Not Yets” on her progress report in the **Academic Outcomes**, please emphasize the importance of working hard on a goal until she achieves it. Unlike a low grade on a test that cannot be changed, students have opportunities to demonstrate their new abilities or their improved understanding. Students need to take responsibility for doing extra work and making corrections to change a “Not Yet” rating by attending Academic Workshops on Tuesday and Thursday afternoons.

If your child has one or more “Not Yets” in the **Learning Behaviors** sections of her progress report, please discuss your child’s classroom behavior with her and encourage her to improve her behavior. Please help us to emphasize the connection between her behavior in class and her academic success.

Academic Progress Reporting to Parents/ Families

Each Trimester, student evaluation reports are generated and distributed to parents. In addition, mid-trimester progress reports are sent home each trimester to indicate student progress to parents prior to the trimester reporting. It is important to remember that YWLCS student evaluation is a dynamic process – students are learning and teachers are assessing all the time! Trimester reports provide a snapshot in time but are not set in stone. Outcomes may be updated at any point in the year and students are expected to work on past Not Yets in order to maintain the minimum percentage. Students and parents may also check student academic status on-line on our Student Evaluation Database. Students and parents will receive sign-on codes to access the site. Go to our website at: www.ywlcs.org to access the information.

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

Scheduled conferences with parents occur at the end of each trimester.
 Monday, and Tuesday November 22 & 23, 2010
 Thursday March 3, 2011
 Final Evaluation pick-up June 9, 2011

Promotion Requirements

In order for your student to be promoted to the next grade, **she must achieve the following:**

Grade	Overall Average of Percentage Proficient or better
7	65%
8	70%
9	70%
10	75%
11	80%
To graduate	85%

The minimum percentage of Proficient or better for her grade level:

- Pass at least 4 out of 5 core courses with a minimum of 70% Proficient** or better. Core courses include: Mathematics, Science, Humanities, Reading & Writing and Technology.
- 8th, 10th & 12th: Make a successful Promotion Presentation** defending her learning of outcomes before a panel of family members, teachers, Board members and community participants.
- 7th - 11th: Make a Proficient contribution to the Science Fair in October.** Students will exhibit work from their science class in a school-wide fair for families and the larger community.
- 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 without permission. 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** on Tuesdays and Thursdays 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. 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. **Faculty and Administration have developed a plan for support and monitoring of students' progress which includes Academic Workshops on Tuesday and Thursday afternoons from 3:35 – 4:35 p.m. and Saturday School from 9:00 – 1:00 p.m.**

Student Contract/ Probation Period

Students who have violated the Community Contract/ SCC on numerous occasions will 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. This Student Contract must be signed by student and parent/guardian. Failure to meet requirements will result in student's family being asked to investigate educational opportunities in another school setting.

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. We also have a partnership with the Chicago Youth Centers which allows us to offer a host of activities according to student interest. Some activities to date include:

Sisters 4 Science (Project Exploration)	Intramural Sports: Volleyball, Basketball, Soccer, Softball, Football
Oncofertility Saturday Academy	Student Government
Math Lab	Yearbook Committee
Infectious Diseases Academy	Girls Electronic Mentoring in Science, Engineering and Technology (GEMSET)
Fashion Design Club	Dance Club
Babysitting Certification Club	Yoga Club

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. We have 2 social workers on staff. 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.

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.

If you should need to contact any of the team members, their information is as follows:

- Mrs. Johnson Andrews – Special Education, ext. 406
- Mrs. Leverette – Dean of Students, ext. 107
- Ms. Mosley – Security Counselor, ext. 106
- Ms. Runyan – Social Worker, ext. 217
- Ms. Russell – Co-Director, ext. 113
- Ms. Sledge – Co-Director, ext. 112
- Ms. Whitfield – Social Worker, ext. 216

Student /Parent /Teacher Discipline Conference Procedure

Any student or parent may call to set up an appointment to speak with a teacher or member of the administration. Please call the main office at (312) 949-9400 ext. 100.

1. The student or parent should first speak with the teacher to discuss the matter.
2. If no satisfaction is attained, the matter should be directed to the Dean of Students.

Courtesy should be observed by all parties.

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.

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.

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 affect 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.

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. Expulsion or Police notification may be warranted.**

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.

Disciplinary Consequences

Detention

A detention is a one hour penalty beyond the regular school day that is scheduled on every Wednesday. A student is required to be present at a designated location within the school. Detention will start at 1:25pm and end at 2:25pm. Students are expected to bring materials and work quietly. 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.

Saturday Detention

A Saturday detention will be given for more severe consequences. It is mandatory that the student be present if given a Saturday Detention. Detention starts at 9:00am and ends at 12:00pm. Detentions may be assigned by the Dean 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. 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

Major Violation

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.

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/Dean/Co-Director referring students they see in conflict.

General Information

Arrival Time and Procedures

All students are expected to arrive at school on time and to be organized and ready to begin when class starts. Students in grades 7-11 are expected to be in Homeroom at 8:30 a.m. Seniors are expected to be in Senior Seminar at 8:15am. Supervision of students is not available before 7:45a.m., so we ask that students do not arrive at school before that time.

School Fees

The School fee for the 2010/2011 school year is **\$150.00**. All fees may be paid during orientation. During the school year fees can be paid in the main office. Payment plans are available for families with proof of financial difficulty. If you qualify you may receive a partial waiver of the school fees only. **Ultimately, students who owe the school money will not be allowed to participate in graduation or moving up ceremonies nor receive certificates, diplomas, transcripts, or transfer papers for another school.**

Scheduling Appointments with School Personnel

Our faculty and staff 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 faculty/staff member.

If you wish to contact a faculty/staff member, please either use the school's website to send an email or call 312-949-9400 ext 0 to leave a message or be transferred to the individual's voice mail.

If parents 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. Classroom visits are for observation only, and are not an appropriate time for a conference. If a parent requests a conference he/she will need to make a separate appointment.

Telephone Calls and Emergency Messages

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. Parents and guardians are strongly encouraged to make travel arrangements with students prior to the start of the school day, so as to not interrupt the student during the day.

Address Changes

Parents/ guardians are to notify the main office immediately if there are any changes in contact information: phone number, address, etc. Any changes of address must be verified by appropriate documentation.

Student Dress Code 2010-2011
Grades 7-12

Academy	Shirt	Pant
<u>Middle School Academy</u> <u>MSA</u> 7-8	Light Yellow uniform polo shirt With school logo patch	Khaki / Black Pants or skirt
<u>Junior Academy</u> <u>J.A</u> 9-10	Light Blue uniform Polo shirt With school logo patch	Khaki / Black Pants or skirt
<u>Senior Academy</u> <u>S.A</u> 11-12	White uniform Polo shirt with school logo patch	Khaki / Black Pants or skirt
<u>All Students mandatory items</u> <u>These items must to be purchased in the school office</u>	School Logo Patch	YWLCS School Cardigan sweater (No exceptions)

***Clothing may be purchased from any vendor as long as it complies with the uniform requirements.**

1. Only the **official YWLCS logo** will be visible on any uniform item. Consult the uniform policy for details about purchasing logo items.
2. **All** clothing must follow the YWLCS Student Dress Code guidelines for appropriate school attire.
3. **Polo 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. Shirts that bare the midriff are not permitted. Shirts that bear cleavage are not permitted. Shirts or tops which meet these requirements, but are translucent cannot be worn without appropriate undergarments.
4. **Khaki or Black 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 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.
7. **All students must wear appropriate shoes (no house shoes or slippers).**
8. **Sunglasses may only be worn if medically prescribed** or approved by the school nurse.
9. **Headscarves or hats are not permitted** unless for religious reasons.

Attendance

Regular attendance is critical to student success and **we EXPECT EVERY student to be here every day. Because we realize that students sometimes do get ill, our goal is to have a 95% attendance rate this year. This means that we need every student here every day, only missing school if they are truly ill.** Excessive absences affect learning and have a negative impact on our young women being able to succeed academically.

Absences

Students may not exceed 18 absences over the course of the year. Exceptions will be made for medical reasons. A doctor's note is necessary. **Over 18 absences will result in the student and family being reported to the CPS Legal Truancy Hotline (773-553-4000).** **If the student fails to attend school after 18 days, a lost child report will be filed and the police will be contacted.**

The student and parent/guardian will have to attend a conference with the Dean and Co-Directors to determine whether or not the student needs an alternative setting for school. The student will also have to attend summer school and risk the potential of repeating the grade.

Parents/Guardians should always notify the school about an absence:

- Call (312) 949-9400 between 7:30 – 8:30 a.m. Dial 0.
- If no one is available, leave a message.
- Please indicate your name, student's full name, phone number at which you can be reached, and reason for absence.

Absence notes: In order for an absence to be considered excused, the student must **bring a note from home to the Main Office.** This note will be kept in the student's records.

Tardiness

Students entering their first class after 8:30 a.m. are considered. They must be **in their classroom before the school bell rings at 8:30 am or they will be marked tardy.** (Seniors will be considered tardy at 8:10 am if they are late to Senior Seminar) Excessive tardies affect a student's ability to pass a class. Students who are late to school must obtain a tardy pass before going to class.

1st Tardy– Warning

2nd Tardy– Detention

3rd Tardy- Saturday Detention from 9am - 12pm

4th Tardy- Parent Conference

If a student has **5 or more tardies**, an **additional parent conference** will be held to determine what support is needed to get the student to school on time. If a student has **10 or more tardies**, a **certified letter will be sent home** regarding tardies. If a student has **15 or more tardies**, the student will be **referred to CPS Legal Truancy Department. Excessive tardies will result in your young woman attending summer school.**

Early Dismissal/ Class Cut

Students may not leave school during the school day without authorization from the main office. Failure to procure such authorization will be considered a cut and will be treated as an unexcused absence.

Early dismissals will be granted only in an emergency or for a medical appointment. An early dismissal from school requires pick up of student by parent or legal guardian. A phone call from a parent or legal guardian prior to the time of dismissal (notes are not accepted) is also required and parent/guardian must give permission if someone other than parent/guardian is picking up student. That individual must present identification. If the dismissal occurs during a class period, the student must stop in the office before school or between classes to secure a slip which will dismiss her at the proper time when presented to the teacher. In the case of an emergency, a student will be called to the office after parent contact has been made. **A doctor's or dentist's note is required upon return to the school before an absence will be excused.**

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

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.

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. Prom guests may not be older than 21 years of age and must provide school or government identification

Make-Up Work

Students will be allowed 2 school days for each day of excused absence the completion of make-up work. **It is the student's responsibility to request and complete all tests and assignments within the allotted time.** Make-up work for planned absences is due upon the student's return to class. Parents or guardians of any student who is absent due to hospitalization or extended illness should inform the office and contact the student's counselor. A 48 hour notice is required to obtain make-up work.

Student Conduct

Electronic Devices

Portable communication devices (including but not limited to cellular communication devices, picture phones, cameras and laser devices) should not be kept on the student's person, **but should be kept in the student's locker (not seen, heard, or used) between the hours of 7:30 am and 3:30 pm.** 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. The devices will be turned over to the Dean of Students, who may require a parent conference and/or take further disciplinary action.

Student ID Card

Every student must **wear** a current identification card at **all times.** **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.** If a student's ID card is lost or

misplaced, a replacement ID card may be purchased for 5.00 in the main office.

Corridors

Students are required to be respectful in the hallway. **Running, loitering, creating excessive noise, horse playing, blocking traffic, littering are all unacceptable behaviors. Any student referred for doing so will be subject to disciplinary action.**

With few exceptions, 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 detention.**

Staying after School

All students are to clear the building at 3:30pm every day except Wednesday dismissal at 1:20pm 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.

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.

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.

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.** Students are expected to maintain all books and instructional equipment in good condition.

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 lockers 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**

Lost & 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.

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. CTA Cards will be available in the **Main Office for the first month of school for a fee of \$5.00.**
- **Private Carriers.** Many of our middle school families contract with private carriers. YWLCs keeps a list of all companies that our students use to help parents locate such services. This listing does not constitute a recommendation for any particular carrier.
- **Internship.** 10th grade students will be provided CTA fare to cover costs of transportation to and from internship sites.

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 disciplinary action.** Food taken out of the cafeteria may be confiscated from the student.

Food Service

Lunch Applications

Every family must complete a 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 8:00 – 8:25 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 are required to show their school ID daily to receive lunch. In the case of a lost or forgotten id, students may purchase a replacement ID for \$5 in the Main Office.**

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. Seniors may leave the building for lunch and are expected to represent the YWLCS community well by adhering to schoolwide expectations while at lunch.



Student Records

Student records must contain the following information: application for admission, proof of address, copy of student birth certificate or social security card, emergency contact information form (updated), medical and health information, cumulative school records, student evaluation/progress reports, attendance records and correspondence between school and home.

It is imperative that student records are accurate and complete.

Parents/guardians are expected to submit all necessary documentation in a timely manner. Law and school regulations call for the security of student records and the protection of the privacy of each student. Only authorized school personnel have access to these records. Information

or copies of student files cannot be seen or sent to a third party without the written permission of the custodial parent (s).

Safety and Security

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. **All visitors should ring the front door bell for access. All visitors are required to sign in at the front office.**

Security Cameras

To increase security at YWLCS the school has installed video cameras to survey the parking lots and other campus areas. The purpose of using the cameras is to provide improved supervision of the daily activities on the grounds of the school and to provide a safer environment for students, staff and visitors.

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 Schools Code of Conduct apply to computers, the Internet, and email use, and will be enforced. Anything activity done on or with the school's computer network, including sending email, posting messages on the internet, or visiting websites, 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 use someone else's name**
- A student **may not send abusive or unwanted material** to others.
- A student **may not log on to 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.

