

**URBAN PREP CHARTER  
ACADEMY FOR YOUNG MEN**  
*Englewood Campus*

**STUDENT HANDBOOK**

**2007-2008**

**URBAN PREP CHARTER ACADEMY  
FOR YOUNG MEN – ENGLEWOOD  
CAMPUS**



**2007 – 2008  
SIGNATURE SHEET**

**Student's Name** \_\_\_\_\_

**Pride Leader** \_\_\_\_\_

**We have reviewed this handbook with our son.**

**Parent's Signature** \_\_\_\_\_

**We like to thank all parents/guardians for their cooperation this year. Your interest in your son's academic, intellectual, social and emotional growth is displayed by your participation and cooperation in school matters. We are all looking forward to a great year.**

**PLEASE RETURN SIGNED FORM TO YOUR PRIDE LEADER.**

*Pursuant to the Charter Schools Law, Illinois School Law, 105 ILCS 5/27A, all charter schools are exempt from local school board policies, including the Student Code of Conduct. Charter schools are free to adopt the SCC or to establish their own discipline policies.*

# URBAN PREP CHARTER ACADEMY FOR YOUNG MEN – ENGLEWOOD CAMPUS



**Campus Address:**

**6201 S. Stewart  
Chicago, Il 60621**

**Phone Number:**

**(773) 535-9724**

**Fax:**

**(773) 535-0012**

**Website:**

**[www.urbanprep.org](http://www.urbanprep.org)**

**This Handbook belongs to:**

**Student's Name** \_\_\_\_\_

**Pride Leader** \_\_\_\_\_

**URBAN PREP STAFF/TITLES**

**I. Administrators**

1. Ben Blakeley/V.P. Student Programs
2. Edward Briscoe/Director of Recruitment and Development
3. Derrick Brooms/Director of Arc Programs
4. Ron Bryant/Director of Student Conduct/Dean of Students
5. Ben Gilmore/Special Projects Coordinator
6. Kenneth Hutchinson/College Counselor
7. Tim King- CEO & President
8. Dennis Lacewell/V.P. Academic Programs
9. Evan Lewis/V.P. Development/Advancement
10. Darrell McQuarter/Personal Counselor
11. Stanley Muhammad/Assistant Dean
12. Tanya Robinson/Director of Finance

**II. Office/Support Staff**

13. Rose Jefferies/Office Manager
14. Sheena Payne/Receptionist
15. Matt Pilon/Assistant to CEO & IT Coordinator

**III. Faculty**

17. Samuel Adams - English
18. Bem Atim - Math
19. Clay Braggs – Math
20. Eldridge Brown - Technology
21. Joffrey Bywater - Social Studies
22. Tre' Childress - Math/Science
23. Joseph Daddezio - Technology
24. Ruairi Fennessy – English
25. Jermaine Ferguson – Math
26. Leon Gordon - English
27. Anthony Griffin - P.E.
28. Alysya Handelsman - Spanish
29. Othenial Mahone - Special Education
30. Jelani McEwen - English
31. Sean O'Brien - English
32. Ronn-Vey Price - Social Studies
33. Eric Smith - English
34. Dion Steele – History
35. Martha Stewart – Special Education
36. Jessica Vande Vusse - Science
37. Dominique Warren - Social Studies

### Staff Listing FY2008

<u>Name</u>	<u>Position</u>	<u>E-Mail Address</u>	<u>Phone</u>
Samual Adams	Faculty, English	sadams@urbanprep.org	(773) 832-9226
Bem Atim	Faculty, Science/Math	batim@urbanprep.org	(773) 354-6292
Clay Braggs	Faculty, Math	cbraggs@urbanprep.org	(773) 354-6914
Derrick Brooms	Director, Arc Programs	dbrooms@urbanprep.org	(773) 354-5742
Eldridge Brown	Faculty, Comp Tech/Public Speaking	ebrown@urbanprep.org	(773) 459-3240
Ron Bryant	Director, Student Conduct	rbryant@urbanprep.org	(773) 354-5849
Joffrey Bywater	Faculty, Social Studies	jbywater@urbanprep.org	(773) 354-1626
Theartris Childress	Faculty, Science/Math	tchildress@urbanprep.org	(773) 354-3074
Joseph Daddezio	Faculty, Computer Technology	jdaddezio@urbanprep.org	(773) 354-4816
Ruairi Fennessy	Faculty, English	rfennessy@urbanprep.org	(773) 354-4739
Jermaine Ferguson	Faculty, Math	jferguson@urbanprep.org	(773) 354-3902
Leon Gordon	Faculty, English	lgordon@urbanprep.org	(773) 459-3176
Anthony Griffin	Faculty, Physical Education	agriffin@urbanprep.org	(773) 459-3234
Alysa Handelsman	Faculty, Spanish	ahandelsman@urbanprep.org	(773) 459-3188
Othiniel Mahone	Faculty, Special Education	omahone@urbanprep.org	(773) 354-4670
Jelani McEwen-Torrence	Faculty, Public Speaking/Writing	jmcewen@urbanprep.org	(773) 459-3243
Darrell McQuarter	Personal Counselor	dmcquarter@urbanprep.org	(773) 469-4732
Stanley Muhammad	Assistant Director, Student Conduct	smuhammad@urbanprep.org	(773) 354-5393
Sean O'Brien	Faculty, English	sobrien@urbanprep.org	(773) 354-4261
Ronn-Vey Price	Faculty, Social Studies	rprice@urbanprep.org	(773) 459-3027
Eric Smith	Faculty, English	esmith@urbanprep.org	(773) 354-1871
Dion Steele	Faculty, Social Studies	dsteale@urbanprep.org	(773) 354-6895
Martha Stewart	Faculty, Special Education	mstewart@urbanprep.org	(773) 642-2840
Jessica Vande Vusse	Faculty, Science	jvandevusse@urbanprep.org	(773) 459-3033
Dominic Warren	Faculty, English	dwarren@urbanprep.org	(773) 459-3242

# ACADEMIC GRADUATION REQUIREMENTS

FRESHMEN				TOTALS	SOPHOMORE		TOTALS
SEMESTER 1		SEMESTER 2		END OF FRESHMEN YR.	SEMESTER 1		END OF SOPHOMORE YR.
Survey of Literature	1CR.	Survey of Literature	1CR.	2	American Literature	1CR.	2
World History	.5CR	World History	.5CR	1	United States History	.5CR	1
Algebra I	.5CR	Algebra I	.5CR	1	Geometry	.5CR	1
Integrated Sci. I	.5CR	Integrated. Sci. I	.5CR	1	Integrated Sci. II	.5CR	1
Public Speaking	.5CR	Writing I	.5CR	1	Spanish I	.5CR	1
Technology I	.5CR	Physical Ed.	.5CR	1	Health/PE	.5CR	1
<b>TOTAL CREDITS</b>	<b>3.5</b>	<b>TOTAL CREDITS</b>	<b>3.5</b>	<b>7 CREDITS</b>	<b>TOTAL CREDITS</b>	<b>3.5</b>	<b>14 CREDITS</b>

JUNIOR				TOTALS	SENIOR		TOTALS
SEMESTER 1		SEMESTER 2		END OF JUNIOR YR.	SEMESTER 1		END OF SENIOR YR.
World Literature	1CR.	World Literature	1CR.	2	British Literature	1CR.	2
American Government	.5CR	American Government	.5CR	1	African-American Hist.	.5CR	1
Algebra II/Trig	.5CR	Algebra II/Trig.	.5CR	1	Pre-Calculus	.5CR	1
Biology/Chem/Physics	.5CR	Biology/Chem/Physics	.5CR	1	Biology/Chem/Physics	.5CR	1
Spanish II	.5CR	Spanish II	.5CR	1	Life Skills	.5CR	1
College/Test Prep	.5CR	Writing III	.5CR	1	<i>Fine Arts I</i>	<i>.5CR</i>	1
					<i>Spanish III</i>	<i>.5CR</i>	1
					<i>Electives</i>		
<b>TOTAL CREDITS</b>	<b>3.5</b>	<b>TOTAL CREDITS</b>	<b>3.5</b>	<b>21 CREDITS</b>	<b>TOTAL CREDITS</b>	<b>3.5</b>	<b>28 CREDITS</b>

**9<sup>th</sup> Grade:** One section of Honors Survey Literature & Honors Algebra will be provided based on pre-testing (8<sup>th</sup> grade and Urban Prep summer program testing).

**10<sup>th</sup> Grade:** One or more sections of Honors American Literature & Honors Geometry will be provided to applicants based on applicant portfolios, demonstrated ability, and teacher recommendations.

**11<sup>th</sup> Grade:** One or more sections of AP English (AP *Language & Composition* test orientation), Honors World Literature & Honors Algebra II/Trig. will be provided to applicants based on applicant portfolios, demonstrated ability, and teacher recommendations.

**12<sup>th</sup> Grade:** One or more sections of AP English (AP *Literature & Composition* test orientation), AP Physics, Honors British Literature & Honors Pre-Calculus will be provided to applicants based on applicant portfolios, demonstrated ability, and teacher recommendations.

**URBAN PREP CHARTER ACADEMY FOR YOUNG MEN  
(ENGLEWOOD CAMPUS)**

**DAILY SCHEDULE**

**(MONDAY, TUESDAY, THURSDAY, & FRIDAY)**

COMMUNITY	8:30AM	–	9:00AM
1 <sup>ST</sup> PERIOD	9:04AM	–	9:49AM
2 <sup>ND</sup> PERIOD	9:53AM	–	10:38AM
3 <sup>RD</sup> PERIOD	10:42AM	–	11:27AM
4 <sup>TH</sup> PERIOD/PRIDES <sub>(MEN DO READ)</sub>	11:31AM	–	11:51AM
5 <sup>TH</sup> PERIOD	11:55AM	–	12:40PM
6 <sup>TH</sup> PERIOD	12:44PM	–	1:29PM
7 <sup>TH</sup> PERIOD/LUNCH	1:33PM	–	2:18PM
8 <sup>TH</sup> PERIOD	2:22PM	–	3:07PM
9 <sup>TH</sup> PERIOD	3:11PM	–	3:56PM
10 <sup>TH</sup> PERIOD/PRIDES	4:00PM	–	4:30PM
EXTRACURRICULAR	4:40PM	–	

**WEDNESDAY'S SCHEDULE (PROFESSIONAL  
DEVELOPMENT)**

COMMUNITY	8:30AM	–	8:50AM
1 <sup>ST</sup> PERIOD	8:54AM	–	9:24AM
2 <sup>ND</sup> PERIOD	9:28AM	–	9:58AM
3 <sup>RD</sup> PERIOD	10:02AM	–	10:32AM
5 <sup>TH</sup> PERIOD	10:36AM	–	11:06AM
8 <sup>TH</sup> PERIOD	11:10AM	–	11:40AM
9 <sup>TH</sup> PERIOD	11:44AM	–	12:14PM
6 <sup>TH</sup> PERIOD/FRESHMAN LUNCH	12:18PM	–	12:48PM
7 <sup>TH</sup> PERIOD/SOPHOMORE LUNCH	12:52PM	–	1:22PM
PRIDE PERIOD/MDR	1:26PM	–	1:46PM

**WE BELIEVE**

## Urban Prep Grading Policy

Student work will be graded on an “A-B-C-F scale. Urban Prep will not record “D’s” because we want our young men to understand that below average work is unacceptable. Our young men need to understand that anything below meeting our minimum expectations is totally unacceptable. The Urban Prep Grading scale is as follows:

A	100	-	93	=	4.0
A-	92	-	90	=	3.75
B+	89	-	87	=	3.25
B	86	-	83	=	3.00
B-	82	-	80	=	2.75
C+	79	-	77	=	2.25
C	76	-	73	=	2.00
C-	72	-	70	=	1.75
I	69	-	60	=	Proof of Proficiency Assessment (See Below)
F	59	-	0	=	0.00

### Policy Regarding Grades of “I” (Incomplete)

During a young man’s tenure at Urban Prep, he may go through a period of time that he fails to give his best effort and has now put himself in a position where he is in danger of failing to earn credit in the particular course. In our effort to assess whether or not the young man has attained the necessary skills in the particular course according to the ACT College Readiness Standards and to build **RESILIENCY** (*the ability to bounce back from adversity to experience success*) within our young men, we are providing those students that have ended the semester with a numerical grade of 69-60 with the opportunity to take an individualized **Proof of Proficiency Assessment**. The **Proof of Proficiency Assessment** consists of questions of the skills that the young man has not yet demonstrated mastery or satisfactory progress in the particular course. If the young man earns above a 70 on the **Proof of Proficiency Assessment**, he will receive a C as his final grade rather than an F. Thus, the young man will earn credit for the class towards his graduation. The young man will have one week (Jan. 10<sup>th</sup> – Jan. 17<sup>th</sup>) to take the **Proof of Proficiency Assessment**. The young man must make arrangements with the teacher of the particular course to take the **Proof of Proficiency Assessment** before or after school. If the young man does not take the **Proof of Proficiency Assessment** by Jan. 17<sup>th</sup> or scores below a 70 on the test, his grade will be an F

in the particular course which results in no credit for the course, which translates into being off track to graduate with his class.

**Policy Regarding Grades of “F” (Failing)\*\***

During a young man’s tenure at Urban Prep, he may go through a period of time that he not only fails to give his best effort but has failed to put forth any effort at all in a particular course and thus has ended the semester with a numerical grade of **59 to 0, WHICH IS AN “F” AND EQUALS ZERO CREDIT TOWARD GRADUATION.**

The young man has now put himself in a position where he is off track for graduating with his class. Based on our belief at Urban Prep that all of our young men are capable of succeeding and doing well, and based on our mission of building **RESILIENCY** (*the ability to bounce back from adversity to experience success*) within our young men; **WE ARE WILLING TO GIVE A SECOND CHANCE TO THOSE STUDENTS WHO HAVE PUT FORTH MAXIMUM EFFORT THE 2<sup>ND</sup> SEMESTER AND HAVE SHOWN THEY “ARE EXCEPTIONAL NOT BECAUSE [THEY] SAY IT, BUT BECAUSE [THEY] WORK HARD AT IT.”**

**This is demonstrated by the following:** If a young man fails a core course (English, Math, Science, or Social Studies) during the 1<sup>st</sup> semester, but then earns a “B” or better at the end of the 2<sup>nd</sup> semester in the same course, the student will receive passing grades for both semesters. This puts the student back on track for graduating on time. This chart would be used to determine the students’ grades as reflected on their transcripts under this policy:

GRADE EARNED 1 <sup>ST</sup> SEMESTER	GRADE EARNED 2 <sup>ND</sup> SEMESTER	CHANGE ON TRANSCRIPT	
		1 <sup>ST</sup> SEMESTER GRADE	2 <sup>ND</sup> SEMESTER GRADE
F	B	C-	C-
F	B+	C-	C
F	A-	C-	C+
F	A	C-	B-

**\*\*This policy only applies to core courses (English, Fundamentals of Algebra, World History, & Integrated Science) at Urban Prep Charter Academy for Young Men.**

## **Urban Prep Charter Academy Dress Code/Appearance Requirements**

The primary responsibility for the dress and appearance of the student belongs to the student. Concern for daily appearance is essential to the student's progress in maturing. It is, therefore, expected that students be neat and clean. The manner of dress should be appropriate to the serious nature of study. The following regulations have been researched and is consistent with the mission of the school and are made so that the student will develop a consciousness of the necessity of a neat personal appearance, not only when he is in school, but at all times in the public eye. Any violation of Dress/Appearance Codes will result in detention and/or parent notification.

**Students should arrive to school and leave school in dress code attire.** Students may wear boots to school **during inclement weather**, but must change them as soon as they enter the building. Students must wear pants properly: up around the waist not down around the hips.

Urban Prep Faculty and staff will strictly enforce the dress/appearance code. Warnings are not issued because the expectations for dress code compliance are clearly spelled out. Dress code violations will result in immediate discipline action, which may include suspension.

### **ID CARDS**

Students must have a current Urban Prep picture ID card at all times. This card is to be presented to any school official upon request. Failure to present a current ID upon request will merit possible disciplinary actions. ID cards that are left at home, lost or misplaced are to be immediately replaced at the students' expense. Students who do not have an ID card may purchase one.

### **SHIRTS**

Young men shall wear a long-sleeved solid white button-down cotton (polyester and cotton blend shirts are acceptable) shirt. Shirts must always be tucked in pants.

### **PANTS**

Young men must wear beige or khaki colored pants, no denim or corduroy is allowed. Pants should be worn around the waist and at an appropriate length (no rubber bands). Pants may not be torn or have pockets or seams at or below the thigh. NO EXCEPTIONS.

### **BELTS**

Young men must always wear a belt. The belt must be solid black or brown with a standard buckle. Buckles that are over-sized, have pictures, sharp edges, corners or studs are unacceptable.

### **UNDERGARMENTS**

Appropriate undergarments should be worn at all times.

### **SHOES**

All students must wear solid black or brown shoes. For reasons of safety and maintenance, the shoes must have a non-marking sole. Shoes must be laced and worn properly at all times. Boots, gym shoes, sandals, work shoes, open-toed shoes, slides and platform shoes are not allowed. Any shoe that comes up to or above the ankles is considered a boot and is not allowed.

In the case of injury to ankle, toe or foot, where a student is unable to wear regular shoes, a doctor's note is required before a student will be given permission to wear alternate footwear.

### **SOCKS**

Plain white, navy, or black socks must be worn at all times. All socks must be worn above the ankle.

### **TIES**

Young men must wear a school tie that is to be tied properly. The bottom of the ties should fall just above the belt area (waist).

### **HAIR**

Hair must be conservative and professional in appearance. This includes, but is not limited to, being neat, clean, and combed and only on straight part (optional). Any haircut that appears in any way gang related (including in color) is not allowed, and will be suspended immediately for two days or until infraction is rectified, for a maximum of ten school days.

### **FACIAL HAIR**

Facial hair (including sideburns and eyebrows) must be conservative and professional in appearance. This includes being neat and properly trimmed with no designs of any kind.

### **TATTOOS**

Tattoos that are visible while wearing the Urban Prep uniform (including gym and team uniforms) are not allowed at Urban Prep.

### **COATS AND JACKETS**

Coats and jackets are not to be brought into the classroom.

### **SUNGLASSES**

Sunglasses are never to be worn in the school building.

### **HATS/HEADGEAR**

Hats or headgear are never to be worn in the school building or at any inside school function. Hats/headgear will be confiscated if worn in the building or worn incorrectly. Accommodations will be made if proof of necessity is presented to school officials.

### **BOOKBAGS**

Unless authorized by school administrator, book bags, portfolios, or carrying cases (except laptop bags) of any kind are not to be brought into the class.

## **ATTENDANCE POLICY & PROCEDURES**

Urban Prep believes that school is a student's top priority. Whenever possible, students must make medical or other appointments after school hours or on weekends. If that is absolutely impossible, we ask that the parents/guardians let the school know as far in advance as possible and that the student bring in a note verifying the reason for the absence. If a student is to be out sick, the parent/guardian should call the student School Office before 8:30 a.m. so we know he will be out. **It is the student's responsibility to obtain all missed work before or after school the day he returns.**

## **SCHOOL DAY**

Urban Prep Charter Academy follows the decision of the Chicago Public Schools when determining school closing during inclement weather.

## **ABSENCES**

Absences may be excused only for illness or for a verifiable family emergency. **Absences can be excused only if a written note from the legal guardian is received in the main office within 24 hours of the student's return to school. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days.** Notes from the Doctor must come from the doctor on letterhead from the doctor's office.

On the day a student returns to school from an absence, he is to report to the Main Office. According to the Urban Prep Charter Academy Attendance policy, **students who miss school more than 30 days in any year for any reason may be removed from the school's roster and be required to attend summer school or repeat a grade level.**

## **TARDINESS**

A student is considered tardy when not in their assigned area at the start of Community or at the start of a class. If for any reason a student is tardy to school, he must report to the Main Office before going to class in order to obtain a tardy slip and will be issued a detention. If a student arrives at school more than 1 hour late, he will be considered absent and must present a doctor's note and/or parents note.

## **LEAVING THE CAMPUS (SCHOOL)**

Students are not permitted to leave Urban Prep's campus once they are inside the building. Leaving the campus (school) without authorization will result in discipline action. Parents should be aware that students are permitted to leave campus once the school day ends.

## **EARLY DISMISSAL**

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. The student must call his legal guardian using the main office phone.
2. The legal guardian must come and sign the student out of school.
3. The student must make up all missed work.
4. Only early dismissals for doctor's appointments or illness will count as excused absences. All other early dismissals are considered unexcused.

## **VACATIONS – HOLIDAY PERIODS**

Parents are to avoid scheduling family trips or vacations that would take their child out of school for one or more days. Doing make-up work for days missed is never the same as actually being in class. Parents are to notify the Dean of Students, in writing, in advance of these foreseen absences.

## **STUDENT CONDUCT POLICY & PROCEDURES**

Good Student Conduct is necessary to maintain a safe teaching/learning environment. Upon the student's acceptance at Urban Prep Charter Academy for Young Men, parents and students agree to uphold all school regulations.

Students and parents will be provided with a copy of the Urban Prep Student Handbook, at the start of each school year. Students are required to sign an acknowledgement that they have received, read and understand the Urban Prep Charter Academy student handbook at the start of each school year.

The Urban Prep Charter Academy Handbook describes a broad range of conduct that is expected and acceptable. It would be impossible to list all expectation of student conduct and all possible infractions. Urban Prep employees, therefore, have discretion in determining repercussions. ,

In most cases students will be given chances to immediately correct behavior that doesn't disrupt the learning environment of the school. On not so serious offenses students may also receive a warning (verbal/written) or phone calls home instead of detentions or any other reprimand. Any offenses that disrupts the learning environment, causes harm or could cause harm to students, faculty or staff will be immediately dealt with by informing the parent, issuing detentions or a suspension.

The student, parent, or guardian who feels that the disciplinary action taken is unwarranted has the right to appeal in writing to the Dean of Students. The next level of appeal in writing is the Urban Prep's Vice Presidents.

This disciplinary process is intended to be instructional and corrective, not punitive. In addition to the disciplinary actions listed in the Urban Prep Charter Academy Handbook, the school may assign students to workshops in truancy/violence prevention or in conflict resolution. Students whose acts of misconduct most seriously disrupt the educational process may be subject to expulsion.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling on vehicles funded by Urban Prep, at all school-sponsored events, and when the actions affect the mission or operation of the school. Students may also be subject to discipline for serious acts of misconduct, which occur either off-campus, or during non-school hours when the misconduct disrupts the orderly educational process and/or the reputation of the school.

## **BEHAVIOR**

Courtesy to all faculty members, staff members and visitors are expected at all times. Faculty and staff members are to be addressed as "Mr.," "Mrs.," "Miss," "Ms.," "Dr.," "Rev.," etc.

Pushing, shoving, running, unbecoming language, shouting, throwing of objects in any circumstances in or around the school or on buses will not be tolerated.

Students are expected to demonstrate the appropriate behavior at assemblies. Students should not engage in any behavior at assemblies or athletic events that shows bad taste and reflects negatively on the student body.

Students are expected to accept responsibility for their positive or negative behavior. Such action is looked upon favorably and is taken into consideration when the administration determines consequences or rewards.

Students are not allowed to post signs, distribute pamphlets or flyers on the premises without the approval from the Dean of Students (or designee).

## PEER MEDIATION

Peer mediation is a system where an individual or group of individuals will be assigned to meet with several members of the student community in efforts to remedy a situation before it escalates. This student led conversation will attempt to have the student(s) first take responsibility for their participation in the matter and also obtain strategies on how to resolve the situation. The final task will be to create an agreement that both must sign and adhere to. (Parents and students will be expected to sign a waiver of agreement)

## DETENTION

Detention is held Monday, Tuesday, Thursday, and Friday daily from 4:40–5:40. Students who receive a detention will have 24 hours from the day issued to serve and must report on time. They are to be in complete uniform and bring a pen and paper with them to detention. They are not to bring books, book bags, coats, or other items to detention. Students who are late or fail to appear may receive additional detentions and/or be suspended. No student will be excused from detention without the advance, expressed permission of the Dean of Students. The only valid excuse from an assigned detention is a doctor's appointment verified by an official doctor's note or verified family emergency.

A student may be assigned to one detention for every minor offense he commits. Some examples of minor offenses are dress code violations, tardiness, minor classroom or hallway misconduct and other minor infractions as determined by the Dean of Students.

A student may also be assigned two (2) or more detentions for any major infraction of school rules. Some examples of major offenses are: cutting class; insubordination; smoking/using tobacco products; vandalism; theft; possession of another student's or school property; forgery; extreme tardiness; and other offenses as determined by the Dean of Students.

For each offense, a student receives a "Detention Slip" indicating the infraction. The student is to have this slip signed by a parent and returned to the Dean's Office by 8:30 a.m. the next school day. Failure to return this slip on time merits another detention.

Students may only serve one detention at a time. If a student receives more than one detention on the same day he must serve one day for each detention received (**two detentions issued the same day will result in two consecutive days in detention**). All detention time must be served before the end of the school year. Detention time can be served after final exams. However, no extensions will be given into the summer.

Students may be required to serve Saturday detention. Students assigned to detention may be required to work on projects determined by the school. Parents and students consent to this school policy by the student's enrollment at Urban Prep Charter Academy for Young Men. Teachers may detain students after school for a reasonable length of time.

### **Minor Offenses (One Detention)**

Classroom Disturbances  
Disorderly Conduct  
Violation of Dress Code  
Unauthorized food outside Café  
Unbecoming Language  
Out of Bounds  
Tardiness  
Other similar offenses

### **Major Offenses (Two or more Detentions)**

Misuse of Property  
Cutting Class  
Cutting Detention  
Smoking in school/grounds  
Forged Signature  
Theft  
Insubordination  
Other similar offenses

## PROBATION

Probation is a system designed to monitor the academic progress, actions and behaviors of those students who have demonstrated difficulties of adhering to school rules/codes of conduct and fail to reach minimal academic proficiency. The Dean of Students for accumulated major and minor infractions of school rules and regulations may place a student on probation. Any student who accumulates ten (10) detentions will be placed on probation. Students with academic deficiency may be put on Probation by the V.P. of Academic Programs. Any student receiving multiple failing grades at semester or returns to Urban Prep after summer session with credit deficiencies will be automatically put on probation. If an appreciable improvement in behavior or academic growth is not evident within one semester, the student will be brought before the Discipline Board for a hearing. Probation does not determine a student's good standing, unless specifically stated in the contract written by the administrator.

### **SUSPENSION (In/Out of School)**

If a student's misconduct is considered serious enough, he will be suspended from school by the Dean of Students for two days and a parent conference with the Dean or with the Discipline Board will be scheduled. During suspension, the student may not attend class, or participate in any extracurricular activities. It is the student's responsibility to meet with his teachers before or after school to make up any missed assignments.

Out of school suspension or in-school suspension may be imposed on a student for a variety of reasons—all having to do with a very serious breach of school regulations. The examples given here are a list of offenses that may result in suspension from one to five (1 to 5) days, but other behaviors that seriously disrupt the educational process may also result in a suspension. A student may be suspended immediately for cutting detention, fighting, possessing a weapon, or using (or being in the presence of those using) alcohol or drugs. A student may be suspended for any major offense, such as insubordination, theft, and possession of another student's or school property, excessive violation of dress code, vandalism or forgery and violation of the electronic devices policy on school grounds.

Students are usually not suspended for more than five days; in most cases the normal length of time is two school days.

An example of a two-day suspension is a fight between two students. The students are usually sent home to prevent further confrontations between them. Another example of suspension for two-days is a case where a student is suspended after appearing before the Discipline Board. This is to allow the Vice Presidents time to review the recommendation of the Board and to make their final decision. In very serious cases, a student may also be suspended prior to his conference before the Discipline Board.

Students who are suspended are not to participate in any school activities whatsoever. They may not practice for or participate in athletic contests. They may not attend school functions such as club meetings, school dances or athletic contests.

Students and parents will be notified by the Dean of Students of all terms regarding the nature of the suspension.

### **EXPULSION**

Expulsion is the last resort against a serious offense. Offenses warranting referral for expulsion include theft; possession of another student's or school property; possession, sale, use or being in the presence of drugs or alcohol; possession of or use of any instrument which may be considered to be a weapon; tampering with protective fire equipment; continual breaches of the school's discipline code; and any behavior which reflects unfavorably on Urban Prep or threatens the learning environment and well being of the school community. The above-mentioned items are not all inclusive; they are simply a list of offenses that warrant expulsion, any other illegal acts not mentioned in this code may also result in expulsion. The Hearing Officer reserves the right to expel a student. If a student is to be expelled, the following must occur before such action takes place. 1) Parent will be informed in writing of the expulsion. 2) Parent(s) will have 72 hours from the date of the expulsion to appeal the expulsion (in writing) to the President of the Board of Directors. 3) If no appeal is filed, the student is expected to complete the exit process immediately. Students who have been expelled are not allowed to attend any Urban Prep functions, games, dances, etc. The expulsion will be effective from the expulsion date until the end of the

following semester after expulsion. Student must reapply to Urban Prep in order to be considered for enrollment in the future.

## **DISCIPLINE BOARD**

If a student is continually uncooperative or if the student commits an offense that warrants expulsion, he will be brought to the Discipline Board for a conference. The school's CEO acts as Hearing Officer and will govern the hearing. At this time, the student is allowed to present evidence, witnesses and have representation to help support his position.

The Board will hear the student's side of an issue as well as anything his parents wish to say on the topic. The Board will review and decide upon the case in one of the following ways: expulsion, reinstatement or reinstatement with probation. If a student violates the terms of his Discipline Board mandated probation, he may be expelled immediately. If the student and his parent/guardian fail to appear for a scheduled Discipline Board conference, the Board conference will take place as scheduled with an administrative designee presenting the evidence against the student. The Board will make the final decision in these cases.

## **PROCEDURAL GUIDE FOR STUDENTS WITH DISABILITIES**

Students with disabilities are expected to follow all schools rules. Urban Prep may suspend students with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education services. Saturday, and before-and-after school detentions do not count toward the 10-day limit. Additionally, as long as students with disabilities are being provided with special education services, in-school suspensions do not count towards the 10-day limit. The Vice President has the discretion to be flexible in the amount of days of suspension given to special education students with disabilities. Students with disabilities can be suspended in excess of 10 school days in certain circumstances. **In order to suspend a student with a disability in excess of 10 school days, the Office of Due Process and Mediation at (773) 553-1905 MUST first be consulted for approval.** When school officials anticipate a referral for expulsion the following apply:

1. Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the student.
2. The IEP team must:
  - A. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observation of the student, and the student's IEP and placement. The behavior is not a manifestation of the student's disability if:
    - 1) the student was given appropriate special education supplementary aids and intervention strategies; and
    - 2) the disability does not impair the ability to control behavior.
  - B. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
  - C. Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the

student to continue to participate in the general curriculum and address the behavior so that it will not recur.

If the student's behavior is not a manifestation of the disability, school officials may apply the Urban Prep Code of Conduct, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior is a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting, if the student carried a weapon to school or a school function or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school function.

Special education students with disabilities may be placed in an alternative school on an interim basis for a maximum of 45 school days, even in instances where the student's misconduct is ultimately determined to be a manifestation of his disability.

Special education students with disabilities may be referred for expulsion when in possession of firearms or destructive devices, large amounts of drugs, for inflicting serious bodily injury on someone, or for using a weapon or other object to inflict bodily harm on someone. The parent or legal guardian may request a due process hearing to challenge the expulsion.

For special education students with disabilities whose misconduct presents a danger to themselves or others in a manner other than those specified above, please consult with the Office of Due Process and Mediation, as the Chief Executive Officer may request a hearing officer order a 45-day emergency alternative placement.

New Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by the school with the Office of Due Process and Remediation (773-553-1905) is absolutely necessary. **Without such consultation and approval from the Department, the current procedures limiting suspensions for disabled students to 10 school days in a school year will continue to apply.**

## **CODE OF CONDUCT**

### **ELECTRONIC DEVICES**

Walkmans, beepers, cell phones, or other electronic devices may be brought to school, but cannot be used in the building (except school issued laptops) at ANY TIME. All such devices must be turned off and put away out of view before entering the school building and secured in school locker. If a student is found to be in violation of this policy, the electronic devices will be confiscated. Upon meeting with the Dean of Discipline, a parent may reclaim the confiscated items, but after the second offense the student will be suspended.

### **GAMBLING**

Gambling while card playing, coin pitching, or participation in athletic contest pools and any other kind of gambling are not permitted in the school or on school grounds. Offenders will receive a warning before being subject to detentions or a suspension.

## **VANDALISM**

Any student involved in defacing or damaging school property will be expected to make restitution and is subject to suspension and expulsion.

## **RESTRICTED AREAS/OUT OF BOUNDS**

Urban Prep is a closed campus for young men. Once students are on school grounds, they are not permitted to leave the school premises until dismissal at the end of the school day or go to any part of the school building not designated for Urban Prep students during the school day. Students are prohibited from trespassing on personal property neighboring the campus. Failure to comply with this is a major disciplinary offense.

During the school day, a student will be considered “out of bounds” and subject to detentions if he is found to be in any area of the school without permission and/or a Hall Pass.

## **GANGS**

Urban Prep’s stance relative to gang activity and involvement is in full cooperation with the city and community anti-gang programs. Visible symbols of gang affiliation or representation are strictly forbidden. Gang graffiti or symbols in textbooks, notebooks, and lockers or on clothing as well as gang recruitment, intimidation or similar activity can result in suspension or expulsion.

## **VERBAL HARASSMENT**

There shall be no verbal harassment at Urban Prep Charter Academy. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. Our school is a place where every one must be safe, secure and comfortable. Offenders are subject to detentions or suspension.

## **SMOKING**

Smoking marijuana or any drug is illegal and can result in expulsion. Smoking or use of tobacco products inside of the school building or anywhere on campus is considered a serious offense and will result in suspension. Possession of cigarettes or tobacco products is a violation of school regulations and will result in suspension. In addition, tobacco paraphernalia (e.g., matches, lighters, pipes, rolling papers, etc.) are not allowed to be on a student’s person or in his locker at any time. Offenders are subject to detention or suspension.

## **USE OF DRUGS, ALCOHOL AND OTHER ILLEGAL SUBSTANCES**

Students found in possession of alcohol, narcotics, drug paraphernalia, controlled substances, steroids, chemicals, prescription drugs not in the student’s name, or other non-prescribed drugs or drug-related paraphernalia at Urban Prep, at any school activity, or in the “school environment” (described below) are subject to discipline action up to and including expulsion from school. Students under the influence of drugs or alcohol at a school function are subject to discipline action including expulsion and will be detained until parents come to the school.

For purposes of this policy, the “school environment” is defined as the physical area attendant to school-sponsored or related activities whether or not such area is school property (including but not limited

to school buildings and lands and the site of any school- sponsored or related activities), and means of transportation to or from the area of activity.

The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct. Gross disobedience or misconduct shall include, but not be limited to:

- The sale of any illegal substance.
- The distribution of any illegal substance.
- The possession of any illegal substance,
- Consumption of or the exhibiting of evidence or any indications of having consumed any illegal substance whether consumed on or off the school premises,
- Participation in a plan to sell, distribute, or consume any illegal substances as defined in this policy.

The term "**Illegal substance**" as used herein is defined to include:

- a) All alcoholic liquor
- b) All controlled substances under the Controlled Substances Act except when prescribed for the student by a licensed physician
- c) All prescription drugs, when such prescription drug is sold, distributed, possessed, and/or consumed by the student in a manner inconsistent with the prescription and/or the prescribed purpose (including situations where a student sells, or distributes his prescription drugs to another and/or where a student sells, distributes, possesses or consumes another individual's prescription drugs).
- d) Cannabis under the Cannabis Control Act
- e) Any "look-alike" substance
- f) Any drug paraphernalia (the term "drug paraphernalia," as used herein, is defined to include, but is not limited to, devices, which are used or are peculiar for use to ingest, inhale or inject cannabis or controlled substances into the body. Also, included are all devices that are used or are peculiar for use in growing, processing, storing or concealing cannabis or controlled substances.)
- g) And any anabolic steroid

## **LEGAL SEARCH**

The building that houses Urban Prep is owned by the Chicago Public Schools; therefore, the administration of Urban Prep reserves the right to search student's locker at any time. A student or a student's personal property, including any vehicle parked on the school grounds, will be searched when school authorities have a reasonable suspicion wrongdoing. The search will be made in circumstances where the school has a reasonable belief that a crime has been or is in the process of being committed, or that the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply or the school will require that he withdraw from school

## **WEAPONS**

A weapon is defined as anything that can inflict harm, including, but not limited to a firearm, a stick, brass knuckles, a knife, bullets, taser, air gun, or a tool. All weapons are considered contraband. The student who is in possession of contraband will be required to turn it over to the nearest staff member.

Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Vice Presidents (or designee). The School shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile

officer of the Police department. The Vice Presidents (or designee), in consultation with the police department, will determine whether or not to file charges. All contraband will be turned over to the Police department. A student who is charged with possession and/or use of a weapon shall be immediately suspended from school and may be expelled.

### **MISCELLANEOUS ITEMS**

1. Students are not allowed to bring personal sports equipment, (basketballs, footballs, baseball bats, etc.) to school unless involved in that sport during that season.
2. Chains attached to keys and wallets will not be permitted. Chains will be confiscated.
3. Laser pointers are not permitted in school or at school functions. Laser pointers will be confiscated.
4. Students are not allowed to bring any glass or non transparent water bottles or chewing gum into the building.

**Offenders are subject to detentions or a suspension.**

### **OTHER ACTS OF MISCONDUCT**

#### **ACADEMIC DISHONESTY**

At Urban Prep students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered **PLAGIARISM**. Whether deliberate or accidental, plagiarism is a serious and punishable offense and may result in suspension. Students must always be responsible for their own work and not engage in any manner of **CHEATING**.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students engaging in cheating are subject to discipline action up to expulsion.

#### **Deliberate plagiarism:**

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as your own.

#### **Accidental Plagiarism:**

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

#### **Cheating:**

- Obtaining a copy of tests, answer keys, or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Having or using notes or other non permitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy the student's homework, paper, project, laboratory report or take-home test. Representing as one's own work the product of someone else's creativity.

**The following are the nonnegotiable behaviors at Urban Prep Charter Academy.**

- 1) *Attend classes every day except for illness or family emergency.*
- 2) *Arrive to school on time each day with all required materials.* Detentions are issued any time a student is tardy to school or to class.
- 3) Follow dress code policy each day. See “Urban Prep Charter Academy Dress Code Policy.”
- 4) Refrain from chewing gum anywhere.
- 5) Refrain from eating anywhere outside of the cafeteria except for during MDR. Food can only be eaten in the cafeteria and not in the hallways, or stairwells.
- 6) Follow classroom rules.
- 7) Do homework nightly.
- 8) Do your own work on tests, quizzes and homework.
- 9) Speak softly in the hallways and classrooms. Detentions will be given as warranted.
- 10) Refrain from foul language at all times. Detentions will be given as warranted.
- 11) Refrain from fighting, any unwanted physical contact and negative verbal contact. These actions are grounds for suspension and/or detentions.
- 12) **FOLLOW ALL SCHOOL POLICIES**

**Medications**

If a student requires medication during school hours, the distribution of the medications will be supervised by the Dean of Students or designee under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Student name, Name of Medication, Doctor’s Name and Phone Number, Pharmacy and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian.

All medication must be placed in a locked area in the Main office. In order to administer any prescribed medication to a student or child, there must be a doctor’s note on file.

For any over the counter medication, we must have a note signed by the parent with directions. Furthermore, a log will be kept on file that indicates the following:

Name of Student/Child  
Name of Medication  
Date, Time  
Whom Dispensed Medication

**Students are responsible for coming to the main office to receive their medications at the appropriate time.**

**Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.**

### **Lockers**

Each student will have a use of a locker for the school year. Students and parents must be aware that a student's locker is school property and may be searched by school officials. All locks must be school locks purchased through the Dean's office; any other lock will be removed without notice.

Additionally, students must keep a lock on their lockers at all times. If a locker is not secure, the items in a locker are subject to theft or destruction by others. Failure to keep your assigned lock on your assigned locker will result in loss of locker usage. If at any time a lock must be replaced, the student to whom the lock is assigned must pay \$10 for a new lock, regardless of the circumstances under which the lock was lost.

Each student is responsible for any item found within his locker. Students are not permitted to share lockers or provide their locker combination to other students. In doing so, the student assumes responsibility for anything another student leaves in his locker, or for items that are missing because of such a breach of security.

### **CAFETERIA PROCEDURES**

The cafeteria is in constant use, cleaning up by each student is necessary in order to maintain a pleasant, and clean atmosphere for all students. During lunch, each student will use a tray for his food, beverages, containers, plates, utensils, etc. Each student must dispose of the tray with all items purchased and/or consumed as well as all plates, containers, cartons, etc. to the appropriate station before leaving the cafeteria. Students are to use the cafeteria for its intended purpose, and may be there only during their assigned lunch periods or for scheduled meetings or classes. Students are to behave in the cafeteria in a manner consistent with required and expected behavior in all parts of the school. This means students should not yell, shout, run, jump, or throw things in the cafeteria. Students are not allowed to take food out of cafeteria. Halls are not areas used to eat food.

### **CODE OF CONDUCT FOR COMPUTER/LAPTOP USE**

Students have the privilege to use laptops, the school computer network, and the Internet for educational purposes only. In order for Urban Prep Charter Academy to provide sound and safe educational opportunities via its computer network, each student must use laptops and the network responsibly. Responsible students treat laptops, printers and other hardware carefully and gently, to avoid damage. Responsible students use the Internet appropriately. The student exercising the privilege of using the Internet is responsible for all material received.

Students should not give out, via the Internet, any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without

parental permission. Students should tell their teacher, administration, or parent/guardian immediately if they experience any uncomfortable or inappropriate exchange of electronic information. Students should never agree to meet or to send any picture to someone they have communicated with online.

Responsible students use the school network properly. Students must keep their computer account and password private. Students may not alter any network address or identifiers. Students may not copy software from computers, destroy or damage another person's files or messages, copy other people's work or attempt unauthorized entry, interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or administration.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. All administrators and teachers have access to stored files. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements

Students are not allowed to access, use or possess pornographic, profane, gang related, violent, or illegal material; inappropriate or offensive text via e-mail or other means; or files deemed dangerous to the integrity of the Urban Prep Charter Academy network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software or data. Offenders are subject to penalties up to expulsion.

**ATTACH  
CALENDAR  
HERE**

PROVISIONAL