

Young Scholars Learning Center: Student Handbook

Welcome to Young Scholars Learning Center (YSLC)! We are excited to have you as part of our learning community. This handbook outlines the policies and procedures designed to ensure a safe, respectful, and productive learning environment for all students. Please read this handbook carefully with your parent/guardian and keep it for future reference.

1. Mission and Values

Young Scholars Learning Center's mission is to provide personalized tutoring that celebrates unique learning styles, empowering scholars to achieve academic excellence and fostering a lifelong love of learning, while developing responsible and respectful individuals. Our core values include:

- Respect
- Responsibility
- Integrity
- Excellence
- Collaboration

2. Enrollment and Attendance

Enrollment: Students must complete the enrollment process and submit all required documentation before attending classes.

Attendance: Regular attendance is crucial for academic success.

Students are expected to arrive on time for all scheduled classes and activities.

Parents/guardians must notify YSLC of any absences or tardiness. For extended absences, a doctor's note may be required.

Late Arrival/Early Departure: If a student arrives late or needs to leave early, a parent/guardian must sign them in or out at the front desk. For the safety of our students, we require that they are only released to individuals listed on their authorized checkout list or those who provide the correct release code. Students will not be released to anyone who does not meet these requirements. No exceptions will be made.

To best support families during scheduled school breaks, Young Scholars Learning Center will remain open during Spring Break week, offering continuous care and learning.

We recognize that many families have varied travel plans. Therefore, we're pleased to offer a 50% tuition reduction for students who do not attend for three or more consecutive days within a

given week, including during Spring Break. This ensures flexibility while accommodating your family's schedule.

We will be closed for all National Holidays, and tuition will be charged on these days. We recognize that student absences due to illness can occur. To support families during periods of extended illness, in the event of a student missing more than **three consecutive** days due to COVID-19 or influenza, their tuition will be adjusted to 50% of the normal weekly fee.

3. Code of Conduct

YSLC is committed to creating a positive and safe learning environment. Students are expected to:

Respect:

- Treat all students, staff, and visitors with respect and courtesy.
- Respect diverse opinions and backgrounds.
- Refrain from bullying, harassment, or discrimination of any kind.
- Responsibility:
 - Be responsible for their own actions and belongings.
 - Complete assignments and participate in class activities.
 - Follow all YSLC rules and procedures.
- Integrity:
 - Be honest and truthful in all academic work.
 - Avoid cheating, plagiarism, or any form of academic dishonesty.

Safety:

- Follow all safety rules and procedures.
- Report any safety concerns to a staff member.
- Refrain from bringing weapons or dangerous items to YSLC.

4. Technology Use

Technology is used as a learning tool. Students must use technology responsibly and ethically.

Students must adhere to YSLC's technology use policy, which includes:

Using computers and internet access for educational purposes only.

Refraining from accessing inappropriate websites or content.

Respecting the privacy of others.

Not using personal recording devices during lessons without explicit permission. Violation of the technology policy may result in disciplinary action.

5. Academic Honesty

Academic honesty is essential for maintaining a fair and equitable learning environment. Students must complete all assignments and assessments independently, unless otherwise instructed.

Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited. Consequences for academic dishonesty may include failing grades, suspension, or expulsion.

6. Dress Code

- Students are expected to dress appropriately for a learning environment.
- Clothing should be clean, comfortable, and respectful.
- The following items are not permitted:
 - Clothing with offensive slogans or images.
 - Revealing clothing.
 - Hats or head coverings (unless for religious or medical reasons).
 - Specific programming may have additional dress code requirements.

7. Behavior and Discipline

Student Expectations and Discipline Student Expectations

The Learning Center is committed to a learning environment that is respectful, safe, tolerant, inclusive, and encouraging. As part of maintaining that learning environment, The Learning Center expects and requires all students to conduct themselves in a manner that reflects and reinforces this commitment.

- Students will demonstrate respect and tolerance towards other students, teachers and all others, with their words and their actions.
- Students will behave in ways which ensure and encourage a safe, healthy, and nurturing learning environment.
- Students will respect the property of others and the school and will help to maintain a clean and safe learning space.
- Students are encouraged to express their opinions but will agree to do so in a respectful manner.
- Students will demonstrate an eagerness to participate, collaborate, and perform in the classroom to the best of their ability. ○ Students will be asked to respect and uphold all other expectations of the school and classroom.

YSLC maintains a progressive disciplinary policy.

Consequences for inappropriate behavior may include:

- 1st offense-{**Verbal Warnings.**
- 2nd Offense -**Parent/guardian Conferences.**
- 3rd offense -**Suspension.**
- 4th and Final -**Expulsion.**

Behavior that will result in immediate suspension or expulsion includes, but is not limited to:

- **Violence or threats of violence.**
- **Possession of weapons or illegal substances.**
- **Bullying or harassment.**
- **Significant damage to YSLC property.**

8. Communication

YSLC will communicate with parents/guardians through:

Email.

Phone calls.

Parent/guardian meetings.

Online portals.

Parents/guardians are expected to respond to YSLC communications in a timely manner.

Students are expected to check any online communication platforms used by YSLC.

9. Safety and Security

Student safety is our top priority.

Students must follow all safety rules and procedures.

Emergency procedures, including fire drills and lockdown drills, will be practiced regularly.

Students must report any safety concerns to a staff member immediately.

Students are not to bring any unapproved medications to YSLC. All medications must be administered through the front office, with proper documentation.

10. Personal Belongings

Students are responsible for their own personal belongings.

YSLC is not responsible for lost or stolen items. YSLC will not replace, pay for, or refund any lost or stolen items.

Students should avoid bringing valuable items to YSLC.

11. Food and Beverages

Students may bring snacks and drinks, but they must be consumed in designated areas. Food and beverages are not allowed in classrooms, unless specifically permitted by the instructor. All food and drink containers need to be clearly labeled with the student's name. Please do not send in snacks or treats to celebrate students' birthdays

All food brought to YSLC must be nut-free.

12. Fees and Payments

Payment Schedule: All payments are due on **Monday** of each week.

Payment Method: We accept the following forms of payment:

- **Zelle:** You can send payments directly to us via Zelle. Please contact us for our Zelle payment details.
- **Cash:** We accept cash payments in person during our operating hours.
- **Checks:** Personal and cashier's checks are accepted. Please make checks payable to Young Scholars Learning Center.
- **Money Orders:** We also accept money orders. Please make money orders payable to Young Scholars Learning Center.
- **Returned Checks:** A fee of **\$40.00** will be charged for any returned checks.
- **Online Payments:** For your convenience, you can make payments online through our website at www.youngscholarslearningcenter.net. Please note that a **\$5.00 processing fee** will apply to all online payments.

Nonrefundable Fees: Fees are non-refundable, except in cases of withdrawal that comply with the YSLC withdrawal policy.

Parents/guardians are responsible for ensuring timely payments. **A \$20.00 late payment service fee will be added to the student's account for any payments received after the Monday deadline. This late fee, along with the regular weekly payment, must be paid by the following Monday. Failure to pay by this deadline will result in the student being unable to attend YSLC until all outstanding fees are settled. Exceptions made only if prior arrangements with the Chief Financial Officer.**

Withdrawals / Refunds

Withdrawals / Refunds Monthly tuition may be refunded if notice of withdrawal is given prior to the first school day of the month for which tuition has been paid. If your student attends any day within a given month no tuition will be refunded for that month. No refunds on tuition will be made for temporary absences, including vacations.

Field Trips

A signed permission slip will be required for all field trips requiring transportation or a fee. Transportation may be provided by parents, public bus, or by school bus. The teacher will have a first aid kit and list of emergency numbers. Seat belts may not be available on buses. Students are expected to attend all educational field trips. All field trips will be subject to current government mandates.

Health (allergies)

- Current health, to maintain a healthy environment, we ask that any child who is ill or shows signs of becoming ill should be kept at home until fully recovered.
- Children need to be symptom free (fever, vomiting, diarrhea) for 48 hours (about 2 days) before returning to school.
- Minor injuries, such as scratches and scrapes will be cleaned and bandaged if necessary and parents will receive notification. With more serious injuries, parents will be called immediately as well as the child's physician if necessary.
- No medication, including cough drops, sun block and fluoride, will be administered by The Learning Center staff.
- Children are not permitted to bring medicine of any kind to school, including over the counter medications such as cough drops. If your child needs to receive medication during the school day, a parent will need to come to the learning center to administer it. While we ask that medication(s) to be given at home before and/or after school, there are emergency medications such as an EpiPen for severe allergies, insulin or asthma inhalers in which administration in school may be necessary.
- Prior to receiving medication at school, the parent must provide the school nurse with a Medication Administration Consent Form signed by the student's parent/guardian. This form is available in the registration package. The school will also need a Medication Order form from a licensed prescriber.
- All medications must be in an original prescription bottle, container, or packaging.
- Parents of children who have severe allergies need to notify the school in writing of specific allergies and precautions that should be taken. It is our goal to take all necessary measures to ease the worries of students, parents, and staff

13. Parent/Guardian Involvement

Parent/guardian involvement is crucial for student success.

Parents/guardians are encouraged to attend parent/teacher conferences and other YSLC events.

Parents/guardians are expected to support YSLC's policies and procedures.

14. Grievance Procedure

Students and parents/guardians who have concerns or grievances should follow the established grievance procedure:

First, discuss the concern with the relevant staff members.

If the issue is not resolved, contact Ms. Meticho O'Neal. If the issue remains unresolved, contact the [YSLC Director/Administrator].

15. Amendments

Students and parents/guardians will be notified of any changes.

Non-Discrimination Policy

Young Scholars Learning Center admits students of any race, color, religion, national origin, sex, age, gender orientation or handicap status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, religion, national origin, sex, age, gender orientation, sexual orientation, or handicap status in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

16. Contact Information

YSLC Contact Information:

Phone: 706-957-6538

708- 960-2898

Yslcenter2020@gmail.com

Moneal@youngscholarslearningcenter.net

Physical Address: 3327 A Vollmer Road Flossmoor, Illinois

Acknowledgements

I have read and understand the policies and procedures outlined in this Student Handbook.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

As a student, I have read the 2025-2026 Learning Center Handbook with my parent/guardian and understand the guidelines and expectations listed.