

# Student Handbook



**YCCS - MCKINLEY LAKESIDE  
LEADERSHIP ACADEMY**

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

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

***“Solutions - not Excuses”***

***A Youth Connection Charter School  
(Amended August 19, 2021)***

## TABLE OF CONTENTS

	<b>Page</b>
Letter from Principal	4
Mission, Vision, Values and Motto	5
Governance	6
The School	6
EEOC and Affirmative Action Policy	7
Instructional Program	7
Goals and Objectives	7
Graduation Requirements	8
Special Mandates and Requirements	8
Failure to Meet Graduation Requirements	9
Promotion Policy	9
Credits and Course Placement Policy	9
Grading Policy	9
Criterion for Mastery	10
Homework Policy	10
Home and Hospital Bound Instruction	11
Enrollment Policies and Operations Pre-Admissions	12
Closed Campus	12
Admissions and Enrollment Policy and Procedures, Lottery	12
Lottery Policy and Procedure	13
Waiting/Lottery List	14
Attendance Policy and Procedures	14
Late Arrivals and Early Dismissals	16
Cutting Classes	17
Student Discipline Policies and Code of Conduct	17
Special Education Discipline Violations	17
Out-of-School Suspensions	18
Due Process for Discipline Violations	19
In-School Suspensions	20
Immunizations	20
Lunch Forms	20
Uniform Policy	20
Tutoring and Academic Skill Building	21
Registration Fees	21
Bell Schedule	22
Work Study Program/Internships	23
Service Learning	23
Participation in Extra-Curricular Activities	24
Field Trips	24
Use of Electronic Devices Policy	25

## PARENT'S RIGHT TO KNOW

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, 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 graduate 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 at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

## COVID SAFETY

Our goal is for all staff and students to remain safe and COVID free. The following are safety precautions that have been put in place for the safety of all.

- Check in daily using COVID Screening.
- Take temperature daily when entering the building.
- Wear mask or face covering at all times while inside the building.
- Practice social distancing (3 to 6 feet apart).
- Wipe desk and chairs after each class.
- Wash and sanitizer hand regularly.
- Walk to the right. Do not walk in the middle of the hallways.
- Eliminating gathering in bathrooms and at lockers.
- **Stay home if sick!**

**Good luck and have a great year!**

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 learning environment in its school community where students are protected from bullying, discrimination, and harassment. Therefore, it is our responsibility to ensure that students who are transgender and gender 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 will be handled in accordance with the school's Anti-Bullying policy, the Non-Discrimination, Title IX and Sexual Harassment Policy and the Student 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 Gender Nonconforming Students" at any time.

### **TRANSPORTING STUDENTS**

MLLA is not required to provide transportation to regular education high school students. MLLA provides bus transportation for field trips, work experience, internships, community service activities, using school buses and drivers certified in accordance with Section 11-1414.1a 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 only 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.

## **TABLE OF CONTENTS**

	<b>Page</b>
Tobacco/Drug Policy	25
Possession of Weapons	26
Computer and Internet Usage	26
Books and Instructional Material Usage Policy	27
Domestic Violence	27
Bullying and Cyber Bullying	28
Suicide Ideation Policy and Protocol	29
Transgender and Gender Non-confirming Students	30
Transporting Student	30
Notification of Sex Registry	31
Parent's Right to Know	31

## Principal's Welcome!

*Dear Students and Parents:*

*The faculty and staff of McKinley Lakeside Leadership Academy (MLLA) are very pleased that you have decided to join us for your high school experience. We are extremely proud of our high school and the educational opportunities that we offer.*



*We want all of 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 to success in college and the real world.*

*Our mandate is to develop leaders. All leaders have to learn to follow before they can lead. Follow the directives of your teachers, staff, mentors and administrators because that is what you will expect from those that you will lead someday. As a leader, you will be required to wear a uniform representing MLLA. Wear it with pride. Being a MLLA student is a distinction not granted to everyone who applies to our campus. You were chosen because we have determined that you have the motivation, the perseverance and the work ethics needed to succeed at MLLA and go far beyond.*

*Each student will have an academic advisor. Your advisor is responsible for assigning your courses and informing you of your graduation status. Any academic questions that may arise should be taken to your advisor during their posted hours or by setting an appointment. Your advisors will be there to guide you through your entire Lakeside journey.*

*The most important aspect of success is attendance. You are required to attend every day and be on time. A leader must always be present and on time unless he has a valid reason to be late or absent. Equally important is the completion of all work and projects assigned by your teachers. If you are having difficulties completing assignments, talk to the teachers or your advisors. They are here to help you.*

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

**Dr. Irma J. Plaxico**  
**Principal**

gression and threatening behaviors using the internet or other digital technologies.

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

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

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

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

### **SUICIDE, IDEATION POLICY AND PROTOCOL**

It is the policy of MLLA to train all staff in a protocol relative to addressing any attempt, threat or expressed thoughts about suicide from any student. This protocol also addresses an actual suicide.

All staff must treat any and every incident as a serious occurrence and should not attempt to access on their own if a student is "serious" or not. To that end, MLLA has adopted the CPS suicide Ideation Protocol and all staff shall be trained on the protocol.

The training and the protocol addresses:

- Suicide risk factors
- Warning signs and what to look for
- Protective factors
- What to do in case of a suicide/attempted suicide

teem and self worth to make good relationship decisions and act decisively in a domestic violence situation. In addition to incorporating information related to Teen Dating Violence and the societal problem of domestic abuse 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 with the "School-Based Violence Prevention Program" offered by the Department of Human Service network of Domestic Violence providers. When a situation arises where a potential domestic abuse situation is identified, staff are encouraged to gain the confidence of the student and guide them to the social worker where the student has the support and opportunity to confidentially 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 concern, staff 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 providers including Metropolitan Family Services and the South Suburban Family Shelter which function as stakeholders to the in understanding the needs of our particular student population and in offering year round support groups for adolescents through the "Family Violence Intervention Program" and 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 bulletin board.

### **BULLYING AND CYBER BULLYING**

It is the policy of MLLA that bullying and/or cyber bullying are serious behavioral offenses and will not be tolerated or dealt with lightly on this campus.

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

Cyber bullying includes the use of a computer or technology to bully another individual. This may include, but is not limited to, sending or posting harmful, cruel and/or extremely negative materials about another individual. This also includes engaging in other forms of social ag-

### **MISSION**

It is the mission of McKinley Lakeside Leadership Academy to re-engage students into a structured and supportive educational environment, through meaningful service learning experiences dedicated to ensuring that all students receive a quality education with transitioning opportunities that respond to 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 preparedness. McKinley Lakeside Leadership Academy strives to provide the opportunity for students, faculty, staff, parents and community to develop through communication, a sense of ownership, spirit, and pride in the school. While focusing on the belief that all students are capable learners, the educational process 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 for all students.
- Promote excellence in academics and develop the capability to meet life 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 self direction.
- Continually search for creative and alternative methods of education.
- Continuously improve the educational and learning environment through understanding and acting on the needs and expectations of those being serviced.
- Promote the successful transition of students to college, competitive employment, and creative skills training.

### **MOTTO**

**"SOLUTIONS - NOT EXCUSES"**

## **GOVERNANCE AND MANAGEMENT**

YCCS McKinley Lakeside Leadership Academy (MLLA) is a Youth Connection 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. MLLA is bound by this covenant.

MLLA is organized under the authority of the Youth Connection Charter School Board of Directors. The Youth Connection Charter School Board of Directors constitutes its Governing Board. The Governing Board is responsible for the delivery of the educational services for students under its auspices.

The Youth Connection Charter School, under the authority of its Board of Directors, entered into a Charter School Agreement with the School Reform Board of Trustees on August 1, 1997. This contract holds Youth Connection Charter School accountable to the State, to the Local School District (CPS) 299, students, parents and the public at large in developing and delivering quality, non-traditional alternative education for public school students.

### **THE SCHOOL: MCKINLEY LAKESIDE LEADERSHIP ACADEMY**

McKinley Lakeside Leadership Academy, formerly Ada. S. McKinley Lakeside Academy, was established in 1998 as a part of Ada S. McKinley Community Services, Inc. and joined the partnership of Youth Connection Charter School (YCCS) to become 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.

MLLA is one of eleven member programs of the Alternative School 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 campuses) is bound by this covenant.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT**

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

based upon the acceptable use guidelines outlined in this document, the administration and staff will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services by the administration, faculty, and staff, access may be denied, revoked, or suspended at any time.

### **BOOKS & INSTRUCTIONAL MATERIAL USAGE POLICY**

It is the policy of MLLA to provide students with a wide variety of books and educational materials, experiences and opportunities to address each of 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 employees by the Illinois School Code, Domestic Violence Act, Civil No Contact Order Act, Abused and Neglected Child Reporting Act, Mental Health and Developmental Disabilities Act, as they relate to domestic and dating violence:

Court Orders - 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 court order is included in the file. Ask parents for information regarding any special arrangements or restrictions for early dismissal or pick up of student. Inform other staff on a need-to-know basis only, to protect the confidentiality of the student. When receiving a Court Order, inform the parent/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 whether to call the DCFS Child Abuse Hotline or the Domestic Violence Hotline. If a student's safety is jeopardized or the student's education is being disrupted by allowing the victim and the perpetrator to remain in the same school, the perpetrator may be subject to a safety transfer in accordance with Board Enrollment and Transfer Policy, Board Report 05-0824-P03. A perpetrator may also be subject to a disciplinary transfer as a consequence of inappropriate behavior, as specified in the YCCS Discipline Policy.

MLLA recognizes that school personnel play a vital role in youth violence prevention. All students are potential victims of domestic violence and need the knowledge and support to help validate their sense of self es-

ence. Any student found to have any amount or any type of illegal drugs in his/her possession will face appropriate action in accordance with CPS Uniform Discipline Code.

### **PROHIBIT POSSESSION USE, SALE & DISTRIBUTION OF A FIRE-ARM, KNIFE AND/OR ANY OTHER WEAPON**

MLLA policy prohibits students from having in their possession weapons of any kind. This includes any object, weapon and, or look-alike weapon. The principal or designee will be immediately notified of any student who is suspected of having a harmful weapon or device. Students in possession of, use, sale and/or distribution of a firearm, knife and/or any other weapon, will be disciplined. The parent/guardian will be notified immediately when it is determined that a student is in possession of such devices. 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 students use and there is a computer laboratory where students are taught the correct use of the computer. Students are also programmed in at least one computer based class to facilitate their appropriate use of technology to gain access to a variety of educational experiences. Students are not allowed to use computers during academic periods for social media activities. Any student found using the computer for cyber bullying and/or other inappropriate reasons will be subject to disciplinary action.

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

Students are responsible for exercising appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. General school rules for behavior and communications apply.

Network resources are provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a responsible manner. Parents/guardians are required to sign the Internet Usage Policy before student access is granted. Access is a privilege, not a right. Therefore,

### **INSTRUCTIONAL PROGRAM AND SUPPORT SERVICES**

MLLA offers a four year high school program that provides our students with a skill based model of education that focuses on students' skill mastery, college preparation and their ability to succeed in college, a career 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 and compete 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 their achievement 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 Referrals     |
| *College Placement                   | *Attendance Support                      |
| *Counseling                          | *Transportation Support                  |
| *Legal Assistant Referrals           | *Vision/Eyewear Referral                 |
| *Immunization/Vaccination Assistance |  |

### **GOALS AND OBJECTIVES**

The goals of MLLA mirror the goals and objectives of YCCS:

- To lead students to reach late high school benchmarks and to fulfill the objectives of their IEP or AEP
- To reach and maintain a 70% attendance average
- To increase the number of students who graduate every year
- To decrease the number of students who fail to complete the program
- To increase the number of students who enter colleges, universities, other post high school career training, or full time employment including the U.S Armed Forces and successful complete the program
- To increase the number of students that complete state certification programs

## **GRADUATION REQUIREMENTS**

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

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

Course Requirements	After March, 2016
English	4 credits (.50 credit must be Intensive Writing)
Math	3 credits (1 credit must be Algebra I and 1 credit must include geometry content)
Science	2 credits (1 credit must include biology)
Social Science	2 credits (.50 credit must be Civics; one credit must be the History of the United States or a combination of the History of the United States and American Government)
Career Education	1 credit
Consumer Ed or Consumer Math	.50 credit
Fine Arts	1 credit
Health	.50 credit
Intensive Writing	Included with English
Electives	4 credits (.50 credit must be Life Skills)

## **SPECIAL MANDATES AND REQUIREMENTS**

In addition, completion of the following courses of study is required by specific code/mandate as a requirement for graduation:

- Public Law 195 - U.S. Constitution Test
- Fall, Winter and Spring STAR Test (Annually)
- SAT Test
- 10th grade reading exit on STAR Test
- 40 Hours Community Service
- Senior Portfolio

All devices, including cell phones, must be placed turned in at check-in.. Devices are not allowed in the classrooms, hallways, or in the cafeteria. Students are not allowed to charge personal devices on school property.

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

Under no circumstances are students allowed to use technology to record, transmit, or post photographic images or videos of a person or persons on campus or during activities unless authorized by staff or administration.

The school 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
- Hallways
- Restrooms
- Campus Grounds

Students that use devices in unauthorized areas and/or during unauthorized times will be subject to disciplinary action.

Under no circumstances are electronic devices allowed during standardized exams such as STAR and SAT.

## **TOBACCO POLICY**

MLLA aligns with the YCCS, the State Board of Education and the Chicago Board of Education prohibits the use of tobacco or any tobacco product on school property. "Tobacco" shall mean cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

## **DRUG POLICY**

MLLA shall provide a school/learning environment free from controlled substance 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 influ-

## 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 prior to the event
- Must agree to make up all class work, tests, and assignments missed 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 an event and 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 controlled substance on the day of event

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

## FIELD TRIPS

Educational and cultural field trips are an integral part of the MLLA instructional program. During the school year, all MLLA students participate in trips to college campuses, museums, theater performances and/or other approved sites. **Student participation in these activities is mandatory.** The Code of Conduct is strictly enforced during all off-campus activities and field trips.

## USE OF ELECTRONIC DEVICES

An electronic device includes personally owned laptops, net book or tablet computers, cell phones, smart phones, e-readers, or any other personal computing or communication device.

## 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 exact requirements that must be fulfilled in order for the student to graduate.

## POLICY: PROMOTION

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

### **Classifications (Based on Graduation Eligible Credits)**

- 10<sup>th</sup> Grade Under 6 credits
- 11<sup>th</sup> Grade 7 to 10 credits
- 12<sup>th</sup> Grade 11 or more graduation eligible credits

## CREDITS AND COURSE PLACEMENT POLICY

McKinley 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 70%. Students may be placed in courses according to their ability and/or 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-school projects, tests and quizzes, attendance, and class participation. MLLA's grading scale is listed below:

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

## **CRITERION FOR PASS/FAIL MASTERY**

The criterion for point determination is based on rubrics developed by teachers and principals. Pass/fail grading cut scores are 70% or better to pass. Students who do not attain 70% are given additional academic support and re-tested. The actual score received is retained in the teachers and administrator files. If a student's post secondary plans require a transcript reflecting a grade point average (GPA), the administrators will calculate GPA based on the records actual 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 based on the instructional objectives and the needs of their students.
- Teachers should provide some form of timely feedback regarding the 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 in-class tests or quizzes given during the period of suspension.

## **WORK STUDY & INTERNSHIP PROGRAM**

Students may be released early to go to a MLLA approved work study program. 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 and Career Education requirements. The Transition Specialist will contact 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 the skills that the student will be using or learning, and (4) to secure an agreement that the supervisor will fill out quarterly Work Study Evaluations. In addition the student will submit copies of check stubs to the coordinator every pay period. The student must also notify the Transition Specialist immediately if he/she is fired or laid off. If the student is no longer working she/he must be assigned to regular or on-line classes until he/she finds a new job in order to fulfill the 300 minutes of instruction 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 ways that can 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, teach civic responsibility, and strengthen communities.

All students are expected to participate in the service learning aspects of the curriculum. This includes class projects and the actual performance in service learning in the community and surrounding areas. Service Learning hours are not community service hours, but may in some situations be used to satisfy the community service hours required for graduation.

Service learning has a:

- positive impact on students' academic learning
- improves students' ability to apply what they learn in the "real world"
- Positive impact on academic outcomes such as demonstrated complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development.



**2017 – 2018  
MLLA BELL SCHEDULE  
Monday, Tuesday, Thursday and  
Friday**



<b>1st Period</b>	<b>8:45 a.m.</b>	<b>9:30 a.m.</b>
<b>2nd Period</b>	<b>9:34 a.m.</b>	<b>10:19 a.m.</b>
<b>3rd Period</b>	<b>10:23 a.m.</b>	<b>11:08 a.m.</b>
<b>4th Period</b>	<b>11:12 a.m.</b>	<b>11:57 a.m.</b>
<b>5th Period</b>	<b>12:01 p.m.</b>	<b>12:46 p.m.</b>
<b>6th Period</b>	<b>12:50 p.m.</b>	<b>1:35 p.m.</b>
<b>7th Period</b>	<b>1:39 p.m.</b>	<b>2:24 a.m.</b>
<b>8th Period</b>	<b>2:28 p.m.</b>	<b>3:13 p.m.</b>
<b>9th Period</b>	<b>3:17 p.m.</b>	<b>4:02 p.m.</b>

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

<b>1st Period</b>	<b>8:45 a.m.</b>	<b>9:15 a.m.</b>
<b>2nd Period</b>	<b>9:17 a.m.</b>	<b>9:47 a.m.</b>
<b>3rd Period</b>	<b>9:49 a.m.</b>	<b>10:19 a.m.</b>
<b>4th Period</b>	<b>10:21 a.m.</b>	<b>10:51 a.m.</b>
<b>5th Period</b>	<b>10:53 a.m.</b>	<b>11:23 a.m.</b>
<b>6th Period</b>	<b>11:25 a.m.</b>	<b>11:55 a.m.</b>
<b>7th Period</b>	<b>11:57 a.m.</b>	<b>12:27 p.m.</b>
<b>8th Period</b>	<b>12:29 p.m.</b>	<b>12:59 p.m.</b>
<b>9th Period</b>	<b>1:02 p.m.</b>	<b>1:32 p.m.</b>

**HOME AND HOSPITAL BOUND INSTRUCTION**

A student qualifies for home or hospital instruction when a medical physician anticipates that, due to a medical condition, the student will: (1) be unable to attend school for two or more consecutive weeks or (2) be absent on an ongoing intermittent basis. The term “ongoing intermittent basis” is defined as the student’s medical condition being of such nature or severity that it is anticipated that the student will be absent for periods of “at least 2 days at a time, multiple times, during the school year totaling at least 10 days or more of absences.”

There must be a physician’s statement indicating that the student’s medical and/or psychiatric condition adversely impacts his or her ability to attend school. The home or hospital instruction may begin as soon as the campus receives a written physician’s statement and must begin within five days of receiving the physician’s statement. MLLA will have a designee who will 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, then the student must also have access to services from a certified Special Education teacher.

When determining the appropriateness of creating a 504 plan, the following criteria should be used: a student between the ages of 16 and 22 years of age who even with the help of medication, aids, or devices has a physical or mental impairment or disability that substantially limits one or more 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.

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

## **ENROLLMENT POLICIES AND ADMISSIONS POLICY**

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

After the screening examination, students scoring between below grade levels on one or more sub-tests will be expected to consent to take "support classes" and agree to participate in tutoring (before, after or during school) to address specific academic deficiencies. Potential students will be expected 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 encouraged to bring a parent/guardian or other significant person, (i.e. relative, minister, close friend, etc.) with them to the orientation.

Students must participate in an Orientation Program. Absences and tardies may prevent a student from becoming enrolled.

### **CLOSED CAMPUS**

It is the policy of MLLA to maintain a closed campus which means students are not permitted to leave the campus unauthorized. Students seeking 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 life 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 released from their previous school.
3. Students must be without a high school diploma
4. Student must live in the City of Chicago.

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

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

## **TUTORING AND ACADEMIC SKILL BUILDING**

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

## **REGISTRATION FEES**

MLLA has a registration fee of \$25.00 per school year. Registration fees for transfer and late enrollees will be not pro-rated. **\*All fees MUST be paid by the end of the second week of the fall semester.**

### **The registration fee is disbursed as follows:**

Uniform Shirt	\$20.00
ID and Locker	<u>5.00</u>
Total	<b>\$25.00</b>

### **Replacements**

Uniform Shirts	\$20.00
Locker Locks	\$10.00
Student IDs	\$10.00

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

## IN-SCHOOL SUSPENSION POLICY

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

## IMMUNIZATIONS

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

## LUNCH FORMS

MLLA aligns 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 completed lunch form on file before attending the first day of class.**

## SCHOOL UNIFORMS

MLLA has adopted a uniform that is necessary to maintain a gang neutral atmosphere in the school and prevent endangerment of student health or safety. Students are given notice of the inception of the uniform policy and 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 uniform shirts each day and on field trips. Uniforms consist of school issued shirts and school issued IDs. Boys are also required to wear belts. Skirts and shorts must be mid-thigh length. **While uniform pants are not mandatory, black and/or khaki pants are highly encourages.**

### **Prohibited Clothing (Clothing restrictions will be STONGLY enforced)!**

No sagging pants, cut up jeans or pants

Leggings/Stretch Pants

Jackets, sweats, and shirts with hoods

Hats, caps, scarves, and bonnets

Clothing with writing or pictures displayed, including buttons with pictures

Open toe sandals, flip flops and house shoes

Potential applicants are pre-interviewed on the telephone or as they come in to determine if they meet the above mentioned requirements. If the applicant meets the above criteria, a lottery application is accepted (pending the lottery draw) 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 lottery form at [www.applytoyccs.com](http://www.applytoyccs.com)

Potential 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
- Copy of release or transfer from previous school
- Copy of current health records, including immunizations
- Proof of address (lease, utility receipt, etc.)
- Verification of Medicaid eligibility

A review of 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 21 before the beginning of the academic year may not enroll in YCCS. Likewise, applicants who are under the age of 16 are ineligible for consideration for enrollment.

## LOTTERY POLICY AND PROCEDURE

MLLA shall draw from a lottery to enroll students for the new school year and then conduct lotteries to fill available seats when students withdraw or graduate. In the event that there are more applicants than available space at MLLA, and the applicant meets the admission criteria, a call 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 YCCS charter school is discussed with the potential student and his/her guardian/parent. If the candidate is interested, he/she is referred to the other school. Should the optional site be full; the applicant's name will be placed on a Waiting/Lottery List.

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

### Waiting/Lottery List:

The lottery process is conducted by the following procedures:

- Applicants apply online at [applytoyccs.com](http://applytoyccs.com).
- YCCS compiles a waiting list based on applications received and forwards that list to Lakeside.
- MLLA purges the waiting list prior to the lottery to see if applicants are still interested in attending.
- Parent/guardian and student are clearly informed that the lottery application does not guarantee enrollment. It is explained that when slots are available, student names are randomly drawn by 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 all 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 the campus without authorization is a serious disciplinary violation. Expectations are as follows:

- All students are expected to be in school every day on time.
- All students are expected to have 70% attendance at all time.
- All students arriving after 1st period has begun must sign in and get a tardy slip from the front office after going through a 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 Education procedures will be followed when dismissing special education students.
- Parents of all students, as well as, students are asked to call the school or notify the school in advance, if possible, when a student will be out-of-school. Upon return, student should bring documentation to show reason for a valid absence.

### DUE PROCESS FOR DISCIPLINE VIOLATIONS

MLLA shall conduct due process hearings for all disciplinary actions which shall include an initial conference between the teacher and/or principal or 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 perceptions of the said violations. For all serious violations the student's parent will be contacted to participate in the due process hearing. The campus shall maintain records in the student file of any discipline violations and suspensions. 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.

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 campus disciplinary policy; If the campus followed its due process procedure; or 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 consecutive days or not more than 20 total days within a school year and require parent and YCCS notification and minimal due process, including oral or 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 may be considered as trespassing if present on school grounds during the period of out-of-school suspension. Appeals to out-of-school suspensions are made to the campus with YCCS the final arbitrator of unresolved disciplinary appeals. MLLA will ensure the student's receipt of class assignments for the period of the out-of-school suspension, and the academic grade will not be affected when class assignments are completed satisfactory. When serving an out-of-school suspension, students will still be allowed to come in to take required test.

YCCS 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:

- 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 and mediation to ask of any extension of suspension beyond 10 days.
- A notice to parent/guardian of the student disciplinary action being considered and the IEP team's meeting date.

The IEP team must do the following:

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

### **OUT-OF-SCHOOL SUSPENSIONS**

MLLA reserves the right to issue a suspension when a student is perceived 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 to prevent a situation from escalating until a parent/guardian conference may be held. Finally, students may be placed on suspension if they commit a Class III or IV Act of Misconduct under CPS Uniform Discipline Code, i.e., robbery, assault, use, possession or concealment of a weapon, illegal substance or alcohol, gang intimidation, etc. A staffing must be requested within ten (10) days of the suspension and the parent/guardian, case manager (if applicable), an YCCS representative (if applicable), and MLLA's principal and division administrator must be immediately notified of the reason for the student's suspension. All above parties must also be notified of staffing date and time to establish reinstatement of the student after suspension served. All suspensions are to be reported to YCCS.

- All documentation brought in for attendance may be verified by the Attendance Officer or school administration. Students who turn in false documentation for absences will have to bring a parent or legal guardian for a parent conference. Repeated violations will result in a transfer to another YCCS campus or a 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 classes if the student wants the absence to be considered excused.

An **unexcused absence** is defined as:

- Any absence from school where no documentation was provided indicating that a "valid cause" for an absence had occurred (see below for "valid" causes).
- Any absence from school without the permission of the school and/or the parent.
- Leaving school without permission from an administrator or designee.
- Absence from class, or an assigned activity, without permission from school authorities.
- Any absence that is not valid under "Valid Cause of Absence".

A **valid cause** for an absence is:

- 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
- Mandated court appearance
- Other situations beyond the control of the student as determined by the campus administration, or such other circumstances, which causes reasonable concern to the parent/guardian for the safety or health of the student.
- Out-of-school suspension

Unless a student is seriously ill and possibly hospitalized, they may still be dropped from membership with "valid absences" if his/her days of absence exceeds 18, and he/she has missed too many assignments or classroom work to reach a passing grade for the class.

## **LATE ARRIVALS AND EARLY DISMISSALS**

All students are expected to attend school on time, every day and expected to stay until the end of the day. Occasionally, emergencies occur and the student may have a legitimate reason for a late arrival or requesting an early dismissal. Parents/guardians are called to grant early dismissals and for frequent late arrivals. **\*Students reporting to school after 2nd Period will be assigned after-school detention, unless the student had prior 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 indicate 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 get 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 will be contacted, regardless of the student's age. If the ill student is a minor (17 years old or under) a parent or responsible adult must come to the 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 will be allowed to leave the campus without having notified a parent or other responsible adult. Student must get signatures from teacher's classes they will miss as a result of an early dismissal. They must return the form to 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 telephone number with whom he/she is to meet, and the Attendance Officer or other staff member in charge will contact the person to verify 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 transfer to another YCCS campus. (See Code of Conduct).

## **STUDENT DISCIPLINE POLICIES AND CODE OF CONDUCT**

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

MLLA shall maintain records in PowerSchool of any discipline violations and suspensions. MLLA will provide written notice to YCCS administrative office of the disciplinary action being considered and the date of the due process hearing, which must be held within ten (10) business days of the date 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 suspensions are not a frequently employed intervention, for serious offenses or if school safety is a concern, a student may be suspended for up to ten (10) days for a single disciplinary violation. A parent/guardian has the right to appeal any disciplinary action taken in regard to their child's "misbehavior." The appeal should be in writing and the school will respond within five days of receipt of parent's request.

## **SPECIAL EDUCATION DISCIPLINE VIOLATIONS**

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