

PARENTS RIGHT TO KNOW

Under ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, a parent of a student in a Title I school has the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers must, at a minimum, include the following:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other State certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If your child has been taught for 4 or more consecutive days by a teacher not highly qualified, the school will notify you.

HERE'S TO
A BRIGHT
YEAR AHEAD



2025 - 2026 School Year

YCCS - MCKINLEY LAKESIDE LEADERSHIP ACADEMY

2920 S. Wabash Avenue
Chicago, IL 60616
(312) 949-5010

Dr. Irma J. Plaxico, Principal
Mr. Mainard Easley, Assistant Principal
Ms. Sharon Alexander, Office Manager
Mr. Michael Harris, Climate & Safety Specialist

"Solutions - not Excuses"
A Youth Connection Charter School
(Amended August, 2023)

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- Protective factors
- What to do in case of a suicide/attempted suicide

If a staff person believes that a student may be suicidal, the principal or designee must be immediately notified.

POLICY FOR TRANSGENDER AND NON-CONFIRMING STUDENTS

It is the goal of McKinley Lakeside Leadership Academy to create a safe learning environment in its school community where students are protected from bullying, discrimination, and harassment. Therefore, it is the responsibility to ensure that students who are transgender and nonconforming have a safe and welcoming school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with pertinent resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity should be reported to staff immediately and handled in accordance with the school's Anti-Bullying policy, Title IX Discrimination, Title IX and Sexual Harassment Policy and the school's Code of Conduct. If a student or parent/guardian needs additional supports and/or accommodations please contact school administration. Students and parents/guardians may request a complete copy of the school's "Guidelines Regarding the Support of Transgender and Nonconforming Students" at any time.

TRANSPORTING STUDENTS

MLLA is not required to provide transportation to regular education school students. MLLA provides bus transportation for field trips, experience, internships, community service activities, using school buses and drivers certified in accordance with Section 11-141 of the Illinois Vehicle Code.

It is a violation of MLLA policy for staff, other than administrators, to transport students in privately owned vehicles. Administrators are permitted to transport student in extreme situations.

NOTIFICATION OF SEX OFFENDER REGISTRY

Public Act 09-0994 of the Illinois General Assembly requires MLLA to notify parents of the sex offender registry. This registry can be found at <http://www.isp.state.il.us/sor>. If you do not have access to this website and would like to view it, please notify the principal.

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ing includes the use of a computer or technology to bully another individual. This may include, but is not limited to, sending or posting cruel and/or extremely negative materials about another individual, so includes engaging in other forms of social aggression and behaviors using the internet or other digital technologies.

ne with the Illinois School Prevention Act and YCCS policies **bullying** on the basis of actual or perceived race, color, religion, ethnic origin, ancestry, age, marital status, physical or mental disability status, sexual orientation, gender-related identity or expression with a person or group with one or more of the aforementioned or perceived characteristics, or any other distinguishing characteristics prohibited.

bullying communications (cyber bullying) via written or electronic means as text messaging, e-mail, or social networking sites is prohibited.

Students or students who engage in bullying and/or cyber bullying or violence will be subject to a range of consequences. Any student in violation of this policy may be suspended, reassigned to another school, or terminated from the program. Involving law enforcement may be used as a last resort or when an incident leads to harm or a threat of harm to a person or persons.

Personnel should immediately respond to issues involving bullying and/or potential violence; all such acts must be documented by personnel observing, hearing and/or receiving such information by

SUICIDE IDEATION POLICY AND PROTOCOL

Policy of MLLA to train all staff in a protocol relative to addressing suicidal thoughts, threat or expressed thoughts about suicide from any student. The protocol also addresses an actual suicide.

Staff must treat any and every incident as a serious occurrence and not attempt to assess on their own if a student is "serious" or not. MLLA has adopted the CPS suicide Ideation Protocol and all staff are trained on the protocol.

The policy and the protocol addresses:

Identifying risk factors

Recognizing signs and what to look for

Principal's Welcome!

and Parents:

staff of McKinley Lakeside Leadership Academy are very pleased that you have decided to join our high school experience. We are extremely excited about you and the educational opportunities



you to be successful and graduate from MLLA, and we urge you to take your education very seriously. Your success at MLLA will be the first step in college and the real world.

to develop leaders. All leaders have to learn to follow before they can lead. Follow the directives of your teachers, staff, mentors and administrators. It is what you will expect from those that you will lead someday. You will be required to wear a uniform representing MLLA. Wearing an MLLA uniform is a distinction not granted to everyone who enters the campus. You were chosen because we have determined that you have the potential, the perseverance and the work ethics needed to succeed at MLLA and far beyond.

You will have an academic advisor. Your advisor is responsible for assessing your progress and informing you of your graduation status. Any academic issues that may arise should be taken to your advisor during their posted office hours or by making an appointment. Your advisors will be there to guide you throughout your McKinley Lakeside journey.

One of the most important aspects of success is attendance. You are required to attend school on time. A leader must always be present and on time unless he or she has a valid excuse. Equally important is the completion of all assignments assigned by your teachers. If you are having difficulties completing assignments, talk to the teachers or your advisors. They are here to help you.

Our faculty and staff, I wish you well and look forward to getting to know you during your time at McKinley Lakeside Leadership Academy.

the same school, the perpetrator may be subject to a safety plan in accordance with Board Enrollment and Transfer Policy, Board Policy 0824-P03. A perpetrator may also be subject to a disciplinary consequence of inappropriate behavior, as specified in the Youth Protection Policy.

MLLA recognizes that school personnel play a vital role in youth violence prevention. All students are potential victims of domestic violence. We provide the knowledge and support to help validate their sense of self-worth to make good relationship decisions and act decisively in a domestic violence situation. In addition to incorporating information on Teen Dating Violence and the societal problem of domestic violence into the Life Skills course curriculum, the school has set prevention and intervention procedures related to domestic violence situations.

All MLLA direct line staff participates through an in-service workshop titled "Based Violence Prevention Program" offered by the Department of Social Service network of Domestic Violence providers. When a situation arises where a potential domestic abuse situation is identified, staff are trained and encouraged to gain the confidence of the student and guide them to a social worker where the student has the support and opportunity to seek help. The social worker can contact the domestic violence hotline for advocacy and temporary shelter or to the Chicago Police Department for filing an order of protection and safety measures. If a situation demonstrates the potential for a serious safety issue, the social worker can also refer the student through a request for Student Support Services to the clinical team for assessment. The social worker has access to an ongoing, organized domestic violence support network of professionals including Metropolitan Family Services and the South Suburban Family Violence Center, which function as stakeholders to the in understanding the needs of the particular student population and in offering year-round support to students and adolescents through the "Family Violence Intervention Program" at the Juvenile Court Children's Advocacy Clinic. Notice of ongoing support groups, workshops, and individual counseling resources pertaining to domestic violence are continually advertised on the social service board.

BULLYING AND CYBER BULLYING

It is the policy of MLLA that bullying and/or cyber bullying and related behavioral offenses and will not be tolerated or dealt with lightly. All incidents will be reported to the principal.

Bullying behaviors include verbal or non-verbal acts that occur over time and cause physical and/or emotional harm to another student. Bullying behavior may include, but are not limited to, teasing, taunting, hitting, stealing, intimidating or destroying personal property.

networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. School rules for behavior and communications apply.

Resources are provided for students to conduct research and collaborate with others in relation to school work. Access to network is given to students who agree to act in a responsible manner. Guardians are required to sign the Internet Usage Policy before access is granted. Access is a privilege, not a right. Therefore, in the acceptable use guidelines outlined in this document, administration and staff will deem what is inappropriate use and actions are final. Upon identification of inappropriate use of networks by the administration, faculty, and staff, access may be revoked, or suspended at any time.

INSTRUCTIONAL MATERIAL USAGE POLICY

Policy of MLLA to provide students with a wide variety of books, instructional materials, experiences and opportunities to address their learning needs, styles and modalities.

DOMESTIC VIOLENCE, DATING VIOLENCE, COURT ORDERS OF PROTECTION, RESTRAINT OR NO CONTACT

This policy addresses the legal obligations imposed on school districts by the Illinois School Code, Domestic Violence Act, Civil No. 12-01-0001, Child Abuse and Neglect Reporting Act, Mental Health Developmental Disabilities Act, as they relate to domestic violence:

When a Court Order is issued, MLLA must enter information about the court order into the student's emergency contact information as needed, keep a copy in the student's temporary record, and if the student transfers ensure the information is included in the file. Ask parents for information regarding transportation arrangements or restrictions for early dismissal or pick up of the student. Inform other staff on a need-to-know basis only, to protect the privacy of the student. When receiving a Court Order, inform the student of available counseling services including the City of Chicago Domestic Violence Hotline. No student information may be released to the person named as the perpetrator in the Order of Protection.

Whenever a Court Order is violated the principal or designee shall call 9-1-1 and complete an incident report. Determine if the student's safety is jeopardized or the student's education is disrupted by allowing the victim and the perpetrator to remain in the school building.

MISSION

It is the mission of McKinley Lakeside Leadership Academy to provide students into a structured and supportive educational environment. We provide meaningful service learning experiences dedicated to ensuring that all students receive a quality education with transitioning opportunities that prepare them for today's fast paced and ever changing world.

VISION

The vision of McKinley Lakeside Leadership Academy is that all students will be educated in a safe and secure environment that fosters critical thinking, creativity, responsibility, self-esteem and college and career preparation. McKinley Lakeside Leadership Academy strives to provide the best education for all students, faculty, staff, parents and community to develop through education, a sense of ownership, spirit, and pride in the school. While we hold the belief that all students are capable learners, the educational program is designed to address individual differences of students while simultaneously responding to their highest priority learning needs. Parent and community participation will have an important role in the process.

VALUE STATEMENTS

McKinley Lakeside Leadership Academy believes that we will:

- Create life-long learners.
- Maintain a safe and secure environment for our students, staff, and parents.
- Encourage the use of effective communication skills.
- Foster community ownership in the school and its mission.
- Advocate positive and meaningful educational experiences.
- Promote excellence in academics and develop the capabilities to meet the demands.
- Encourage the development of students' technological competencies to better prepare them to meet the demands of a changing world.
- Strengthen and nurture the development of self-esteem and confidence.
- Continually search for creative and alternative methods of instruction.
- Continuously improve the educational and learning environment through understanding and acting on the needs and expectations of all who are serviced.
- Promote the successful transition of students to college, career, employment, and creative skills training.

MOTTO

"SOLUTIONS - NOT EXCUSES"

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n; therefore I
example
in myself and taking
p of my future.
ing up on myself, as I
e all the expectations the world has for me.
McKinley Lakeside Lions!



ANCE AND MANAGEMENT

McKinley Lakeside Leadership Academy (MLLA) is a Youth Connection Charter School authorized by the State of Illinois under the Charter School Act. The Charter School Act requires all charter schools to comply with federal, state and local district laws, codes and regulations governing the operation of a charter school. MLLA is bound by this covenant.

MLLA is authorized under the authority of the Youth Connection Charter School Board of Directors. The Youth Connection Charter School Board of Directors is the Governing Board. The Governing Board is responsible for the operation and educational services for students under its auspices.

MLLA is a Youth Connection Charter School, under the authority of its Board of Directors. MLLA entered into a Charter School Agreement with the School Reform Board on August 1, 1997. This contract holds Youth Connection Charter School accountable to the State, to the Local School District (CPS) and to the parents and the public at large in developing and delivering quality educational alternative education for public school students.

NAME: MCKINLEY LAKESIDE LEADERSHIP ACADEMY

McKinley Lakeside Leadership Academy, formerly Ada. S. McKinley Lakeside Community School, was established in 1998 as a part of Ada S. McKinley Community School District and joined the partnership of Youth Connection Charter School as one of its member (vendor) campuses. In October, 2016, MLLA became one of four schools directly managed by Youth Connection Charter School. At this time, the name changed to McKinley Lakeside Leadership Academy.

DRUG POLICY

MLLA shall provide a school/learning environment free from drug and substance abuse. MLLA prohibits all students from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances on the school grounds. Being under the influence of alcohol or drugs is not permitted in or around the school. The principal or designee will be immediately notified of any student who is suspected of being under the influence of alcohol or drugs. The parent/guardian will be notified immediately when it is determined that a student is under the influence. Any student found to have any amount or any type of controlled substance in his/her possession will face appropriate action in accordance with the CPS Uniform Discipline Code.

PROHIBIT POSSESSION USE, SALE & DISTRIBUTION OF FIREARM, KNIFE AND/OR ANY OTHER WEAPON

MLLA policy prohibits students from having in their possession any kind of firearm, knife or other weapon, or any object, weapon and, or look-alike. The principal or designee will be immediately notified of any student suspected of having a harmful weapon or device. Students found guilty of use, sale and/or distribution of a firearm, knife and/or any other weapon, will be disciplined. The parent/guardian will be notified when it is determined that a student is in possession of such a weapon. Any student found to have any illegal harmful device in his/her possession will face appropriate action in accordance with CPS Uniform Discipline Code.

COMPUTER AND INTERNET USAGE POLICY

It is the policy of MLLA to provide every student with the opportunity to become computer literate in order to compete in today's technological environment. To that end, all classrooms have computers for student use and there is a computer laboratory where students are taught the proper use of the computer. Students are also programmed in at least one computer based class to facilitate their appropriate use of technology. Students have access to a variety of educational experiences. Students are encouraged to use computers during academic periods for social media. Any student found using the computer for cyber bullying and/or for inappropriate reasons will be subject to disciplinary action.

Additionally, suspension of computer privileges may occur for repeated violations of the policy for inappropriate computer use. Students in suspension and/or reassignment to another campus.

Students are responsible for exercising appropriate behavior.

ELECTRONIC DEVICES

Electronic device includes personally owned laptops, net book or tablets, cell phones, smart phones, e-readers, or any other personal or communication device. All devices, including cell phones, must be turned in at check-in..

Devices are not allowed in the classrooms, hallways, or in the cafeteria. Devices are not allowed to charge personal devices on school property.

Students and school personnel are not liable for any devices that are lost or damaged on school property. Students that choose to bring devices to school are responsible for keeping and maintaining them.

Under certain circumstances are students allowed to use technology to record, or post photographic images or videos of a person or person's campus or during activities unless authorized by staff or administration.

McKinley Lakeside reserves the right to restrict the use of any electronic devices on school property, including school buses and school sponsored events.

The use of electronic devices is strictly prohibited in the following locations:

Classrooms

Stairways

Restrooms

Playgrounds

Students will not use devices in unauthorized areas and/or during unauthorized activities. Students will be subject to disciplinary action. Under no circumstances will electronic devices be allowed during standardized exams such as STAR or other state or district assessments.

TOBACCO & VAPPING POLICY

Consistent with the YCCS, the State Board of Education and the Chicago Public Schools Board of Education which prohibits the use of tobacco or any tobacco product on school property. "Tobacco" shall mean cigarette, cigar, or tobacco in any form, including smokeless tobacco which is any loose, chewing, ground, powdered, compressed, or leaf tobacco that is placed in the mouth without being smoked. **This includes**

MLLA is one of eleven member programs of the Alternative Schools Network (ASN). The Youth Connection Charter School (YCCS) is a charter school authorized by the State of Illinois under the Charter School Act. As such, the Charter School Act requires all charter schools to comply with applicable federal, state and local district laws, codes and regulations governing the operation of a charter school. YCCS (and all of its member schools) are bound by this covenant.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

MLLA does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, marital status, physical or mental disability, sexual orientation, organizational membership, or discharge from military service (except dishonorable). MLLA is committed to equal educational opportunities for all students.

INSTRUCTIONAL PROGRAM AND SUPPORT SERVICES

MLLA offers a four year high school program that provides students with a skill based model of education that focuses on student achievement, college preparation and their ability to succeed in college and adult life in the twenty-first century.

Although students will earn credits toward graduation, an emphasis is placed on reading and literacy, mathematical reasoning, speaking, writing skill and one's ability to negotiate and succeed in the competitive environment of today. We want our students prepared to succeed in college and other post-secondary training of their choice.

Students are required to take four (4) years of English and three (3) years of math, two (2) years of social studies, and two (2) years of science. Additionally, students are expected to demonstrate mastery of these subjects by their test scores and their application of certain skills.

McKinley Lakeside provides students with the following support services:

- | | |
|--------------------------------------|--|
| *Career Advisement | *Restorative Justice Conflict Resolution |
| *Academic Advisement | *Case Management with Referrals |
| *Mentoring | *Vocational Training and Internships |
| *Tutoring | *Employment Assistance/Job Training |
| *College Placement | *Attendance Support |
| *Counseling | *Transportation Support |
| *Legal Assistant Referrals | *Vision/Eyewear Referral |
| *Immunization/Vaccination Assistance | |

MINIMUM REQUIREMENTS (Updated for 2023-2024 School Year)

McKinley Lakeside Leadership Academy is organized as a 4 year high school program which requires 18 credits to graduate. Students who do not demonstrate school mastery on universal screening tests are expected to take remedial classes to bring reading and math skills up to high school level.

The following table is the minimum number of courses and credits students need to graduate from McKinley Lakeside Leadership Academy.

| | Description | Units Required |
|--|--|----------------|
| Credit Bearing Requirements | | |
| English | Four years of English, one year of which may be related to a career pathway | 4 credits |
| Math | Algebra I or Integrated Equivalent (1 year), a year-long course that includes Geometry, and one year may be related to a career pathway or computer technology | 3 credits |
| Science | 2 years of laboratory science, must include Biology or a course integrating Biology | 2 credits |
| Social Science | At least 1 year must be History of the United States or a combination of History of the United States and American Government; (.5 credit must be Civics) | 2 credits |
| Language Arts | 1 year selected from art, music, world languages (may include American Sign Language), CTE, or forensic speech (speech and debate). | 1 credit |
| Electives | Selection of additional courses not already listed above | 6 credits |
| Students must earn a minimum of 18 credits as described above to earn a diploma from the YCCS. | | |

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to participate in extra-curricular activities, students must meet the following criteria:

- Have not had an unexcused absence during the week of the event
- Have not demonstrated inappropriate behavior at a previous event
- Have not demonstrated inappropriate behavior in school during the event
- Must agree to make up all class work, tests, and assignments on the day of the event
- Must be cleared with faculty/staff approval form
- Must sign "Behavior Compliance Field Contract"
- Must maintain excellent behavior while visiting or hosting a school event; follow instructions of staff in charge
- Must support, respect and encourage other students and staff members who are participating in the event
- Must observe all rules as if still on campus
- Must maintain a "C" average in all classes
- Must refrain from the use of pills, drug, alcohol or any other substance on the day of event

Additionally, at the discretion of the coaching staff and upon approval of an administrator, a student may be prohibited from participating in extra-curricular activity.

FIELD TRIPS

Educational and cultural field trips are an integral part of the McKinley Lakeside Leadership Academy program. During the school year, all MLLA students participate in field trips to college campuses, museums, theater performances and other approved sites. **All** students are eligible to participate in all-school field trips; however, administration reserves the right to disqualify participants based on behavior. Program and class specific field trips are restricted to interested students. In addition, all out-of-state and overnight travel field trips are restricted to administrative selection and approval. Selection criteria include, but is not limited to teacher recommendations, academic achievement, attendance and behavior. However, the final selection is at the discretion of the Principal. The Code of Conduct is strictly enforced during all campus activities and field trips.

STUDY & INTERNSHIP PROGRAM

may be released early to go to a MLLA approved work study. The work may be pathway related or not. The student must be approved by the Principal or designee to participate. Students may earn up to 2 work study credits hours which will be used to meet Life Skills Career Education requirements. The Transition Specialist will visit the student's place of employment to make sure that (1) the work is not hazardous to the health or safety of the student, (2) the student is being paid at least minimum wages, (3) to get a job description and (4) to secure that the supervisor will fill out quarterly Work Study Evaluation. In addition the student will submit copies of check stubs to the Transition Specialist every pay period. The student must also notify the Transition Specialist immediately if he/she is fired or laid off. If the student is not working she/he must be assigned to regular or on-line class. If she/he finds a new job in order to fulfill the 300 minutes of in-class requirement.

The Transition Specialist and the counseling staff will work with students who want to participate in the Work-Study Program and need assistance finding a job.

Service Learning

Service learning combines learning goals and community service in order to enhance both student growth and the common good. In the words of the National Service Learning Clearinghouse, it is "a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, reinforce responsibility, and strengthen communities."

Students are expected to participate in the service learning aspects of their curriculum. This includes class projects and the actual performance of service learning in the community and surrounding areas. Work study hours are not community service hours, but may in some cases be used to satisfy the community service hours requirement for graduation.

Service learning has a:

- Positive impact on students' academic learning

- Enhances students' ability to apply what they learn in the "real world"

- Positive impact on academic outcomes such as demonstrated comprehension, understanding, problem analysis, problem-solving, critical thinking, and cognitive development.

| Other Requirements | |
|---------------------------------|---|
| Writing Intensive Courses | 2 courses that contain a writing –intensive component, one must be part of an English language arts course and the other year must be part of an English language arts course or part of another course. |
| Computer Literacy | One year of a course that includes intensive instruction in computer literacy, which may be English, social science, or any other subject and which may be counted toward the fulfillment of other graduation requirements. |
| Service Learning | 40 hours of approved Service-Learning activities, two Learning Projects equal to 20 hours each, or a combination of activities and projects equal to 40 hours. |
| Civics | Minimum of 18 weeks (1 semester) Civics |
| Consumer Education | Minimum of 9 weeks (1 quarter) Consumer Education |
| Health Education | Minimum of 18 weeks (1 semester) Health Education |
| Public Law 195 | Demonstrate knowledge of U.S. and Illinois constitutions and subject area curricula and/or Constitution test. No student can receive certification of graduation without passing an examination upon such subjects |
| State Testing Requirement (ACT) | Students are required to take a standardized assessment, as determined by the State of Illinois, as a condition for receiving a high school diploma |
| 10 th grade reading | Minimum of 10 th grade reading level as measured by the State of Illinois |
| Residency | Have a minimum of 1 semester (90 days) residency |
| FAFSA | <ul style="list-style-type: none"> • Complete <i>Free Application for Federal Student Aid</i> (FAFSA) for qualifying citizens and eligible non-citizens or; • Alternative Application for IL Financial Aid for qualifying students or; • ISBE Non-Participation Form for extenuating circumstances |
| Post secondary Education Plan | Complete an individualized plan for postsecondary education, careers, and training in an approved format |
| Senior Portfolio | Includes, but is not limited to, copies of identifying documents, transcripts, resume, three letters of references, copies of other documents, etc. |

FAILURE TO MEET GRADUATION REQUIREMENTS

If a student identified as a potential graduate fails to meet the graduation requirement, a letter will be mailed to the last known home address of the student, informing the parent/guardians and/or student of the graduation requirements that must be fulfilled in order for the student to graduate.

PROMOTION

Students must meet the eligibility criterion as outlined by YCCS to be promoted. Student will be assigned to one of the following population pools based on defined eligibility criterion:

Eligibility Criteria (Based on Graduation Eligible Credits)

Grade Under 6 credits

Grade 7 to 10 credits

Grade 11 or more graduation eligible credits

PLACEMENT AND COURSE PLACEMENT POLICY

Lakeside Leadership Academy requires a minimum of 18 credits to graduate. Students earn .50 credits per course every semester. There are 2 semesters: **Semester 1**: September – February; **Semester 2**: February – June. A minimum passing grade is 75%. Students may be placed in courses according to their ability and knowledge regardless of what credits they have earned at a previous school or how many credits they have if they have not demonstrated skill mastery through performance and/or a standardized test (i.e., STAR).

GRADING POLICY

Grades are issued at the end of each semester using a competency-based grading system. Grades are based on a combination of daily classroom work assignments, homework and other in and out-of-classroom projects, tests and quizzes, attendance, and class participation. The grading scale is listed below:

| | |
|-----------------------------|--------------------------------------|
| Competent (90-100%) | Work is exemplary; exceeds standards |
| Proficient (80 - 89%) | Work meets standards |
| Developing (70-79%) | Work is deemed appropriate |
| Below Standard (69% -Below) | Work is below standards |

CRITERION FOR PASS/FAIL MASTERY

Criterion for point determination is based on rubrics developed by teachers and principals. Pass/fail grading cut scores are 70% or higher to pass. Students who do not attain 70% are given additional academic support and re-tested. The actual score received is



MLLA BELL SCHEDULE **Monday, Tuesday,** **Thursday and Friday**



| | | |
|-------------------|-------------------|--|
| 1st Period | 8:45 a.m. | |
| 2nd Period | 9:34 a.m. | |
| 3rd Period | 10:23 a.m. | |
| 4th Period | 11:12 a.m. | |
| 5th Period | 12:01 p.m. | |
| 6th Period | 12:50 p.m. | |
| 7th Period | 1:39 p.m. | |
| 8th Period | 2:28 p.m. | |
| 9th Period | 3:17 p.m. | |

BELL SCHEDULE **HALF DAYS (WEDNESDAYS ONLY)**

| | | |
|-------------------|-------------------|--|
| 1st Period | 8:45 a.m. | |
| 2nd Period | 9:17 a.m. | |
| 3rd Period | 9:49 a.m. | |
| 4th Period | 10:21 a.m. | |
| 5th Period | 10:53 a.m. | |
| 6th Period | 11:25 a.m. | |
| 7th Period | 11:57 a.m. | |
| 8th Period | 12:29 p.m. | |
| 9th Period | 1:02 p.m. | |

REGISTRATION FEES

a registration fee of \$50.00 per school year. Registration fees for new and late enrollees will be not pro-rated. ***All fees MUST be paid by the end of the second week of the fall semester.**

Registration fee is disbursed as follows:

| | |
|------------------|-----------------------|
| Registration Fee | \$20.00 |
| Locker Fee | \$20.00 |
| Textbook Fee | \$10.00 |
| | <u>\$50.00</u> |

STUDENT FEES

| | |
|------------------|---------|
| Registration Fee | \$25.00 |
| Locker Fee | \$10.00 |
| Textbook Fee | \$10.00 |

Students who are part of the STLS (Students in Temporary Living Situations) program are exempt from fees. Parents/students who are unable to make fee payment by the deadline must sign a payment agreement in the office.

retained in the teachers and administrator files. If a student's previous secondary plans require a transcript reflecting a grade point average (GPA), the administrators will calculate GPA based on the record of the score received.

HOMEWORK POLICY

Homework must be purposeful and the purpose should be clearly communicated.

- Homework should be completed independently, unless otherwise indicated by the classroom teacher; students are expected to assume responsibility for homework so that they engage in self-reflection and assess their own needs.
- Homework assignments should reflect differentiated classroom instruction.
- If factored into the grade, homework shall remain a reasonable percentage of the class grade.
- Homework assignments should be reasonable in scale.
- Homework is not the sole means by which to enrich or extend learning, and teachers may elect to assign or not assign homework on the instructional objectives and the needs of their students.
- Teachers should provide some form of timely feedback regarding work assigned.

We believe the purpose of homework is to.....

- Reinforce standards studied in class
- Enrich what students are doing in class
- Develop independent thinkers/problem solvers

Students must be assigned homework during In-School or off-campus suspension and must be given the opportunity to make up any missed tests or quizzes given during the period of suspension.

HOME AND HOSPITAL BOUND INSTRUCTION

A student qualifies for home or hospital instruction when a medical professional anticipates that, due to a medical condition, the student will be unable to attend school for two or more consecutive weeks or (2) sent on an ongoing intermittent basis. The term "ongoing intermittent basis" is defined as the student's medical condition being of such

that it is anticipated that the student will be absent for periods of days at a time, multiple times, during the school year totaling at days or more of absences.”

It be a physician’s statement indicating that the student’s medical/psychiatric condition adversely impacts his or her ability to attend school. The home or hospital instruction may begin as soon as the student receives a written physician’s statement and must begin within 10 days of receiving the physician’s statement. MLLA will have a designated staff member determine how instruction is to be delivered, ensuring that the student’s educational, physical and mental health needs and IEP requirements are met.

MLLA is responsible for ensuring all homebound services are provided. If the student is a general education student, then a certified general education teacher should provide the required instruction. If the student has an IEP, the student must also have access to services from a certified special education teacher.

In determining the appropriateness of creating a 504 plan, the following criteria should be used: a student between the ages of 16 and 22 years old who, even with the help of medication, aids, or devices has a physical or mental impairment or disability that substantially limits one or more major life activities. Some examples of limiting life activities are: attention deficit hyperactivity disorder (ADHD), asthma, allergies, blindness or visual impairment, deafness or hearing impairment, diabetes, epilepsy, heart disease, and mental illness.

When receiving home or hospital bound instruction may be claimed for a full day of attendance when serviced. They are credited with one full day of absence and a full day of membership. On days when no services are provided, students are credited with one full day of membership and one full day of absence.

STUDENT POLICIES AND ADMISSIONS POLICY

MLLA will interview potential applicants via telephone or as they come in person if they meet age and school status requirements. Potential students will be interviewed. All students interviewed must personally return to school, maintain a pattern of regular attendance and demonstrate a desire to obtain a high school diploma. Potential students will be required to complete a universal screening test to determine academic

SCHOOL UNIFORMS

MLLA has adopted a uniform that is necessary to maintain a safe atmosphere in the school and prevent endangerment of students and staff safety. Students are given notice of the inception of the uniform policy. MLLA provided a reasonable grace period of two weeks for the students to acquire the necessary attire or uniform to comply with the dress code. Students are not disciplined or barred from attendance for non-compliance with the dress code or uniform during the grace period.

Students at MLLA are expected to wear their school uniforms every school day and on field trips. Uniforms consist of school issued shirts and pants. Issued IDs. Boys are also required to wear belts. Skirts and dresses must be mid-thigh length. **While uniform pants are not mandatory, khaki pants are highly encouraged.**

Prohibited Clothing

(Clothing restrictions will be STONGLY enforced)!

- No sagging pants, cut up jeans or pants
- See thru leggings/stretch pants
- Clothing with inappropriate writing or pictures displayed on the front or back, buttons with pictures
- Open toe sandals, flip flops and house shoes

MLLA will provide adequate assistance to students who are unable to comply with the uniform policy due to economic hardship. Teachers will refer the student to an agency that provides clothing, may provide code appropriate clothes for the student, or may lend uniforms if the student returns upon separation from the school due to suspension, transfer, or drop from enrollment. Clothing issued or purchased by MLLA must be in good condition and must be cleaned and stored properly. MLLA students must dress in a manner that does not disrupt the educational process and poses no threat or safety hazard to themselves or others.

A student, parent or legal guardian who objects to the dress code on religious grounds must be exempt from compliance once the student or legal guardian presents to the school a signed statement detailing the grounds for objection.

TUTORING AND ACADEMIC SKILL BUILDING

It will be mandatory for all incoming students take the STAR assessment. Students scoring below 6.0 in math and/or reading may be placed in a tutoring program.

Chief Education Officer's decision regarding the appeal is final. All appeals of a student's suspension, after a final decision by the principal, shall be made to the Chief Education Officer or designee (in writing if requested). Appeals of the final determination of a student's expulsion shall be made in writing and sent, along with any additional evidence not available at the time of expulsion, to the Chief Education Officer. The Chief Education Officer's decision regarding the appeal is final.

The due process hearing will determine: If the misconduct was a violation of the school's disciplinary policy; If the campus followed its due process procedures; and if removal from MLLA was the best and appropriate action to take.

Out-of-school suspensions of students are limited to a maximum of 10 school days or not more than 20 total days within a school year. The principal must provide written notification of the charges and an opportunity for the student and/or parent to respond to the charges. Out-of-school suspension may not be used serially for a single act of misconduct. A student is considered as trespassing if present on school grounds during the period of out-of-school suspension. Appeals to out-of-school suspension are made to the campus with YCCS the final arbitrator of unresolved appeals. MLLA will ensure the student's receipt of class assignments during the period of the out-of-school suspension, and the academic progress will not be affected when class assignments are completed satisfactorily. Students serving an out-of-school suspension, students will still be allowed to take required test.

SUSPENSION POLICY

Out-of-school suspension must involve academic instruction. There is no limit on the number of in-school suspension days.

IMMUNIZATIONS

Students must meet the immunization criteria as specified by the Illinois State Board of Education. All immunization forms are kept in the student's health record and secured for the protection of the privacy of each student. All students must meet medical compliance.

FORMS

Students must meet the lunch form criteria as specified by the Illinois State Board of Education. All lunch forms are kept in the student's files and secured for the protection of the privacy of each student. **All students must have a lunch form on file before attending the first day of class.**

After the screening examination, students scoring between 60 and 70 on one or more sub-tests will be expected to consent to "remedial classes" and agree to participate in tutoring (before, after or during school) to address specific academic deficiencies. Potential students will be required to complete an interest inventory.

At intake, a parent or guardian must accompany each potential student under the age of 18. Students who are 18 years of age or older are required to bring a parent/guardian or other significant person, (i.e. relative, close friend, etc.) with them to the orientation.

Students must participate in an Orientation Program. Absence from orientation may prevent a student from becoming enrolled.

CLOSED CAMPUS

It is the policy of MLLA to maintain a closed campus which means that students are not permitted to leave the campus unauthorized. Student authorization to leave campus must obtain an early dismissal from the Attendance/Support Service office from the attendance counselor. Students who leave unauthorized will be subject to disciplinary action.

ADMISSIONS AND ENROLLMENT POLICY AND PROCEDURES

MLLA's admission policy allows entry opportunities for a cross-section of students who have varied academic skills, abilities, career goals and interests. There are four basic requirements to be accepted at MLLA:

1. Students must be between the ages of 16 and 21 years.
2. Students must have exited out-of-school or be at-risk and not have been in their previous school.
3. Students must be without a high school diploma
4. Student must live in the City of Chicago.

Potential applicants are pre-interviewed on the telephone or at the campus to determine if they meet the above mentioned requirements. If a student meets the above criteria, a lottery application is accepted (pending space) and a formal interview is scheduled for both the potential student and his/her parent/guardian.

Students applying to the YCCS program must complete a form at www.applytoyccs.com

Students are required to provide the following specific documents:

• Birth certificate, social security card and pictured ID
• Copy of previous transcripts including ACT and/or SAT test scores
• Letter of release or transfer from previous school
• Copy of current health records, including immunizations
• Proof of address (lease, utility receipt, etc.)
• Documentation of Medicaid eligibility

The prospective student's transcript must indicate that the student has earned enough credits to successfully complete the graduation requirements by age 21. Applicants who have reached the age of 18 at the beginning of the academic year may not enroll in YCCS. Applicants who are under the age of 16 are ineligible for consideration for enrollment.

POLICY AND PROCEDURE

MLLA will draw from a lottery to enroll students for the new school year. MLLA will then conduct lotteries to fill available seats when students are not accepted for graduation. In the event that there are more applicants than available space at MLLA, and the applicant meets the admission criteria, the applicant is placed to see if there is an opening at an optional YCCS site. If there is an opening, the possibility of being admitted to the other site is discussed with the potential student and his/her parent. If the candidate is interested, he/she is referred to the appropriate school. Should the optional site be full, the applicant's name will be placed on a Waiting/Lottery List.

Students who do not meet the admissions criteria of MLLA are referred to YCCS for other possible options.

Lottery List:

The lottery process is conducted by the following procedures:

1. Applicants apply online at applytoyccs.com.

2. MLLA compiles a waiting list based on applications received and ranks the list by lottery.

3. MLLA purges the waiting list prior to the lottery to see if applicants are still interested in attending.

The IEP team must do the following:

- Determine if the misconduct is related to the student's disability (review evaluation and diagnostic results, information from parent/guardian, observation of the student and student's IEP implementation.)
- Review and revise, if necessary, the IEP.
- Determine the appropriateness of an alternative educational placement when necessary.
- Provide written notice to parents/guardians of any consideration for disciplinary reassignment or an alternative placement or suspension.

OUT-OF-SCHOOL SUSPENSIONS

MLLA reserves the right to issue a suspension when a student is determined to be dangerous to him/herself, others and property. MLLA does not encourage the use of out-of-school suspensions as a disciplinary practice. MLLA may use suspension as a temporary intervention in a crisis situation from escalating until a parent/guardian conference can be held. Finally, students may be placed on suspension if they commit a violation of the IV Act of Misconduct under CPS Uniform Discipline Code, including assault, use, possession of concealment of a weapon, illegal sale of alcohol, gang intimidation, etc. A staffing must be requested within (10) days of the suspension and the parent/guardian, case manager (if applicable), an YCCS representative (if applicable), and MLLA and division administrator must be immediately notified of the student's suspension. All above parties must also be notified of the suspension date and time to establish reinstatement of the student after suspension served. All suspensions are to be reported to YCCS.

DUE PROCESS FOR DISCIPLINE VIOLATIONS

MLLA shall conduct due process hearings for all disciplinary actions. The hearing shall include an initial conference between the teacher and/or administrator designee and the student to: what the said discipline violation was; if the student had prior knowledge of the school rules and; to ensure that all affected parties have an opportunity to be heard relative to their involvement in the said violations. For all serious violations the student's parent/guardian must be contacted to participate in the due process hearing. The administrator shall maintain records in the student file of any discipline violations and suspensions. All appeals of a student's suspension, after a final determination by the principal, shall be made to the Chief Education Officer or designee (if requested). Appeals of the final determination of a student's suspension shall be made in writing and sent, along with any additional supporting documentation, to the Chief Education Officer. If the documentation is not available at the time of expulsion, to the Chief Education Officer.

DISCIPLINE POLICIES AND CODE OF CONDUCT

Discipline Policy is in keeping with Illinois School Code which emphasizes the process and the notification and inclusion of parents/guardians in the process of changing behavior. MLLA's general philosophy regarding discipline is to model and teach appropriate behaviors, attempt to change negative student behavior through student contracts, counseling, behavior modification and the establishment of positive expectations for students. During orientation, students and parent/guardians are given and given a copy of the School Rules and the Discipline Code which are basic principles that address expected behaviors, inappropriate behaviors or violation of school safety rules, responsible behavior in a classroom, respectful interaction and behavior that may interrupt the learning process for students to learn at maximum levels.

MLLA maintains records in PowerSchool of any discipline violations. MLLA will provide written notice to YCCS administrative offices of any disciplinary action being considered and the date of the due hearing, which must be held within ten (10) business days of the written notice/letter regarding the misconduct, the disciplinary action being considered and the date for a hearing/meeting which must be held within ten (10) business days of the date of the misconduct. Although suspension is not a frequently employed intervention, for serious offenses that pose a safety concern, a student may be suspended for up to 10 school days for a single disciplinary violation. A parent/guardian has the right to appeal any disciplinary action taken in regard to their child's suspension. The appeal should be in writing and the school will respond within 10 business days of receipt of parent's request.

EDUCATION DISCIPLINE VIOLATIONS

MLLA's policy with YCCS discipline code for discipline violations applies to all students. Students with disabilities may be suspended for up to 10 consecutive or 10 cumulative school days within a calendar year without providing special education services.

Students will be contacted if the campus administrator anticipates a change of placement or referral to an alternative school. If the total number of suspension days exceeds 10 cumulative school days, the following apply:

MLLA will contact YCCS to inform them of disciplinary action being considered and the date of the IEP team meeting that will be conducted 10 business days of the misconduct. Contact CPS office of Due Process for mediation to ask of any extension of suspension beyond 10 school days.

MLLA will provide notice to parent/guardian of the student disciplinary action being considered and the IEP team's meeting date.

- Parent/guardian and student are clearly informed that the application does not guarantee enrollment. It is expected that when slots are available, student names are randomly selected for YCCS.
- Students are purged from the lottery list if they:
 - ⇒ fail to complete the application process
 - ⇒ cannot be contacted or
 - ⇒ are no longer interested in attending Lakeside

ATTENDANCE POLICY AND PROCEDURES

The staff at McKinley Lakeside Leadership Academy expects students to maintain regular attendance. Students are expected to arrive in time for 1st Period (8:45 a.m.) each day and remain in school for the entire day. MLLA is a closed campus; therefore, leaving campus without authorization is a serious disciplinary violation. Expectations are as follows:

- All students are expected to be in school every day of the school year.
- All students are expected to have 70% attendance at all times.
- All students arriving after 1st period has begun must receive a tardy slip from the front office after going through the morning security check.
- Parents of late or absent students will be called.
- Students run the risk of being dropped from membership after accruing 18 days of unexcused absence. (Special procedures will be followed when dismissing special education students).
- Parents of all students, as well as, students are asked to notify the school or notify the school in advance, if possible, if a student will be out-of-school. Upon return, student must provide documentation to show reason for a valid absence.
- All documentation brought in for attendance may be reviewed by the Attendance Officer or school administration. Students who turn in false documentation for absences will have to appear at a parent or legal guardian for a parent conference. Repetitive absences will result in a transfer to another YCCS campus or release from membership.
- After an absence, students must return to school the following day with proper documentation which must be given to the Attendance Officer or his designee before entering class. If a student wants the absence to be considered excused, proper documentation must be provided.

Valid absence is defined as:

Absence from school where no documentation was provided stating that a “valid cause” for an absence had occurred (see below for “valid” causes).

Absence from school without the permission of the school or the parent.

Arriving at school without permission from an administrator or designee.

Absence from class, or an assigned activity, without permission from school authorities.

Absence that is not valid under “Valid Cause of Absence”.

Reasons for an absence are:

Illness (Sometimes we do not feel our best, but this refers to a real illness.)

Observance of a religious holiday (documentation needed)

Death in the immediate family (documentation must be presented)

Family emergency

Documented court appearance

Other situations beyond the control of the student as determined by the campus administration, or such other circumstances, which create reasonable concern to the parent/guardian for the safety or health of the student.

Out-of-school suspension

If a student is seriously ill and possibly hospitalized, they may still be eligible for membership with “valid absences” if his/her days of absence are documented and he/she has missed too many assignments or classroom work to receive a passing grade for the class.

VALID CAUSES AND EARLY DISMISSALS

Students are expected to attend school on time, every day and excused until the end of the day. Occasionally, emergencies occur and a student may have a legitimate reason for a late arrival or request for an early dismissal. Parents/guardians are called to grant early dismissal for frequent late arrivals. ***Students reporting to school after 9:00 a.m. will be assigned after-school detention, unless the student has a valid cause or approval and/or is accompanied by a parent or guardian.**

Arriving late to school will directly affect attendance averages. Students arriving to school after 9:00 a.m. are considered tardy. Students who arrive late to school must secure a tardy slip that will include the student's name, date, and time.

LATE TO CLASS

Students must be seated and ready to begin class activities at the beginning of every school period (except lunch). If a student has an urgent matter to attend to between classes, the student must obtain a tardy slip.

EARLY DISMISSAL FROM SCHOOL

Students who need to leave school early must request an early dismissal from the Attendance Officer or any other administrator authorized to grant early dismissals. If a student is requesting an early dismissal on the basis of illness, the parent or a responsible adult must be contacted, regardless of the student's age. If the ill student is 17 years old or under, a parent or responsible adult must come to campus to pick up the student. Adult students will be allowed to leave on their own, once a parent or responsible adult has been notified of the illness. Under no circumstances shall a seriously ill student be allowed to leave the campus without having notified a parent or responsible adult. Student must get signatures from teacher's and principal's. They will miss as a result of an early dismissal. They must return to school to see the Attendance Officer.

If the student is requesting an early dismissal to attend an appointment or job interview, the student must provide the name and phone number with whom he/she is to meet, and the Attendance Officer or other staff member in charge will contact the person for the interview or appointment. If the person cannot be located, the student will be allowed to leave but must bring a signed note from the interviewer or other professional documenting that the meeting took place.

CUTTING CLASSES

Parents will be notified when students cut class. For repeated instances, a conference will be scheduled with the student, a parent or concerned adult and the disciplinary staff regarding class cutting. Cutting class will lead to disciplinary actions, up to and including suspension or transfer to another YCCS campus. (See Code of Conduct)