Baltimore Leadership School for Young Women
Student & Family Handbook

2017-2018

“Transforming Baltimore...One Young Woman at a Time”

128 W. Franklin Street Baltimore, Md. 21201
Baltimore City Public School System
School #348
Dear BLSYW Community,

We are excited to welcome a new class of the Baltimore Leadership School for Young Women (BLSYW) who will join our returning BLSYW Students for another year of learning, academic success, leadership, and sisterhood. One of our greatest joys is seeing your daughters’ faces and being able to say “thank you” to YOU - our parents and guardians - for sending them to the Baltimore Leadership School for Young Women.

Every day, BLSYW provides rigorous curriculum and unique enrichment opportunities that empower our young women to achieve outstanding results. Our goal and expectations are very clear and specific - college readiness! We have purposefully designed and woven college readiness into every aspect of our educational program so that we prepare our students for both college acceptance AND success in college once enrolled. We are also extremely grateful to our community partners for their constant support and continued encouragement in helping to build an amazing school for girls in Baltimore City. We count on ALL of you and your invaluable participation to help our girls, every step of the way! The Baltimore Leadership School for Young Women was founded to encourage young girls to believe in themselves and to believe in their ability to make a difference for good in our world. With the help, support and guidance of great teachers, dedicated staff, parental guidance, and the encouragement and support of the community, we believe that girls are capable of anything they put their minds to! Serving as Founder and CEO of this esteemed school since BLSYW’s inception has been a unique and wonderful experience. BLSYW has made tremendous leaps and bounds in the Baltimore school community. Collectively, we are proud of the work our teachers, administration and community partners have achieved as we invest in this city’s greatest treasures - our students! It is empowering to all of us to watch our students grow and thrive as scholars, sisters, individuals and humanitarians.

We still have much to accomplish; however, with your help we WILL succeed.

Hard work on everyone’s part is helping our students at BLSYW become our city’s future doctors, engineers, lawyers, teachers, thought leaders, and more. A great education will yield great success! That is the founding vision for ALL of our BLSYW Young Women who are changing Baltimore and the world…one young woman at a time.

With BLSYW Pride Deep Inside,

Brenda Brown Rever, Founder                      Shanaysha Sauls, CEO

Transforming Baltimore… … one young woman at a time.
Dear Baltimore Leadership School for Young Women (BLSYW) Families and Students:

We are excited to welcome many of you back and to greet others to the BLSYW community for the first time. As the principals of the Baltimore Leadership School for Young Women, we can tell you firsthand that our school’s commitment to excellence will not be exceeded by any other school in the district or in the country.

Our school’s staff works hard to help us continue the tradition of excellence here at BLSYW. Our goal is to continually improve our ability to meet the needs of all students and to increase our ability to effectively communicate with our students’ families. Although we have made some gains in our students’ academic performance over the years, we will not be satisfied until all of our students are meeting high standards.

Over the course of the year, you will be invited to work with us as we monitor our progress in these areas. We will use our revised family engagement workshops and “Cupcakes and Conversations” with the Principals, “State of the Grades” (January 2018), and Family Action Committee meetings to review our progress and gain input from families.

Our vision for BLSYW is for us to constantly demonstrate our commitment to excellence and student leadership through our high expectations for all of our girls. We will show our girls how much we care for them by expecting all of them to succeed and excel. From the first day of school through the last day of school, you and your child will feel “BLSYW P.R.I.D.E...Deep Inside.”

Sincerely,

Chevonne Hall                Cristina Easton
Middle School Principal     Upper School Principal
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History of the Baltimore Leadership School for Young Women

The Baltimore Leadership School for Young Women was founded in 2009 by the visionary philanthropist Brenda Brown Rever and a network of individuals and business leaders, many of whom are now included on our school’s Board of Directors.

The BLSYW Way

BLSYW is a college preparatory school with an emphasis on science, technology, engineering, the arts and math (STEAM), and – fields in which women are underrepresented and where Maryland needs to cultivate a strong knowledge base and workforce in order to remain competitive in the global marketplace. BLSYW believes in the well-rounded young woman! BLSYW students are instilled with a strong sense of community, leadership, ethical principles, and responsible decision making. The BLSYW Way embodies leadership, learning, college readiness, community engagement and sisterhood.

Our Model

The Baltimore Leadership School for Young Women is modeled on the highly successful Young Women’s Leadership School of East Harlem (TYWLS). TYWLS opened in 1996 with one class of seventh grade students. The school now serves over 400 students in grades 6-12 and has achieved fantastic results. Over 95% of the students have graduated and 100% of students have been accepted to college for the past 8 years. BLSYW is a part of the Young Women’s Leadership Network, an impressive national coalition of affiliated schools.

Why All Girls?

Research has shown that students in single-sex schools are more likely to feel better connected to their schools and are more likely to develop strong relationships with their teachers. Students in single-sex schools are also more likely to pursue academic paths according to their talents and interests rather than particular gender stereotypes.

Top 5 Reasons to choose BLSYW’s ALL Girl’s Model:

1. Emphasizes academics over youth culture values.
2. Exposes its students to great role models and professional women.
3. Encourages pursuit of a college education.
4. Ensures that its students engage in leadership activities inside and outside of school.
5. Challenges gender stereotypes in its curriculum and activities
Mission Statement

The Baltimore Leadership School for Young Women (BLSYW) prepares the young women of Baltimore city for success in college and life. BLSYW engages students in learning through a strong school culture and innovative teaching practice that nurtures the development of the whole young woman—emotionally, physically and academically. BLSYW cultivates strong habits of mind and a sense of community responsibility. The young women of BLSYW demonstrate leadership at every level—self, school and society.

School Goals

Our goal is simple – to give public schools students the same quality education and opportunities as their peers in private schools. At BLSYW we expect nothing less than a 100% graduation and college acceptance rate. The three ways we will accomplish this are:

1. All girls model with a proven track record
2. A college prep curriculum and support system
3. Intentional and exceptional leadership and enrichment opportunities

BLSYW Organization

**Leadership Team**
Shanaysha M. Sauls, Ph.D.
Chief Executive Officer

Chevonne A. Hall
Middle School Principal

Cristina J. Easton
Upper School Principal

**Development Team**
Loucia Hamilton
Associate Director of Development

**Resource Team**
Paula Dofat
Director of College Counseling

Latease Lashley
Director of Admissions and Family Engagement

Aisha Watson
School Counselor

Paulette Hendricks
Social Worker

Dena Sandler and Dana Collins
Psychologist and IEP Chair
Transforming Baltimore…

… one young woman at a time.
**Personal Responsibility & School Climate**

Since 2009, the BLSYW mission aims to produce a college bound community of leaders who are successful in diverse careers and committed to serving the community.

We encourage each student to have “**BLSYW Pride ... Deep Inside!**” To sustain this BLSYW tradition of excellence, students must commit themselves to professionalism, respect, integrity, diligence and enthusiasm. In striving for these goals, students also help foster a positive, inviting school climate, conducive to learning. Students whose behavior makes it difficult for others to learn, or who disrupt the school climate, will not be allowed to remain at BLSYW.

**BLSYW Pledge**

**Professionalism**
- Always be Punctual
- Come to School in Proper Uniform
- Be Present & Prepared to Learn

**Respect**
- Value Yourself
- Take Ownership of the BLSYW Community
- Positively Impact Society at Large

**Integrity**
- Always Exhibit Academic Honesty
- Take Responsibility for Your Actions
- Evaluate Your Choices, Learn from Your Mistakes

**Diligence**
- Persevere Through Challenges
- Work Urgently Toward Your Goals
- Face each day with New Effort and a Fresh Start

**Enthusiasm**
- Support the Growth of the BLSYW Community
- Positive Attitude = Positive Actions
- Celebrate Our Successes
Behavior Expectations

BLSYW expects every student to behave honestly, respectfully, and responsibly at all times; and as a member of the school community, to contribute positively to the social and academic culture of the school community.

Baltimore City Schools concurs with these expectations as identified in the BCPS Code of Conduct (http://www.baltimorecityschools.org/domain/6492) which states that every student should contribute to a positive learning environment by embracing the following principles:

1. I respect others and myself. I am kind and courteous.
2. I demonstrate positive verbal and nonverbal communication and positive behavior.
3. I am responsible for my behavior and its consequences.
4. I come to school on time, focused and prepared to work.
5. I demonstrate behaviors that promote a clean, safe and civil learning environment.
6. I respect school property and the property of others.
7. I present myself in appropriate and orderly fashion at all times and in all settings, and I demonstrate personal honor and integrity at all times.

Anti-Violence and Cyber/Social Media Violence Policy

Fighting

Fighting is unacceptable for any reason at BLSYW and will not be tolerated. A fight is defined as a physical altercation occurring between 2 or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching.

Any student who engages in such actions as defined above will receive disciplinary action in line with the Baltimore City Public Schools Student Code of Conduct and the BLSYW policies and procedures. This may include but is not limited to:

- In-school suspension
- Short term out of school suspension
- Long term out of school suspension
- Recommendation for extended suspension
- Possible expulsion
- Judicial Proceedings

Along with these disciplinary actions students and parents will attend a student reinstatement meeting where the terms of the BLSYW Behavioral Contract and Memorandum of Understanding will be reviewed and signed. In addition, the students will be banned from all school related activities and extracurricular activities for one quarter, after which their participation will be reviewed by the school administration for reconsideration.
**Fighting - Recording a Fight**

The act of recording/videoing a fight between other students is not permitted. If a student is caught recording a fight with their cell phones, then the following disciplinary procedures will be adhered to:

The phone will be confiscated until the end of the current school year at which time it will be returned to the student’s parents upon their request.

**Harassment, Bullying, Intimidation**

Baltimore City Public Schools defines bullying, harassment or intimidation as any verbal, physical or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being.

It may be motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, physical disability or mental disability.

Bullying, harassment and intimidation can appear in many forms including physical, cyber, relational and verbal which are exemplified below.

“Physical,” can refer to such negative behaviors as hitting, kicking, pinching, punching, scratching, spitting at someone else or damaging or taking another’s belongings.

“Cyber,” means via communication transmitted by means of an electronic device, including but not limited to text messages, instant messages, cell phones, social networking websites (ie Facebook, Twitter, etc.) and email.

“Relational,” can come in the form of spreading derogatory information about a peer or an adult, manipulating a peer or an adult with the intention of causing harm, purposefully excluding a peer from social interactions or social groups and creating, spreading, or condoning by silence, malicious rumors.

“Verbal,” can include such behaviors as name calling, making racist, sexist or homophobic jokes, teasing and using sexually suggestive or profane language.

Should cyber harassment, bullying or intimidation occur on school property, with the use of school technology or during a school sponsored trip, or while off campus but the behavior interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event, consequences from the school will be administered. As with all types of harassment, bullying and intimidation, cyber bullying is not necessarily without school repercussions and response even if it occurs off of school property or with personal technology.


**Academics**

BLSYW offers a rigorous middle and high school curriculum which utilizes a proven, hands-on, problem-solving approach to learning. Recognizing that women are severely underrepresented in the STEM (science, technology, engineering, the arts and math) fields, BLSYW also provides a special focus on STEAM so that more young women will pursue these careers in college and beyond.

BLSYW currently has over 520 students enrolled for the 2017-2018 school year. We employ small class sizes to provide optimal learning environments for students.

Additionally, we have a college counselor that works directly with students and their academic program to ensure the best outcomes for college and beyond. Unlike other schools, our college counselor’s sole focus is college acceptance and achievement for our students and has a much smaller caseload.

**Admission**

Baltimore Leadership School for Young Women (BLSYW) is a charter school of choice open to all Baltimore City young women. We are a 6th-12th Grade college preparatory school emphasizing STEAM (the study of science, technology, engineering, art and mathematics). To be accepted to BLSYW, 5th Grade to 8th grade students must apply directly to our school by completing our admissions application. The applicant will be entered into a lottery from which names will be drawn for admission to the school. There are no admissions requirements for applying to BLSYW. We encourage all girls who are Baltimore City residents to apply.

**Diploma Requirements**

**State of Maryland**

To earn a Maryland High School Diploma, a student must pass the High School Assessments (HSA) and/or PARCC Tests.

<table>
<thead>
<tr>
<th>Subject Areas</th>
<th>Passing Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I PARCC</td>
<td>Level 3</td>
</tr>
<tr>
<td>Biology HSA*</td>
<td>400/participation only 2016 and after 394</td>
</tr>
<tr>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>English II PARCC</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

Earning a combined score of 1602 will qualify a student for graduation.

A student must earn 75 hours\(^1\) of service learning credit and successfully complete 21 course credits (4 after the completion of grade 11), distributed as follows:

<table>
<thead>
<tr>
<th>Subject Areas</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-4</td>
<td>Fine Arts-1</td>
</tr>
<tr>
<td>Mathematics-4</td>
<td>Health-0.5</td>
</tr>
<tr>
<td>Science-3</td>
<td>Physical Education-0.5</td>
</tr>
<tr>
<td>Social Studies-3</td>
<td>Technology-1</td>
</tr>
<tr>
<td>Modern Language-2</td>
<td>Electives-3</td>
</tr>
</tbody>
</table>

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\(^1\) For students graduating from BLSYW after June 2016, there will be a 125 service hour requirement as a requisite to receive the BLSYW diploma.
BLSYW Diploma

In order to receive the BLSYW Diploma, a student must pass every class from grade 9 through grade 12, which means the successful completion of 24 course credits, complete their senior Capstone Project, and complete 125 hours of service. The course credits are distributed as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Modern Language</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional BLSYW Requirements for Eighth and Twelfth Graders

*Eighth Grade: Action Research Project*

Prior to being recommended for promotion to ninth grade, each eighth grade student must complete and defend an Action Research Project (ARP). The Action Research Project is a multi-part project, where eighth graders are asked to research a contemporary social issue or a STEAM Sciences, Technology, Engineering, the Arts and/or Math (S.T.E.A.M) related topic. After researching their topic, each eighth grader will be asked to write a five to seven page paper explaining their research. In addition to the research component, each student will be asked to present and defend their research to a professional panel. The grade from the Action Research Project will be incorporated into their second semester grade point average and will account for 20% of the English final grade. Additional information about the Action Research Project will be provided during the school year.

*Twelfth Grade: Capstone Project*

As a part of the culminating experience at BLSYW, prior to graduation, each twelfth grade student must complete and defend their Capstone Project. Each Capstone Project must include the following components:

- Identification of an issue related to the Science, Technology, Engineering, the Arts, or Math OR the improvement of a Baltimore social condition
- A Proposal and Implemented Plan or Product to Address and/or Eradicate the Area of Concern
- Literature Review
- Theory of Action
- Research Methods used
- Conclusion

Each research paper must be a minimum of ten (typed, double spaced) pages (not including the bibliography) and must be presented and defended before a professional panel. The grade from the Capstone Project will be incorporated into their second semester grade point average and will account for 20% of the final grade. Additional information about the Capstone Project will be provided during the school year. Students who take the Advanced Placement Capstone Course must align their project to the AP standard and submit it to the College Board for review and scoring.
**BLSYW Middle School**

BLSYW’s Middle School education program includes the necessary transitional steps to take a student from any elementary school and prepare her to enter our college preparatory high school program. A typical middle school course schedule is as follows:

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 6</td>
<td>English 7</td>
<td>English 8</td>
</tr>
<tr>
<td>Common Core Math 6</td>
<td>Common Core Math 7</td>
<td>Common Core Math 8 (Pre-Algebra)</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Life Science</td>
<td>Physical Science</td>
</tr>
<tr>
<td>World Civilizations</td>
<td>Geography/American History I</td>
<td>American History II</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>Spanish I (*HS Credit)</td>
</tr>
</tbody>
</table>

**As a Baltimore City Schools’ Gifted and Advanced Learning site, BLSYW offers Honors sections of all middle school courses.**

**BLSYW Upper School**

BLSYW’s Upper School educational program incorporates the Maryland State High School requirements, and exceeds them. Six credits are earned each year with typical schedules as follows:

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II**</td>
<td>English III**</td>
<td>English IV</td>
</tr>
<tr>
<td>Algebra I** / Geometry</td>
<td>Geometry / Algebra II</td>
<td>Algebra II / Pre-Calculus</td>
<td>College Readiness Math 12</td>
</tr>
<tr>
<td>Physics First</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Pre-C calculus</td>
</tr>
<tr>
<td>American Government***</td>
<td>Modern World History</td>
<td>U.S. History</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>Spanish II</td>
<td>Spanish III*</td>
<td>Spanish III*</td>
<td>Physics</td>
</tr>
<tr>
<td>Foundations of Technology</td>
<td>Fundamentals of Art</td>
<td>Advanced Placement Capstone</td>
<td>African American Studies</td>
</tr>
<tr>
<td>Health</td>
<td>Physical Education</td>
<td>Elective</td>
<td>Financial Literacy</td>
</tr>
<tr>
<td></td>
<td>Foundations of Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For the 2017-18 school year, students in the classes of 2018 -2020 who do not qualify for Spanish III will still be eligible for a BLSYW Diploma. Students in classes 2021 and below must qualify for Spanish III to qualify for a BLSYW Diploma.*

**indicates a course culminating in a PARCC assessment**

***indicates a course culminating in a Maryland State High School Assessment (HSA) course**
Academic Integrity

The processes by which students learn are as important as their completed assignments. Unless it is a designated collaborative assignment, it is necessary that students do their own work, whether it is a short term assignment (e.g. homework, class work), long term assignment (e.g. report, project, research/term paper), or written assessment (e.g., quiz, test, exam).

Acts of academic dishonesty, such as cheating or plagiarism, are very serious violations at BLSYW. Students are guilty of academic dishonesty when they:

➤ Possess cell phones or any other text-messaging device during a quiz, test or exam
➤ Possess or use “cheat sheets” at any time
➤ Copy the answers/work of others and submit as their own
➤ Supply their answer/work for others to submit
➤ Submit another person’s work as their own
➤ Talk during exams
➤ Fail to cite proper sources

Students who fail to maintain BLSYW’s standards of academic integrity will be subject to both academic and disciplinary consequences. The negative effects of poor decision-making range from zero credit on the assignment to course failure and from parental contact to disciplinary action.

Academic Help

Students who need academic help should begin with the classroom teacher. Every teacher offers coach classes at least once per week.

Coach Classes provide for individual and small group instruction. A list of all Coach Class times and locations are posted in each classroom.

Additional opportunities for academic help may be found in:

- Study groups
- Online resources
- Departmental coach classes
- After school tutoring program
- National Honor Society
- Other BLSYW teachers

Semester Examinations

Most academic classes at BLSYW culminate in two-hour long semester examinations given in January and June (May for Seniors) according to a schedule printed at the end of each semester. Because these examinations count for 20% of the semester grade, students should review and prepare for them throughout the semester to avoid last minute “cramming.”

If a student is absent from an exam, documentation explaining the absence is required before a make-up is scheduled. Acceptable documentation includes:

- doctor/hospital note
- court session verification
- funeral obituary

A note from parents is not acceptable documentation for an exam excuse.
Senior Examination Exemption Policy
A senior can exempt from one or more final examinations in January or May if and only if each quarter’s grade in the subject is at least 90%. If a student qualifies for the exemption in a subject and accepts it, her semester grade in the subject will be the average of the two quarter grades.

Seniors who are eligible for exemptions will be notified on the last scheduled class meeting prior to the first day of the examination period. Each student has the right to decide whether to accept the exemption or to take the exam. If the student elects to take the exam, then the exam grade will count for 20% of the semester grade.

BLSYW Grading Policy
Grading Policy
At BLSYW, we use a point system such that each type of graded assignment has an assigned point value. Occasionally, a certain assignment may be doubled to accurately reflect the size and the scope of the work.

The assigned point values for each of the assignment types are listed below.

Math and Science Courses:
- Tests & Quizzes – 40%
- Homework – 20%
- Class work and Participation – 20%
- Projects/Essays – 20%

English, History, Spanish and Elective Courses:
- Homework – 10%
- Assessments – 40%
- Projects – 30%
- Class work/ participation – 20%

Each quarter, a student’s grade as a percentage is calculated by taking the total number of points she has earned and dividing that total by the number of points available to earn. Percentages are rounded mathematically. (i.e. 85.5 becomes an 86% and an 85.4 becomes an 85%)

A passing grade for BLSYW is 70% or better. (Please note that this differs from the Baltimore City Schools passing grade of 60% or better.) Students falling below 70% in any quarter will have an Academic Warning Notice sent to her parent(s) and/or guardian(s), and the school may request a conference with the parent(s) or guardian(s) to address the student’s needs for success.

Report Cards
BLSYW students and their parents receive eight (8) academic reports each year. The Baltimore City Public School System sets the dates for the distribution of four report cards per year (in November, February, April, and June) and four mid-quarter progress reports (in October, December, March, and May). These reports give students and parents’ evaluations of student progress and effort, areas in need of improvement and suggestions for improving performance. Parents are strongly encouraged to attend Parent/Teacher Conferences in September, November and April in the evenings and by appointment. These reports also provide opportunities for staff to commend student effort and achievement. It is the responsibility of parents to examine and monitor each and every grade report!
Baltimore City Public Schools Grading & Reporting Policy

Purpose

The Board is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes.

Definitions

1. Grade

Grades represent a student’s performance based on course of study expectations. Grades reflect how a student performs in the classroom and on assignments and tasks.

2. Grade Point Average (GPA)

The numerical representation of a grade measuring a student’s overall performance across courses taken for a specific period of time.

3. Marking period

A segment of the school year during which instruction is delivered, student progress is monitored and grades are given.

4. Report card

A document that records the student’s grades, attendance, and other information.

Policy Standards

1. It is the belief of the Baltimore City Board of School Commissioners (Board) and Baltimore City Public Schools (City Schools) that all kids can and must learn, that every member of the City Schools community is responsible for student outcomes, that our work at the district is to empower not mandate, and that families and communities are essential partners to students’ success. In Baltimore, schools are empowered to make decisions for their students because school leaders, teachers, and the school community know best what students need to succeed. At the same time, we are one school district, committed to high standards and the provision of a rigorous and engaging education for every student. Therefore, the Board’s grading and Reporting policy is rooted in its belief in autonomy bounded by common standards that guide excellence.

2. The Grading and Reporting policy outlines City Schools’ philosophy towards grading. It is grounded in instructional best practices and is a guideline for fair and consistent grading. The Chief Executive Officer (CEO) will also issue an administrative regulation on Grading and Reporting which will provide greater specificity for schools. Schools are responsible for reviewing the district level policy and administrative regulation and developing their own school based grading practices that fit within the district framework.

Implementation Strategies

Evaluating Student Achievement

In order to provide students with numerous and varied opportunities to demonstrate knowledge and skills, teachers will evaluate students using a variety of assignment types and assessment tools. Schools will determine the components that make up a grade, and may assign a weight or range to the various components. Teachers in secondary grades will develop a written syllabus for each course to be distributed on the first day of class.

Recording and Reporting Grades

Grades will be recorded for each subject. Teachers will grade students’ assignments which may include class work, homework, and assessments, as well as their participation in the classroom.
Teachers may use letters, numbers, or other symbols on individual tasks and/or assessments to indicate what a student knows and can do.

Timely upkeep of grades is important to inform the progress of students for teachers, parents and students. Teachers will record grades using the online grade book program used throughout City Schools and will update grades at a minimum of twice per month. The grades will be available online to students and parents.

Interim progress reports will be sent out at the midpoint of each marking period. These reports will provide students and parents with information on the student’s achievement and progress on course of study expectations to that point.

Parents and students will receive notification of grades via report cards which are issued upon the conclusion of the marking period. Effort must be made to provide translated versions and assistance to help non-English proficient parents understand the report cards.

**School based Grading Practices**

Each school is required to develop its own grading practices. School based grading practices must be implemented within the City Schools’ framework set forth by the administrative regulation on Grading and Reporting issued by the CEO’s office. Schools will review the district wide policy and administrative regulation and develop further procedures or requirements to enable their students to succeed. The district office encourages schools to have consistent grading practices within each academic department including how the various components of a grade will be weighted.

In developing its own grading practice, schools must follow these guidelines:

1. Schools may have more rigorous requirements than the district; however, the district administrative regulation is to be upheld as the minimum standard.
2. Schools must post their grading practice on their website.
3. Schools have the opportunity to make changes to their practice once per academic year and must update the online version.
4. Schools must align with the district’s calculation of students’ GPAs.
5. Secondary schools must align with the district wide formula for calculating final grades.
6. The CEO/designee retains the authority to review and require any changes s/he deems necessary to any school based grading practice.

**Students with Disabilities and English Language Learners**

The Board and City Schools are committed to providing equal opportunity to all students, including students with disabilities and English Language Learners. The CEO, through the Grading and Reporting administrative regulation and guidance documents shall issue requirements for grading and reporting that may be necessary for students with disabilities and English Language Learners in compliance with federal and state statutes, rules and regulations.
Attendance & Punctuality

Early Departure Policy

Non-emergency

Any student who has an obligation which requires an early dismissal must bring a note from a parent or guardian which includes the following data:

- Student’s name and homeroom/advisory class
- Date and time of dismissal request
- Specific reason for the dismissal request
- Parent/guardian’s daytime phone number

At Baltimore Leadership School for Young Women (BLSYW), student safety is our top priority. Our school day runs from 8:15 a.m. to 3:05 p.m (for Middle School) and from 8:30 a.m. to 3:20 p.m. (for Upper School) unless otherwise indicated on the BCPSS or BLSYW calendar. As such, we are responsible for students upon their arrival to school until their departure from school. We recognize that there are times when a parent or guardian must remove his or her daughter from school before the end of the school day for a doctor’s appointment or an equally necessary engagement. **Students will not be dismissed after 3:00 p.m.** The school policy with regard to a student departing before the end of the school day from BLSYW is described below.

A Middle School student (6th, 7th & 8th grader) may only be released from school prior to 3:00 p.m. in one of the following two ways:

1. Into the custody of her parent or guardian who enters the building, speaks with BLSYW personnel at the front desk, and signs the appropriate student sign-out sheet.
2. Into the custody of an adult, 21 years of age or older, who is required to have picture identification and a written note signed by the student’s parent or guardian saying the student should be dismissed into his or her care. The note must also include the phone number of the parent or guardian who signed it so that the school can call and speak with the parent to verify prior to releasing the student.

An Upper School student (9th, 10th, 11th, and 12th graders) may be released from school prior to 3:20 p.m. in one of the following two ways:

1. Into the custody of her parent or guardian who enters the building, speaks with someone at the front desk, and signs the student out.
2. With a written note signed by the student’s parent or guardian saying the student should be dismissed. The note must include the phone number of the parent or guardian who signed it so that the school can call and speak with the parent prior to releasing the student. The note must include the specific time the student should be released, and the reason for the early departure. In such a case, the student is not to return to school for the remainder of the day. Students 16 and older can be released with a phone call from a parent or guardian (no written note required).

Request for early dismissal on special event days or on the day before a holiday, must be submitted the day before the desired date. This request must go to the guidance counselor, social worker and/or school psychologist. Exceptions may be made for serious documented emergencies.

Except for serious, documented emergencies, early dismissals may not be honored on special event days or on the day before a holiday.
**Emergency**
Any student who becomes ill or who sustained an injury during the school day and will need to leave school before the standard dismissal time must see the appropriate grade level advisor. Emergency cards must be current and complete so that a responsible adult (Parent, guardian, relative) can be contacted to grant approval for an early release.

**Arrival/Departure Times**
Students may not enter the building prior to 8:00 AM (Middle School) and 8:15 a.m. (Upper School) unless they are accompanied by a staff member. Before school, they should proceed to their first period class and not linger or congregate in any other area of the building. Unless they are under active supervision of a staff member, students must clear the building by the 4 p.m. bell.

All BLSYW students are enrolled in our college preparatory academic program and are expected to attend school daily, arrive on-time and depart school at the conclusion of the academic day.

All students are expected to be present when the first school bell rings in Middle School at 8:15 a.m and at 8:30 a.m. in the Upper (High) School. The 3:15 p.m. bell indicates the conclusion of the last class of the day for Middle School and at 3:30 p.m. for the Upper (High) School.

**Absence Policy**
Regular attendance in school is a critical component of academic success. Eligibility to participate in extracurricular activities (clubs, sports, class trips and assemblies) will be granted to those students who demonstrate a commitment to being in school on time and on a regular basis. Students who are absent five or more days, or tardy on five or more occasions during a quarter marking period will be ineligible for extracurricular activities for the following quarter marking period. Fall eligibility will be based on attendance during the fourth quarter of the previous school year. Students may appeal to an administrator if absences are due to legitimate long-term illness, and cases will be reviewed on an individual basis. It is the student’s responsibility to provide the administrator with all appropriate information regarding the absence immediately after return to school.

Maryland state law requires regular school attendance of children between five and sixteen years of age. However, an exception is made if the child is otherwise receiving regular, home instruction during the school year with age appropriate studies usually taught to children in public schools.

The state defines a “lawful absence” as follows. **Absence from school will be considered lawful under the following conditions if the school is notified in writing of the reason for the absence:**

- Death in the immediate family
- Illness of the student (a parent or guardian will need to present a physician’s written certification of the illness of any student who is continually absent due to illness)
- Court summons (must be for the student)
- Observance of a religious holiday
- State emergency
- Hazardous weather conditions (as defined by Baltimore City Schools)
- Approved work or other activity sponsored by the school (approval must be given by the principal prior to the activity)
- Suspension
- Lack of authorized transportation (as defined by Baltimore City Schools)
- Other emergency or set of circumstances as determined by the Chief Education Officer or a designee

An “unlawful absence” is any absence that is not denoted under “lawful absence.”

Transforming Baltimore...
**Chronic absence** is when a student misses 20 or more days of school for any reason, lawful or unlawful. A truant is a student who is absent without lawful cause for a portion of or an entire school day and a habitual truant is a student who is unlawfully absent from school for a number of days or portions of days exceeding 20% of the school days within any marking period, semester or year.

A student’s parent or guardian is responsible for submitting documentation to BLSYW that explains a lawful absence or a lawful lateness. This required documentation needs to include the date(s) of and reason for the lawful absence or lateness, and the authentic signature of a parent or guardian. Documentation from a physician or official agency is also acceptable.

BLSYW will work in partnership with families to ensure all lawfully absent students receive their missed work, however it is the parent and students responsibility to collect and submit all work upon returning to school. Parents may contact teachers via email for information about their students missing work. Students should meet with teachers to receive work covered during their absence.
School Uniforms

At the Baltimore Leadership School for Young Women, we are preparing our students to transform Baltimore through exemplary scholarship, leadership and public service. To this end, our school is a place of business. The uniform policy is a way to deter disruptions or distractions to the learning process. We want our students to come to school ready to engage in a full day of teaching and learning and with the proper attitude, as if they are engaged in professional careers.

We need you, our students’ families to be on the same page with the school as it relates to our strict adherence to our dress code and uniform requirements. There is simply no acceptable excuse for coming to school out of uniform, as there are numerous school-based resources that are available to support students and families in acquiring the proper uniforms. We are not just teaching our students about proper dress; we are also teaching them about responsibility, accountability and self-discipline.

ID Badges

Baltimore City Public Schools is committed to providing a safe learning environment. In order for staff members to distinguish between those who belong on the school campus and those who do not, the system requires all students and staff to have current ID badges provided by the school. Any student who is without an ID badge must purchase a $1.00 temporary badge; lost badges must be replaced at a cost of $5.00. All ID badges must be purchased from the main office prior to the start of the school day. Any fraudulent or deceitful alteration of either a permanent or temporary ID badge will result in disciplinary action.

School ID badges may be required for all special school events.

Dress Code

BLSYW has identified a school uniform that is both unique and empowering for our young leaders. The BLSYW school colors of orange and purple, which are prevalent in the BLSYW uniform, are vibrant and stand out in the community—just as we expect our young leaders to do. For this reason, every student is accountable for wearing her uniform with poise, confidence, dignity, and pride.

- Uniforms must be in professional condition: clean, pressed and well fit.
- BLSYW students must have their shirts tucked in at all times.
- BLSYW students are expected to be in school uniform every day, throughout the school day, and prior to entering the school building.

Middle School (Grades 6 - 8)

Uniform

- Purple Polo Shirt or White Oxford Shirt, with BLSYW logo
- Purple Sweater Vest, with BLSYW logo
- Gray Cardigan, with BLSYW logo
- BLSYW Black and White Plaid Kilt
- Gray Uniform Pants or Professional slacks (uniform pants can be ordered through: Dennis Uniform Store and Lands End [http://www.landsend.com/products/women/s-wear-to-work-trouser-pants/id_274271]
  - Gray Jeans, cargo pants, leggings or jeans are not permitted
- Gray Knee High Socks
- Gray or Black Opaque Tights
- BLSYW Fleece (in lieu of the BLSYW hoodie)
- No BLSYW T-Shirts

A middle school student may wear a white oxford shirt that does not have the school logo only when wearing the school vest, cardigan/fleece or BLSYW blazer over it.
Upper School (Grades 9 - 12)

Uniform

- Purple or Orange Polo Shirt, with BLSYW logo
- Gray or Purple Cardigan, with BLSYW logo
- White Oxford Shirt, with BLSYW logo
- BLSYW Gray or Plaid Kilt
- Gray Uniform Pants or Professional Slacks
  (uniform pants can be ordered through: Dennis Uniform Store and Lands End
  (http://www.landsend.com/products/womens-wear-to-work-trouser-pants/id_274271)
  Lands Ends)
  - Gray Jeans, cargo pants, leggings or jeans are not permitted
- Gray, Black or White Knee High Socks
- Gray or Black Opaque Tights
- BLSYW Fleece (in lieu of the BLSYW hoodie)

An upper school student may wear a white oxford shirt that does not have the school logo only when wearing the school cardigan over it.

Gym Uniform

Students taking gym must wear the following:

**Tops:**
- Students must wear the gray short-sleeved BLSYW gym shirt
- All other shirts are in violation of the school dress code.
- All shirts must be tucked in uniform pants and/or skirts

**Bottoms:**
- Students may wear either the purple BLSYW gym shorts with the embroidered BLSYW logo or the purple BLSYW sweat pants with the embroidered BLSYW logo.
- All other pants or sweatpants are in violation of the school dress code.

Any student who has been provided with a BLSYW blazer, beret, or tie (orange, grey or purple) are permitted to wear these items.

Footwear

All students must wear solid gray knee-high socks or tights, and close toed, safe, and comfortable shoes of their choice. Students may not wear shoes with heels.

General Dress Code Expectations for All Students:

As of the 2015-16 school year, students cannot wear their club t-shirts, BLSYW hoodies, or any other BLSYW t-shirts unless on an authorized school spirit day.

All shirts are to be tucked in and buttoned to the top two buttons

- Undergarments should not be visible through an outer layer
- Cardigans are not to be tied around the waist
- Skirts are not to be rolled at the waist and must touch the top of the student’s knee
- Slacks are to be loose fitting and may not be rolled up at the bottom
- Laces, straps and buckles on shoes must be tied and/or fastened
- Head coverings including, but not restricted to, scarves, hats, bandanas, hoods and “do rags” are prohibited with the only exception to the head covering rule being those items worn out of religious observance
- As per BCPSS Code of Conduct, a student will be asked to remove distracting jewelry and accessories at the discretion of her school staff or administration.
- Hair accessories are to be simple, professional; they must be in school colors (purple, orange, grey, black, white).  
  - Hair scarves and head wraps are prohibited
Accessories:
In accordance with the mission and vision of our school and in the best interest of our students, the following accessories cannot be worn at any time:

- Metal (gold, silver, platinum, titanium, etc.) or any other “fronts, grills” or tooth coverings
- Large earrings and connected jewelry
- Makeup including lipstick and colored lip gloss (middle school)
- Sandals, high heels, clogs, or flip flops
- Hats and hoodies

Winter Uniform and Accessories:
As the seasons change, if students are cold when in school, they can wear:

- a plain white long-sleeve shirt UNDER their uniform shirt,
- a uniform sweater
- the school logos must be seen
- Students may not cover their logo shirts with a sweater, jacket or “hoodie”.

Dennis Uniform Store has logo sweaters and fleece garments available for purchase this year. Please inquire with the Director of Family Engagement if you would like to purchase a fleece or sweater.

First Fridays:
On the First Friday of each month, all students are permitted to wear their regular clothes (please see guidance for the Do’s and Don’ts of “First Fridays”) for $2.00. Students will give their First Friday fees to their advisors. The proceeds from First Fridays will be used to support local non-profit organizations (50%) and grade-specific trips and initiatives (50%). Students are not required to dress-out on First Fridays. Any student opting out of First Fridays must attend school in full BLSYW uniform.

Student who deviate from the previously selected dress-out themes are considered to be in violation of the school dress code and will receive after school detention. Additionally, blue jeans must be in good repair, with no rips/tears.

Students with outstanding administrative consequences may not participate in First Fridays.

Drug-Free School
BLSYW has a zero tolerance policy for possession, sale or use of the tobacco, alcohol or any other drugs. Violators face legal charges as well as removal from the school. Each student is expected to help maintain a safe, drug-free environment.

Any student having trouble with substance abuse is encouraged to speak with guidance counselor.

Any student who is aware of drug use, possession, or distribution on campus should contact an administrator or trusted staff member. Students are sure that confidentiality will be maintained.
BLSYW Behavior Continuum

School-Wide Behavioral Continuum

Middle School Disciplinary Consequences

Leadership in Action (LIA) & Culture Vulture (CV) Points

In the middle school, BLSYW utilizes a point system as part of the discipline process to identify negative and encourage positive behaviors. LIA and CV points earned by a student are recorded, by the adult administering the point, in an electronic folder. At least twice weekly, advisors will share with students the accumulation of points as they exist in the electronic folder.

Leadership in Action (LIA) Points

LIA points are earned in three ways:

1. by demonstrating service to self, sister, school, or society
2. by demonstrating the BLSYW P.R.I.D.E. quality of the month, such as respect or integrity
3. by going above and beyond expectations for an assignment, such as completing an additional ungraded work to share with the teacher or class or by turning in an assignment before its due date

Culture Vulture (CV) Points

CV points are earned for inappropriate behaviors including when a student:

- Is late to class without a written excuse
- Arriving to advisory or class not wearing the appropriate uniform
- Disrupts learning in or out of the classroom
- Engages in horseplay in the hallways between classes
- Uses inappropriate language
- Is rude or disrespectful to an adult or classmate
- Has food of any kind, gum or a drink in class
- Does not completely meet dress code
- Is willfully disobedient
- Dozes off or is inattentive during class
- Is dishonest
Middle School Consequences and Rewards System

Most behavioral issues that occur in the classroom fall into the category of Tier 1 issues, meaning that they are resolved by the teacher in the classroom.

**Detention**

Detention is a time for a student to:

- Reflect on the behavioral choices she has made
- Consider the impact her behavior had on herself, her classmates, her teacher(s) and her parent(s) or guardian(s)
- Consider better choices she could have made
- Create strategies for how best to handle similar situations in the future and with which her advisor, classmates, teachers or parent(s) or guardian(s) can help her make better decisions

When earning a detention a student will:

- Receive notification the day of the violation
- Make appropriate transportation arrangements
- Arrive at 3:10 (middle school) or 3:25 (upper school) to the classroom where detention is being held.
- Arriving late to or missing detention is serious and will result in the issuance of additional time in detention and an in school suspension for repeated missed detentions.

Upper School Disciplinary Consequences

In an effort to maintain a positive school culture and support leadership development among our students, the after school detention program helps to hold students accountable to themselves and the community. It is the student’s responsibility to report to the detention on-time and to comport herself accordingly. Should a student disagree with a rendered consequence, she has the right to enter in to the appeals process. This applies to Level 2 and Level 3 consequences only. Please see the “appeals” section of this handbook.

**Failure to report:** Students that fail to report to their scheduled detention are considered to be in violation of the detention policy, and as a result, will have an office referral entered in their disciplinary record.

Students that fail to report to their scheduled detention on at least three consecutive occasions are considered to be in violation of the detention policy. Such students lose all access to their Upper School privileges, the ability to participate in extracurricular activities, social gatherings and reward trips. Lastly, students may earn an in-school suspension.

**Frequent and Consistent Violations:** Students earning at least three Level 2 detentions for the same offense per semester are required to attend a parent conference in which an administrator and the student’s parent/guardian will be present. At this conference, those present may discuss possible interventions and render additional consequences.

**Excessive Violations:** Students that earn five or more Level 2 detentions lose access to all Upper School privileges and become unable to participate in extracurricular activities, social gatherings and reward trips for the remainder of the semester.
# BLSYW Behaviors and Consequences

This chart is for reference. Consequences stated for each category are aligned to the BCPS Discipline Code and demonstrate a belief in students to correct their mistakes in continuous learning and improvement. Administrators reserve the right to intervene as necessary and assess consequences, within reason, to ensure school safety and maintain a positive learning environment for all.

<table>
<thead>
<tr>
<th>Level</th>
<th>Classroom level behaviors and consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>These behaviors detract from the classroom culture and are disruptive to the learning environment. Consequences rendered to students for level 1 behaviors are enforced by the classroom teacher. The consequences administered to students are up to the teacher’s discretion and also outlined in the course syllabus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Behaviors:</th>
<th>Sample Consequences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late to class</td>
<td>Written Reflection</td>
</tr>
<tr>
<td>Excessive talking</td>
<td>Teacher Facilitated Detention</td>
</tr>
<tr>
<td>Mild insubordination</td>
<td>Parent Phone Call</td>
</tr>
<tr>
<td>Sleeping in Class</td>
<td>Loss of Classroom Privilege(s)</td>
</tr>
<tr>
<td>Failure to follow class procedures</td>
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</tbody>
</table>

*Repeated incidents of Level 1 behaviors will result in a Demerit (3 Demerits = 30 minute Detention)*

<table>
<thead>
<tr>
<th>Level</th>
<th>Classroom level violations of school policy and consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>These behaviors are disruptive to the learning environment and in violation of school conduct policies. Consequences rendered to students for level 2 behaviors are enforceable by teachers, administrators, and BLSYW staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Behaviors:</th>
<th>Sample Consequences:</th>
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</thead>
<tbody>
<tr>
<td>Failure to Comply with School Dress Code</td>
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<tr>
<td>Failure to Comply with Food Policy</td>
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<tr>
<td>Late to Class</td>
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<table>
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<tr>
<th>Sample Consequences:</th>
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</thead>
<tbody>
<tr>
<td>These behaviors result in an automatic Demerit (3 Demerits = 30 minute Detention).</td>
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</tbody>
</table>

*Repeated detentions can result in the following (depending on the severity and in the following order)*

<table>
<thead>
<tr>
<th>Parent Conference</th>
<th>Restorative Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection period(s)</td>
<td></td>
</tr>
</tbody>
</table>

... one young woman at a time.
### Administrative level behaviors and consequences
These behaviors detract from the school culture and are in violation of school conduct policies. Consequences rendered to students for level 2 behaviors are enforceable by teachers, administrators, and BLSYW staff.

**Sample Behaviors:** (This list is not exhaustive)
- Illicit Elevator Usage
- Trespassing and Cutting Class: defined as not being in one’s assigned place including but not limited to skipping lunch, cutting class, skipping Leadership Seminar or other mandatory community events such as class meetings, being without adult supervision after school
- Minor Violation of School Technological Device Policy
  - i.e. device usage outside of designated areas or outside of prescribed times, cell phone being seen or heard and refusal to turn it in upon request
- Classroom Removal by Support Staff or Administrator
- Instigating Minor Arguments (verbal, non-threatening) Among Peers
- Cheating/Plagiarizing (see Academic Integrity policy for academic consequence)
- Selling merchandise

**Sample Consequences:**
At a minimum, all Level two behaviors result in at least one afterschool detention and the completion of a written reflection.
- Parent conference
- Restorative Practice
- Letter of Apology

*Failure to attend Detention results in an automatic office referral*

### Extreme Behaviors and Consequences
These behaviors are extremely disruptive and can be deemed dangerous or unsafe in nature. These behaviors also violate the BLSYW school conduct policy, as well as, the BCPSS school conduct policy.

**Sample Behaviors:** (This list is not exhaustive)
- Fighting
- Inciting Violence/ Instigating fights (verbal - threatening- or physical)
- Hate Speech, in person or on social media
- Harassment, in person or on social media
- Possession of Unlawful Items, including but not limited to media content, weapons, drugs and/or alcohol

**Sample Consequences:**
All level three behaviors will be investigated and mediated/resolved by Student Support Personnel. Consequences for these behaviors are determined by Administration based on Student Support Personnel Reports and are severe and rendered swiftly.
- In-school or Out-of school Suspension
- Expulsion
Auditorium
Throughout the year special programs and assemblies will be held in the auditorium. There will be assigned seating for all students invited to these programs and assemblies. The escorting teacher should advise his/her students about the seating assignments for his/her class. Teachers will escort their students to the auditorium. Students invited to these events should report promptly to the auditorium and move quickly and quietly their assigned seats. During the program students should exhibit courteous and polite behavior. Notebooks or gum should not be brought to the auditorium. Students who behaviors disrupt the program or interfere with the audiences enjoyment of the presentation will be removed from the auditorium and will be subject to disciplinary action.

Cafeteria
Lunch provides a time for relaxation and social interaction, a break from the rigors of the day. However, the large number of students eating during each cafeteria period requires mature and responsible behavior.

BLSYW students are expected to demonstrate courteous manners at all times so that all students can enjoy this break in the school day. In order for this to happen students must:

- Purchase food items for themselves only.
- Always take their places at the end of the lines and not attempt to step ahead of others.
- Not allow their friends to join them in line.
- Dispose of all their trash and clean the eating area soon as they have finished eating and before leaving the table.
- Avoid congregating or loitering in groups as this impedes traffic, hampers visual supervision, and can lead to hassles and confrontations.
- Not leave the cafeteria until dismissed; only by securing a written pass before coming to the cafeteria may student leave before regular dismissal time.
- Unless going into the bathroom, in line to get food, or going outside, all students must be seated while in the cafeteria.
- All students must report to the cafeteria or auditorium daily at the beginning of their assigned lunch.
- Students with written passes will be excused to go elsewhere.
- Students may bring lunch from home or purchase it in the cafeteria.
- All food and beverages must be consumed in the cafeteria and never taken to classrooms.
- No food is to be consumed in hallways or classrooms.
- Smoking is not permitted during the lunch, nor at any other time at BLSYW in buildings or on campus.
- Students are not permitted in classrooms during their lunch unless they have a written permission slip from the teacher to completely make up work or receive extra coaching/instructions at the time.
- No student is permitted to leave the campus during lunch.
- Students may not have food delivered to the school by outside individuals or vendors, nor should outside food purchases be brought into the school.

Lockers
All students will be assigned lockers. Lockers are equipped with combination locks. No personal locks may be placed on lockers at any time. Students are expected to go to their lockers before homeroom to put away coats and get needed supplies for the morning. Students may use lockers during prior to advisory and before dismissal. Students who need to
go to their lockers at any other time must secure a written pass from the staff member.

- **Middle School Lockers:**
  - Middle school lockers are located on the fourth floor
  - Middle school students share lockers with the locker mate of their choice.

- **Upper School Lockers:**
  - 9th and 10th grade lockers are located on the fifth floor
  - 11th and 12th grade lockers are located on the sixth floor.

Students are responsible for keeping their lockers neat and clean. Food must not be stored in lockers overnight. All lockers problems should be reported to Ms. Rabb. Each student is responsible for the appearance of her locker and for all of its contents. Lockers are subject to announced searches by the administration at any time. All students are required to sign locker agreements before being issued a locker. All lockers must be emptied and cleaned out by the last day of school.

**Textbooks, Equipment, & Other School Property**

BLSYW students are issued several school textbooks each semester. It is the responsibility of the students to take care of these textbooks to prevent loss or damage. All text must be covered at all times. Text uncovered or inadequately covered may be confiscated and returned to the issuing teacher(s). Students should not leave books or other personal property unattended to avoid loss or damage. Personal possessions should be kept with students or safely stored and secured in lockers. Lost text must be paid for as soon as possible so the replacement text can be issued. Students should sign in ink, their name, class, and date of issue in each book. Teachers will verify this information and then initial the book.

Students should complete a book receipt for each text issued. This receipt is kept by the teacher until the book is returned, at which time the receipt will be returned to the student.

Each student is responsible for any laboratory or computer equipment used. Any damage to equipment due to misuse will result in an assessment of repair or replacement cost and restitution will be sought from the student, parent, or guardian; disciplinary penalties may also be imposed.

The physical plant is home for the BLSYW family for many hours each day; therefore, the rooms, corridors, lavatories, furnishings, and grounds needs to be treated with care and should never be defaced or abused. Those who violate our educational home will face disciplinary action, as well as bear responsibility for restoration and/or restitution. Students are expected to report needed repairs and/or evidence of any vandalism.

Destroyed or lost school property is considered as an outstanding financial obligation. This obligation must be satisfied to receive school reports, commendations, transcripts or verifications required by other agencies and institutions.

Any Senior who has not fulfilled these financial obligations will not be allowed to participate in the senior commencement activities.

**Handheld Electronics**

**Technology**

Students are permitted to access certain, approved (through a documented 504 or IEP) technological devices at appropriate times during the school day for academic purposes only. BLSYW absolves itself from all responsibility concerning lost or stolen technological devices. Students are responsible for securing these devices in their lockers should they make the choice to bring it into the building. Additionally, it is also not the responsibility of teachers, administrators, and/or BLSYW staff to keep...
technological devices secure during the school day. It is the responsibility of the students to read and comprehend the acceptable and unacceptable usage policies.

Students may not use any technological devices to harass, bully, instigate, intimidate, or promote hate speech.

Students who violate the school technology policies may have their privileges revoked for the semester or school year, in addition to earning other appropriate consequences.

A word of caution: Students found in possession of media content that is unlawful, such as inappropriate pictures of themselves or other students are eligible to receive the highest possible administrative consequence. This would include whether or not a student herself took the inappropriate picture and/or perpetuated the picture’s existence by forwarding it to others.

Final decision on the appropriateness of technological device usage rests with the administrative team.

Electronic Devices: Cell Phones, Laptops, Tablets, E-Readers:

In accordance with the Baltimore City Public Schools Code of Conduct, students are not permitted to use electronic devices at any time or place in the building. If students’ cell phones are visible and/or audible during the school day, the cell phone will be confiscated and returned to an adult family member.

Students in violation of the school cell phone usage policy will have their cell phone confiscated and turned into the main office and returned only to an adult family member. The gravity of the cell phone violation will ultimately be evaluated by the Principal.

- Middle School: If a student provides their cell phone to a staff member on the first request, the student will receive a CV and have their phone available for family pick-up. Students who refuse to provide staff members with their cell phone upon request will receive a consequence up to but limited to an in school suspension as per the Baltimore City Code of Conduct.

- Upper School: If a student provides their cell phone to a staff member on the first request, the student will not receive a consequence and the cell phone will be available for family pick-up. If the student refuses to provide their cell phone, they will receive a consequence up to but limited to an in school suspension as per the Baltimore City Code of Conduct.

Students wishing to use e-readers, tablets, and laptops for academic purposes ONLY must have the permission of a teacher to be used in classrooms ONLY. Devices should NOT be visible at any time in the hallway.

Visitors

Anyone who does not have official business in the school (eg: non-students) may be in the building only if promptly registered at the reception area. Any BLSYW student who brings or invites outsiders to the campus for any inappropriate reason will be placed on suspension. Unauthorized visitors will be escorted from the campus and may be subject to arrest for trespassing.

Parent visitors are invited to observe classes on Tuesday - Thursday from 9:00 - 11:00 or 1:00 - 2:30. Families are not permitted to visit leadership classes, lunch periods or classes where tests are being administered.

Leaving the School Building

Any student, who comes to the building, no matter how early and leaves prior to 3:00 p.m. without an official early dismissal documentation, will be considered leaving school without permission and subject to disciplinary action. Any student who needs to leave the school before dismissal should go to the
appropriate administrator for assistance. Students should have an early dismissal pass.

Students must adhere to the same rules of conduct outside of the school building, especially at nearby businesses establishments, bus stops, train stations and the light rail. Students are not allowed to patronize these establishments during school hours.

**Change of Address**

It is important for each student school records to be correct. Important information is often sent by US mail. If you have moved, bring any two of the following documents showing parents/guardians name and new address, to the main office to the photocopy: telephone bill; gas and electric bill; water bill; rent or mortgage receipt; bank statement; veritable lease agreements and driver’s licenses will not accepted.

**Services**

**Media Center**

BLSYW has a number of computer labs to support student work and research. Students will have use of labs through their subject area teachers, as well as individual use at designated posted times.

**Health Suite Policies**

BLSYW has a school nurse on duty five days per week. Admittance to the Health Suite is by pass only, except in the case of emergency. Students must also have a pass if coming between classes or to and from the cafeteria. If a student becomes ill during the day, the nurse will notify a parent or another adult designated for emergency contact to secure permission to send the student home should that be necessary. Therefore, every BLSYW student must have a blue health suite emergency card on file, in addition to the emergency white cards, which lists the parent(s) names and two other adult's names with daytime phone numbers.

The Health Suite needs to be notified of any information updates: change of phone number, new health problems, etc. also any special condition should be listed on the reverse side.

**Medications:**

School personnel, including nurses, are prohibited by law from giving any medication to a student without a doctor’s order written on the Maryland State medication authorization form. The form must be signed by the doctor and the parent before the medication may be given. There are no exceptions to this rule. The signed order and medication must be brought to the nurse by the parents in the pharmaceutical container with the student’s name on it. The label on the medication must match the instructions given on the doctor’s order.

**School Police**

BLSYW has an assigned uniformed school police officer, as well as access to other school police services as needed.

School police officers investigate violations of law and have complete police powers, including the authority to arrest. Students and parents may contact the school police officer directly or use administrative channels to share information and concerns. School police are assigned to assist the educational staff and the maintenance of a safe learning environment and
provide the necessary link to the Baltimore City Police Department.

**Student Support**

BLSYW offers counseling support and mental health services through the following on-site student support services:

- Guidance Counselor
- Social Worker
- School Psychologist

Student Support may be available to students before and after school. Support may also be available during lunch periods if students have secured passes in **advance** for conferences. Students with special needs may see their counselors at any time, but passes must be obtained from classroom teachers **before** reporting to the guidance area. In case of extended absence, the counselor should be called and requested to assemble packets of make-up work.

**Bus Passes**

Students who live more than 1.5 miles from school are eligible to receive bus passes.

Students who are absent for ticket distribution should see staff members in the main office at the beginning of their lunch period.
Student Activities & Athletics

Eligibility for Participation in Extracurricular Activities

The ability to participate in any extracurricular activity at the Baltimore Leadership School for Young Women (BLSYW) is a privilege and a responsibility. Additionally, students aspiring to represent the school through team or club membership must demonstrate the following:

- 2.0 grade point average (on progress reports and report cards)
- No out of school suspensions for the current quarter
- No outstanding detentions (all detentions must be served prior to participating in the event)

Any student receiving failing grades in two or more subjects in the most recent quarter or a grade point average of less than 2.0 will be deemed ineligible for participation in extracurricular activities for the next grading period. Also, five or more unexcused absences or latenesses per quarter make a student ineligible for participation in the next quarter. Students cited for "demonstrating unsatisfactory conduct" including but not limited to:

- Any out of school suspensions

All students participating in all BLSYW clubs, sports teams and activities shall have their grades subject to review before they can participate in any school sponsored activity. Further, all students will have their grades and conduct reviewed by the grade level advisors prior to granting permission to participate in grade level activities (including but not limited to: Senior Inauguration, Sophomore Day, and the Harvest Ball). Students with referrals or a significant number of CVs must have their records reviewed for approval to participate. Students must present the report cards to the designated eligibility monitor or activity advisor. Students will not be able to participate in any extracurricular activities if they have an unmet obligation to the school, including detention.

The after school activities fair will be held on in September. In order to participate in after school activities, students must be in good academic social standing in the BLSYW community as measured by grades and behavior reports.

National Honor Society & National Junior Honor Society

The NHS Constitution provides clear guidelines for selecting members. Selection is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, a student must have a cumulative scholastic average of 85 or better. To be eligible for membership, the candidate must be a member of the junior or senior class.

A candidate must have been in attendance at this school the equivalent of one semester. Qualified students are selected for membership by a majority vote of the faculty council on the basis of scholarship, leadership, service and character. The faculty council shall consist of five faculty members; the chapter advisor shall be an ex-officio, non-voting, sixth member of the faculty council. Students cannot apply for membership. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the entire school faculty. [Reference: Constitution of the National and National Junior Honor Society] Students who are elected to the National Honor and National Junior Honor Society and who maintain their eligibility will be honored by the fixing of special seals on their diplomas and buy special recognition in the commencement program.
Student Government Association & Student Council

BLSYW values each and every student’s individual voice. Students wishing to contribute positively to the BLSYW community are encouraged to join the student council. Students can campaign for a student council position and are appointed by their peers and BLSYW faculty recommendation. In order to be considered for a position in the student council, one must campaign, be selected by peers and be recommended by a faculty member. Students seeking to serve as a BLSYW Student Council officer must meet the following criteria:

- A grade point average of 2.0 or better
- Regular attendance (90% or better)
- passing all subjects
- Recommendation by all teachers (for the quarter),
- No suspensions (in or out of school)

Students aspiring to hold class or school leadership positions must demonstrate satisfactory conduct. The Principal may remove students from their positions of leadership if it deemed that their behavior is unsatisfactory.

Students who wish to serve in leadership positions must meet the same minimum qualifications as the Student Government and Student Council Officers.

Clubs & Activities

Extracurricular activities at BLSYW play an important role in the life of the students. Students who participate in extracurricular activities are considered for numerous scholarships, awards and recognition.

Students who are interested in beginning any new club should confer with their respective Principal. Prior to starting a new club, students should complete the following:

- A Prospective Student Activity Application
- A signed student petition with at least 15 student signatures

- An interview with the Upper School Principal, SGA Representatives and the Administrative team

Only groups that have current official charters and/or constitutions and faculty advisors may meet in the building on the grounds. The faculty sponsor/advisor must be present whenever the group meets to provide supervision. Clubs and groups can meet between 3:15 – 4:35 p.m. (Middle School) and 3:35-5:00 p.m. (Upper School)

All meeting dates and times must be publicized in advance.

Class Dues

The purpose of class dues is to offset the cost of class-specific activities and incentive trips. For the 2017-18 school year, the BLSYW Class Dues are as follows:

- 6th Grade: $50.00
- 7th Grade: $50.00
- 8th Grade: $75.00
- 9th Grade: $75.00
- 10th Grade: $100.00
- 11th Grade: $125.00
- 12th Grade: $400.00

All Class Dues can be paid to the Team Leaders. Class Dues can be paid in the form of cash, certified bank check or money order. Personal checks will not be accepted. All Class Dues must be paid in full no later than December 15th.

Payment Plans for Class Dues:

Any student wishing to pay their class dues can pay via our school’s payment plan:

- October: 25% of class dues submitted
- November: 25% of class dues submitted
- February: 25% of class dues submitted
- March: 25% of class dues submitted
Senior Information
Graduating from BLSYW is an accomplishment; therefore numerous special activities and traditions are incorporated into the twelfth grade year. Participating in senior activities is a privilege and not a right. The senior activities are culminating events to celebrate a student’s academic and Understanding that student fees do not, and cannot, provide for all of the expenses incurred during the twelfth grade year; seniors are asked to contribute to these expenditures. Senior Class Dues may be paid by certified bank check, cash or money order (made payable to the Baltimore Leadership School for Young Women). Students can pay their class fees in full or through a four part payment plan. The payment plan for 2015-16 is as follows:

- October 15th
- November 15th
- February 15th
- March 15th

All payments are due in full no later than March 15th. The Senior Class Dues include the following:

- 1 prom ticket
- 1 yearbook
- 1 class t-shirt
- 3 tickets for Senior Inauguration
- 3 tickets for Senior Awards
- Cap and Gown
- Printing of the Maryland State High School Diploma
- Commencement Tickets
- Commencement Souvenir Journal

Senior Graduation Attire
One of BLSYW’s traditions is our formal commencement. All graduating young women are asked to wear traditional white dresses.

- A solid white dress or a skirt suit. The dress or suit should be “true” white -- not off-white or cream.

- For graduating seniors, when wearing academic regalia, the white dress or skirts should range from calf length to two inches above the knee, so that the dress does not hang lower than the gown.

- Students can also wear pants suits.

- Functional jewelry only, which consists of a wrist watch and rings worn on the hand

Seniors are expected to wear semi-formal attire (no jeans, sneakers, t-shirts or tank tops) for special activities such as Senior Inauguration or Senior Awards Night.

Special Guidelines for Seniors
BLSYW seniors have the responsibilities of school leadership and are, therefore, held to an even higher standard of behavior then underclass students.

Any senior placed on suspension will automatically lose senior privileges, including participation in activities such as trips, awards banquet, Senior Night Out, Senior Inauguration, and Prom. In addition to meeting all the state and the BLSYW diploma requirements, seniors must meet the following criteria prior to the public commencement ceremony in June:

- have no more than 10 unexcused absence
- 94% or better attendance
- A grade point average of 2.0 or higher (the college recommended score)
- Applied to at least two colleges
- Completed their 2017 FAFSA application
- Successfully completed and defended their Capstone Project
- Not serving an out of school suspension at the time of graduation

Students who do not meet these criteria may pick up their diploma in the school office on the Monday following the commencement ceremony.
Inappropriate Behaviors

An appropriate learning atmosphere is one that minimizes the loss of instructional time by promoting behavior which enables teachers to teach and students to learn. It is important to understand that all behavior has consequences – positive behavior has positive consequences; negative behavior has negative consequences. BLSYW’s goal is for you to know, understand, and follow the rules to assure a positive educational experience while at the school.

Listed below are inappropriate behaviors and brief statements of consequences for each. Usual consequences are listed; however, each case will be evaluated individually by the appropriate administrator.

The most serious consequences are the short-term suspension (with a required parental conference) and long-term suspension (a 1–45 day exclusion from school and a mandatory conference at the BCPS office of Student Support Services). The office of Student Support Services may transfer the student to another school or the Superintendent may expel (remove) the student from all Baltimore City Public Schools. A student may also be arrested for any breach of city, State, and/or federal laws. Remember – each member of our "School family" is responsible for her decisions and behaviors.

**Academic dishonesty** (e.g., cheating) - taking credit for the work of others or allowing others to use your work for their credit; possession or use a student notes, crib notes, cheat sheets, or similar information sources during a quiz, test, or examination; asking for or giving answers or assisting during a quiz, test, or examination.

**Penalty:** no credit (score of “zero”) on the assignment, student-parental conference; possible short-term suspension

**NOTE:** CHEATING ON AN EXAM RESULTS IN AUTOMATIC COURSE FAILURE, AUTOMATIC SUMMER SCHOOL FOR REMEDIATION, SHORT-TERM SUSPENSION, AND POSSIBLE LONG-TERM SUSPENSION AND/OR TRANSFER.

**Affection** – physical gestures of affection are inappropriate in school.

**Penalty:** student conference and/or telephone call to parent or guardian; warning about recurrence of such behavior

**Aggression** – any verbal or physical behavior which causes another to feel threatened or unsafe or which appears to be dangerous or unsafe to any staff member who observes it.

**Penalty:** parental conference; short-term suspension

**Alcohol** – possession, use, transfer, or sale of any alcoholic beverage, or being under the influence of any intoxicating beverage in school, en route to or from school, or at any school activity, whether on or off school property.

**Penalty:** automatic long-term suspension and arrest; probable expulsion

**Alteration of records** – any effort to alter, reproduce or change any official school document (e.g., deficiency notice, progress report, report card).
**Penalty:** short term suspension

**Arson** – possessing matches or lighters; lighting or deliberately causing a fire, or being respoinsbile for a false alarm or report.

**Penalty:** short or long-term suspension and arrest; probable expulsion

**Audio Equipment** – the possession, use or transfer of any kind of audiovisual equipment (e.g., radio, tape player, CD player, portable television, head/earphones, remote control or electronic games) during the school day.

**Penalty:** confiscation and retention of the item pending conference with parent or guardian; school service

**Bomb Threats** – any transmission of a bomb threat.

**Penalty:** detention; parental contact; short-term or long-term suspension; probable arrest

**Book Bags** – use of any non-transparent (i.e., not “see-through”) bag during the school day.

**Penalty:** detention, parental contact; possible confiscation

**Bus Behavior** – any form of dangerous, defiant, or intimidating behavior and/or vandalism on public transportation to and from school.

**Penalty:** short-term or long-term suspension; probable transfer; possible arrest

**Cafeteria Behavior** – littering, leaving trays or refuse, loitering, throwing objects, cutting in line, etc.

**Penalty:** student conference and or parental conference; school service

**Cellular Telephones** – any possession and/or use of any kind of cellular or mobile telephone.

**Penalty:** confiscation of item, but if the possession occurs while student is taking a quiz, test, or exam, the student receives a grade of zero (also automatic course failure if on the exam).

**Cutting Class** (A.W.O.L.) – failure to report to assigned class or activity as scheduled for any reason.

**Penalty:** student-parent conference; grade of “zero” with no make-up for work done during the class the student cut, forfeiture of other student activities

**Dangerous Behavior** – any behavior, playful or violent, deliberate or unintentional, which creates a potentially dangerous situation of any kind.

**Penalty:** parent conference, short or long-term suspension

**Defiance/Insubordination** – failure to obey the directive of any staff member.

**Penalty:** parent conference; short or long-term suspension

**Detention** – failure to report to a detention assigned by a teacher.

**Penalty:** compensatory time; school service; parental contact/conference; short-term suspension

**Dishonesty/Deceitfulness** – to lie, cheat, defraud or deceive.

**Penalty:** detention; school service; parental conference; possible short term suspension

**Disrespectful Behavior/Rudeness** – demonstrating discourteoud behavior or lacking respect for rules and procedures.

**Penalty:** detention; school service; possible short-term suspension
**Dress Code Violation** – failure to comply with the school and/or Baltimore City Public school dress code.

**Penalty:** student and/or parental conference; early dismissal; compensatory time for all time missed, school/community service and/or school service; changing clothes and returning

Drugs (controlled dangerous substances); narcotics – use, possession, transfer, or sale of any controlled, dangerous substance or placebo (i.e. substance look alike) and/or aiding or abetting the same; any use, possession, transfer, or sale of drug paraphernalia, including related jewelry.

**Penalty:** long-term suspension and arrest; probable expulsion

**Eating in non-Designated Area** – All food and beverage consumption is restricted to the cafeteria, except for items consumed during final examination “breaks” and during athletic events in the gymnasium (which must be consumed in those areas only).

**Penalty:** relinquish the food to the staff member; student/parental conference; school/community service and/or school service

**Explosive Devices** (firecrackers, smoke bombs, caps and stink bombs) – possession, transfer, sale, or use of any incendiary, explosive or disruptive item.

**Penalty:** short-term or long-term suspension; possible arrest and/or expulsion

**Extortion** – the threat or use of physical force or psychological pressure to deprive another of possessions.

**Penalty:** short-term or long term suspension; possible arrest

**Failure to take care of school property** – uncovered text-books, misused books/equipment, vandalism or destruction of school equipment/property

**Penalty:** confiscation; restitution; parent conference; short-term suspension

**Failure to Register** – entering school grounds without being marked present in homeroom or registering in the main reception area on arrival

**Penalty:** short-term suspension; possible arrest

**Fighting** – aggressive, assaultive, negative physical interaction

**Penalty:** short or long-term suspension; arrest; possible expulsion

**Forgery** – signing someone else’s name or inducing another to do the same

**Penalty:** parent conference; short-term suspension; possible arrest

**Gambling** – gambling and/or possession of gambling material, including playing cards and dice

**Penalty:** short or long-term suspension; possible arrest and/or expulsion

**Gang or Cult Activities** – recruitment for membership; possession, display, or use of gang/cult symbols, emblems, colors, etc.

**Penalty:** parent/student conference, confiscation of item(s), short or long-term suspension

**Harassment (racial, ethnic, or sexual)** – using language which humiliates, demeans, debases or intimidates others; engaging in behavior (actions) which humiliates, demeans debases or intimidates others.

**Penalty:** student/parent conference; possible short-term suspension or arrest
Hazing – any individual or group activity which is designated to intimidate, “haze”, or initiate any student by placing one in an insubordinate or inferior position in school, on campus, ant any school activity, or en route to or from school.

Penalty: short-term suspension

ID Cards – failure to wear a valid school ID card in the front between the neck and the waist.

Penalty: detention the day of the offense

Illegal transfers – giving or selling or possession of any lunch code or bus pass by anyone other than the individual to whom it was issued.

Penalty: confiscation of item; parental conference; restitution; short-term suspension

Insubordination – not submitting to the authority of adult staff.

Penalty: Written apology to the class and/or teacher to be read aloud; other duties, other penalties as determined by an administrator

Lateness – not being in your assigned seat in homeroom when the bell rings for the start of school after having already been to your locker; not being in your assigned seat when the bell rings to begin class or special sessions or programs.

Penalty: school detention on the day the lateness occurs; student/teacher conference.

Language – obscene, lewd, profane, blasphemous, or vulgar language, writing, apparel, or gestures; derogatory, demeaning comments about students, family members, or socio-economic circumstances.

Penalty: parental conference; short-term suspension

Leaving Building – exiting from the school building before or during school day without written administrative permission, by vehicle or on foot

Penalty: short-term suspension; compensatory time

Lockers – sharing or using a locker other than the one assigned to you or allowing someone to share yours

Penalty: student conference, detention, school/community service and/or school service; short-term suspension

Loitering – to stand about; linger

Penalty: detention; school service; parental conference

Money – possession of large sums of currency in school

Penalty: student detention pending notification of parent or guardian; possible confiscation until parent/guardian is given same

Off-limit areas – being in any area designated as off-limits area (e.g. hanging in doorways, staff-only areas of the stairwell or basement)

Penalty: detention, parental conference; short-term suspension

Petitions/Printed Material – the circulation of any petition/printed material in school without prior written approval of the Principal

Penalty: confiscation of the petition/material; possible short-term suspension

Physical Contact – physical contact other than school-related (e.g., physical education teams)

Penalty: warning; parental contact; short or long-term suspension
Plagiarism – use of words/ideas of another as one’s own without crediting the source.

**Penalty:** no credit (score of “zero”) on the assignment; student-parental conference; possible short-term suspension

Report Cards and Interim Progress Reports – any alteration of any grade report.

**Penalty:** short-term suspension. Exclusion from school organizations and activities.

Sales – selling any items in school without the prior written approval of the Principal

**Penalty:** confiscation; parental conference; short-term suspension

Smoking or Tobacco Products and Related Items – use transfer, or sale of any tobacco items in school

**Penalty:** short-term suspension

Theft – possession, use, transfer, or sale of any item which is not one’s own

**Penalty:** short or long-term suspension, possible arrest

Threats – any intimidating or threatening verbal, written, or physical behavior toward any other student and/or staff member

**Penalty:** short or long-term suspension; possible arrest; expulsion

Throwing – throwing any item for any reason (except as part of a staff-supervised educational activity)

**Penalty:** detention; parent conference; short-term suspension

Toys, Games, Athletic Equipment, Skateboards, and the like – because these types of items are inappropriate for a place of business and have proven to be disruptive to the school environment, they are not permitted at school.

**Penalty:** confiscation and retention of the item pending conference with parent/guardian; school service

Truancy – illegal absence from school

**Penalty:** student-parental conference, attendance contract; court referral; possible removal from BLSYW

Unsafe Behavior – any behavior which jeopardizes the personal safety of the offending student and/or others.

**Penalty:** parental conference; short or long-term suspension

Vandalism – any kind of damage or destruction to the building, equipment, furniture, or MTA buses

**Penalty:** full repair/replacement; restitution; short or long-term suspension; possible arrest

Weapons – possession, use, transfer, or sale of any kind of weapon (real or toy, operable or inoperable), including, but not limited to, guns rifles, BBs, ammunition, knives, sticks, poles, bats, martial arts equipment, razors, razor blades, rolled coins brass knuckles, sharp spiked accessories, and the like.

**Penalty:** long-term suspension, probably arrest and expulsion

Any student with knowledge or weapons in the building should contact an administrator, school police, or a trusted staff member. Students are assured that confidentiality will be maintained.
School and Business Hours 2017-2018

School Hours

**Arrival Time** | **Dismissal Time**
--- | ---
8:15 A.M. | 3:05 P.M. (MS Students)
8:30 A.M. | 3:20 P.M. (US Students)

Business Hours

**Main Office Opens**
8:00 A.M.

**Main Office Closes**
4:30 P.M.

BLSYW SCHOOL DAY at a GLANCE

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Middle School</th>
<th>Upper School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors Open</td>
<td>8:00 a.m.</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>Breakfast</td>
<td>8:00-8:10 a.m.</td>
<td>8:15-8:25 a.m.</td>
</tr>
<tr>
<td>Instructional Day Begins</td>
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<tr>
<td>(First Period)</td>
<td>8:15 a.m.</td>
<td>8:30 a.m.</td>
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<tr>
<td>Instructional Day Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Last Period)</td>
<td>3:05 p.m.</td>
<td>3:20 p.m.</td>
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</tbody>
</table>
I have received a copy of the BLSYW Student and Family Handbook on this _____day of _____________ (month), 20__. I agree that it is my responsibility to read and understand the policies contained in it, and that I may, at any time ask questions about this Handbook of a representative of BLSYW.

I further understand that BLSYW may at any time, with or without notice, unilaterally amend, modify, reduce, or discontinue any and all of the rules or policies referred to in this Manual.

___________________________________
Student’s Name

___________________________________  _________________
Student’s Signature                Date

___________________________________
Parent’s Name

___________________________________  _________________
Parent’s Signature                Date