



# Whitney M. Young Magnet High School 2011-2012

211 South Laflin Street  
Chicago, IL 60607

Main Office: (773) 534-7500

To Report Absences: (773) 534-7500, press 2

Web Site: [wyoung.org](http://wyoung.org)

Edline: [www.edline.net](http://www.edline.net)

Property of: \_\_\_\_\_

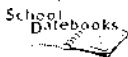
Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## **A Message from the Principal**

The Whitney M. Young Magnet High School Handbook has been developed to provide useful information about our school rules, regulations, academic requirements, clubs and organizations, and student privileges and responsibilities. It also provides a directory of important telephone numbers of student support personnel and a yearly planning calendar. It is imperative that you share this information with your parents and guardians so that they too can become familiar with the information that is included. You should contact your counselor, division teacher, classroom teachers or administrative team member if you need an explanation regarding this handbook. Please feel free to share with us your suggestions and recommendations on how we can improve our current policies to assist with your academic preparedness.

Your high school experience should be a positive one. We encourage you to get involved with the various extracurricular and academic activities that we have to offer. Whitney M. Young Magnet High School should be considered your "home away from home." We recommend that you set specific goals each year that you want to accomplish and that you manage your time wisely. Remember — "Each and Every Day You Can Make an Impact on Your Future."

Joyce D. Kenner, Ed.D.  
Principal

## **Our Mission Statement**

Our mission is to provide a college preparatory academic program that challenges all students to reach their maximum potential. We will provide an environment of excellence, responsibility, and diversity that fosters intellectual, social, and technological skills accomplished through professional development, structured learning experiences and parental support.

### **School Colors**

The school colors are Navy Blue and Orange.

### **School Emblem**

The school emblem is the Dolphin.

### **School Song**

The hopes and dreams of our tomorrow link us together  
Within the walls of Whitney Young we'll make them come true,  
they'll come true — they'll come true.

In Whitney Young there beats a heart of strength and contentment  
Our loyalty to her we know we'll always possess,  
We'll possess — we'll possess.

She bears the name of one who rendered service to all men.  
He stands out in our minds as one who taught peace and love towards mankind,  
towards mankind.

Whitney Young, Whitney Young, this is our song for Whitney Young.  
Whitney Young, Whitney Young, this is our song for Whitney Young.

## Administrative Directory

|   |                              |
|---|------------------------------|
| Principal.....  | Dr. Joyce Kenner             |
| Main office.....  | 534-7500                     |
| Asst. Principal.....                                    | Mr. Mark Grishaber           |
| Main Office.....  | 534-7508                     |
| Asst. Principal.....                                    | Mr. Melvin Soto              |
| Office of Planning & Support (OPS - Room 102).....      | 534-7315                     |
| Advanced Placement Director.....                        | Ms. Lynn Zalon               |
| Counseling Suite (Room 120A).....                       | 534-7503                     |
| Dean of Students.....                                   | Mr. Brian Tennisson          |
| Gold & Green Houses, 3rd Floor - Academic Building..... | 534-7518                     |
| Specialized Services Director.....                      | Ms. Tracy Giunta             |
| Specialized Services Department (Room 140).....         | 534-7528                     |
| Curriculum Director.....                                | Dr. Dagny Bloland            |
| Room 4F (Gold House area).....                          | 534-7502                     |
| Academic Center Director/Test Director.....             | Mr. Matt Swanson             |
| Room 276.....   | 534-7512                     |
| Attendance Director.....                                | Mrs. Marianne Stojak         |
| Attendance Office (Room 128).....                       | 534-7505                     |
| Activities Director.....                                | Ms. Felicia Swope-Clotworthy |
| (Room 120B).....  | 534-7509                     |
| Admissions/Transitions Director.....                    | Ms. Nicole Neal              |
| Office of Planning & Support (OPS - Room 102).....      | 534-7624                     |
| Athletic Director.....                                  | Mr. Chris Cassidy            |
| Big Gym (Office 160B).....                              | 534- 7332                    |
| Counseling Director.....                                | Ms. Norma Chinn              |
| Counseling Suite (Room 120A).....                       | 534-7500Ext.23774            |
| Programming Director.....                               | Ms. Anne Marie Sherry        |
| Counseling Suite (Room 120A).....                       | 534-7501                     |

## Class Advisors

|  |                              |
|--|------------------------------|
| Seniors .....                                  | Ms. Felicia Swope-Clotworthy |
| Juniors .....                                  | Mr. Brian Tennison           |
| Sophomores .....                               | Ms. Lynn Zalon               |
| Freshmen .....                                 | Ms. Nicole Neal              |
| 7 <sup>th</sup> /8 <sup>th</sup> Graders ..... | Mr. Matt Swanson             |

## Department Chairpersons

|                            |                     |
|----------------------------|---------------------|
| Art .....                  | Ms. Nancy Klark     |
| Counseling .....           | Ms. Norma Chinn     |
| English .....              | Mr. James English   |
| Foreign Language .....     | Mr. Ron Giranio     |
| Mathematics/Business ..... | Ms. Danna Dotson    |
| Media Center .....         | Ms. Ava Britten     |
| Performing Arts .....      | Mr. Anthony Lanzino |
| Physical Education .....   | Mr. Tim Franken     |
| Science .....              | Dr. Lynne Muhannad  |
| Social Science .....       | Ms. Sheila Lent     |

## Counselors

|  |            |
|--|------------|
| Ms. Esther Diori .....                       | Ext. 23740 |
| Ms. Norma Chinn (Acad. Center 7-8 Gr.) ..... | Ext. 23774 |
| Ms. Debra Hogan .....                        | Ext. 23753 |
| Mr. Glenn Jones .....                        | Ext. 23750 |
| Ms. Marissa Martinez .....                   | Ext. 23741 |
| Ms. April Nicholson .....                    | Ext. 23738 |
| Ms. Lynn Zalon .....                         | 534-7503   |

|  |                               |
|--|-------------------------------|
| Foreign Exchange Student Coordinator ..... | Mr. Mark Grishaber (47508)    |
| Technology Services Coordinator .....      | Mr. Nicholas Dardugno (29994) |

### Final Exam Schedule

This exam schedule will be used at the end of the second and fourth quarters of the school year.

|           |             | Test Day 1 | Test Day 2 | Test Day 3 |
|-----------|-------------|------------|------------|------------|
| Session A | 8:00-9:30   | 2          | 5          | 1 and 8    |
| Break     | 9:30-9:45   |            |            |            |
| Session B | 9:45-11:15  | 3          | 6          | 9          |
| Break     | 11:15-11:30 |            |            |            |
| Session C | 11:30-1:00  | 4          | 7          | makeup     |

Students only need to come to school during their testing periods. Know your schedule and be prompt.  
**Parents must call in to report student absences - 534-7500, press 2.**

# General Information

## Residency Requirement

Your parents or legal guardian must be a Chicago resident in order for you to attend Whitney Young. If you move out of Chicago during the school year, the CPS rules allow seniors and 8th graders to complete that school year. All other grades (7th, 9th, 10th and 11th) must transfer immediately to their home school.

## Magnet High School Program

The Magnet Program consists of talented and gifted 9-12 grade students from across the city. Students take part in a demanding college preparatory program which allows them to take their place in the country's leading universities and careers.

## Specialized Services Department

This program works closely with the Magnet Program to ensure that all disabled students are integrated in the regular educational setting to the maximum extent possible.

## Academic Center

The Academic Center is an accelerated gifted program for the city's top 7<sup>th</sup> and 8<sup>th</sup> grade students. Once a student is accepted into the program, a six year plan is initiated. The students are enrolled in high school level courses and can earn up to 8 high school credits prior to entering 9<sup>th</sup> grade. While students take their core classes with Academic Center teachers, elective courses are generally taken with the high school magnet program.

## House Concept

Students at Whitney Young are randomly placed into one of four houses. Each 'house' is a cross-section of the student body. Each house has its own Commons Area, lockers and lunchroom. Located within the Commons Area are the house offices for the Dean and counselors.

The middle number of your division number indicates your house:

013 - red house, 023 - blue, 033 - gold and 044 - green

## Early Arrivals

Students are to sit in the Blue, Red or Green Houses. Breakfast is served in Gold House. The Media Center opens at 7:15 and the Tech Center open at 7:30 a.m. Students must remain in the area of their choice until 7:55 a.m.

**STUDENTS ARE NOT ALLOWED TO SIT OR EAT IN THE LOCKER AREAS.**

Students who start 3rd period are to enter at Door #2, report to the Red House and remain there until 8:45 a.m. Students arriving before 8:00 a.m. may utilize the Media Center or Tech Center.

## Lunchroom

Whitney Young has several lunchroom facilities. Students can purchase school lunches or bring a lunch from home. To assure the proper maintenance of the facilities and help maintain order, the following list of rules must be observed by all students. Violators are subject to disciplinary action.

1. Students may purchase and eat lunch in any lunchroom (except Blue House) during their lunch period. They are to remain in that lunchroom and not walk around the building. They may however go to the library or counselor.
2. Students are not allowed to order food to have delivered to Whitney Young for their lunch period.
3. Only four students are allowed at a table. Tables may not be placed together.
4. All tables must be left clean and chairs properly placed.
5. Students may go out at any time during the lunch period; students must re-enter at Door #1. Academic Center 7th & 8th Grade students **may not** leave the building at any time.
6. Trays must be removed as soon as you finish eating. Everyone at the table is responsible for the cleanliness of the table. The last person at the table is responsible for all items left on the table.
7. You may not go to your locker in the middle of the period. If you need a jacket to go outside, or want a book to study, you must go to your locker at the beginning of the period and bring your things with you to the lunchroom.
8. Students may purchase items from vending machines during the first 10 minutes of their lunch period.

## Hall Passes

**NO** student will be permitted in the halls without a pass. If you are on official business, you must have an official pass. Locker passes may only be issued by an administrator.

## Fire Drills

Fire and disaster drills are regularly scheduled so that all will know what to do in case of an emergency. When the fire alarm sounds, everyone must evacuate the building as quickly as possible using the nearest exit. You may **not** go to your locker for your coat. Walk — don't run. Classes must cross the street at the nearest corner and remain there until notified to return. During a disaster drill, your teachers will instruct you as to where your class is to go. At the close of drills, you are to return directly to the same class unless instructed otherwise.

## Identification Cards (ID Cards)

To insure the safety of all students at Whitney Young and to prevent trespassers from entering the building, CPS requires all students and staff to wear photo ID cards at all times. This rule will be strictly enforced as it is in many other schools and workplaces. ID cards are the property of WY.

1. All students will be issued a photo identification card during the beginning of the school year.
2. These cards are to be worn above the waist at all times during the school day while on school property.
3. Students attempting to enter the building without a card (lost, stolen, misplaced or forgotten) will be given the option of purchasing a new one on the spot for \$5.00 or purchasing a temporary ID card for \$2.00. Replacement photos will be taken during your lunch period in the green house.
4. The ID card is necessary to enter the building at any time during the day, to enter classes, to check out library materials, to enter the lunch line, to receive physical education equipment, to participate in co-curricular activities, etc.
5. Students are to present their ID cards to any staff member upon demand. Failure to do so is an act of insubordination.
6. Students will be subject to disciplinary action for placing false information on or defacing their ID cards.

## C.T.A. Bus Cards

C.T.A. Bus Cards will be available at school at the beginning of each year for \$5.00. If you lose your card, you must mail \$5.00 to the CTA for a replacement. Forms for this purpose are available from your dean. The CTA telephone number is (312) 255-1818 ext. 5628 or 5646.

## Fees

All students are assessed a general fee which covers the school newspaper, school folder, student handbook/assignment book, testing program, newsletter, and special mailings. This fee is \$50.00.

All students are assessed a Technology Fee. The Technology fee is \$75. This yearly fee is used to purchase new computer equipment, update equipment, repairs, and purchase software.

In addition, because the Chicago Public Schools does not provide the funds necessary to support an educational program such as we have at Whitney Young, various classes assess a fee to cover the expense of additional materials necessary.

A list of the fees will be mailed to you each summer. Students are expected to pay the fees at August registration. **Checks will be accepted by mail or in August for the exact amount due made payable to Whitney Young High School.** Fees and items purchased from the school must be paid for with cash or a money order after August registration.

**Fee Waivers:** Students who qualify for free lunch may be eligible for a fee waiver. Fee waiver application forms are available from your house assistant principal.

Students with unpaid fees or debts are not allowed to participate in any team, club, or organization.

## Textbooks

At the beginning of the year, students are supplied with textbooks for all of their classes. The books remain in their possession for the duration of the class in most cases. When the books are issued, each student fills out a card for each book he/she receives. Be sure to write your name inside the front cover for identification. This book becomes the student's responsibility. If lost or stolen, the book must be paid for before another text will be issued to the student. At the end of the year, the student returns the book and gets the card back as a receipt. If the book is not returned, a debt slip will be placed in the student's file.

## Media Center

The Media Center, located along the east side of the second floor of the Academic Building has both print and non-print materials.

- The Media Center is open from 7:15 a.m. through 4:00 p.m. Monday - Friday.
- Photocopies can be made at the cost of \$.10 each using a Whitney Young copy card. Initial card investment is \$.50 and money can be added to the card in increments of \$1.00, \$3.00, and \$5.00.
- Students are able to borrow classroom textbooks to study or complete assignments (library use only).
- The Technology Center located in Room 228; Monday - Friday 7:30 a.m. - 4:30 p.m.

## Visitors

Parents wishing to see a particular person should call in advance to assure the availability of that person. All visitors must stop in the Main Office to obtain a visitor's pass.

Student visitors are not allowed. Trespassers are subject to arrest.

## Lost and Found

Lost articles will be retained in the House Assistant Principal's Office; articles will be discarded/donated at the end of each month.

## Locks and Lockers

Lockers will be assigned to students by division, only two students per locker. You must use a locker in your own House Area. Only locks purchased at Whitney Young may be used; other locks will be removed. See your House Assistant Principal if you have a defective lock. You may be eligible for a free replacement. **Students who locker in an unauthorized locker are subject to disciplinary action.**

Be sure to securely lock your locker each time you leave it. Lockers are to be used only during passing periods except between 3rd period and division. Students are not permitted to go to their lockers during division, class and lunch periods. Hall monitors will not honor teacher passes. Students with a teacher pass must see their assistant principal for a locker pass. Articles left in lockers will be discarded at the end of the year. Items left in an unlocked gym locker will be locked up by a locker monitor and a detention will be assigned.

Note:

1. There is no reasonable expectation of privacy in student lockers.
2. The school retains ownership and control of student lockers.
3. Lockers are subject to search at any time.

## Physical Education Locker Room Policy

1. Assigned gym lockers are provided for students taking Physical Education.
2. Students should not bring valuable items to the P.E. Building.
3. It is the student's responsibility to secure a lock and bring it with him/her daily. Nothing should be left in a locker that is not secured with a lock. Only authorized school combination locks may be used.
4. Any locks left on lockers any period other than the student's Physical Education period will be cut off immediately. Various students are assigned to the lockers each period. Therefore, if a student leaves his/her lock on a locker, the next person would not be able to use it.
5. A *Lost Article Report* can be obtained in assistant principal's office or Security Office, if needed. The Security Office will keep the completed form on file.
6. Do not bring items (bags, books, purses, etc.) and leave them in the gym or locker room during your PE class.

## Physical Education Pool Rules

1. Students swimming must bring their swim cap, swim suit, towel and lock. Girls - one piece suit only.
2. Students must take a shower before entering the pool.
3. Do not enter the pool until your teacher directs you to do so.
4. No running in the pool area.
5. No street shoes on the pool deck.
6. No gum, food or drinks in the locker rooms or in the pool area.
7. No jewelry in the pool.
8. Do not leave the pool area without permission.
9. T-shirts are not allowed in the pool.
10. No diving is permitted.
11. Swim only in your designated area.
12. No one is allowed on the bulkheads (dividers) except instructors.
13. No one is allowed to cross over a bulkhead from one area to another.
14. Swimming under the bulkhead is not allowed.
15. No shoving, pushing or dunking is allowed.
16. All locks will be cut off lockers at the end of each day.
17. All other safety rules must be followed.

## Academic Information

Your high school record will remain with you all your life. A good record is a priceless possession. It will help you gain admittance to college and will help open doors to vocational opportunities. Try to maintain grades which are typical of the best you are capable of doing. Regular attendance will help you establish good habits. Participation in activities will help widen your interests and make your days at school happier.

### Parent Conferences

We encourage parents to stay in close contact with the school. Parents should contact specific teachers directly when requesting class related information or a conference. Classes cannot be interrupted for parent conferences.

### Homework Policy

Homework will be assigned and evaluated in all classes. Assignments will be well-planned and challenging. Homework is a useful instructional tool for the following reasons: 1) It helps develop independent learning habits; 2) it enables the student to practice the kind of thinking and analysis he/she does in class prior to taking a test; 3) it allows the class to cover more material; 4) it helps to introduce the students to new material; 5) it is necessary in order for students to complete long-term projects.

Students should keep a written record of all assignments and budget their time so they will be able to turn in all their assignments on the date they are due. Also, it is the students' responsibility for getting assignments when they are absent or excused.

Generally, homework will average approximately thirty minutes per day for each subject. For most of our students, this means approximately two and one-half hours of homework each day. Advanced Placement classes will require additional study time. All students are advised to keep record of their assignments in this book.

### Promotion Policy

From Freshman to Sophomore 5 credits

From Sophomore to Junior 11 credits, plus completion of 20 service learning hours

From Junior to Senior 17 credits

Academic Center students in grades 7 & 8 must meet the following guideline for promotion: Students may not receive more than one failing grade in the following subjects: English, Mathematics, Science, or Social Studies and remain in the Academic Center Program.

## Grading Scale

- A 93-100
- B 85-92
- C 75-84
- D 68-74
- F 67 and below (no credit awarded)

## Granting of Credit

1. .50 credit is granted for the successful completion of a subject per semester of work completed with a D or better. No credit is given for a subject in which an F is received.
2. Credit can be granted only once in a subject, and the first passing grade received is the only official grade.
3. Academic Center credit policy is as follows:
  - a. High school courses taken within the 7th and 8th grade are granted credit if: In an honors or regular level course, a grade of A, B or C is earned in each semester of the course. Grades below 'C' DO NOT qualify for credit or proficiency in the subject. Students must also pass the CPS Algebra Exit Exam to receive Algebra credit.
  - b. High school equivalent courses are defined as "Survey Literature" (Equivalent to freshman English), Algebra, Geometry, Environmental Science, Biology, World Studies and any other course designated by a high school code.

## Failures

Students who fail a course make up the credit by attendance at summer school. If the subject is required for graduation, the course must be repeated. If it is not required, another subject may be taken in its place with the written permission of the guidance counselor. Failed 1st semester courses cannot be made up 2nd semester.

## Summer School

1. Courses taken in summer school for credit must meet North Central Association guidelines as to hours completed before credit can be granted. Approved lists are issued each year and are available in the offices of all guidance counselors.
2. Students who take a course in summer school for which they are preregistered for fall cannot be reprogrammed. Students should see their counselor for summer school class recommendations.
3. Students must pick up June grades in order to register for the appropriate summer school classes.

## Programming

Programming takes place during the second semester of each year. Graduation requirements are reviewed and the students' interests are taken into account. Counselors will meet individually with each counselee. Please keep your scheduled appointment, be prompt and bring your programming materials with you. A Parent signature is required on your student's class selection form. Students must be programmed for 6 classes each year. The Illinois State Board of Education requires all students to have a 300-minute school day exclusive of lunch.

Certain subjects require minimum proficiencies before a student may advance to higher level courses. More information will be distributed regarding specific classes during programming.

## Dropping Classes

All students are required to take 300 minutes of instruction (6 fifty-minute periods). Students cannot drop below this requirement. Students who have selected seven classes may not drop a class during the semester without receiving a grade of "F" which will be recorded on the official transcript.

## Program Changes

When a student picks up his program on his assigned pick-up day, it should be carefully reviewed. If there is an error, a request for a program change should be completed and filed with the counselor. All requests for a program change must be filed with the counselor by the first day of school in September. Counselors will review these requests and forward approved requests to the scheduler. No requests should be filed after the opening day of school. All corrections will become the final program for the student.

## Grading

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The teachers will distribute their individual grading criteria for each class in September. Parents are expected to sign the tear-off receipt portion and return it via the student to the classroom teacher. The following grading system has been established at Whitney Young:

- A – The student is more than meeting the demands of the teacher. All work is on time. The work is of superior quality and shows mastery of the subject matter. The student has the ability to carry the job through, and exerts a positive influence on the class.
- B – The required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.
- C – The student does the required work satisfactorily. The work is on time and of average quality. The student is showing achievement.
- D – The student is not doing all of the assigned work, is dependent on others, inconsistent, uncertain and confused. Work is below average, but shows some evidence of growth.
- F – Unsatisfactory, with little evidence of growth taking place. Lack of interest and irregular attendance and attention are commonplace.

Failure due to absence – 10 absences or more in a quarter may result in a grade of F. This includes all valid and invalid absences, OSS, LA, ED, cuts and Truant days from each individual class. (ISS, field trips and school functions are not included.) Any extended absences due to illness must be verified with a doctor's statement on file with the nurse and the attendance office upon the student's return to school.

## Grade Reports

Grade reports are issued four times each year: November, January, April and June.

Grade Report Pick-Up Days are scheduled in November and April. At this time, parents are to pick up grade reports at school. The exact dates will be announced. Teachers are available for conferences. Report cards are available from 8am to 6pm.

January and June mark the end of the semesters. This is the time that credit is awarded in all classes. Students will be issued their grade reports during division and will bring them home for their parents' inspection. Semester grades become part of the student's permanent record.

## Progress Reports

A notice to students and parents of the possibility of failure in a course will be mailed the 6th, 16th, 26th and 34th weeks of the school year.

Parents who would like a conference with the teacher as a result of the progress report are requested to call the teacher directly to make an appointment so that a mutually agreeable time can be arranged. Counselor and class teacher's telephone numbers are listed on the progress reports.

## Grade Point Average

Your grade point average is determined by averaging the final grades for all courses at the end of each semester. The following weights are given to each grade:

|                     |     |     |     |     |     |
|---------------------|-----|-----|-----|-----|-----|
| Regular Level:      | A=4 | B=3 | C=2 | D=1 | F=0 |
| Honors Level:       | A=5 | B=4 | C=3 | D=1 | F=0 |
| Advanced Placement: | A=6 | B=5 | C=4 | D=1 | F=0 |

These numerical values are added together and divided by the number of credits attempted to give a weighted grade point average. Your transcript will also have an unweighted GPA which treats all grades the same. Class ranks have been eliminated.

## Honor Roll

The Honor Roll is posted two times a year and lists all students who have attained a 3.0 grade point average and who have not received any 'F' grades.

Honors award assemblies are held annually. Honor rolls are determined at the end of each semester.

## Principal's Scholars

A special honor roll is maintained for students who maintain a 4.0 grade point average or better. These students are recognized at the Awards Assembly.

## Requirements for Graduation

The following are the graduation requirements beginning with the class of 2001 from any Chicago Public High School:

| <i>Subject</i> | <i>Annual Units</i> | <i>Subject</i>     | <i>Annual Units</i> |
|----------------|---------------------|--------------------|---------------------|
| English        | 4                   | Art                | 1                   |
| Social Science | 3                   | Music              | 1                   |
| Science (lab)  | 3                   | Physical Education | 2                   |
| Mathematics    | 3                   | Career Ed          | 2                   |
| Foreign Lang.  | 2                   | Electives          | 3                   |
|                |                     | <b>Total</b>       | <b>24</b>           |

Each subject is .50 units per semester passed.

### Additional Requirements

40 Service Learning Hours (students must have 20 SLH by the end of sophomore year)

Consumer Education

US Constitution

Driver Education

### Requirements for Admission to College

College entrance requirements differ with each college. Students who plan on continuing their education in colleges or universities should become acquainted with specific entrance requirements of the school they hope to attend and should choose high school subjects which will enable them to meet those requirements. A library of college catalogs is maintained by the counseling department and Media Center for the use of college-bound students.

The Counseling Department urges students to make inquiries concerning specific college requirements even during their freshman and sophomore years. Minimum requirements to most colleges and universities are:

1. Graduation from an accredited high school with fifteen units of acceptable high school work in academic subjects.
2. High school work including at least four units in English (literature and traditional writing courses), two units of mathematics\*, two units of laboratory science\*, two units of foreign language\* and three units of social science. (\* Add 1 to 2 units each for selective colleges.)
3. Scholarship rank in the upper fifty percent of high school graduating class.
4. Above average test scores on national examinations such as American College Testing Program (ACT), or College En-trance Examination Board (SAT).

In addition, selective colleges look at the type of courses students take such as Advanced Placement courses, honors levels courses, etc., as well as involvement in co-curricular activities which will demonstrate such qualities as leadership ability, intellectual curiosity, and special abilities.

A computerized College/Career Center is available in Room 214. This facility provides students with access to an information bank for several hundred colleges and universities. Information regarding specific academic programs, description of the student body, admissions requirements and costs are contained in the information bank. In addition, video disks are available. These disks provide data related to various careers.

### Requirements for Admission to Most Public Universities in the State of Illinois

| <i>Subject</i>   | <i>Annual units</i> |
|------------------|---------------------|
| English          | 4                   |
| Social Science   | 3                   |
| Mathematics      | 3                   |
| Science (lab)    | 3                   |
| Foreign Language | 2                   |

**Transcripts:** To request a transcript, go to the Office of Planning and Support (OPS), complete form, and pay the \$5.00 fee.

## **College Placement Tests (ACT/SAT) 141 383 (school code)**

All students should plan to take the ACT (American College Test) on a National Test Day in addition to the Prairie State Exam. It is recommended that the ACT and/or SAT I (Scholastic Achievement Test) be taken in the spring of the junior year. If necessary, SAT II should be taken in senior year. ACT and SAT are offered during various times throughout the school year.

All information and manuals regarding these important tests are available in the counselors' offices during the entire year. It is the student's responsibility to pick up such materials and register for tests which he/she must take.

## **School Testing Program**

Whitney Young administers tests to students each year. The following tests are administered at each grade level:

In the fall, Sophomores and Juniors take the *Preliminary Scholastic Aptitude Test/National Merit Scholarship Semi-Final Qualifying Test* (PSAT/NMSQT) which correlates closely with college entrance exams and is the qualifying examination for the National Merit Scholarship Program and the National Achievement Scholarship Program. Sophomores take the PLAN test. 8<sup>th</sup> and 9<sup>th</sup> graders take the Explore test.

In May, Advanced Placement tests are administered per the National Test Schedule.

Juniors are required to take the Prairie State exam (PSAE) each year.

State of Illinois law requires that your Prairie State scores be affixed to your permanent record. Students who wish to take an advanced placement or honors class must meet or exceed State of Illinois standards on these exams. This requirement is in addition to other requirements noted in the WY Programming Guide found on-line.

All Academic Center students are administered the ISAT, a state mandated criterion reference test in spring.

# **Student Records**

## **Permanent Record (PRC)**

Information on your Permanent Record Card (PRC) includes your entire academic and attendance records, and test scores (ACT, SAT, PSAT, Prairie State). This record follows you when you enter an institution of higher learning and when you request recommendations for employment and scholarships. The importance of your high school record cannot be overestimated.

## **Inspection of Student Records**

Student records refer to any written or recorded information, maintained by the school, by which a student may be individually identified. Information maintained by a staff member for individual use is not considered a part of the student record. The student's record consists of a permanent record and a temporary record.

Parents or guardians have the right to see, obtain copies, correct, and limit the release of their child's student records. When a child reaches the age of eighteen, all rights discussed below will belong to him/her.

### **I. Seeing and Copying Student Records**

Parents have the right to inspect all records kept on their child, including discipline reports, psychological reports, child studies, health files, grade reports, and any reports sent to the school from outside agencies. A written request for the inspection of records must be sent to the school fifteen days before the date of the inspection. Forms for requesting an inspection are available at the school. A friend, relative or lawyer may accompany a parent to inspect the records. A staff member will be present to interpret the information contained in these records.

Parents also have the right to copy any of their child's records, and the school may charge for the cost of copying unless a parent cannot afford to pay. In some cases, it may be necessary to obtain copies from the central offices of the Board of Education. In this event, the principal will arrange for copies to be sent to you.

### **II. Challenging the Contents of School Records**

If parents feel that information contained in their child's records (other than grades) is inaccurate, misleading, irrelevant or that it invades the child's or family's privacy, a request may be made to correct this information. The school can do this by removing, changing, or adding to the information you are challenging. If the school official does not make the correction you request, you have the

right to an informal meeting with the principal or other staff within fifteen days of making a written request. This request should list the particular records you want to correct and your reasons.

If the challenge is not resolved by the informal meeting, formal procedures may be initiated in accordance with **Rules and Regulations to Govern School Students Records**, Article IX, Sections 9.03 and 9.04.

If a request for correction is denied, parents have the right to place a statement in their child's file explaining the parents' view of the records.

### III. Release of Student Records

The school will release student records to an official of another school in which the student has enrolled or intends to enroll. A school official must make a written request to release the records. When a child transfers to another school district, parents have the right to inspect and correct the student records prior to the release of the records to the new school district.

### IV. Maintenance of School Records

Student permanent records will be maintained for a period of sixty years after the student has transferred, graduated, or permanently withdrawn from school.

Student temporary records will be maintained for one year from the year the student transfers, graduates or permanently withdraws from school.

## Attendance Regulations

### Student/Parent Responsibility

All students are expected to attend classes regularly and promptly. Absence from school (classes) is the greatest single cause of poor achievement. **The basic responsibility for the regular attendance of the student lies with the student and parent.** The State Compulsory Attendance Law specifically states that the parent is obligated to see that the student is in school.

The School Code of Illinois, Section 26-1 states: "Whoever has custody of any child between the ages of seven and sixteen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term."

Students are required to attend class and remain in the room even when the regular teacher is absent.

### Perfect Attendance

A student has perfect attendance if he/she has no absences from school, no late arrivals, no early dismissals, no ISS and no cuts. Awards: Seniors who have had perfect attendance all four years of high school will receive a gift certificate.

### State Mandated Attendance Policy

Illinois Senate Bill 1840 (Public Act 85-1418) effective June 1, 1989, mandates that students must attend school for 300 minutes. (This time cannot include lunch.) Students must attend 300 minutes or more to receive credit for a full day of attendance. Students attending more than 150 minutes, but less than 300 minutes receive ½ day of attendance. Students attending less than 150 minutes are recorded as zero attendance for the day.

CPS and State guidelines mandate that a student receives 1/2 day of attendance each day that he/she cuts a class. These absences are counted as truant days and they become part of the student's Permanent School Record. This information is sent to colleges and scholarships whenever a transcript is requested.

Parents can help increase attendance/state aid by scheduling doctors' appointments, etc. for their children during non-school hours. In addition, parents should talk to their youngsters about the importance of attending all of their classes.

### Address and Phone Number Changes

All students and parents are required to keep the school informed of any change in their name, address, home phone number or emergency phone number. This is a safety precaution should an emergency arise and the parent needs to be reached. Also, mailings are sent throughout the year to the address on file. Updated information should be submitted to the attendance office.

### Attendance Policy

The Attendance Policy applies to division and classes. In the disciplinary actions listed below, it should be noted that a parent may request that their student serve a day of ISS in place of Saturday School or vice versa.

## Excused Absences (Valid Absences)

A parent must call the Attendance Office (773) 534-7500, press 2, before 10:00 AM on the day of absence identifying themselves and giving their child's name, division number, date(s) of absence and the reason for the absence. Calls may be placed the night before the absence. Students may only be excused for personal illness, family emergency, or religious holiday. **Students planning a college visit must prearrange it with Mrs. Stojak.** When a student is absent three or more consecutive days, the parent should also contact the counselor for assignments. Whenever possible, doctor's statements should be placed on file with the attendance office and the nurse's office.

**Students cannot be absent and attend school activities or be in the building unless they have a pass from Attendance Office personnel to take care of school-related business, i.e. turning in an assignment.**

In general, students participating in any practice session (including, but not limited to play practice, choir/band practice, ACADEC, and athletic practice), competition, performance, and club activities must be in attendance on that school day. Any students reporting to school late must report to the Attendance Office so that their attendance at school can be acknowledged. Also, students must be in attendance on the given date to participate in a field trip. Student's who receive an early dismissal are no longer in attendance on that day.

## Religious Holidays

When your parents call in to report your absence on the day of the absence (or beforehand), they must state that the reason is a religious holiday. If we are not notified of a religious holiday beforehand, the day is counted as a regular verified absence.

## Pre-Arranged Absences

Prearranged absences can be arranged in the Attendance Office. Permission must be requested in advance. It is the school's position that the optimum in educational value is achieved when a student is present in school. For this reason, we hope that careful consideration of alternatives are made before making this request. It is your son/ daughter's responsibility to arrange for completion of all work with his/her teachers for the duration of the absence.

## School Sponsored Activities

When an authorized activity, trip, etc., is sponsored by the school, students will be given a permission slip for parents to sign and return to the school. Whitney M. Young High School does not have any connection with, nor assumes any responsibility for any non-school sponsored class trips, after prom events, picnics, activities, ski trips, etc.

## Unexcused Absences (Truant/Cuts)

A student who is absent without a valid reason and parental permission or permission of school officials is defined as being truant. This is an unexcused absence, and teachers are not required to give makeup work for these absences.

Cases of truancy are considered police cases as they involve breaking the laws of the state. Cases of truancy may involve parents being called to school for a conference and/or suspension.

As of January 1996 the Chicago Public Schools reports any absence not verified by the parent as a **truant day**. To avoid this be sure to call in to report valid absences on the day of the absence.

## Excused From Class

Students who are to be excused for one or more classes to participate in an activity (field trip, dance, assembly, etc.) must secure the permission of the teacher of the class to be missed **24 hours prior** to the event. Official forms or tickets of admission must be signed by the classroom teacher and, usually, the parent. A teacher may **refuse** to allow a student to be absent from a particular class. This would usually be the case when a student is not doing well in a particular class. Students must present written parental permission to participate in a field trip.

If the student does not receive the teacher's written excusal prior to missing the class, the absence will be considered a 'cut' and processed as such. A student cannot be absent and participate in a field trip.

## Unexcused Class Absences

Unexcused class absences are accumulated throughout the school day and the school year.

|              |  |
|--------------|--|
| 1st Offense  | Detention  |
| 2nd Offense  | Saturday School  |
| 3rd Offense  | 1 Day of ISS or Saturday School  |
| 4th Offense  | 1 Day of ISS or Saturday School  |
| 5th Offense* | Any of the following: Saturday School, ISS, OSS, Probation, Parent Conference. |

\* Subsequent offenses will result in the same options.

## Tardy Procedures

A student who is tardy to any class **must be admitted and marked tardy** in the teacher's record book. Tardies are accumulated during each quarter. The *Detention Assignment Form* will be used to report tardies to the Attendance Office. Disciplinary action for tardies to one class (at any time of the day) in each quarter is as follows:

|                   |                                       |
|-------------------|---------------------------------------|
| 1st Tardy         | Warning                               |
| 2nd Tardy         | Detention                             |
| 3rd Tardy         | Saturday School                       |
| 4 or More Tardies | ISS/Parent Conference/Saturday School |

**Leaving Early? Arriving Late?  
Sign In, Out at Attendance Office**

## Late Arrivals

**You may only receive a late arrival on the day you arrive late.** You must sign in when you arrive at school in the Attendance Office. Your parent may call ahead of time, they may bring you in to the attendance office or you may contact them from the attendance office.

Three late arrivals per semester are the maximum allowed without penalty. (4th or more are SS or ISS)

## Early Dismissals

**You may only receive an early dismissal on the day that you need to leave early.** You must sign out in the Attendance Office. Your parent may call ahead of time, you may call them from the attendance office before you leave or they may arrange to pick you up from the attendance office.

In case of illness:

Students must obtain a pass from your teacher in order to visit the nurse's office (room 103). Except in an emergency, students without passes will be sent back to class. If the nurse is not available, proceed to the Attendance Office (room 128). A parent will be contacted before an early dismissal is authorized.

**Students must leave school property within 10 minutes of receiving an ED.**

## Leaving School Without Permission

Leaving the building without permission is a serious offense, i.e. going to breakfast off campus or leaving without an early dismissal from the attendance office or school nurse. Neither the school nor parents know where you are. Offenders will serve SS, ISS or OSS. This is considered a flagrant violation of school rules and regulations. Please refer to the *Student Code of Conduct* (group 2).

# Guidelines for Student Behavior

## Behavior and Discipline

Students at Whitney Young are expected to conduct themselves in a manner that reflects self-control and concern for others. Remember, you have been carefully selected to attend Whitney Young and your behavior should be that of a serious student who is a credit to himself and his school.

## Non-Discrimination Statement

Whitney Young High School is strongly committed to the right of every student to feel safe and secure in school. To that extent, any discrimination or harassment based upon race, religion, national origin, color, gender, sexual orientation, or physical disability will not be tolerated. Violators of this policy will be punished to the fullest extent of the CPS *Student Code of Conduct*.

## Conduct To and From School

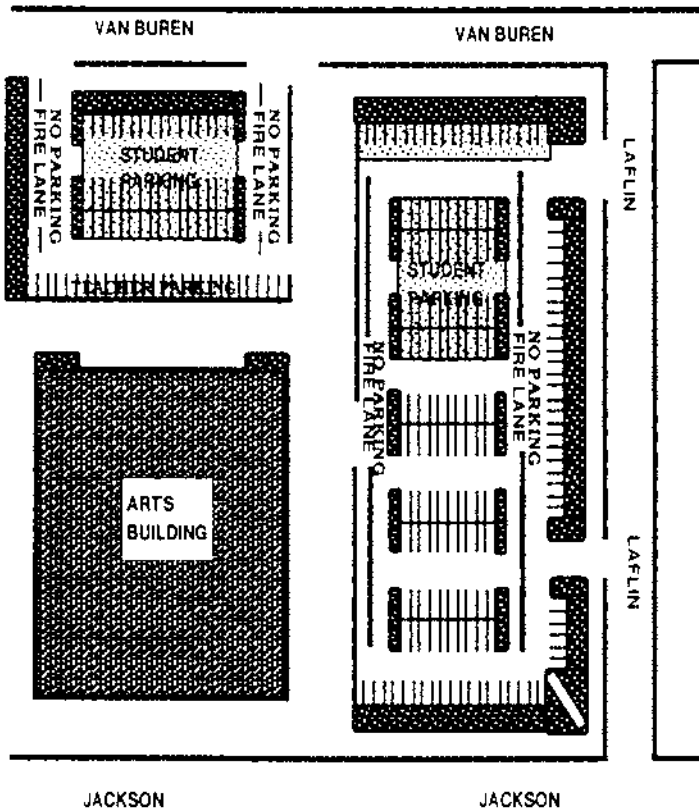
When you are on the street or on public transportation, you are in the public eye and citizens are fully aware you are a student of Whitney Young High School. You are expected to behave in a manner that is reflective of Whitney Young. This behavior includes observations of all laws, respect for the property of others, and showing courtesy and respect for others.

Additionally, you have your rights as a citizen and are encouraged to report any violations of your rights to school authorities so that your trip to school is enjoyable and safe.

## Traffic

1. When walking to school:
  - a. Obey all traffic signals and regulations.
  - b. Look both ways before crossing a street.
  - c. Cross the street only at crosswalks.
  - d. Do not hitch rides from motorists. It is a violation of the law.
  - e. Respect the personal and property rights of others.
  - f. Start for school early so you have time to arrive promptly.
2. When driving an automobile:
  - a. Obey traffic laws.
  - b. Respect the rights of others.
  - c. Be sure your car is in good mechanical condition.
  - d. Remember that the pedestrian has the right of way.
  - e. Never leave the scene of an accident without police permission.
  - f. See Mr. Lattyak regarding parking rules and regulations (See #3 below).
3. Parking lot rules & regulations
  - a. All students who drive and park in the school lot must have a student parking permit.
    1. Numbered stickers were issued in June to seniors. This sticker must be affixed to the front windshield on the lower left (driver's) side. The cost of registering your car is \$75.00. This covers the cost of the sticker and snow removal.
    2. If you drive and park in the lot daily, once a week or only occasionally, the car that you drive must be registered.
  - b. Student Parking Area
    1. Student parking is restricted to the far south end of the south lot only. Students are to park in the area near the corner of Laffin & Van Buren only. Students may park in the north end of the north lot if the south areas are filled. **see map following**.
    2. No standing, stopping or parking on Jackson is allowed. Street signs are posted that prohibit parking on Jackson; they must be observed.
  - c. The parking lot is an area for cars to be parked only. Loitering inside or outside of cars is not permitted.
    1. The lot must be cleared within fifteen minutes after school is over.
    2. Sitting in cars eating lunch is not permitted.
    3. Many students drive their cars during lunch periods. We encourage parents to direct their son/daughter to refrain from driving their car during lunch hours. Lunch is 50 minutes in length. Students leaving the school vicinity in their car place themselves in risk of being late for their next class.
  - d. Cars are not to be driven over 10mph in the lot. Be courteous to others. Do not drive on sidewalks.
  - e. REMEMBER - Parking in the lot is a privilege; do not abuse it. Parking legally on the street in the area of WYMHS is very difficult. In the name of safety, we must have your cooperation.

- f. Vehicles parked at Whitney Young are parked at the risk of the vehicle owner. Young H.S. is not responsible or liable for loss or damage by reason of fire, theft, collision, or other cause to parked vehicles or contents of same. The vehicle owner and occupants assume full responsibility for any personal injuries that may occur while the vehicle is in the parking lot. By entering the parking lot, the person in charge of any vehicle consents to the search of the entire vehicle and its contents with cause by school officials or police officers.
- g. Students parking outside the designated area, including fire lanes, are subject to all of the following: (1) Disciplinary action (2) Ticketing by the Chicago police (3) Towing at student expense (approximately \$150.00) (4) Revocation of parking privileges.



### Respect the Property of Others

Remember- the person or property of others is sacred. You have no right to trespass or violate these rights.

1. Walk on the sidewalk. Respect the lawns, gardens and shrubbery of our neighbors.
2. Do not damage the property of others or loiter on porches or lawns.
3. Do not throw food, cans, bottles, wrappings or paper on our neighbors' property or on the school campus.

### Departure from School

1. Students are to depart from school and must leave school property/ grounds within 15 minutes after their last class. Do not loiter in the locker areas, buildings or parking lots after school. Students who have P.M. detention are to bring books, coats, etc. with them and leave the building immediately.
2. Students are reminded that they are not to loiter outside the buildings after school. This includes the area around the Arts, Academic, PE buildings, basketball courts and athletic fields.
3. The parking lot is a place for cars to be parked only. Loitering inside or outside of cars is not permitted.
4. The area on the east side of the Arts building and areas adjacent to the P.E. building is not to be used as an athletic field. This includes any type of ball playing, Frisbee, skateboarding, rollerblading or bicycling.

5. Students waiting for rides to pick them up after school must wait outside the main office at door #2 only.
6. Students waiting for after school activities to begin must go to the Media Center, Tech Center, or the Gold House Lunchroom.
7. Students loitering in or around the buildings after their last class are subject to Saturday School.

### **Public Transportation**

The following guidelines are expected of Whitney Young students who use public transportation:

1. Board the bus or train without pushing or crowding and be considerate of women or elderly people who are also seeking to board.
2. Have the exact fare and your bus card ready when you board.
3. Be courteous to the driver and cooperate with him/her at all times.
4. Move to the rear so as not to block the way of others entering the vehicle.
5. Be courteous to other passengers at all times.
6. Obey the laws that prohibit smoking and spitting.
7. Give your seat to any person who appears to need it more than you.
8. Refrain from playing radios and from other boisterous conduct that reflects bad taste, annoys others, and brings discredit upon your school family.
9. Respect public property by refraining from defacing, destroying or rendering ineffective, any part of a public conveyance.
10. Be ready to get off the bus promptly and be willing to assist those who need help.
11. Never assist anyone who is trying to enter a bus or train without paying the fare.
12. Never permit another person to use your CTA pass and never use a pass not issued to you.

### **Safety and Security**

- Students are reminded that they are not permitted to open the outside doors to students or non-staff adults at anytime. Direct them to enter at Door #1 of the Academic Building.
- Students are not to place objects or items in the doorways or locks in order to keep them open.
- Students returning from lunch must re-enter the building only through Door #1 of the Academic Building.
- Students are required to wear their current ID card at all times in the building.
- Students who violate any safety/security rule are subject to disciplinary action.

### **Misconduct**

Whitney Young follows the Chicago Public School System's *Student Code of Conduct*. The *Student Code of Conduct* shall be subject to the discretion and authority of the principal or his/her designee. This code also applies to all after school functions. The following are examples of violations of this code and other school rules:

1. Disruptive behavior - in school, on school grounds or on the school bus.
2. Loitering, and littering
3. Dress that is inappropriate or disruptive to the learning environment. An example of inappropriate attire is a tanktop.
4. Use or possession of tobacco products, lighters, and matches.
5. Disrespect towards school personnel or fellow students; defying school authority.
6. Distributing unauthorized publications.
7. Use of profane, obscene, indecent, immoral or abusive language and/or gestures.
8. Interference with the orderly school program through boy-cotts, sit-ins or trespassing or inciting disruptive acts of violence.
9. Cheating - Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and the student's discipline office immediately as to the action taken. The second offense will result in disciplinary action.
10. Violation of the cell phone policy. OSS. (See page 31)
11. Fighting.

12. Forgery.
13. Theft.
14. Pulling false fire alarms.
15. Vandalism/Graffiti.
16. Use of coercion, force or intimidation.
17. Possession of alcohol, illegal drugs, and drug paraphernalia.
18. Possession of a weapon.
19. Wearing a hat or coat in the building.
20. Gambling, possession, or use of cards, dice or other gambling paraphernalia in the building.
21. Use of headsets & earplugs (radios, CD/tape players & ipods) are prohibited in the classrooms at all times. These items will be taken from the student and will only be returned to the parent.
22. Selling candy or other items for personal gain, for school-sponsored groups and/or outside organizations in the school.
23. Bringing a skateboard, roller-skates, comic books or trading cards to school is prohibited. These items will be taken from the student and will only be returned to the parent.
24. Throwing snowballs.
25. Gang activity (clothing, symbols, flashing signs, etc.)
26. Food and/or drink is not allowed in classrooms or the library media center.
27. Haircutting is not permitted anywhere in the school.
28. Elevators cannot be used by students without proper authorization.
29. Violation of closed campus restriction (3-day out-of-school suspension)
30. No students are allowed in the basement area. Violators are subject to 5 days of out-of school suspension.
31. Students are not permitted to bring in food or drinks purchased outside the building. (Sat. School)  
This does not apply to bag lunches from home.
32. Failure to remove trays/food from lunchroom tables. (Sat. School)
33. Using area east of Arts & Academic Buildings for any athletic type activity including Frisbee, rollerblading & skateboarding.

### **Anti-Hazing Policy**

Whitney Young strictly forbids any form of hazing (physical, verbal, mental) against any student. This policy applies to the entire student body, clubs, organizations, and teams. Violators are subject to disciplinary action under The *Student Code of Conduct*: Group 5 (use of intimidation, coercion or force). Disciplinary action may include suspension (6-10 days), disciplinary reassignment, police notification, and/or expulsion. In addition any team member engaging in hazing will be removed from said team.

### **Vandalism**

Marking on or vandalizing the property of others is a crime. It indicates that the student who participates in such activity lacks self- control, is motivated by peer pressure, and lacks training in respect for the property of others. Persons who engage in writing on any available space are not 'artists'; they are vandals and vandals are criminals and will be dealt with as such. The removal of graffiti is expensive and time consuming. Money that is spent on the removal of vandalism is money that could have been used for a more positive educational enterprise.

Students are not allowed to have in their possession any device or tool commonly associated with defacing property with graffiti. These materials include, but are not limited to, 'magic markers', spray paint, shoe polish, etching tools or daubers, to name a few. Students may only use such devices under the direction and supervision of an Art teacher. Violations of the rules for possession of these articles will result in an in-school suspension.

Anyone defacing school property will be automatically suspended and will be required to pay for the clean-up and restoration of the defaced property. The student will be subject to arrest by the police authorities as well.

### **Damage to School Property**

Students are reminded that they are responsible for any damage that is done to school equipment, property, books, etc. It is your responsibility to make restitution for items damaged maliciously or accidentally.

## **Lockers and Desks**

All students and guardians are reminded that the lockers and desks that students use are property of the Whitney M. Young Magnet High School. These areas are subject to search at anytime.

Students may not place stickers, placards, posters or flyers on the outside of their lockers. Students will be assessed a \$10 fee for damage to paint.

## **Students in the Halls**

Students must be in class/division on time. The following procedure is in effect concerning students in the halls without authorization: Students will be assigned one detention for the following reasons:

- In the hallway after the bell to start class/division has rung
- In the hallway without a written pass
- Entering a locker without proper permission

Repeat violators are subject to harsher disciplinary action.

## **Use of Vending Machine**

Items may only be purchased during the first 10 minutes of your lunch period and passing periods. Items should not be purchased during your class periods or advisory. Items are to be taken and consumed in the lunchroom only. Machines are off-limits during division.

## **Fraternities — Sororities**

(Reprinted from the Illinois School Code-Article 31)

### **Definition**

A public school fraternity, sorority or secret society in this Article means any organization, composed wholly or in part of public school pupils, which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.

### **Inimical to public good**

Any public school fraternity, sorority or secret society is inimical to the public good.

### **Suspension or expulsion of members, pledges or solicitors**

The governing body of any public school shall suspend or expel any pupil who is a member of or joins or promises to join, or who becomes pledge to become a member of, or who solicits any other person to join, promise to join, or be pledged to become a member of any public school, fraternity, sorority or secret society.

Solicitation unlawful-Penalty:

It is unlawful for any person not enrolled in any public school of this State to solicit any pupil enrolled therein to join or pledge him-self or herself to become a member of any public school fraternity, sorority or secret society or to solicit any such pupil to attend a meeting thereof or any meeting where the joining of any such fraternity, sorority or secret society is encouraged. Whoever violates this section shall be guilty of a petty offense and be fined not less than \$25.00 nor more than \$100.00.

## **Student Dress**

The reputation of a school is based to a great extent upon the behavior and appearance of its student body. Student dress should reflect the importance that education plays in every student's life. All students are expected to dress and groom themselves neatly and modestly in clothes that are appropriate for an academic environment. When there is any question about the suitability of a student's attire, it is the final authority of the school principal or dean as to whether a young man's or young lady's attire or general appearance is acceptable.

Students must wear shoes.

Students are not allowed to wear picks/combs in their hair or wear sunglasses or gloves, identical clothing or any clothing that identifies them as a member of any non-school sponsored organization. Also, clothing or apparel with inappropriate/offensive pictures, words or lettering which denotes or suggests gang membership or gang affiliation is not permitted. Other examples of inappropriate dress are halter/tube/tank tops with spaghetti-type straps, bare midriffs, unbuttoned/revealing shirts/blouses/pants, team jerseys without a shirt underneath, leggings, short skirts or dresses and undershirts/undergarments worn as outerwear.

Hats, hoods, sweatbands, kerchiefs, scarves or do-rags are not to be worn in the school building. This rule applies to males and females. Students who wear hats (scarves, kerchiefs, sweatbands, do-rags) to school are to place their hats in their lockers upon arrival. Students are not allowed to keep their hats with them during the school day. Confiscated hats will be returned to the parents only. Exceptions will be given by the principal or assistant principal to individual students if they are satisfying religious requirements.

Gym uniforms are not appropriate attire in classrooms.

Students dressed inappropriately will be sent home and are subject to disciplinary action.

Students with special needs or circumstances may receive an exemption to any part of this code from the administration upon special request.

## Disciplinary Procedure

A referral to the Disciplinarian is a last resort after the teacher has exhausted all other preventive measures. The seriousness of a referral to the Dean speaks for itself, and the case will be dealt with rapidly, firmly, and fairly. The following procedures will be used:

1. A referral will be made to the Dean for the student on a **Discipline Referral Form** by the staff member.
2. Serious acts will result in the student being immediately brought to the Dean.
3. The Dean will have a conference with the student. At this time the disciplinary action will be determined according to the guidelines in the *Student Code of Conduct*. Disciplinary actions may include the following:
  - a. Parent conference request.
  - b. Assignment of detentions or Saturday School.
  - c. In-School suspension for 1-5 days.
  - d. Out-of-School suspension for 1-10 days.
  - e. Police officer notification of activities which are serious breaches of state or municipal laws.
  - f. Other mutually agreed upon alternative disciplinary actions including expulsion from school.

**Repeat offenders will be dealt with more severely.**

## Detention

Detentions are assigned for attendance or disciplinary infractions.

Students must be prepared to do school work in the detention area. Detention may be served in 128 or the Main Office during your lunch period or before school, after 8th in the library; after 9th in the Main Office. Detentions are 30 minutes in length.

\* Note: All detentions must be served on the days assigned. If you are absent, it must be made up the day you return.

## Saturday School Information

Location: Gold House Lunchroom

Time: 8:00 a.m. - 10:00 a.m.

Procedures:

You must arrive by 8:00 a.m. and enter the Academic building at Door #3 on Jackson. Go directly to the gold house. You must bring enough school work to last until 10:00 a.m. You must leave the building and school property promptly when dismissed. **All provisions in the Student Code of Conduct are in effect.**

Rules:

1. No talking or sign language used.
2. No gum-chewing or eating.
3. No sleeping.
4. No note passing.
5. No lockers before, during or after.
6. No music devices or cell phones.

In case of emergency, parents may call the Attendance Office on Saturday and leave a message to reschedule. Failure to serve Saturday School may result in an out of school suspension.

## **In-School Suspension (ISS)**

In-School Suspension is served in the Media Center. You must serve your regular school day with a minimum of a 7-period day. ISS counts as a day of attendance.

## **In-School Suspension Rules**

1. Each student must come directly to the Media Center at the beginning of his/her school day.
2. All students will remain in the library at all times except a designated lunch time.
3. Absolutely no talking is allowed between students.
4. Each student is to have a complete day's worth of assignments. All materials must be brought including paper, pen, books and references.
5. No eating is allowed in the library.
6. No gum chewing is allowed.
7. A student who is absent must reschedule the suspension upon returning to school.
8. The suspension day is a minimum of seven periods in length. No exceptions. This includes students on work study program.
9. Students who are disruptive will be subject to additional disciplinary action.
10. Students who fail to report to in-school suspension may be assigned out-of-school suspension.
11. Maximum number of days is 5 days of ISS per school year.
12. A limit of 5 students per day will be allowed to serve ISS so your day may need to be re-assigned.
13. No one will be admitted late to ISS. If you are late, you will be re-scheduled or assigned to Saturday School or OSS.

## **Out-of-School Suspension (OSS)**

- You are remanded to the custody of your parents.
- You are not permitted in the building on OSS days. If you do appear at school, you are subject to criminal trespass proceedings, unless you have special permission from your Dean to be in the building.
- You may not attend class, participate in any school activity or visit the school grounds on any OSS day.
- It is your responsibility to obtain class assignments before your OSS days begin.
- OSS is counted as a day of absence.

## **Closed Campus**

- All 7th and 8th graders are on a closed campus. Additional students may be placed on a closed campus for multiple tardies or class cuts.
- You are not allowed to leave the building during lunch or any other period of the day.
- 7th and 8th graders are also prohibited from crossing the street to get to another building. The bridges on the second floor must be used at all times.
- Violators will receive a 3 day OSS.

## **Social Probation**

Students who seriously or persistently disobey school rules will be placed on Social Probation.

A student placed on Social Probation is prohibited from participating or attending all athletic, extracurricular or school-related activities for a period of up to one academic year. The student is entitled to attend school and must leave immediately at the end of the school day. Additionally, the student may be prohibited from participation in the open campus lunch program.

## **Senior "Citizenship"**

The right to attend/participate in senior activities/events may be denied to any member of the senior class who violates the *Student Code of Conduct Acts of Misconduct* — Group 3, 4, 5 or 6.

Attendance/participation in the following events would be prohibited: *Graduation Ceremony, Senior Prom, Senior Luncheon, Senior Fashion Show, Senior Talent Show, Senior-Faculty Basketball Game, Snow Ball Dance and other events as outlined by the school administration.*

## **Candy/Food Sales**

All candy & food sales are prohibited at school.

# Special Counseling Services

## Counseling Services

The Counseling Suite is located in Room 120A. Counselors are available to all students who are in need of guidance of an educational, vocational, or personal nature. The main objectives of the counselors are: to help students develop their potential to the fullest; help students to use all available services within the school; and to help students know more about themselves so that they are better able to utilize their talents.

Counselors are available to any student who seeks assistance. Students are encouraged to come during any non-class time with questions regarding the school program or vocational programs. The Counseling Department is in charge of testing, maintaining cumulative records, placement, and follow-up studies of high school graduates.

## Counseling Office Procedures

Students are not allowed to sit outside the counseling offices without the presence of the counselor. Students must obtain a pass from the class/advisory teacher before going to the counseling office. This pass will be verified by the counselor and the student will return it to the teacher issuing the pass.

## Social Work Services

There is a full-time social worker. A student may be referred to the social worker by a class teacher or a student may seek services on his/her own. Parents may also request services for their child.

## Crisis Intervention

A crisis is a situation which occurs as a result of a traumatic event, and alters significantly, the ability to carry on day-to-day activities by students and the school community. Under the leadership of the school social worker, the overall goal of crisis intervention is to meet with affected individuals and restore them to pre-crisis levels of functioning.

## Health Services

A school nurse is available on scheduled days to provide health information, health counseling, assessment, referral and planning for students with health needs. Health and immunization records are kept on file. Parents and students are responsible for notifying the nurse of all serious health problems.

- Nurse's office is located in room 103.
- Office hours are 8:00 AM - 2:30 PM; schedule is posted
- If nurse's office is closed, report to the Main Office or Attendance Office
- Medication: Contact the school nurse to arrange for approval for self-administration during school hours

## Physical and Dental Examinations

A certificate of Child Health examination must be presented upon entrance into ninth grade. A report of a physical examination and the dates of all immunizations must be included. Students who do not comply with the State Board of Education and Illinois Department of Public Health regulations will be excluded from school until they are in compliance.

# Co-Curricular Activities

**No Pay - No Play:** Students with debts and/or unpaid current fees will not be allowed to participate in any club or organization or be a member of any team until these debts have been cleared.

There are numerous clubs, organizations and sports activities in which students may participate. Announcements of the meeting time and place for these organizations will be made in the daily bulletin. The following is a partial listing of clubs and their sponsors.

Guidelines for after school activities

1. All after-school activities must end by 5:45 P.M.\*
2. No club or organization meetings are to be held on Staff Meeting Schedule days.
3. The sponsor/advisor/coach must remain with their group at all times and not leave the students unattended.
4. The sponsor/advisor/coach must make sure the students leave the building after the activity. At no time should the sponsor/advisor/coach leave before the students have left.
5. Students are to bring their belongings with them to the activity. Students are not permitted to go to their lockers after the activity.

6. Sponsors/advisors/coaches are responsible for monitoring student behavior during the activity.
7. Students are not permitted to leave the building and re-enter during the after-school activity.
8. Entrance doors are not to be opened by after-school participants allowing people to enter the building.
9. Unsupervised students will be removed from the building by security or staff members.
10. Any club/organization/team failing to follow these guidelines is subject to having its meeting privileges suspended or revoked.

\* The exceptions would be teams or groups returning from competition or organizations that have permission from the administration to remain after 5:45 P.M.

### **Posting of Signs**

Organizations and individuals wishing to place posters or signs on walls to advertise events must conform to the following rules:

1. The poster must bear the signature of an assistant principal.
2. Posters may only be placed on cork boards located opposite Room 344, the media center and on cork boards located near the bridge joining the Academic Building and the PE Building. Cork boards are also located in all lunch room areas. All other posters and signs will be removed. Signs cannot be taped to any painted or glass surfaces.
3. Posters must be removed within three days of the completion of the event.
4. Non-school sponsored events may not be advertised.
5. Signs are not to be posted in the arts building or the P.E. building.

### **Clubs/Organizations**

Over 80 clubs and organizations exist at WY. Listen for announcements and watch for signs indicating meeting times and places. Attendance and membership is open to anyone interested.

### **Sports**

Almost every sport is represented at Whitney Young. For most sports you must try out for the team and meet specific academic requirements (standards). Tryout dates and times are announced in the daily bulletin.

#### **Athletic Director**

Chris Cassidy

#### **Fall Sports**

Football  
Boys Soccer  
Girls Tennis  
Girls Swimming  
Girls Cross-Country  
Boys Cross-Country  
Golf  
Girls Volleyball  
Cheerleaders  
Pom Poms

#### **Winter Sports**

Boys Basketball  
Girls Basketball  
Girls Bowling  
Boys Bowling  
Boys Swimming  
Girls Indoor Track  
Boys Indoor Track  
Chess

#### **Spring Sports**

Baseball  
Softball  
Girls Soccer  
Boys Tennis  
Boys Volleyball  
Girls Outdoor Track  
Boys Outdoor Track  
Boys/Girls Water Polo



## Illinois High School Association

(For 2011-12 School Term)  
(Revised 3/8/11)

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember,

if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the

## Athletic Eligibility Rules—Page 2

attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school

from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

## Athletic Eligibility Rules—Page 3

- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### 6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or

## Athletic Eligibility Rules—Page 4

opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.  
You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)**

## **New Cell Phone Policy**

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process.

**Cell phones, pagers, iPods, MP3s or other electronic devices are not to be used in the classrooms UNLESS authorized by the classroom teacher.** Cell phones and other electronic devices are to be turned off or placed on silent / vibrate mode during class. Students should keep these items in their backpacks or purses.

**Cell phones, pagers, iPods, iTouch, MP3s or other electronic devices may be used before/after school, during passing periods, and lunch periods except in classrooms, the library, tech centers and the theater. Only texting is permitted on the second and third floors; no phone calls are permitted to be made on upper floors.**

Unauthorized use of these devices in the classrooms, library, tech centers and theater is a violation of this policy. **Violators of the policy will be subject to disciplinary action based upon the circumstances. First time/minor offenders will receive a Saturday School. Repeat or flagrant violators will receive an out-of-school suspension. Phones will be confiscated and given to the dean at the time of the infraction. The phone will be returned during the disciplinary conference.**

**Students may use their cell phones to place calls only in the first floor foyers** of the three WY buildings during their lunch periods. In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone.

The use of camera and video phones is absolutely forbidden at any time in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices. Such use may also constitute a violation of the criminal code.

Revised June, 2011

# SERVICE LEARNING TIME SHEET

## Chicago Public Schools

Print Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 School: \_\_\_\_\_ Division #: \_\_\_\_\_

Site/Project Name: \_\_\_\_\_

| DATE                             | TIME IN | TIME OUT | TOTAL HOURS | Supervisor's signature |
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Received: \_\_\_\_\_ Date: \_\_\_\_\_

Service Learning Coach signature

**Please return this sheet to the Service Learning Coach (Room 128).**

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## Service Learning

- **Volunteer for a non-profit organization**
- CPS now requires students to complete a minimum of 20 SLH by the end of their sophomore year; total of 40 SLH prior to graduation.

Service Learning is a student performance, knowledge enhancing activity which involves volunteer services for a non-profit organization outside of the school day. It fosters the development of personal values, enhances self-esteem, encourages social responsibility, and helps promote a sense of caring for others. It also allows students to make positive contributions in their communities.

The Board of Education has established Service Learning as a new requirement for high school graduation in 1997.

Students will receive pertinent information about Service Learning from their Division Teacher and Counselor throughout the school year. The Service Learning Coach is always available to answer questions and assist students.

Get involved and make your Service Learning projects a positive and rewarding experience.

***Suggestions: your former elementary school, Chicago Public Libraries, Chicago Parks, hospitals, Sr. Citizen homes, day care centers, food drives, clothing drives, walk a thons for charity... many more***

***Use the reverse side of this page for hour verification.***

***Additional forms are available in the Attendance Office (Rm 128)***

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# SERVICE LEARNING TIME SHEET

## Chicago Public Schools

Print Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 School: \_\_\_\_\_ Division #: \_\_\_\_\_

Site/Project Name: \_\_\_\_\_

| DATE                             | TIME IN | TIME OUT | TOTAL HOURS | Supervisor's signature |
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Received: \_\_\_\_\_ Date: \_\_\_\_\_

Service Learning Coach signature

**Please return this sheet to the Service Learning Coach (Room 128).**

# **Advanced Planning**

**August 2011**

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**September 2011**

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**October 2011**

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**November 2011**

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**December 2011**

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**January 2012**

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**February 2012**

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**March 2012**

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**April 2012**

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**May 2012**

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**June 2012**

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