



Preparing Chicago's students for success in college and beyond

**Student & Family Handbook
2011-2012**

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AMANDLA CHARTER SCHOOL

Our Mission

Amandla Charter School prepares Chicago students in grades 5-12 to be successful in college and beyond.

PREPAREDNESS, RESPECT, ENGAGEMENT, AND PROFESSIONALISM

Our Expectations

Amandla Charter School holds members of the school community—students, families, and staff—to the highest standards. To provide the very best education for Amandla students, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that Amandla students meet four basic, but critical, expectations:

Be **P**repared

Come to School and Class Prepared to Succeed.

Be **R**espectful

Show Respect to Yourself, Classmates, Teachers, and Your School.

Be **E**ngaged

Listen, Participate, Volunteer, Look at the Speaker, and Ask Insightful Questions.

Be **P**rofessional

Stay Organized, Demonstrate Good Posture, and Follow All Directions and Procedures.

These expectations, known collectively as “**PREP,**” form the basis of many policies outlined in this handbook.

RESPONSIBILITY AND ACCOUNTABILITY

Students, Families, and Teachers

The Amandla Charter School-Student-Family Accountability Contract, reprinted on the following pages, represents some of the most important responsibilities for being a member of the Amandla community. For students, the Contract provides an overview of what being an Amandla student is all about. For families, the Contract outlines some of the specific expectations the school will hold you to in order to provide the best possible education for our students. In exchange for what students and families do, the faculty and administration of Amandla will work tirelessly to provide students with a safe and orderly environment in which they can achieve academic success.

WHO WE ARE

Faculty and Staff

Aaron Carpenter: Paraprofessional

Ahmed Amin: 8th grade History teacher

Alex DeWitt: 7th grade Algebra teacher

Alexa Brown: RtI Specialist

Alyssa Nickow: 8th grade Algebra teacher

Amanda Zimny: 5th grade Social Studies teacher

Barb Tieder: Director of Development and Communications

Ben Lighter: 6th grade Reading teacher

Brad Hameister: Dean of Students and Families and founder of Amandla Charter School

Caitlin Kurnit: 6th grade Science and Social Studies teacher

Chelsie O'Donnell: Office Manager

Derek DeHaan: 7th grade Writing teacher

Ellen Goldblatt: 5th grade Mathematics teacher/RtI Specialist

Emma Scripps: 6th grade Writing teacher

Erin Ferguson: Executive Director and founder of Amandla Charter School

Hope Evans: 8th grade English teacher/5th grade ELA teacher

Jack Greenfield: Special Education teacher

Jessica Kotke: Special Education teacher

Jim Borman: Case Manager and Special Education teacher

John Torres: 8th grade Algebra teacher/RtI Specialist

Ken Davis: Assistant Dean of Students

Lauren Beitler: 6th grade Geometry teacher

Mark Bell: 5th grade Mathematics teacher

Meredith Buse: 8th grade English teacher

Michael Fu: 7th grade Geometry teacher

Rebecca Siegel: 7th grade Reading teacher

Robert Wagner: 6th grade Algebra teacher

Sarah Brennan: Assistant Director and founder of Amandla Charter School

Sarah Gallagher: Dean of Curriculum and Instruction

Stephanie Pynchla: 7th grade Science teacher

Tony Letourneau: 5th grade ELA teacher

WHO WE ARE

Board of Directors

Adam Tarnoff (Chairman) *Director of Education/ Adler Planetarium*

Greg Wright (Secretary) *Attorney/Dykema*

Sabrina Peter (Treasurer) *Consultant/ Insight Education Group*

Gerald Beechum *Vice President/JP Morgan Chase*

Mary Bryant *State Outreach Coordinator/ Illinois Network of Charter Schools*

Andrew Nelson *Attorney/ U.S. General Accountability Office*

Barrington Scott Rutherford *Senior Vice President/ SITUS Real Estate*

Kila Weaver *Vice President/ FIS Group*

SCHOOL POLICIES AND PROCEDURES

A. Hours of School Operation

In the pursuit of excellence, Amandla Charter School has an extended school day and school year. This gives students more time for academic growth and non-academic enrichment. It also gives students the time and support needed to make great strides in realizing their potential, both academically and personally.

Mondays through Thursdays, the regular school day lasts from 7:25am until 3:30pm.

On Fridays, the regular school day lasts from 7:25am until 2:00pm. Students who have a score of less than 70% on their PREP Report will be dismissed at 3:30pm on Fridays.

The school building will open to students at 7:00am on Monday-Friday. **All students should aim to arrive by 7:10am in order to get breakfast, climb four flights of stairs, go through uniform check, and be seated in his/her homeroom by 7:25am.** On Mondays-Thursdays, students should not be on school grounds after 3:45pm without permission from the school. On Fridays, students should not be on school grounds after 2:30pm (or 3:45pm after Friday Extension) without permission from the school.

B. Late Pick-Up Policy

Students are expected to leave school grounds by 3:45 on regular school days. Amandla Charter School will grant a fifteen-minute grace period and will begin to charge families at a **rate of 50 cents a minute beginning at 4:00pm.** Amandla will withhold all student report cards until all late pick-up fees have been paid. Additionally, students may not be permitted to participate in on site or off site field trips.

C. Inclement Weather Closings

In the event of poor weather conditions such as heavy snow or ice, please listen to the local television or radio stations, or contact Chicago Public Schools at 773-553-1000 for relevant information regarding school cancellation. **Amandla Charter School follows the same delay and cancellation policies as the Chicago Public School system.** If Chicago Public Schools are closed, then so is Amandla Charter School. If Chicago Public Schools are delayed by two hours, so too is Amandla Charter School.

D. Attendance Policy

Given the fast pace and high rigor of Amandla Charter School's curriculum, **missing one day at Amandla can have a detrimental effect on a student's learning.** Regular attendance is required. Poor attendance is not tolerated.

Parents are expected to ensure that their child is in school; please do not allow your child to miss a day of school except for serious illness. Excessive absences will be considered a violation of the School-Student-Family Accountability contract. We ask that families not schedule vacations or non-emergency appointments during school time. **Families should take advantage of 2:00pm dismissal on Friday, as well as vacation days, to schedule appointments and travel.**

All student absences including illnesses, suspensions, appointments, vacations, excessive incomplete days, etc. count as absences. **Amandla Charter School does not distinguish between excused and unexcused absences. If a student exceeds 15 absences in a school year, Amandla Charter School reserves the right to retain the student.** Exceptions are made for court-mandated appearances with proper documentation, religious observances, funerals of immediate family members, and hospitalization. Additionally, students are afforded rights under Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), and the Individuals with Disabilities Education Act ("IDEA") should their absences be related to a disabling condition. Other rare exceptions may apply.

In order to help ensure that students do not exceed 15 absences, Amandla has certain support policies in place. They are detailed below:

- At 5 student absences, Amandla will contact the family in writing.
- At 10 student absences (or five absences within the first academic quarter), Amandla's administration will require a meeting with the student's family and advisor, during which an Attendance Pledge will be established aimed at ensuring attendance patterns improve.
- At 12 student absences, Amandla's administration will require a family meeting to discuss violation of the Attendance Pledge.
- **Amandla Charter School reserves the right to retain any student who exceeds 15 absences.**
- In cases of truancy, Amandla Charter School may report the student and/or family to certain state agencies.

Students who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

Amandla Charter School keeps accurate records of attendance and will make the records available for inspection by the ISBE and CPS as needed. All questions regarding student attendance and attendance records should be directed to the school's Office Manager.

If a student is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student may lose his or her seat at Amandla Charter School and may be considered un-enrolled from the school.

E. Late Arrivals and Early Dismissal

Students begin academic work (Accelerated Math) at 7:25am. Therefore, students should arrive between 7:00am and 7:15am to ensure that they can retrieve a breakfast, pass through Uniform Station, and report to their homeroom by 7:25am. If a student arrives after 7:25am but before 7:40am, he/she is assigned a Level 1 Tardy and receives a demerit. If a student arrives after 7:40am but before 8:10am, he/she is assigned a Level 2 Tardy and a demerit, and a call is sent home via automated message. If a student arrives after 8:10, he/she is assigned an Incomplete Day and a detention, and the family is called. In addition to these consequences, the student's Accelerated Math grade will be in jeopardy. If a student is dismissed early, for any reason, he/she is assigned an Incomplete Day. If a student arrives late and leaves early, this counts as **two** Incomplete Days.

Incomplete Days due to traffic, medical appointments, family emergencies etc., are not excused. Amandla may excuse Incomplete Days in cases of court-mandated appearances, if proper documentation is provided, disability related appointments and religious observances. **Please use Friday afternoons and days of student non-attendance as times to schedule medical and other appointments.**

Late students must check in at the main office before reporting to class. Students leaving early must check in with the main office before leaving and will require a parent to come to the office to sign the student out. We cannot dismiss a student early unless the parent or guardian visits the office in person. Whenever possible, early dismissal should be arranged 24 hours in advance with the main office. Early dismissals without prior notice may require a parent to wait as long as 15 minutes while preparing the student to leave. (Dismissal during lunch will require the longest wait time for parents.)

Excessive Incomplete Days are not tolerated. In order to ensure that students show up on time and do not leave early, the school has clear consequences for student lateness and early dismissals.

- **Every 5 Incomplete Days count as one absence within the Amandla attendance policy.**

- At 10 Incomplete Days (or five Incomplete Days within the first academic quarter), Amandla's administration will require a meeting with the student's family and advisor, during which a Punctuality Pledge will be established aimed at ensuring the student's attendance patterns improve.
- Also, once a student reaches 10 Incomplete Days, each subsequent tardy will result in a student meeting with the Dean of Students, a phone call to the family, and an automatic detention.
- At 20 Incomplete Days, Amandla's administration will require a family meeting to discuss violation of the Punctuality Pledge.
- Students who have an Incomplete Day lose PREP Points on their weekly PREP Report.

If a student needs to be sent home due to a behavioral infraction, a parent/guardian must come to the school, meet with the Dean of Students or other available administrator and remove the student from school grounds. Incomplete Day consequences apply in cases of suspension. Students being sent home for behavioral infractions will not be dismissed unless the parent or guardian has physically come to the school (please see Code of Conduct for more details), unless certain rare exceptions apply.

F. Homework

Homework is an essential component of Amandla Charter School's academic program. Students have three daily responsibilities related to homework:

- Write down all homework assignments on the school provided homework log (blue sheet)
- Complete all homework assignments to the high standards set forth by the school.
- Read independently for 30 minutes

G. Make-Up Work Policies

Students who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold students accountable for all missed assignments and assessments, as well as to ensure timely make-up work so that students do not fall behind academically.

Absent Folders. If a student misses a class for any reason (absence, lateness, or early dismissal), the student's missed homework assignments will be compiled in a folder on the student's desk. **We strongly encourage absent students or their families to pick up this folder between 3:45pm and 5:00pm on the day of the absence.**

Homework. If a student is absent, late, or dismissed early for any reason, all missed homework assignments are due:

- *If late or dismissed early*, by 7:25am on the day of the student's return,
- *If absent*, by 7:25am on the day following the student's return, for the purposes of academic credit. (If a student has been absent for more than one consecutive school day, he/she will have as many school days as absences to submit missed homework for purposes of academic credit. For example, if a student is absent on Monday and Tuesday, the student has two days to complete the homework for purposes of academic credit. In this case, the work is due by Friday morning at 7:25am.)

Assessments. If a student is absent for any reason (up to five consecutive days), or if a student is late and/or dismissed early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the student had been absent. For example, if a student had been absent for three consecutive days, he/she would have three school days to take the missed assessment. If a student is absent for five or more consecutive school days, he/she must meet with the Dean of Curriculum and Instruction and/or the Grade Level Team to determine a reasonable timeline for making up missed assessments.

In rare circumstances, exceptions to the make-up policy may be granted by a school administrator.

H. Saturday Academy Days

Saturday Academy Days are intensive math and/or reading tutoring programs that seek to ensure students have the basic skills needed to be successful in Amandla Charter School's math and English Language Arts classes. Academy Days are held at Amandla from 9:00am-12:00pm on designated Saturday mornings. Amandla's staff will determine the Saturday Academy Day roster for each session based on quantitative performance on math and/or ELA assessments. All selected students will receive a phone call in addition to written notification. Please note that **only** students selected and notified by Amandla staff should attend Academy Days.

The following policies apply to Saturday Academy Day attendance:

- **Saturday Academy Day is part of the regular Amandla Charter School program and therefore attendance is mandatory.** Other than for family/medical emergencies, or student illness, students will not be excused from Saturday Opportunity Day, as it is a critical part of the school's academic program. In the case of student illness, a doctor's note is required within one week of the missed Saturday session.
- **No student will be excused from Saturday Academy Day unless a parent has directly communicated with an Amandla Charter School staff member (or left a voice message) regarding one of the above-listed exceptions by 9:00am on Saturday morning.**
- Students who have not arrived by 9:00am may be marked as absent and will be assigned In-Class Suspension on the following Monday.

I. Dress Code

Amandla Charter School has a dress code. The dress code applies during all school days and during all school-sponsored events.

The Amandla Charter School dress code has been adopted to improve the educational environment for all students. Specifically, we have instituted a dress code for the following reasons:

- to foster a sense of school identity and community;
- to prepare students for the expectations related to professional attire that future institutions, organizations and employers will have;
- to ensure that our students focus on learning instead of clothing;
- to increase school safety and security by making the presence of visitors/outside immediately apparent;
- to reduce the cost of clothing for families.

Enforcement of Dress Code Policy

It is the goal of the school to have a dress code that makes things easier for parents and students rather than more difficult. For that reason, we have made every effort to be clear about this policy and consistent in its enforcement. Parents who have questions or concerns should contact the school immediately and seek clarification.

Like all school policies, the dress code policy is strictly enforced. Although it may seem as if small exceptions should be no problem, we cannot allow deviations from this code. Our staff does not have the time to inspect every item for acceptability or exception. If the policy states "shoes should be all black," it means just that. It is important that all students adhere to the same code. If an exception is made for one student, it would then have to apply to all students, and the code has changed. It is in the best interest of everyone if Amandla means what it says and says what it means. Please read the code and purchase school clothing accordingly. We have tried to make the policy clear and detailed in order to reduce ambiguity. Families who have concerns or questions should contact the school immediately.

Students who are out of dress code are not allowed to attend their classes. Parents of students who are not in dress code will be asked to bring the proper attire to school. In addition, dressing inappropriately may result in disciplinary consequences.

The Amandla Charter School dress code is not intended to suppress speech or expression. Students have alternate ways to express themselves through, among other things, verbal and written speech in the classrooms.

Amandla Charter School faculty and staff strictly enforce the dress code. Warnings are not issued because the expectations for dress code compliance are clearly spelled out.

School Dress Code Policy (for Boys and Girls):

Shirts

Students new to Amandla are required to wear an orientation t-shirt until they earn their first Amandla shirt. Once students earn their Amandla shirts, they must wear an Amandla shirt every day. Students must wear uniform shirts Monday-Friday and on required Saturdays unless given special permission by school administration or teachers.

- Uniform shirts are to be visible at all times when on campus or at Amandla-related events.
- Students may not wear anything underneath their school uniform shirts except a solid white or solid black t-shirt. The t-shirt may be short-sleeve or long-sleeve only. No three-quarter arm length shirts are permitted.
- Coats, non-uniform shirts, or any other outerwear is not permitted to be worn in school and must be left in the designated space all day.
- Shirts must always be tucked into pants or skirts so that the belt is visible. Students are allowed to untuck their shirts only with the permission of a teacher.

Pants/Skirts

All students must wear dress pants or Capri pants. Students may wear skirts on Fridays. **On days that students participate in PE or Enrichment, pants are required dress code.** Sweatpants, athletic pants, pants made of corduroy and pants made with denim-like material are not allowed. The following expectations apply to all pants and skirts:

- Must be khaki or tan in color.
- Must have belt loops and be worn with a plain black belt. Belts that are sewn in are not OK. Pants that do not have belt loops are not OK. Skirts (on days they are allowed) that do not have belt loops are OK.
- Must not have any label or patches.
- Must not lace up the front.
- Must not have outside pockets, loops, or straps below the hip level. Cargo pants and carpenter-style pants are not OK.
- Must be well-fitting and of respectable length. Clothing that fits at the beginning of the year might not fit at the end of the year. Pants should not be too baggy or too tight. Skirts must be knee length or longer and no slit may come up too high.

Shoes

- All-black shoes with rubber soles are required. All students in all grades will have P.E. classes.
- Shoes must be laced up, Velcro straps fastened, with the tongue inside, and tied securely. Pant legs must be worn over the shoe.
- Shoes must be ALL BLACK - any labels, brand names, designs, etc. must also be black.
- Shoelaces must be solid black in color.
- Students may wear boots to school in the winter, but they must arrive in time to change into all black shoes with rubber soles before the start of Accelerated Math at 7:25am.

Socks

Socks should be plain black or plain white. Socks should not have any visible logos or designs. Students are expected to wear matching socks every day. The length of the sock is optional as long as they are plain black or plain white, with no additional colors, stripes, designs, or logos.

Belts

A plain black belt must be worn at all times (except with skirts without belt loops.) The belt may not have any studs or markings and the belt buckle must be plain. Pants should be purchased that allow for belts.

Sweaters and Jackets

Non-Amandla Charter School sweaters and jackets worn on top of the uniform must be removed in the morning. These items must be hung in the designated location for the remainder of the day. If a student is worried about being cold inside the building, she or he should wear an Amandla Charter School sweatshirt **over his/her Amandla shirt so that the collar is completely visible.** Long underwear is also permitted as long as it is either solid white or solid black.

Eyeglasses and Contact Lenses

Students that need prescriptive eyewear in order to see well are required to wear them at all times. Students not wearing their prescriptive eyewear may be considered in violation of dress code and subject to disciplinary consequences.

Jewelry and Make-Up

- No nail polish or fake fingernails are permitted. Students who arrive at school with fake nails or polish must remove them/it before going to class. No exceptions.
- Students may wear only one chain or necklace. All necklaces must be tucked inside the shirt.
- Students may wear one bracelet and/or one watch.
- Students may wear one ring per hand.
- The following jewelry items are not permitted at Amandla: chokers; multiple finger rings; multiple bracelets; toe rings; colored bands on wrists (unless Amandla issued), and earrings larger than a quarter in size.
- Students may wear one earring in each ear and earrings must be smaller than a quarter in size.
- No visible body piercing and no band-aids covering piercings are permitted.
- Students may not wear make-up with color. Make-up, lotion or any other cosmetics are never to be applied anywhere but in the student bathrooms. Strong perfumes and lotions are not allowed. Students are encouraged to wear deodorant or antiperspirant.

Head Coverings

- No hats or other head coverings are permitted.
- Bandanas, hats, and wristbands are not allowed.
- Students may wear 1 headband. Headband decorations (flowers, etc.) must be smaller than a quarter in size.

Hair

- Hair cannot be colored or highlighted any color that is not a natural human hair color.
- No designs of any kind are permitted to be in eyebrows.
- Words, letters, and numbers are not permitted to be shaved into the hair.

Dress Code Specifics

- Clothing must be **sized appropriately** to fit the student. Clothes may not be too big or too small.
- Students may not wear clothing with significant **stains** (e.g. large ink blots, food stains, etc.).
- Students **may not alter** their clothing in any way (e.g. writing/drawing, cutting, etc.). Pant cuffs may not be frayed.
- Once students enter the school building, wearing of **hats, head wraps, bandanas, kerchiefs, or jackets** is not permitted unless it is in accordance with religious observation. Hats worn in the school building will be confiscated. **Dyed hair** or a hairstyle that serves as a distraction—as determined by the school—is not permitted.
- Students may not wear **accessories** that are unprofessional, distracting or potentially unsafe. Any clothing or accessory that might disrupt learning or that does not conform to standards of health, safety and cleanliness is not allowed.
 - excessive jewelry, tongue rings, glitter, press-on nails, etc. are not allowed
 - earrings must be professional and must be ½ inch in diameter or less.

- **Chains and necklaces** may only be worn beneath students' shirts, and may need to be removed during gym class.
- When students **enter the school building**, they must be in the proper uniform. Students must be in uniform while on school grounds and may not change out of their uniform before dismissal.
- Shirts must be **tucked in**, shoelaces must be **tied** and Velcro must be **fastened** at all times.
- Students may not use beepers, headphones/music equipment (e.g. CD-players, iPods, etc.), or **cell-phones** while in the school building, even if it is before or after school. If any of the items are visible or audible, these items will be confiscated and the student will be subject to disciplinary consequences and parents will need to retrieve the offending items *in person*.

J. School Supplies

The following is a list of supplies all students are expected to have by Tuesday, September 6th:

- 2 ballpoint pens, blue or black ink
- 2 mechanical pencils
- 1 yellow highlighter, any size tip
- 2 ballpoint pens, green or red ink
- Three 3-ring binders (1.5" or larger)
- 2 composition notebooks (**5th and 8th grades only!**)
- 2 spiral notebooks – 80 pages, single-subject (**7th and 8th grades only!**)
- Heavy duty backpack or bag that can hold multiple books or 3-ring binders
- 1 gallon zip lock bag for transporting school library books for DEAR

Students should not bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Although Amandla Charter School prides itself on being very safe, the school does not accept responsibility for any missing items of value. Students who bring inappropriate items to school, including but not limited to toys, iPods, CD players, laser pointers, beepers, and pagers will have such items confiscated. A parent or guardian must come to the school to retrieve the confiscated items, as students may not retrieve confiscated items themselves. Repeated violations may result in Suspension.

K. School Breakfast and Lunch

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. At the beginning of the school year, each family will be given a letter describing eligibility and an application to participate in the program. **We require families, regardless of whether or not they think they will qualify, to return the form.**

Breakfast. All students that arrive on time are eligible for universal breakfast provided by the school. Students will receive the sack breakfast, proceed through uniform check, and eat breakfast in his/her assigned homeroom. Breakfast is over at 7:50am and students arriving after breakfast cannot be provided breakfast.

Lunch. All students that qualify for free or reduced lunch will have lunch provided by the school cafeteria. Students are also allowed to bring lunches from home as long as they do not contain banned food items.

Soda, chewing gum, sunflower seeds and fried chips/Cheetos are not allowed at Amandla Charter School. Any student with any of these items will be asked to throw these items away and will receive an automatic detention.

L. Grading Policies

Amandla students in 5th and 8th grades take 5 core academic classes (math (5th), algebra (8th), ELA (5th), English (8th), social studies, Accelerated Math, and Accelerated Reader) during a given school year. Amandla students in 6th and 7th grades take 7 core academic classes (geometry, algebra, reading, writing, science or social studies, Accelerated Math, and Accelerated Reader) during a given school year.

At the mid-point of each academic quarter, students will receive Progress Reports with information about their performance in each core subject area. At the end of each quarter, students will receive formal Report Cards with detailed information about their performance in each core subject area.

On each Report Card, students receive one grade per core subject area. Amandla’s grading scale is as follows:

Grade Percentage	Letter Grade	GPA Weight
100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-50%	I (Incomplete)	1.0
49% or below	N (No Credit)	0.0

Honor Roll

At the end of each semester, an Honor Roll will be published. Students with all core grades above 3.75 GPA earn Suma Cum Laude status. Students with all core grades above 3.5 GPA earn Magna Cum Laude status. Students with a 3.0 GPA in all five core classes will earn Cum Laude status. Students will be acknowledged at the end of each semester and at a formal year-end awards ceremony.

Failure. A student fails a core subject if his/her final cumulative Course Grade is below 70.0%

M. Promotion Policies

Amandla Charter School is a public school with a college preparatory curriculum. As such, we hold our students to a high bar of academic performance. In order to ensure promotion to the next grade, Amandla students must do the following:

- Earn a grade of C or higher in all academic classes including Accelerated Math and DEAR.
- Miss no more than 15 days of school over the course of the school year.
- Demonstrate readiness for the next grade on the ISAT and NWEA exams.

A student who fails to meet one or more of the above criteria may be retained. It is very important that families attend report card pick-up so that they can be informed about their child’s progress towards meeting these criteria and intervene early if necessary. There are Amandla Charter School promotion guidelines; **however the final decision regarding promotion or retention belongs to the Executive Director.**

N. Homeroom/Advisory Teacher

At the beginning of the year, all students are assigned a **Homeroom** and a respective **Homeroom teacher**. Homerooms are named after the alma mater of the Homeroom teacher (e.g., Boston College, Northwestern). Students take all core academic classes within their Homeroom. All administrative forms (e.g., signed PREP reports, permission slips) will be collected by Homeroom teachers on a daily basis during Accelerated Math.

This teacher also serves as the student’s **Advisor**. Advisors will develop and maintain close relationships with their advisees throughout the school year. Families should expect to hear updates from their child’s advisor on a regular basis. Families should also see their child’s advisor as the point person for all non-subject specific questions and concerns.

O. Enrichment Activities

Students that are not assigned detention will participate in enrichment activities at the end of the day. Enrichment activities are teacher led and have included gym/recess, art class, yoga, Spanish workshop, computer technology, and library. These enrichment courses are determined by the teacher and students will rotate through the activities on a daily or weekly basis. Students that have earned detention forfeit enrichment and serve detention in the Dean of Student's office instead.

P. Individual Incentive and Accountability System: Student PREP Reports

Amandla Charter School uses a student PREP Report system to provide students, families, and teachers with a frequent, comprehensive report of student performance. A student's weekly PREP Report total is impacted by his/her fulfillment of Behavioral, Academic, and Attendance expectations.

All students receive PREP Reports every Friday. At the beginning of each week (PREP Report weeks begin on Thursday and end on Wednesday), a student's score starts over and he/she will earn 20 points each day he/she comes to school on time and in complete Amandla uniform. A 5 day week is out of 100 points, a 4 day week is out of 80, a 3 day week is out of 60, and so on.

Students will decrease their PREP Score when they fail to meet expectations. Specifically, PREP Points are deducted when:

- Students do not meet behavioral expectations (e.g., they earn demerits or detentions)
- Students do not meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Students do not meet homework expectations

Students with PREP scores of less than 70% must attend **Friday Extension**.

At the end of each week, a student's PREP points are transferred into the student's PREP Report **Bank**. Students may use accumulated points to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates) at the PREP store or during PREP auctions.

Over time, a student's average weekly PREP score is also monitored. Students with **high PREP Report averages** earn rewards, including but not limited to:

- invitations to the PREP Store, where they may use PREP Points in their bank to make purchases,
- school celebration invitations,
- school dance invitations,
- field trip invitations, and
- "golden" passes (a series of privileges reserved only for students with the highest PREP averages)

Students with **low PREP Report averages** lose privileges and receive other consequences. Specifically:

- Students are not invited to the PREP store.
- Students cannot participate in various extra-curricular activities (i.e. school celebrations, school dances, or school field trips).

Weekly PREP Reports are sent home for review and to be signed by parents/guardians. If a PREP Report is not returned the day it is due, the student will earn a detention and lose 50 points from his/her PREP bank.

The school reserves the right to add or subtract PREP Points for examples of very good or very poor behavior.

Q. Whole Class Incentive and Accountability: PREP Block Challenge

The PREP Block challenge is a class-wide, positive incentive system. The system uses peer-motivation and inter-class competition to encourage students to work together to meet high expectations for preparedness, respect, engagement, and posture. During every period of the school day, classes are assessed on their performance as a group, earning between zero and four PREP blocks. The number of PREP blocks earned is based on the following observable criteria:

1. **P**repared to Learn:
 - All students come to class ready to succeed. All students have completed their homework, have the necessary materials for class, and begin Do Now silently and immediately
2. **R**espectful of Selves, Classmates, Teacher, and School
 - All students cooperate with each other and treat all with respect
3. **E**ngaged in Learning
 - All students listen to and look at the person who is speaking, volunteer to participate, ask smart questions, and make insightful comments
4. **P**rofessionalism
 - All students act professionally by staying organized, demonstrating good posture throughout the class period, and following all directions and procedures

Teachers record PREP Block scores at the end of every class and advisors tally scores at the end of every day. A block is earned only if there is 100% compliance. Classes receive rewards for consistently high scores, such as ordering lunch from a restaurant, watching a movie or taking a field trip. Conversely, classes lose privileges for receiving low scores (e.g., silent breaks, silent lunches). When giving the score to the class, teachers use this opportunity to give concrete suggestions for improvement.

AMANDLA CHARTER SCHOOL CODE OF CONDUCT

A. Purpose

Amandla Charter School has created a Code of Conduct in order to:

- ensure that our school is a respectful space for learning,
- allow students to focus on their learning, and
- prepare students to become engaged citizens who follow rules set by our communities.

The Code of Conduct describes behaviors that Amandla considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

B. Our Philosophy

Students who do not meet Amandla Charter School’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our student Code of Conduct.

C. Behavioral Infractions

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, Amandla staff has sole discretion to determine the consequence of each behavioral infraction.

A school-related behavioral infraction refers to the violation of this code occurring:

- while the student is on school grounds or school-related transportation,
- during school-sponsored activities and trips, and
- during all school-related events.
- off of school grounds that results in substantial disruption to the learning environment

Students are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner. Such disrespect will not be tolerated and consequences will be issued accordingly.

At Amandla we seek to help students become mature young adults. To that end, while we will not tolerate disrespect, we do allow for students to express disagreement in a respectful manner. The school has developed routines and procedures that enable students to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

Enforcement of Amandla’s Code of Conduct is based upon a framework of progressive discipline. Specifically, minor infractions result in less severe consequences while larger infractions result in more severe consequences. Furthermore, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences.

Demerits (2 point PREP deduction)

If a student commits any of the following infractions, the student will receive a demerit. In addition to a demerit, the student may receive additional targeted, corrective consequences and/or lose other school privileges as determined by Amandla staff.

Infractions which may warrant a demerit include, but are not limited to:

- Missing or incomplete homework
- Being out of uniform (e.g., shirt is untucked)
- Arriving late to school or class
- Being unprepared for class (school supplies or materials)
- Laughing at inappropriate times/behavior
- Poor response to a consequence
- Turning around or facing the wrong direction in desk
- Being off task during independent or group work
- Doing hair, makeup, or other grooming in class
- Talking in the hallway
- Drawing or writing on skin or clothes
- Getting out of your seat without permission
- Poor posture during class
- Making inappropriate noises during class
- Failing to follow directions or procedures of the class or school
- Talking out of turn
- Other behaviors deemed inappropriate by school staff

(For a complete list of demerits, please contact the Dean of Students and Families or reference the rubric at the end of this handbook)

As students are given demerits, the issuing Amandla staff member will record the demerit to be transferred to the PREP report and make sure the student understands and acknowledges the inappropriate behavior.

Detention (5 & 10 point PREP deduction)

If a student commits any of the following infractions, the student may receive a detention. Infractions which warrant a detention include, but are not limited to:

- Low-level disrespect towards a fellow student
- Low-level disrespect towards faculty, staff, or other members of the school community
- Low-level disrespect of school property
- Refusing to respond to a staff member or follow a specific direction
- Deliberately disrupting class
- Throwing objects (including shooting a paper ball into the wastebasket)
- Horseplaying or engaging in physical contact that causes a disruption (including fighting over line order)
- Sleeping or attempting to sleep in class
- Possessing/using an electronic device in the school building (cell phones must be off and kept in backpacks)
- Playing with food in cafeteria
- Talking or inappropriate behavior during fire drill
- Writing or passing a note in class

- Failing to return forms by school-mandated deadlines (e.g., PREP Reports, Report Cards, Detention Reflections)
- Possession of, or drinking, soda
- Possession of, or eating sunflower seeds, or “fruities” (individually wrapped taffies), and fried chips.

Detention Requirements: On Mondays-Fridays, detention is served during the lunch period and/or, in the case of multiple detentions, from 2:40pm-3:30pm (during Enrichment) the day after the detention is earned.

Student Notification: If a student is required to serve detention, he/she will be notified by his/her teacher before leaving for lunch (lunch detention) or during Focus (Enrichment detention).

Family Notification: If a student is required to serve detention, the school will do its best to contact the family by 8:00pm the evening before the detention is to be served. In the case that the school cannot directly reach the family, the student is still required to serve. It is imperative that the school always have correct contact information for all parents and guardians. Families should provide the school with all relevant contact information as requested at the beginning of the year and keep the school updated if family contact information should change. In addition, students will be provided a copy of their infractions for family review.

Friday Extension

If a student earns a weekly PREP Score of lower than 70%, the student will receive a Friday Extension. Serving Friday extension is mandatory and transportation arrangements should be made in advance.

Requirements: Students will stay at school until 3:30pm.

Student Notification: Students will receive notice with their weekly PREP Reports on Friday.

Parent Notification: Amandla will make reasonable efforts to reach families by an automated phone call before 8:00pm on the Thursday evening before the Friday Extension is to be served. Students will be expected to stay even if the school is unable to reach the family.

In-Class Suspension (ICS)

At times, particular infractions warrant consequences that are more severe than detention or Friday Extension, but less severe than Out-of-School Suspension. Therefore, Amandla has an In-Class Suspension model ensuring that students have access to the curriculum while at the same time ensuring that students face serious consequences.

Specific infractions which may warrant In-Class Suspension from the Amandla school community include:

- Talking or communicating with students on ICS
- Low-level forging, cheating, plagiarism
- Lying or dishonesty
- Skipping school or after school commitments, missing Friday Extension or Saturday Academy Days
- Repeated behavior warranting detention

In addition, students who have not met behavioral expectations over an extended period of time, as measured by a PREP Report score less than a specific school-determined threshold, may face In-Class Suspension.

Furthermore, in order to promote and uphold our school community’s values and Code of Conduct, students who communicate with a student who is currently on In-Class Suspension will also earn the consequence of being In-Class Suspended.

Requirements: In the morning, students will need to check in with Dean of Students who will reiterate the expectations of In-Class Suspension. Students on In-Class Suspension will:

- Attend classes, receive instruction and complete class work
- Wear a Student Orientation shirt, provided by the school, signaling that they have lost the privilege of wearing their regular school uniform, which is earned by all students who complete Student Orientation
- Not be permitted to communicate with any students throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Students will be required to make an honest reflection of their behavior as indicated by a letter of apology that may be presented publically. Insufficient effort or sincerity will result in additional ICS or OSS.
- Not participate in selected class activities, as determined by each teacher
- Not attend reward events including field trips, dances etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the school administration)

Violation of the requirements of In-Class Suspension may result in additional days of ICS. Repeated failure to complete the terms of ICS can result in a minimum of a 1day Out-of-School Suspension (OSS).

Student Notification: If a student is assigned In-Class Suspension, he/she will be notified by staff member the day before, or the day of, In-Class Suspension.

Parental Notification: Parents of those students who have been assigned In-Class Suspension will be contacted by the school the evening before, or the day of, In-School Suspension.

Out-of-School Suspension (OSS)

Infractions which may warrant an Out-of-School Suspension include, but are not limited to:

- Not meeting the terms of In-Class Suspension
- Non-compliance in the Dean's Office
- Gross disrespect of a fellow student
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Initiating or participating in any inappropriate minor physical contact with school personnel (ex. pushing school personnel out of the way in order to participate in a physical altercation)
- Refusing to follow staff directions (refusing to leave a room, leaving or walking away without permission, or refusing to follow directions while staff is deescalating a dangerous situation)
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Disrupting Friday Extension or In-Class Suspension through misbehavior
- Committing sexual, racial, or any form of harassment
- Using abusive, vulgar or profane language
- Bullying/intimidation/cyber bullying
- Viewing pornography on school grounds
- Soliciting any non-Amandla students to threaten or assault an Amandla student
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling or possession of gambling paraphernalia
- Possession of drug paraphernalia(papers, pipes, matches, and LIGHTERS)
- Serious forgery, plagiarism, or cheating
- Leaving school grounds without permission

- Being charged with a felony
- Being asked to report to the Dean of Students' office multiple times in a single day
- Repeated offenses for which the student has already earned In-Class Suspension
- Text messaging in school
- Instigating, encouraging, enabling any of the above behaviors (verbal, physical, phone, text messaging, or through the internet)

Out-of-School Suspension Requirements

For suspension between one and ten days, the following procedures will apply:

When an infraction occurs, the student will be removed from class and sent to the Main Office, Dean of Students' office, or another designated school location. The student's parent or guardian will be notified of the incident by the Advisory Teacher, Dean of Students, or another representative of the school.

Unless a student presents a danger or risk of substantial disruption to the educational process, the student shall receive the following prior to a suspension of one to ten days:

- Notice and an opportunity to present her/his version of the relevant facts.

In the case of danger or a risk of substantial disruption, the student will be removed from the school building by a family member and provided notice and the opportunity to present his/her version of the relevant facts as soon as possible.

In the case that a student is assigned a suspension, the student's parent/guardian should immediately come to the school, meet with the Dean of Students and/or Executive Director, and remove the student from the school building. If the parent/guardian cannot immediately come to the school building, the student will wait in a designated area until the parent/guardian arrives. Written notice will be sent home designating the length of suspension.

Expulsion

Amandla Charter School has the authority to recommend the expulsion of students to the Executive Director for behavioral infractions including the following:

- Use, possession, and/or concealment of a firearm/destructive device or other weapon or "look-alikes" of weapons as defined in the Chicago Public School Student Code of Conduct, or use or intent to use any other object to inflict bodily harm
- Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, "look-alikes" of such substances, or contraband, or use of any other substance for the purpose of intoxication
- Assaulting educational personnel
- Being convicted of a felony or being found guilty of committing a felony either by admission or adjudication.
- ***Repeated, deliberate and fundamental disregard of school policies and procedures that have earned ICS or OSS. (See the asterisk footnote below)**
- Assault (i.e. threatening assault, hitting, kicking, punching, slapping, pushing) against fellow students or other members of the school community
- Theft or destruction (or attempted theft or destruction) of personal or school property including arson
- Sexual harassment and violations of civil rights, as delineated in the Amandla Charter School Student and Family Handbook

**Repeated suspension benchmarks: At 4 suspensions, Amandla will require a mandatory parent meeting to discuss the student's behavior and together we will establish a clear and measurable behavior plan. At 6 suspensions, another meeting will be required and the school will establish a last chance contract with the student and family. At 7 suspensions, the school will likely refer the student for expulsion to the Executive Director. Suspensions may refer to both In-School and Out-of-School suspensions.*

Any breaches of Federal law, Illinois State law, or bylaws of the city in which the school is located, may be handled in cooperation with the local police department and may result in expulsion.

D. Expulsion Procedure

Although we will work with families to help students learn to make good choices and will apply consequences for behavior problems that minimize time out of the classroom, in cases of extreme or repeated violations of school rules, or violations of the law that threaten the safe operation of the school, the administration of Amandla Charter School may suspend up to 10 days or recommend a student for expulsion.

In the case that a student is recommended for expulsion, the following protocol will be followed:

Students and their families will be provided with a timely notice of the expulsion hearing so that the student may prepare a defense. While it is not necessary to mandate a stated time period for the notice, a 5-day notice is deemed adequate. A shorter time period less than 5 days before the hearing may be sufficient if the family has previously been apprised of the successive misconduct incidents leading to the proposed expulsion, or in the case of a particularly egregious or dangerous situation involving, for example, weapons.

Notice to the student's parents (or legal guardian, if applicable) about the expulsion hearing must be sent by registered or certified mail stating the time, place, and purpose of the hearing. The letter should also inform the parents of the student's right to be represented by counsel and to present written and oral testimony on the student's behalf. If actual notice is given directly to the parent or guardian, such notice may be deemed sufficient and in lieu of the requirement of a registered or certified letter. Amandla will also make every effort to inform families by way of phone call as well.

The specific acts of misconduct must be described in the notice of the expulsion hearing.

The hearing will be before an impartial hearing officer. A member of the Amandla Board of Directors (BOD) or a BOD appointed designee will serve as hearing officer. The school administration may present its case by written evidence and/or by witnesses. As a general rule, the student, or his/her designated counsel, will be given an opportunity to present evidence and to cross examine the witnesses presented by the Amandla Charter School administration. While the hearing may be recorded, there is no requirement to do so. Depending on the facts, written statements of the accuser, documentary evidence and other witnesses may be sufficient to satisfy the mandates of due process. Testimony is not subject to the same rules of evidence in state or federal courts.

A written summary of the evidence and findings of the hearing will be recorded by the designated hearing officer and be immediately forwarded to the Executive Director for final determination. The student and family will be notified within 24 hours of the Executive Director's final determination. This determination will be made by phone and certified or registered mail.

If it has been determined that expulsion is appropriate, the findings of the hearing and final determination will be forwarded to the Chicago Public Schools, Director of the Office of Student Adjudication. Expelled students will be referred to CPS in order to determine appropriate academic placement.

Upon receiving the final determination, the student and parent will have the right to appeal the recommendation of the Executive Director within 5 days of notification of the recommendation. The appeal should be in writing and sent along with any additional evidence to the Amandla Charter School Board of Directors. The appeal should be sent by certified or registered mail directly to Adam Tarnoff, Chairman of the Board of Directors of Amandla Charter. The BOD contact information will be provided at the time of the expulsion hearing and by request through the Amandla Charter School main office at 773-535-7150.

The BOD will review the appeal and any new evidence with the Executive Director and will inform the family of the final determination by the most expedient method possible within 10 days upon receiving the appeal. Final determination will also be sent via certified or registered mail.

E. Discipline of Students with Disabilities

School officials may suspend students with disabilities and cease educational services for a total of up to 10 days consecutive or 10 cumulative school days in one school year without providing additional special education procedural safeguards. As long as students with disabilities are being provided with special education services, any In-School suspensions do not count towards the 10-day limit. For students with disabilities, the mandatory periods of suspension set forth in this Student Code of Conduct will not always be applied. Rather, school officials will exercise discretion regarding the consequences of negative behavior for special education students with disabilities. Students with disabilities can be suspended in excess of 10 days in certain circumstances. In order to suspend a student with a disability in excess of 10 school days, the CPS Office of Due Process and Mediation (773-553-1905) must first be consulted for approval.

When school officials anticipate a referral for an expulsion hearing for a special education student with disabilities, Amandla Charter School will:

Provide written notice to the parent/guardian 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. This meeting will meet the requirements of a Manifestation Determination Review (MDR).

The IEP team must determine whether the misconduct is related to the student's disability by reviewing evaluative and diagnostic results, information from the parent/guardian, observation of the student, and the student's IEP. The behavior is a manifestation of the student's disability if:

1. The conduct in question was caused by the student's disability or has a direct and substantial relationship to the student's disability and/or
2. The conduct in question was the direct result of the school's failure to implement the student's IEP.

The IEP team will review, and revise if necessary, the student's existing behavior intervention plan, or develop a functional behavior assessment and intervention plan to address the misconduct. The behavior intervention plan must address the misconduct for which the student is being disciplined.

If the student's behavior is not a manifestation of the disability, school administration may apply the disciplinary procedures outlined above, 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 it is determined that expulsion is appropriate, the student's parent/guardian will be notified of this decision, and such notice will also be forwarded to the CPS, Director of the Office of Student Adjudication for appropriate educational services.

F. Cell Phone Policy

While possession of electronics is prohibited at Amandla, we understand for safety and communication purposes that some families feel more comfortable with their student having a cell phone. If a student does bring a cell phone to school, it must be turned off before entering the building (**OFF-not turned on silent**) and put into the student's bag (**IN THE BACKPACK-not in the student's pocket**). If a student's phone is visible, found turned on, or makes a noise, it will be confiscated and the student will be assigned an automatic detention. A parent will be required to come up to the main office to retrieve the phone. Except for cases of repeated cell phone infractions, students are responsible for keeping track of his/her phone and should not ask to turn it into a teacher or administrator for safekeeping. Although Amandla works diligently to maintain a secure learning environment for its students, we cannot be responsible for lost or stolen phones.

G. Sexual Harassment: Amandla’s Sexual Harassment applies to both students and staff. Please refer to Amandla’s harassment policy found in Section G in the General School Information on pg. 27

H. Student Searches

In order to maintain the security of all its students, Amandla Charter School staff reserve the right to conduct searches of its students and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the students is respected to the best extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to students for their use, remain the property of Amandla Charter School; therefore, students should have no expectation of privacy in these areas.

I. Bus Behavior

The Amandla Charter School Code of Conduct applies on school bus transportation. Students who take the school bus are expected to act responsibly and respectfully at all times. All school rules apply on the bus. Certain additional rules will apply to the bus. Students will be given assigned seats. Failing to be in the assigned seat, putting hands out of the bus, throwing things, using bad language, not obeying the bus driver, are all infractions, as well as those listed in part (C) of this Code of Conduct. More serious behavior (i.e. fighting) will be investigated and consequences will be issued just as if it happened on school grounds.

Consequences for misconduct by Special Education students riding on transportation provided by their Individualized Education Program will be dealt with on a case by case basis.

J. Field Trips/End-of-Year Events

The school’s curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows students to attend all school-sponsored field trips and events will be sent home for each event and should be signed by a parent or guardian. The school will attempt to notify all parents and guardians before each school-sponsored trip. For trips that are not school-sponsored (e.g., voluntary trips), a permission slip will be sent home prior to the trip/ event, and must be signed by a parent or guardian.

A student may be considered ineligible for a trip for reasons including but not limited to: low PREP Report average, not returning the school-sponsored trip permission form by the given deadline, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior in school on the days prior to the trip, etc. Students who are considered ineligible for attending a trip will be required to attend school that day.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior, or excessive demerits and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

GENERAL SCHOOL INFORMATION

Amandla Charter School

A. To Contact Us

Amandla Charter School
6800 S. Stewart Ave. 4th Floor
Chicago, IL 60621

Main Office: 773-535-7150
Fax: 773-535-7151
www.amandlacharterschool.org

We are committed to establishing and maintaining an open and respectful line of communication between families and Amandla staff, each of whom has his/her own e-mail address. Families should contact staff by telephone or e-mail and understand that we will try to return calls within 24 hours in the event that a message is left. Families will also have an opportunity to meet with staff during the four scheduled Open Houses. In addition, families may request meetings with staff members by making an appointment through the Main Office. Families will not be able to meet with a staff member without an appointment.

B. Transportation

Please contact the main office at the number listed above for a current list of private transportation providers.

C. Medical Policies

Records and Physical Exams

In order to enroll at Amandla Charter School, every student must have an up-to-date physical and health records, including immunizations. Students will be excluded from school until records are provided. State law requires that all children entering the 6th grade have a medical exam (physical) and be immunized against: Hepatitis B; Polio; Diphtheria, Pertussis, and Tetanus (DPT); and Measles, Mumps, and Rubella (MMR). This means that new students will not be allowed to enroll in school if they do not have records from a complete physical exam described above.

The Hepatitis B immunization consists of a series of three doses. The first dose must be completed by the first day of school. The second dose must be complete 1 to 2 months later. The third dose must be given 4 to 6 months after dose one. Students that do not have Hepatitis B immunizations completed by the timeline described above will not be allowed to attend school. Absences due to lack of immunizations may be counted toward the limit of 15 absences for the year.

Health and Illness

The school requests that children do not come to school if they are ill. If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

Parents will be contacted if a child has a moderate-to-high-fever; is experiencing vomiting or diarrhea; shows signs of contagious diseases; and/or has an illness that prevents the child from participating in activities. It is necessary to have emergency contact numbers on file in the school office in case no one can be contacted at home.

School Medical Emergencies

In the event of a medical emergency during the school day, Amandla Charter School is obliged to notify the proper medical and emergency authorities, set aside an area where the injured student(s) can be taken, and notify the parents(s) or the emergency contact identified in the school records. Amandla will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the

injured student to a designated medical facility. The Amandla designee will make every effort to provide support, assistance, and resources to the injured student until medical attention are secured.

Medications

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

- Medication will only be administered when the critical health and well being of the student is at stake.
- Parents/guardians must sign the appropriate administration forms.
- All medications must be supplied in the original container and must be accompanied by written instructions from a physician and consent from the parent/guardian.
- The container must be identified with the following information: student name, name of the medication, doctor's name and phone number, pharmacy and phone number.

The Office Manager is the primary person designated and authorized to administer medication in the absence of the school nurse. The Dean of Students will be the back-up person to the Office Manager. All medication must be placed in a locked box in the Main Office. In order to administer any prescribed medication OR over-the-counter medication to a student or child, there must be a doctor's note on file. Students are responsible for coming to the Main Office to receive their medication at the appropriate time.

Students are NOT allowed to have medication in their possession or in their backpacks/bags. (Except for emergency inhalers for students that have a doctor's note on file.) This includes over-the-counter medication. Please turn in the proper forms for your child's safety!

D. Health Education, Sex Education, and Sexuality Education Policy

Amandla Charter School provides a comprehensive health education curriculum designed to provide students with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum covers a wide variety of topics, including human sex education and human sexuality issues.

Parents or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification to the school Executive Director or Assistant Director. The written notification should specify the lessons from which the child is to be exempted. A child who is exempted will not be penalized because of the exemption. The school may provide alternative assignments for exempted students. A copy of the health education curricula and related materials will be maintained in the main office for review.

E. Visitor Policy

Parents are welcome and encouraged to visit Amandla Charter School at anytime during the school year. All visitors are required to report to Amandla's main office, located on the 4th floor, upon entering the building. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

F. Nondiscrimination Policy

Amandla Charter School brings together a diverse group of individuals. It is guided by the principle that respect and consideration for individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age, or handicap or disability status. Amandla wishes to stress that is the responsibility of every member of the Amandla community to observe and uphold the principles of equal opportunity as they affect staff, faculty, and students in all aspects of school life. It is the responsibility of every member of the Amandla community to actively promote appropriate behavior. Any

form of coercion or harassment will result in appropriate discipline, up to and including, expulsion for students and termination for faculty and staff.

G. Harassment

Amandla Charter School is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, teachers, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Amandla Charter School requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Student and Family Abbreviated Sexual Harassment Policy

Sexual harassment is unwanted sexual behavior that includes verbal or physical contact.

Examples of Sexual Harassment:

- Inappropriate touching such as pinching, grabbing, groping, etc.
- Pulling another's clothing
- Unwanted patting, hugging, and kissing
- Standing in someone's way or bumping into them in a way that makes them uncomfortable
- Suggestive sexual comments
- Sexual joking or teasing
- Name calling about sexual orientation
- Telling sexual stories OR spreading sexual rumors
- Written comments, notes, or letters of a sexual nature
- Whistles, rude noises, or inappropriate comments on someone's physical features
- Sexually degrading pictures, posters, text messages, etc.
- Staring at someone's body
- Gestures or looks such as winking, licking lips, etc.

Consequences:

- Students who are accused and found guilty of Sexual Harassment at Amandla Charter School will be dealt with on an individual basis.
- Amandla administration will issue an appropriate consequence up to and including a referral for expulsion.
- The severity of the Sexual Harassment (verbal vs. physical) will determine the severity of the consequences.
- A history or pattern of Sexual Harassment will also determine the severity of the consequences.
- For severe or repeated case of sexual harassment, consequences may include recommendation of expulsion.

What should you do if you are a victim of Sexual Harassment?

- Tell a staff member you trust
- Tell the harasser your feelings
- Remember that you are not to blame and that you never deserve harassment

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by teachers, administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Amandla Charter School.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Directors, subject to applicable procedural requirements.

H. Internet Acceptable Use Policy

Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Amandla Charter School offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Amandla Charter School. Amandla Charter School expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Amandla Charter School makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Amandla Charter School Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Amandla, in conjunction with Chicago Public Schools, has installed special filtering software in an effort to block access to material that is not appropriate for children.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Amandla's Internet Service.

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;

- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Executive Director;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Executive Director; and
- overriding the Internet filtering software.

Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the teacher or another adult from Amandla if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the teacher present and your student advisor.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Amandla Charter School reserves the right to examine all data stored on diskettes involved in the user's use of Amandla's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to the Amandla's Internet service is a privilege not a right. Amandla Charter School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Amandla's Internet service.

AMANDLA CHARTER SCHOOL
Consequences for Negative Behavior Rubric

The following is a chart of behavioral infractions and typical consequences. While we have stated possible consequences for certain behavioral infractions, Amandla staff has sole discretion to determine the consequence of each behavioral infraction. A school-related behavioral infraction refers to a violation of this code occurring: while the student is on school grounds or school provided transportation, during school-sponsored activities and trips, and during all school-related events. Also, infractions that happen off of school grounds that result in substantial disruption to the school learning environment.

Demerits	Consequence	Auto Detentions	Consequence	In-Class Suspension	Consequence
<ul style="list-style-type: none"> -missing or incomplete HW -tardies -uniform violations -unprepared/ without materials -in hall w/o pass -not putting materials away in timely manner -lack of organization/ messy work area -unnecessary materials on desk -in book bag w/o permission -laughing at inappropriate time -talking out of turn -not following teacher's directions -putting feet on desk, furniture or wall -making inappropriate noises -poor attitude -low level poor response to a consequence -not respecting a private conversation -turning around in seat/not facing front -disengaged in lesson -not tracking speaker -off task during independent or group work -not starting work in a timely manner -doing hair, makeup, or other grooming -not participating 100% -unprofessional in line -talking in hall/line -loitering in hall -talking in bathroom -unprofessional communication -poor posture -not following class or school procedure -making excuses -out of seat w/o permission -littering -taking apart pen/pencil and playing with parts -making adults wait for compliance/pouting -drawing or writing on skin/clothes -misusing personal or school resources -chewing or having pen caps, plastic, straws, or other non-food items in mouth -walking excessively slow or fast in order to disrupt a line 	<p>Demerits are a 2 point deduction from the weekly PREP report.</p> <p>4 demerits in a single day = daily detention served the following day prior to dismissal</p> <p>Repeated behavior resulting in excessive demerits that continually results in detention, may escalate to ICS.</p> <p>In addition, PREP reports below 70% will require students to serve an extended detention from 2-3:30pm on Friday afternoons</p>	<ul style="list-style-type: none"> -disrespect to peer -disrespect to adult -disrespect to property -answer shopping – asking adult the same question once you've been given an answer -responding to consequences inappropriately (disruptively) -Refusing to respond to a staff member or follow a direction -Using low-level profanity (shut up, damn, etc) -Making inappropriate contact -Disrupting -Horseplaying -Possession or eating food at an unauthorized time -Sleeping or attempting to sleep -Using cell phone, mp3, other electronics -moving seats without permission -possession of soda, fried chips, sunflower seeds or gum -throwing objects -playing with food -inappropriate behavior in fire drill -writing or passing note in class -possession or use of a personal pencil sharpener -failure to return documents that require parent or guardian signature 	<p>Auto Detentions will come with a call home.</p> <p>Auto Detentions are a 5 or 10 point deduction from the weekly PREP report.</p> <p>Auto Detentions result in daily detention served the following day prior to dismissal.</p> <p>Repeated behavior resulting in excessive detentions may escalate to ICS in place of detention.</p> <p>In addition, PREP reports below 70% will require students to serve an extended detention from 2-3:30pm on Friday afternoons</p>	<ul style="list-style-type: none"> -talking or communicating with students on ISS -low-level forging, cheating, or plagiarism -lying or dishonesty -skipped school, after school commitments or Saturday Opportunity Days -repeated behavior warranting detention -falling below school designated thresholds on weekly PREP report 	<p>ICS has a 15 point PREP deduction for each day on ICS.</p> <p>For infractions more serious than detention, In-Class Suspension will generally be assigned between 1-5 days with a maximum of 10 consecutive days.</p> <p>Students will be responsible for receiving a teacher signature each period to document satisfactory effort in correcting behavior. Failure to receive all signatures will equal a "do-over."</p> <p>Students will be responsible for completing a public apology and ask to be accepted back into the school community.</p> <p>Parent or guardian conference is requested prior to meeting terms of ICS.</p> <p>Repeated ICS may result in moving directly to OSS.</p>

Suspension	Consequence	Expulsion/Long Term Suspension	Consequence
<ul style="list-style-type: none"> -not meeting terms of ICS -gross disrespect to staff or student -initiating or participating in inappropriate contact with school personnel (pushing in order to participate in altercation) -fighting/physical altercation -damaging, destroying, or stealing personal or school property (or attempting to) including graffiti -using or possession of tobacco products -disrupting Friday Extension or ISS with misbehavior -Committing sexual, racial, or any form of harassment -Using abusive, vulgar, or profane language -Bullying, intimidation, or cyber-bullying -possession of pornography -soliciting non-Amandla students to threaten or assault an Amandla student -making threats, empty or otherwise -setting off false alarms -gambling or having gambling paraphernalia -having drug paraphernalia (papers, pipes, or lighters) -serious forgery, plagiarism, or cheating -leaving school without permission -multiple referrals in a day -charged with felony -repeat offenses leading to ISS -texting in class -instigating, encouraging, enabling any of above behaviors (verbal, physical, phone, text, or internet) -refusing to follow staff directions (refusing to leave a room, leaving or walking away without permission, or refusing to follow directions while staff is deescalating a dangerous situation) -non-compliance in the Dean's Office 	<p>20 point PREP deduction per day of OSS.</p> <p>Repeated occurrences of behavior resulting in automatic detention or in-school suspension may result in OSS</p> <p>In general, most first time suspensions are between 1-3 days.</p> <p>Flagrant or repeat offenses may warrant additional days.</p> <p>Amandla will make every effort to reach families by telephone (or in person when possible) when issuing OSS and will send home a copy of the suspension paperwork describing the student's role in the suspendable incident.</p> <p>Students and their families are welcome to discuss the incident to ensure his/her version of the incident is heard with the Dean of Students.</p> <p>If upon reviewing the expectations of Amandla Charter School's Code of Conduct and upon reviewing the details of the incident there are still in question, the parent(s) and /or guardian(s) may schedule a meeting with the Executive Director for final determination of the suspension</p> <p>Parent is requested to return with student for re-entry conference</p> <p>Students must make a public apology to designated members of the Amandla Charter School community.</p>	<ul style="list-style-type: none"> -Use, possession, and/or concealment of a firearm/destructive device or other weapon or "look alike" of weapons as defined in the Chicago Public Schools Student Code of Conduct, or use or intent to use any other object to inflict bodily harm -Use, possession, sale or delivery of alcohol, illegal drugs, narcotics, controlled substances, "look alike" of such substances, or contraband, or use of any other substance for the purpose of intoxication -Assaulting educational personnel -Being convicted of a felony or being found guilty of committing a felony either by admission or adjudication -Repeated, deliberate and fundamental disregard of school policies and procedures that have earned ISS or OSS -Assault (i.e. threatening assault, hitting, kicking, punching, slapping, pushing) against fellow students or other members of the school community -Theft or destruction (or attempted theft or destruction) of personal or school property including arson -Sexual harassment as delineated in the Amandla Student Code of Conduct 	<p>Minimum 2-day to 10-day suspension and/or referral for expulsion hearing</p> <p>Parent is requested to return with student for re-entry conference</p> <p>Student must make a public apology to administration, teachers, entire school, or class</p> <p>See suspension/expulsion policy</p>

STATEMENT OF UNDERSTANDING

Amandla Charter School

I have received and read a copy of Amandla Charter School’s Student and Family Handbook and understand the rules, regulations, and procedures of the school. * I understand that if I ever have any questions regarding school policies, I should ask a member of the school community for a further explanation.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

**If a family has more than one child attending the school, a separate Statement of Understanding must be returned for each child.*

We thank you for your cooperation and wish you the best for the new school year.