

Latino Youth High School



Parent and Student Handbook
2017-2018

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Introduction

Letter from the Director

It is with great pleasure and enthusiasm that I welcome all of you to the 2017-2018 school year at Pilsen Wellness Center's Latino Youth High School. Your enrollment demonstrates a positive first step towards completing your secondary education. As a student at LYHS you will have the opportunity to meet new people, further your educational goals, and explore new horizons. Our team will encourage you to make positive choices, persevere through challenges, and continue with your academic endeavors!

Now, when you look at the total of your entire life high school will only play only a very small part; I want you to remember that. When I was younger I remember my focus was very narrow, only worrying about the present. Then one day I realized it was silly. Sometimes all the small things and drama seem like it's the end of the world, but it's not. If you're having a rough time, just remember things can get better. However, notice the word I underlined. Things can get better but only if you take control of your life; set goals for what you want, and make strong plans to make those goals a reality. We are here to help you reach your goals but only if you let us.

The LYHS Student & Parent Handbook provides general information important rules, and schedules for the coming school year. Please read the enclosed material carefully as all students will be responsible for knowing and adhering to Latino Youth High School's policies and standards.

Best wishes for a wonderful school year!

James J. Hurlburt, MA, MAT, & M. Ed
Director of Education

Mission and Vision Statements

Mission Statement of Pilsen Wellness Center

The Pilsen Wellness Center, Inc. actively seeks to provide holistic human services to individuals and families through culturally sensitive education, prevention, treatment, and recovery interventions. These services are geared toward supporting family relationships, facilitating community empowerment, and stimulating economic development.

Vision Statement of Pilsen Wellness Center

The Pilsen Wellness Center strives to become an internationally recognized catalyzing force in culturally competent human services by providing a seamless array of outcome-based services fostering “Empowerment through Wellness”.

Mission Statement of Latino Youth High School

To challenge students with rigorous academics and relentless support so that they can recast themselves as resilient, empowered adults who will succeed in high school, college, and beyond.

Vision Statement of Latino Youth High School

Latino Youth High School seeks to empower students to pursue academic, social, and emotional growth. Our faculty strives to create a foundation for life-long learning and establish democratic educational practices to transform the lives of our students so they become strong and financial secure adults who become leaders within our community.

General Information

Staff Directory

ADMINISTRATION	
President, CEO	Francisco Cisneros, Ph.D., CADC, MAATP
Corporate Compliance Officer	Monica I. Masana, Ph.D.
LYHS ADMINISTRATORS	
Director of Education	James J. Hurlburt, MA, MAT, & M.Ed
Principal	Leticia Fernandez
Dean of Academics	Laura M. Nikolovska, MNA
Dean of Student Affairs	Maria Ledesma
Enrollment and Mentor Supervisor	Daniel Martinez
SUPPORT STAFF	
Administrative Assistant	Viviana Ayala
Attendance Advocate	Miguel Martinez
Attendance Clerk	Elizabeth Fraga
Aventa Coordinator	Tracy Navarro
Office Manager	Avelina Garcia
Registrar	Maria Malca
RSP Program Mentor, Compass	Carlos Miranda
YES Program Mentor	Ivette Soto
YS3 Program Mentor	Sonia Rocha
PILSEN WELLNESS CENTER STUDENT WELLNESS SERVICES STAFF	
PWC Psychotherapist	Rachel Sharp
PWC Psychotherapist	Amber Gillmore
TEACHERS	
English	Christina Bucaro
English	Ada Ramos
English	Zara Taaraf
Math	Gary Miller
Math	Mahmoud Othman
Math	Juan Tolentino
Science	Monty Adams
Science	Kelly McGowan
Social Studies	Erin Bosman
Social Studies	Carlene Carpenter
Spanish	Angelica Roman
Diverse Learners / Case Manager	Holly Frank
Diverse Learners	Debra Harmon
Diverse Learners	Mark Vandlik
BUILDING ENGINEERS	
Maintenance	Silvia Bazuldua
Maintenance	Manuel Ponce
Maintenance	Alfredo Camacho

2017-2018 Important Dates

Date	Event	Attendance
9/5/2017	First Day of School	Attendance Day
10/6/2017	LYHS Open House	Attendance Day
10/9/2017	Columbus Day	School Closed
11/2/2017	End of Quarter Q1	Attendance Day
11/3/2017	Professional Development Day	Non-Attendance Day
11/10/2017	Veterans Day	Non-Attendance Day
11/16/2017	HS Report Card Pick Up	Non-Attendance Day
11/22/2017	Thanksgiving	Non-Attendance Day
11/23/2017	Thanksgiving	School Closed
11/24/2017	Thanksgiving	School Closed
12/25/2017	Winter Break	School Closed
12/26/2017	Winter Break	School Closed
12/27/2017	Winter Break	School Closed
12/28/2017	Winter Break	School Closed
12/29/2017	Winter Break	School Closed
1/1/2018	Winter Break	School Closed
1/2/2018	Winter Break	School Closed
1/3/2018	Winter Break	School Closed
1/4/2018	Winter Break	School Closed
1/5/2018	Winter Break	School Closed
1/15/2018	M. L. King Day	School Closed
2/1/2018	End of Quarter Q2	Attendance Day
2/2/2018	Professional Development Day	Non-Attendance Day
2/12/2018	Lincoln's Birthday	Non-Attendance Day
2/19/2018	President's Day	School Closed
3/5/2018	Pulaski Day	Non-Attendance Day
3/26/2018	Spring Break	School Closed
3/27/2018	Spring Break	School Closed
3/28/2018	Spring Break	School Closed
3/29/2018	Spring Break	School Closed
3/30/2018	Spring Break/Good Friday	School Closed
4/12/2018	End of Quarter Q3	Attendance Day
4/13/2018	Professional Development Day	Non-Attendance Day
4/19/2018	HS Report Card Pick Up	Non-Attendance Day
5/28/2018	Memorial Day	School Closed
6/18/2018	End of Quarter Q4	Attendance Day
6/19/2018	Professional Development Day	Non-Attendance Day
6/20/2018	Professional Development Day	Non-Attendance Day

LYHS Bell Schedule

Period	M, T, W, Th, & F
1st Period	08:30 - 10:00 am
2nd Period	10:03 - 11:33 pm
Lunch A 3rd Period A	11:36 - 12:06 pm 12:09 - 01:12 pm
3rd Period B Lunch B 3rd Period B	11:36 - 12:06 pm 12:09 - 12:39 pm 12:42 - 01:12 pm
3rd Period C Lunch C	11:36 - 12:39 pm 12:42 - 01:12 pm
4th Period	01:15 - 02:45 pm

Instructional Program and Support Services

Academic Environment

Latino Youth High School is a division of Pilsen Wellness Center (PWC). The young people of the Pilsen and Little Village neighborhoods of Chicago face a continually growing number of social problems, which are obstacles to their personal, social, and academic growth. Some of these obstacles include: overcrowding and lack of resources in the public schools, racism, gang violence, teen pregnancy, and substance abuse. PWC and LYHS design services that are mindful of these obstacles. The following values guide Latino Youth High School's approach to serving area youth:

- Respect
- Integrity
- Scholarship
- Engagement

LYHS offers a standard core curriculum that includes math, language arts, science and social studies as well as numerous support services with greater accessibility than traditional, larger public high schools. LYHS services are specifically designed to help at-risk students obtain their high school diploma. These advantages include:

- A personalized, student-centered curriculum
- A safe, respectful, and gang neutral environment
- Professional Support services such as counseling, substance abuse treatment and prevention, parenting classes, support groups, and leadership training opportunities, etc.

Students, teachers, and staff work together to create a supportive environment within the school. To achieve this, teachers and staff actively elicit student participation. Student input occurs through interactive classroom discussions, student council meetings, whole-school assemblies, and staff meetings, most of which are described in this handbook and are fundamental to the daily operation of Latino Youth High School.

Latino Youth High School works closely with other community organizations and local businesses to prepare its students to be effective members of the workforce as well as positive role models within their respective community. As a campus of the Youth Connection Charter School (YCCS) and a member of the Alternative School Network (ASN), Latino Youth High School is accredited by the Illinois State Board of Education (ISBE). Funding and support is received from the Chicago Public Schools (CPS) and the Illinois Department of Children and Family Services' (DCFS) Youth Skills & Scholars (YS3).

Entrance Criteria

The school will accept applicants who can demonstrate the necessary motivation and maturity to work toward their diploma and who meet the following criteria:

- Must be between the ages of 16-21 with the ability to meet requirement by their 22nd birthday
- Have been excluded from the public high school system (dropped or truant 30+ days)
- Transfers from another high school program
- Agree to abide by the rules, requirements, and disciplinary measures outlined in the student handbook

Latino Youth High School cannot guarantee enrollment to any applicant. If the applicant's name is not selected through the initial electronic lottery process (explained below), the applicant will be placed on a waiting list. Upon availability of educational slots, designated personnel will conduct a lottery drawing, and applicants will be notified. Once selected via the electronic lottery, the applicant will submit to an interview, testing, and provide specific documents necessary for enrollment. No applicant will be considered for admission prior to completing the selection process.

Please note that not every applicant interviewed will be enrolled. If for any reason, an applicant does not meet the entrance criteria or fails to submit the correct documentation on a timely basis, they will not be considered for enrollment. The high school registrar may, in special cases, allow conditional acceptance to an applicant if they submit all required documentation prior to their official start date.

Lottery Process

During the school year, LYHS maintains a waiting/lottery list of eligible applicants. This list is forwarded to YCCS monthly and represents the school's official lottery list. If at any time there are more eligible applicants for enrollment than available space, eligible applicants are selected via lottery.

YCCS conducts one lottery per year, prior to the beginning of the new school year. YCCS draws from the LYHS' official waiting list using an electronic lottery system and selected applicants are contacted. If said individuals meet all admission criteria and submit required documentation on time, they are subsequently admitted for the new school year. As needed during the school year, LYHS conducts lotteries to fill available seats when students withdraw or graduate. Applicants remains in the lottery pool until any one of the following exclusionary criteria is met: applicant is removed due to enrollment; applicant has moved with no forwarding address and/or has no working phone number; applicant is no longer interested in attending LYHS; or applicant is ineligible for enrollment.

Enrollment Process

Required Documents

Students must submit the following documentation during the enrollment

- Proof of student's age (e.g. birth certificate)
- Proof of student's identity (e.g. Photo ID, Social Security Card)
- Proof of student's residence (e.g. Driver's license / State ID, utility bill, check stub w/ address)
- Proof of student's / family's income (e.g. check stub)
- Proof of health insurance (i.e. Medicaid / other)
- Drop or release forms from previous high school
- All official transcripts from previous high schools
- Physical exam and immunization records completed within the last year

School Fees

A \$75.00 school fee per semester will be collected during the enrollment process. This fee covers an official LYHS uniform shirt/polo, ID Card, backpack with supplies, a Ventra Card* and related costs associated with several after school activities. Checks should be made out to **Pilsen Wellness Center, Inc.**

* Please note that the student is responsible for adding funds to their own Ventra card.

Orientation

Orientation will be held two weeks prior to the start of every new semester for new incoming students and one-week prior for returning students. At least one parent/legal guardian is expected to attend orientation. Handbooks will be distributed and reviewed at this time.

Graduation Requirements

Students can graduate at the end of either the fall or spring semester. The length of time necessary to meet graduation requirements varies for each student according to credits already obtained at other schools and the successful completion of LYHS courses. Typically, students take 2 to 3 core courses and 1 to 2 elective courses per quarter. The breakdown of courses required in each area for graduation is detailed below.

Grade Point Average: Students must achieve a minimum 2.0 GPA. This grade point average refers to grades received only while in attendance at LYHS. Previous GPAs from other institutions are not factored into this requirement.

Credits	Course Requirements
4.0 credits	Language Arts
3.0 credits	Social Science (1 credit must be in U.S. History)
3.0 credits	Mathematics (1 credit must be in Algebra and another in Geometry)
3.0 credits	Science (1 credit must be in Biology)
1.0 credits	Foreign Language, Fine Arts or Career Education
0.5 credits	Health - Minimum of 18 weeks
0.5 credits	College & Career Workshop
3.0 credits	Electives (Chosen from any of the core subject areas)
0 credits	Civics - Minimum of 18 weeks
0 credits	2.0 GPA for last quarter of attendance
0 credits	40 Service-Learning Hours (Chosen from approved list)
0 credits	Score at a 10 th Grade Reading Level & 8 th Grade Math Level on the STAR Testing
0 credits	SAT
0 credits	US Constitution Test (Public Law 195)
0 credits	Senior Portfolio
0 credits	Consumer Education - Minimum of 9 weeks
0 credits	Conservation of Natural Resources (Satisfied by Biology or Environmental Science)
0 credits	Two courses that contain a writing-intensive component
0 credits	Residency (Minimum of 1 semester - 90 days)
18 credits	Total

Service Learning Hours: Students must complete a **minimum** of 40 service-learning hours. These may be transferred over from previous schools. A list of pre-approved organizations where one may volunteer is available at the front office. Students completing services hours with other organizations are subject to approval of these hours and service settings by the director and principal.

STAR Testing: Students are required to take an entrance and exit STAR test each year. Students who have been enrolled in the fall semester will also take a 'mid-year progress' STAR test. Furthermore, every student must test at a 10th grade reading level as measured by the STAR by the end of their senior year to graduate.

SAT Testing (College Board): Before graduating, LYHS are required to take the SAT. The SAT helps students plan for the future and connect with colleges and scholarship foundations, particularly those based on merit and academic achievement.

Constitution Exam (Public Law 195): Per ISBE requirements, students must pass the Constitution Exam to be eligible for a high school diploma in the State of Illinois.

Senior Portfolio: To assist seniors in their college application process and as a means of enabling students to reflect on their school learning experiences, each senior is required to assemble a Senior Portfolio. The Portfolio includes an overview of experiences that have shaped the student's high school education. Requirements for the Portfolio can be obtained from the Dean of Academics.

Consumer Education: Complete a course integrating Consumer Education curriculum. This may be satisfied by courses taken at previous schools or via LYHS's Consumer Economics course.

Conservation of Natural Resources: Complete a course integrating Conservation of Natural Resources curriculum. Taking either Biology or Environmental Science will satisfy this requirement.

Residency: Regardless of the number of credits at enrollment, all students must be enrolled at LYHS for a minimum of one semester (90 days).

Alternative Education Plan

When beginning their academic studies at LYHS, students in collaboration with an assigned LYHS staff member will develop an individualized Alternative Educational Plan (AEP). The AEP is used as a goal-setting device and a tracking tool for continuous monitoring of student achievements completed at LYHS. The AEP also reflects a student's strengths, learning styles, current barriers, support needs, and new goals. The AEP is reviewed and updated with the student at the end of each quarter. Prior to graduation, students meet with the Dean of Academics to develop their post-secondary goals and to identify ways in which these new goals will be met after graduation.

Student Learning Goals

YCCS has implemented the Common Core State Standards as the foundation for all curriculum offerings. LYHS accepts and supports these measures as reflective of the school's expectation that a high-quality education best serves our students. LYHS faculty and administration have examined the existing curriculum to ensure alignment with the CCSS. LYHS pledges to continue the effort to monitor the alignment of its curriculum with community expectations in accord with state goals and standards.

Academics

Academic Supervision: When a student fails one or more classes, a student may be placed on Academic Supervision. During that time, LYHS requires that each student attend a minimum of three (3) meetings with the Dean of Academics during the semester to continually assess academic performance and, if necessary, assist in providing supplemental support services for the student.

During these meetings, the student and the Dean of Academics will revisit the student's Academic Education Plan for revision if necessary to incorporate corrective action measures. These modifications may include social skills development, identifying needed wraparound services, and the provision of supplementary instruction to support a student's academic achievements.

To be removed from Academic Supervision, the student must pass all courses with a minimum grade of a C. If the student fails to meet the minimum requirements during the second semester of Academic Supervision, they may be placed on “Hold” for a semester.

Re-enrollment: To be considered for re-enrollment, the student must apply for re-enrollment through www.applytoyccs.com website and be placed on the lottery list.

Honor Roll: A student achieves First Honors when they earn a straight As in all courses in any given semester. A student achieves Second honors when they earn at least a B in all courses in any given semester.

Attendance: Students with a quarter of perfect attendance are eligible to receive an incentive award.

Grading Process

The LYHS school year is divided into four quarters of approximately nine weeks each. Teachers compile mid-term progress reports during each quarter and distribute these to all students. Final grades are distributed to all students at the end of each quarter.

Using rubrics and scoring guides, individuals assessments will be scored in accordance with the following competency levels with competency descriptions:

Assessment Grading Scale	
Rubric Proficiency Levels	Proficiency Descriptions
4	Highly Competent
3	Competent
2	Developing Competency (Not Yet Competent)
1	Emerging Competency (Not Yet Competent)
Insufficient Evidence	Student has not submitted work to be assessed
Insufficient Evidence	The competency/indicator has not been assessed

For the purpose of report cards and official transcripts letter grades will be assigned. Course credit and letter scores will be award based on the following:

Proficiency Level	Grade Equivalent	Proficiency Descriptors
4.0-3.7	A	High Competent
3.6-2.8	B	Competent
2.7-2.0	C	Developing Competence
< 1.9	NC	No Credit

If a student would like to obtain a transcript, they must obtain a "*LYHS Transcript Request Form*" from the front desk and return it to the registrar. Transcripts require one to two weeks to process.

Promotion Policy

The following scale indicates the number of credits for each academic level. Once students reach the minimum number of credits required they will automatically move to the next academic level.

Minimum Credit	Maximum Credit	Academic Level
0	6	Ungraded Population
6	12	Junior
12	18+	Senior

Program Components

Health Compliance

All students must satisfy all immunizations and physical examination requirements at the time of enrollment. For all instances of non-compliance, the student and parent will be notified and must submit proof of compliance within 10 days of notice. If students do not comply, they will be excluded from school until compliance is verified or written documentation is provided from the doctor indicating an appointment. Exclusion absences will count towards total absences for the semester.

Student Locker

Students are assigned a locker and a combination lock to be used while enrolled at LYHS. If a lock is lost or stolen, the student is responsible for payment to replace the lock. Lockers that are wheelchair accessible (#2, #24, #26, #90, #92, and #110) are now available upon medical request.

Visitation Policy

All visitors must check in at the front desk, provide valid photo identification, display a visitor's pass, and remain with a designated staff member for the duration of their time on campus. Please note that walk-in visitors may not be provided authorization to access school grounds.

Conflict Resolution

LYHS students are encouraged to resolve their conflicts in a non-violent manner. If a student has a problem with a peer or staff member, they are required to attend a conflict resolution meeting with a designated staff member. This will help all parties, including the student, to assess the situation from a non-biased perspective.

The designated LYHS staff member will serve as an impartial mediator and employ the use of a mediation approach that incorporates many basic steps. Participants will be asked to abide by a set of ground rules for discussion of the conflict, brainstorm possible remedies, and reach consensus on an agreed upon solution. The mediator will ensure that participants are respectful of one another and that the solution is feasible, concrete, and precise.

Community Action

In its commitment to building responsible youth leadership through community involvement and action, LYHS encourages students to tie their learning to community service. Our classes seek to link students to local community organizations via internships and student-led projects and activities. The students may complete community service hours within the school in addition to networking with external community-based organizations.

Student Policies

Latino Youth High School has highlighted the following student expectations to ensure a safe and productive environment conducive to student learning and academic excellence. These guidelines should be upheld at all times by all students and staff.

Attendance

School is in session from 8:30 a.m. to 3:00 p.m. every day. Students are expected to arrive at school by 8:00 a.m. in full uniform according to the LYHS Dress Code Policy. The basic responsibility for regular school attendance lies with the student and their parent or legal guardian.

Tardiness

Classes start promptly at 8:30 a.m. and any student entering the building after 8:30 a.m. is considered tardy. Tardy students are required to sign in at the reception area. Habitual tardiness, defined as three or more tardies, will result in disciplinary action, which will be determined by the Dean of Academic Affairs.

Truancy

A student absence without parental or legal guardian permission is considered truancy. This is an unexcused absence. This includes absences caused by a student's own free will (ditching/cutting), and does not refer to legitimate "excused" absences, such as those related to medical conditions. It is the responsibility of the parent and/or legal guardian to inform the LYHS Attendance Clerk of an excused absence as well as provide written documentation promptly and preferably no later than 24 hours after each occurrence.

Parents will be informed about the possibility that the student can be released from membership after 18 days unexcused absences. When a student has accumulated twenty days of unexcused absences the student may be removed and replaced with another student from our lottery system. All applicable due process procedures will be followed when removing a student for unexcused absences. A Five, Ten, Fifteen and Twentieth day of unexcused absences letter is mailed to student's last known home address. The Five, Ten and Twentieth Day letter is sent through regular mail. The 15th day letter is sent by certified mail. A parent/conference will be requested through each letter to discuss any attendance issues. After the 20th day letter has been mailed, the parent/guardian will have one week of the date of the letter to respond to the campus. If the student returns to school with the documentation to support reason(s) for absences, he or she may be allowed to return to school. However, if the school is unable to contact the student via phone calls, using the five, ten and fifteen day letters, and via a home visit then the school will classify the student as a "Lost Child" and remove them from enrollment.

Excused Absences

For an absence to be excused, the student must provide official documentation of the reason for the absence. This documentation can include the following:

1. A written note from a parent,
2. A doctor's note showing the reason for the appointment,
3. A court date letter,
4. A notice with a public assistance department, or
5. A bulletin notice for a funeral.

Other possible documents may be reviewed by the authorized personnel for acceptance. The student, parent, and/or legal guardian must notify the Attendance Clerk immediately if they will be absent for an extended period of time.

The student will be granted permission to plan with their teachers to make up classwork and demonstrate related proficiency for credit assignment. The administration will determine whether the student can or cannot receive course credit when a student has excessive excused absences that drop them below the 80 percent attendance level within a given semester.

Maternity/Paternity Leave

When a student gives birth, she will be put in a "hold" status and provided with a scheduled return date for the following quarter. Students requiring physician-approved bed rest may request that assignments be picked-up by a family member upon providing appropriate documentation describing her condition. Students will need to plan for childcare. Please note that due to liability standards no student can bring his/her child to school.

Closed Campus

Students are not allowed to leave the building during lunch or any other period of the day unless given permission by authorized personnel.

Field Trip Policy

To attend school-authorized field trips, LYHS students must present a signed permission consent form from a parent or legal guardian prior to the scheduled trip.

Instructional Material Policy

Some instructional materials and/or technology equipment (i.e. laptops, iPads, etc.) may not be removed from the LYHS premises unless written permission from authorized personnel is provided.

The Support of Transgender and Gender Nonconforming Students

It is the goal of Latino Youth High School 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.

Statement of Non-discrimination

LYHS will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, marital status, disability, sexual orientation (including gender identity), and will comply with all federal and state non-discrimination equal opportunity orders and regulations. This non-discrimination policy applies to enrollment, employment, and access to treatment in all high school programs and activities.

Student Code of Conduct

LYHS seeks to establish and maintain an environment that is safe for all students and campus personnel and provide students with a consistent set of expectations for behavior. LYHS supports efforts to maintain safe, nurturing, participatory and productive learning environments. LYHS expects all students to respect the rights of fellow students, personnel and others, and to behave in a manner that does not violate campus rules, procedures, LYHS policy or the law. Students shall be encouraged to seek assistance from campus personnel to prevent or resolve conflicts and to report incidents or activities that may threaten or disrupt the educational environment.

The Discipline Policy requires all students enrolled at LYHS to accept responsibility and the appropriate consequences for their actions and behavior. The disciplinary process set forth in this Policy is intended to be instructional and corrective, not punitive. All students are entitled to receive due process in disciplinary reassignment, In-school or out of school suspension and expulsion. Moreover, students are entitled to appeal the issuance of certain interventions or consequences.

Electronic Devices

The use of headphones, cell phones, and any other electrical, audio, or communication devices are not allowed according to the Illinois State School Code. If a student decides to bring an electronic device into the building it should be stored in his or her locker and not on their person (i.e. in a pocket). A student found in possession of an electronic device will have it confiscated and held until their parent/guardian can pick it up during normal school hours. Should a student refuse to surrender the device, a parent/guardian will be notified and the student will receive a written warning. For multiple offenses, a parent meeting will be requested and additional disciplinary measures may follow.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device.

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel and returned to the student at the end of the day. A warning will be logged into the student's file and the student's parent/guardian will be notified. Students must have a Photo ID to collect their device.
2. Second offense – The device will be confiscated by school personnel. The student's parent/guardian will be notified and only with guardian permission will the device be returned.
3. Third Offense – The device will be confiscated and will only be returned once a guardian meeting has been scheduled. The student will be forwarded to the Dean of Student Affairs where an additional consequence may be assigned (e.g. possible collection of cell phone by school personnel for an extended period of weeks)

Backpacks

No colored back packs are allowed in the school, including the LYHS backpacks used in previous years. ONLY clear back packs will be allowed to be brought into the school. Students who bring in the wrong backpack will have it placed under lock upon entering the building and returned at the end of the day.

Failure to comply will result in backpack confiscation and a mandatory retrieval from parent/guardian.

Computer Usage

All LYHS students must use the school's computer resources only as approved by their instructor. The use of social networking sites such as Facebook, Tumblr, Spotify, Pinterest, or Twitter, and other multimedia websites and programs such as YouTube or Netflix are strictly prohibited. This includes the downloading of music, games, videos and other copyrighted materials. The use of the Internet is restricted to schoolwork and other school-related activities. The downloading of copyrighted or obscene material will result in disciplinary action and may be reported to the proper authorities.

Cyberbullying

At LYHS bullying communication via written or electronic media, such as text messaging, e-mail, or social networking sites is prohibited. Any student who engages in cyberbullying or school violence will be subject to a range of educational and behavioral consequences. Law enforcement will be a last resort unless an incident involves serious harm or threat of serious harm to a person or persons. School personnel will immediately respond to issues of bullying and school violence and document such incidences.

Student Uniforms and Dress Code Policies

Latino Youth High School has instituted a uniform policy that requires students to wear a specific uniform. A dress code policy violation may be considered an inappropriate behavior under the Policy. Dress Codes are often designed to address gang-related activities or to prevent serious disruption to the orderly educational process of the campus. Students who wear clothing or accessories that display affiliation with gangs or other criminally motivated organizations or students who dress in a manner that causes serious disruption to the orderly educational process may be subject to discipline in accordance with the terms of the Policy.

Allowable Clothing and Color Options:

- LYHS school logo shirt (School logo on uniform sweat-shirt/polo should be visible to all staff at all times)
- White shirt worn underneath school polo. Any color other than white must be removed.
- Beige, tan, khaki, black, or navy-blue pants (NO leggings)
- Beige, tan, khaki, black or navy-blue knee-length or longer skirts or shorts.
- Single color closed-toe shoes with matching color shoe laces (Only SOLID black, brown, blue, or white shoes). The Converse brand is not allowed; this includes Chucks and All-stars.

Students failing to comply with shoe policy will be expected to remove shoes upon arrival and wear shoe scrubs that the school will provide for them.

Unallowable Clothing and Color Options:

- Any clothing that represents gang affiliation according to the experience of the administration.
- Skirts and shorts shorter than 1 inch above knee
- Pants worn lower than 2 inches below waist (sagging)
- Leggings
- Oversized pants/shorts
- Torn/ripped clothing
- Yellow, black, gold or copper colors
- Hooded tops
- Shoes with logos or colors representative of gang affiliation
- Converse brand shoes
- Open toe shoes
- Sports jerseys/pants
- Hats inside the building or classroom (student should put away any hats in backpack or locker)
- Gloves/sunglasses
- Joggers/Sweatpants

Physical Appearance & Behavior

Students are expected to appear and behave in a respectful manner at all times. Below is a sample list of unacceptable behaviors and appearances. In addition, the school reserves the right to address individuals should their presentation/appearance be questionable.

- Kissing and/or physical displays of affection during school hours or during school related events
- Male/female “shags” or gang-related graphics in hairstyles
- Cuts and/or slashes through the eyebrow
- Certain tattoos (at the sole discretion of the administration)

If a student's accessories, gear, or personal appearance is found to be suggestive of a gang affiliation or inappropriate for a school setting, the student will be required to remove or cover the article.

Dress Code Violations

To reduce distractions and/or prevent any danger, LYHS students must dress in a respectable and appropriate manner, as well as dress in gang neutral colors. All students are expected to arrive in full uniform. Students arriving out of uniform must allow for enough time to change prior to the start of first period (8:30 a.m.). Any violation of the dress code policy will result in immediate disciplinary action.

If a student attends school out of dress code, they will be referred to the Dean of Student Affairs for resolution of the matter. Further, the student will be subject to the following disciplinary actions:

- A written warning will be entered into their file and the student will be required to conform to the dress code criteria.
- If a student does not have the proper clothing to follow the school’s dress code an alternative uniform will be provided for the student to wear for the duration of the day. Refusal to wear the alternative uniform will be grounds for additional disciplinary consequences.
- In the event of multiple occurrences, a parent/guardian meeting with the Dean of Student Affairs will be requested and disciplinary consequences may follow.

Possession of Weapons

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. In addition to school consequences, such actions will be reported to local law enforcement.

Tobacco

Latino Youth High School, the Illinois State Board of Education and the Chicago Board of Education have prohibited the use of tobacco on school property. "Tobacco" shall mean cigarette, cigar, e-cigarette, or tobacco in any other form, including smokeless tobacco, which is any loose, cut, shredded, grounded, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

CPS, YCCS or LYHS may not authorize or permit any exceptions to or exemptions from this prohibition. Tobacco may not be used in any place used for school purposes or at any time, including outside of school buildings or before or after the regular school day or on days when school is not in session. "School purposes" includes but is not limited to all events or activities that school officials authorize or permit on school property. This includes, without limitation, all inter-scholastic, extracurricular, athletic, academic or other events sponsored by the school in which pupils of LYHS and/or the district participate.

Alcohol and Drug Abuse Policy

Students are in violation of the school's Alcohol and Drug Abuse Policy when possessing, using, selling, transporting, or concealing any alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, barbiturates, amphetamines, intoxicants, non-prescription drugs, "look a like," drug paraphernalia, or any other controlled substance while on school property, at school activities, and before coming to school. Any student under the influence of these substances likewise violates school policy and will be subject to disciplinary action.

Suicide Protocol

Suicide refers to the act of intentionally causing one's own death. LYHS staff will take any student-expressed suicidal ideations seriously. LYHS protocol will include contacting Screening, Assessing and Support Services (SASS) and alerting the parent and/or legal guardian of the student. The parent and/or legal guardian will be asked to come immediately to the school. A phone call will be made to 911 if the situation is deemed life threatening. During such an occurrence, a staff member will be assigned to stay with the student at all times while on LYHS premises.

Referrals to Student Wellness Program services may be made and provided if student meets qualifying criteria.

Dating Violence Statement

Any LYHS employee who is notified by a parent, guardian or student, or who reasonably suspects, that a student has been the victim of dating violence shall immediately report that information to the school. Dating violence includes violent and controlling behavior that an individual uses against a girlfriend or boyfriend, such as physical, emotional, or sexual abuse, yelling, threats of suicide, obsessive phone calling or text messaging, extreme jealousy, possessiveness, and stalking. Campus staff shall promptly and reasonably notify authorities of allegations of dating violence. The school shall ensure that the student victim of dating violence receives appropriate support services in accordance with the LYHS' Policy on Domestic Violence and Court Order of Protection, Restraint or no Contact.

Anti-bullying Statement

The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve and that bullying may result in physical, psychological and emotional harm to students and interfere with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, and sexual harassment and violence. Latino Youth High School (LYHS) seeks to create a learning environment where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals.

LYHS asks every student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Bullying is prohibited:

- (1) During any school-sponsored or school-sanctioned program or activity;
- (2) In school, on school property, on school buses or other LYHS-provided transportation, and at designated locations for students to wait for buses and other LYHS-provided transportation (“bus stops”);
- (3) Through the transmission of information from a LYHS computer or computer network, or other electronic school equipment;
- (4) When communicated through any electronic technology or personal electronic device while on school property, on school buses or other LYHS-provided transportation at bus stops and at school-sponsored or school-sanctioned events or activities.
- (5) When it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on LYHS provided transportation;
- (6) When it is a Student Code of Conduct group 5 or 6 offense that occurs off campus but seriously disrupts any student’s education.
- (7) *Bullying behavior may also qualify as other inappropriate behaviors listed in the Discipline Policy.

Definitions:

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have or one or more of the following effects:

- (1) Placing the student in reasonable fear or harm to the student’s person or property;
- (2) Causing a substantially detrimental effect on the student’s physical or mental health;
- (3) Substantially interfering with the student’s academic performance; or
- (4) Substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.

Responsibilities of Students, Parents and Guardians:

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and adult at home as quickly as practical. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the administration as quickly as practical. Reports can be made to any LYHS employee or contractor in person, by completing Attachment A and submitting it to the Director, or by calling the LYHS offices at (773) 648-2130. Anonymous reports will be accepted by the Director and LYHS. No disciplinary action will be taken on the sole basis of an anonymous report.

Police Notification

When a student’s misconduct amounts to a criminal act or poses danger to the health, safety or welfare of other students and staff at LYHS, it may be necessary and appropriate to contact the Chicago Police Department (CPD) and to seek their assistance. The inappropriate behaviors that require LYHS official to notify the CPD are identified for the specific inappropriate behavior. If a student engages in such behavior, an LYHS official must contact the CPD. Whenever the LYHS notifies the police concerning student misconduct, LYHS will also immediately attempt to contact the parent/guardian of that student and YCCS.

The discretionary exercise of an LYHS official’s authority to notify the CPD should involve the consideration of a variety of factors. Those factors include, but are not limited to:

- The age of the student engaging in misconduct;
- The extent to which the student acted intentionally or recklessly;
- Whether the student has received prior warnings; and
- Whether the student’s misconduct is specifically intended to cause others physical harm or endanger the health, safety or welfare of others (notify police if student has an IEP).

Grievance Procedure

Any student or parent wishing to express dissatisfaction or provide helpful suggestions concerning any staff, faculty member, or academic program component should contact the school's administration. The Director and the Principal will then take the necessary steps to resolve the issue with the appropriate parties. If the student or parent remains unsatisfied after discussions with the school's administration, they may then forward concerns to the Pilsen Wellness Center's Corporate Compliance Officer.

For additional information please contact the **Latino Youth High School**.

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