

**Lovejoy Elementary School
Lovejoy Middle School
Lovejoy Technology Academy**

800 Madison Street

Lovejoy, IL 62059

(618) 271-1014

www.lovejoyschool.org

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@Brooklyn Unit School District #188



Parent/Student Handbook

Brooklyn USD #188

2021 – 2022

Greetings from Dr. Parks and Dr. McCartney

Welcome to Brooklyn Unit School District #188!

Welcome to the 2021-2022 school year! A global pandemic has changed the way we function as a school, introducing distance learning into our daily practice and forcing us to rethink how to reach each of our students academically, socially, and emotionally. We have been able to continue learning virtually with the joint efforts of our district staff, teachers, parents, and students. We know this is an incredibly stressful time for our families, students, community partners, and staff, but it is also an incredible moment in our history to see everyone rise to the challenge of educating our students.

We are excited to serve as your educational leaders. Thank you for choosing Brooklyn Unit School District #188 for your child's education. Our mission is to equip all students with the academic skills, scholarly habits, and character traits necessary to be successful in college or the career of their choice. We promise to pursue this mission for every child who's registered in our district. Thank you for partnering with us!

Dr. Raelynn Parks - Interim Superintendent

Dr. Connie McCartney - Principal

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VISION STATEMENT

The Brooklyn Unit School District #188 will provide a school environment characterized by high expectations and will empower all students with the skills to achieve their full potential and to become lifelong learners with strong self-esteem.

MISSION STATEMENT


The Brooklyn Unit School District is committed to creating and sustaining a positive, respectful, and safe environment where learning is valued and promoted. Students are expected to develop an appreciation of learning to become able, confident, lifelong learners who achieve their highest potential. To fulfill this mission, the Brooklyn School District will:

Engage parents and community in the success of our students

Provide a learning environment with high expectations for students and staff

Improve students' academics by equipping them with college and career readiness skills

Challenge all students to excel in ways that nurture their individual talents and skills

Equip students with the technological literacy needed to become productive citizens in the global  community

Develop students socially and emotionally

Develop respect and appreciation for the rights of self, others, and property.

Brooklyn USD #188 Board of Education

Angela Cotton
Ivory Scott
Wendell Marshall
Patricia Melton
Trenton Atkins
Jesse Woolfork
Vanae Chapman
John Papa

President
Vice President
Treasurer
Member
Member
Member
Member
Board Attorney

Administration

Dr. Raelynn Parks
Dr. Connie McCartney

Interim Superintendent
Principal

****Board of Education Goals****
2021 – 2022

1. Increase student attendance to 91% or better
2. FastBridge / Scholastic Aptitude Test (SAT)
Long-term: All students will meet / exceed state standards on all exams
Short-term: Move 50% of students now identified as “partially met” and “did not yet meet” up one designation;
move 25% of students designated as “meets up to “exceeds” classification
3. High Expectations / academic focus for all students
 - a. Reading – student comprehension scores will improve by 1.0 grade levels, plus 10%
 - b. All 3rd grade students will read at grade level by the end of the school year
 - c. Writing – all students will write appropriate passages at grade level
 - d. Math – student computation scores will improve by 1.0 grade level, plus 10%
4. Fewer student disciplinary problems (as evidenced by a smaller number of referrals, detentions, and out-of-school suspensions)
5. Continue positive programs to involve parents & community in the school
6. Refocus the incentive program for good attendance & behavior to meet academic goals for high needs student population.
7. Provide as many after-school & extra-curricular activities as possible (given appropriate financial support from external sources), including athletics.

Brooklyn USD 188 2021-2022 Calendar

| | |
|------------------|--|
| August 12 - 13 | Teacher Institute Day |
| August 16 | Teacher Institute Day |
| August 17 | First Day of Student Attendance |
| September 6 | Labor Day - Holiday |
| October 11 | Columbus Day - Holiday |
| October 15 | End of First Quarter / Half-Day Parent Teacher Conferences (No Student Attendance) |
| October 22 | Teacher Institute Day |
| November 11 | Veteran's Day - Holiday |
| November 24 | Board Granted Holiday |
| November 25 | Thanksgiving - Holiday |
| November 26 | Board Granted Holiday |
| December 17 | End of Second Quarter |
| December 20 – 31 | Winter Break – (No Student/Teacher Attendance) |
| December 25 | Christmas - Holiday |
| January 1 | New Year's Day - Holiday |
| January 3 | Classes Resume |
| January 17 | Dr. Martin Luther King Day - Holiday |
| February 11 | Lincoln's Birthday - Holiday |
| February 21 | President's Day - Holiday |
| March 7 | Casimir Pulaski Day - Holiday |
| March 14 | End of Third Quarter |
| March 17 | Half-Day Parent Teacher Conferences (No Student Attendance) |
| April 15 | Attendance) |
| April 18 – 22 | Good Friday - Holiday |
| May 20 | Spring Break – (No Student/Teacher Attendance) |
| May 27 | Malcolm X's Birthday - Holiday |
| June 6 | End of Fourth Quarter / Last Day of Attendance Last Day of Attendance if Five Emergency Days Used |

Teaching Assignments for 2020 - 2021

Primary Design Team

| | |
|--------------------|------------------------------|
| Carol Ganey | Pre-K and Lead Teacher K - 2 |
| Phillip Wells | Kindergarten |
| Angela Davis-Lyles | Grades 1 & 2 |

Elementary Design Team

| | |
|------------------|-------------------------------------|
| Christina Cooper | Grades 3 & 4 and Lead Teacher 3 - 6 |
| Dolly North | Grades 5 & 6 |

Middle School Instructional Teachers

| | |
|-----------------|---|
| Kim Haywood | 7 th /8 th Grade Science, Grade 7 th /8 th Grade Advisor |
| Carolyn Manning | Academic Advisor; 7 th /8 th Grade Language Arts 7 th /8 th Grade Social Studies |
| Leslie Smith | 7 th /8 th Grade Pre-Algebra, 7 th /8 th Grade Study Hall |
| TBA | 6 th /7 th /8 th Grade PE |

Lovejoy Technology Academy Teachers

| | |
|------------------|---|
| Kim Haywood | Agricultural Science / Biological Science / Horticulture & Landscaping / Literacy in Parenting / Career & Life Skills, Academy Lead Teacher – 7-12 |
| Carolyn Manning | Academic Advisor / Language Arts / Social Studies, |
| Cassandra Miller | Business Ed |
| Leslie Smith | Algebra 1 & 2 / Geometry |
| TBA | PE / Health |

Teaching Assistants

Felita Atkins
Marshell Hamilton
Vanessa Reynolds
Janie Walker

Floating Substitute Teacher

TBA

School Objectives

1. To promote a feeling of safety and security.
2. To help the student gain a sense of adequacy, confidence and self-identity.
3. To provide time for the student to work on developmental tasks and to provide guidance when needed.
4. To provide a positive, healthy environment and atmosphere that is conducive to learning.
5. To teach the student to live peacefully and respectfully with other children and adults.
6. To instill in each student an ownership of the “Wildcats Rights”:
 - Respect
 - Responsibility
 - Safety
7. To assist the student in developing critical thinking, problem-solving, and collaboration skills.
8. To stimulate the continuous growth in each student to think clearly, logically and independently.
9. To enable each student to recognize and master his/her own powers and potentialities.
10. To utilize teaching / classroom management techniques that will meet the needs of all students.
11. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy (gender, ethnicity, and age).

Activities

Lovejoy Middle School is a member of the Illinois Elementary School Association, and Lovejoy Academy is a member of the Illinois High School Association. A student who participates in any interschool contest must conform to the eligibility requirements of the associations. The activities that Lovejoy Schools sponsor as members of IESA / IHSA are Volleyball, Basketball and Cheerleading.

Alcohol and Drug Policy

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on school premises or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

Arrival of Students

Students should not arrive at school more than twenty minutes before the start of the school day. Elementary students (Pre-K-6) must report to the cafeteria and not to their classroom. Students arriving after the designated start time of the day must bring a note from their parent/guardian and obtain a pass from the office in order to be allowed to enter class. Students must be out of the building no later than five minutes following the end of the day unless involved in a supervised school activity.

Asbestos

The U.S. Environmental Protection (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary. The District annually informs all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our Facility.

Assemblies

Lovejoy School students will need to work hard to develop a reputation for courteous behavior in school assemblies. Students should give full attention to the speakers / performers, and appreciation is shown only through the clapping of hands. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

Board of Education Meetings

The District #188 Board of Education meets the 3rd Thursday evening of every month. Meetings begin at 5:30 pm in the District Office and are open to the public. Persons desiring to be on the agenda must contact the District Office in writing no later than the Friday preceding the regular Board meeting

Book bags

Book bags must be stored in assigned areas in class (Pre-K – 12). Although considered personal property, book bags (or any personal item that may store personal property) may be subject to inspection by the school administration. (See Discipline #16)

Building Hours and Bell Schedule

Normal student attendance hours are as follows:

| | | |
|-----------------------------|---------------|-------------|
| *Lovejoy Middle School | Grades 6 – 8 | 8:20 – 2:59 |
| *Lovejoy Technology Academy | Grades 9 – 12 | 8:20 – 2:59 |
| *Lovejoy Elementary School | Grades K – 5 | 8:35 – 4:05 |

Bell Schedule for Middle School and Academy

| | |
|--------------|--|
| 8:20 - 9:14 | 1 st Hour |
| 9:17 - 10:11 | 2 nd Hour |
| 10:14- 11:07 | 3 rd Hour |
| 11:10- 12:05 | 4 th Hour |
| 12:08 - 1:07 | 5 th Hour |
| 12:08- 12:35 | Lunch for Middle School; Advisory/PE for Academy |
| 12:35 – 1:07 | Lunch for Academy/Advisory for Middle School |
| 1:10 – 2:02 | 6 th Hour |
| 2:05 – 2:59 | 7 th Hour |

Breakfast Schedule

Breakfast is served beginning at 8:00 a.m. in the cafeteria. Breakfast stops being served at 8:45 a.m.

Cancellation of Schools

If there is ever a doubt concerning whether or not school will be in session during extremely hazardous weather conditions, parents should tune in to radio stations or to the television channels 2 (Fox), 4 (CBS), 5 (NBC), or 30 (ABC) to hear school closing announcements for "Brooklyn USD #188-Lovejoy School." Parents will be notified by our Robo Call system also. Do not call the school, teacher, or principal. They will follow the same procedure as stated above.

Care of School Property

The Brooklyn School District has provided some of the best equipment found anywhere. Students can best show their appreciation by taking care of the building, equipment, books and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

Closed Campus

Students may not leave school grounds for any reason during the school day unless signed out in the office by a parent or guardian. No food deliveries, except those authorized by the building principal, (in writing) are allowed. Students will remain in the cafeteria at lunch time until dismissed by the supervisor. Leaving campus without permission is considered truancy. Failure to adhere to the above can result in discipline according to school policy (handbooks).

School Visitors/Classroom Visitation

Public Act 86-0202 was enacted into law as a precautionary measure to ensure the safety of our children at schools.

Since this is your school and your child's educational experience, we welcome you for short visits. All visitors who come to the school (parents, grandparents, volunteers, and all others) are required to go to the school office upon arriving on school grounds to sign in. Badges will be given to all visitors and should be returned to the office when the visitor signs out.

Visitors are not to come to school unannounced to conference with the classroom teacher. This takes away valuable instruction time from all of the students. Please make an appointment if you need to speak to the teacher. The school appreciates all cooperation in this area. Unauthorized visitors shall be reported to the police.

Anyone picking up students before the end of the day must sign students out in the office. A child will be released only to the parent or guardian. This is to protect the child and the school. Dismissal is at 3:05 or 4:05 (pending SIG) for grades K-5 and 2:59 for grades 6-12. Parents should not remove students from the class early without prior approval for a valid reason.

Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all the rights, privileges, and/or services provided by law and the district's policies. All Kindergarten students must show evidence of chickenpox vaccination (or evidence of having had chickenpox previously). Action procedures are detailed in District Policy.

Counseling Services

It is the goal of the district to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential of our students. Teachers may refer these students or parents may request referral to the Child Study Team, who will analyze test data, behavior logs, and other documents for further referral to appropriate services.

The School District, in accordance with [105 ILCS 5/10-22.24b](#), that any qualified professional, including other certified personnel may provide school counseling services. Further guidance and counseling for students is provided by the school's social worker. The services of a school psychologist are available through the Regional Board of Education.

Students will be assisted in scheduling of classes to meet graduation requirements and in identifying career options consistent with their abilities, interests, and personal values and in developing specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information through guest speakers to include representatives from colleges and universities, occupational training institutions, and career-oriented recruiters, including the military.

Dress Code

All Pre-K through 12th grade students are required to wear uniform colors.

The required colors are as follows:

- Shirts/Blouses – White, blue, yellow
- Pants/Skirts – Navy blue, black (no jeans), or Khaki
- Belts - Black
- Shoes – any kind

All shirts must have collars (no T-shirts) and **must be tucked in** at the waist during school hours. Midriffs are not to be exposed.

Middle School and Academy students (grades 9-12) may be asked to dress professionally on Career Day (as if they are on a job interview).

Students **will** be allowed to wear shorts. Students are not allowed to wear head coverings which include but are not limited to caps, hats, scarves, or kerchiefs in the building. It is the parents' responsibility to see that the uniforms are clean and presentable at all times. Students are to wear white, yellow, or blue t-shirts under collared shirts. No other colors are acceptable. (boys and girls)

Distribution and Restrictions of Publications

Any publication, posted, or otherwise distributed by a student must be approved and initialed in advance by the Superintendent/Principal. These publications must meet the following criteria:

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be discipline for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Enrollment Into Schools

Students being enrolled in Lovejoy School, after the beginning of school, should have all required paperwork at the time of enrollment. (If not, a 30 day grace period will be given to get all required paperwork including health records). Children will not be allowed to start school the day of enrollment if paperwork is not complete.

Birth Certificate Requirement

A certified copy of the student’s birth certificate must be submitted for registration. If a birth certificate is not immediately presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student’s temporary record, and return the original to the person enrolling the child.

If a person enrolling a student fails to provide a certified copy of the student’s birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

Enrollment Package / Forms to be Completed

Illinois Student in Good Standing Transfer Form
Report Card for Elementary and Middle School Students/
Transcript & Withdrawal Grades for Academy Students
Proof of Residency
Original Copy of Birth Certificate
Copy of Social Security Card
Copy of Physical, Dental, Hearing, Eye Exam & Immunization Record
New Enrollment Form
Pupil Emergency Information
Authorization to Release Students Records (for transfer students)
Breakfast & Lunch Application
Acceptable Use Policy – Internet Agreement
Title I Compact
Picture Consent
Integrated Pest Management Information (if needed)
Signature for Receipt of Handbook

Residency

Brooklyn USD #188 is financially supported by the taxpayers who live within the legal boundaries of the school district. The Illinois School Code makes it clear that only resident students of a district may attend school without paying a tuition charge. Lovejoy School accepts those students who are residents of District #188, and Venice/Eagle Park. Any court orders, awards, or decrees must be presented at the time of registration.

Parents wishing to enroll their children in Lovejoy School must submit at least one (1) proof of residence from the list below:

- Property tax bill/receipt (notarized) – include proof of payment
- Rental agreement (notarized) – include proof of last 2 months payment
- Lease agreement (notarized) – include proof of last 2 months payment
- Mortgage papers (with proof of payment)
- Housing letter (military)
- Notarized affidavit of residency from the resident owner of property within the district where the parent(s)/guardian(s) of the child is living with the owner at no cost

In addition, two (2) additional proofs must be presented from the following list:

- voter registration card
- public aid card (current)
- vehicle registration
- driver's license
- last two (2) months utility bills (with cancelled check and/or valid cash receipts)
- most recent cable television and/or credit card bill
- current homeowner's / renter's insurance policy (with proof of payment)

In determining residency, the residence of the person who has legal custody of the student is deemed to be the residence of the student. In order to establish legal custody, the individual enrolling the student must present proof of one of the following (and the enrolling party will be required to sign a notarized affidavit regarding custody, control and responsibility):

1. Custody exercised by a natural or adoptive parent with whom the student resides;

2. Custody granted by court order to a person with whom the student resides for reasons other than to have access to the educational programs of District 188;
3. Custody exercised under a statutory short term guardianship, provided that within sixty (60) days of the student's enrollment a court order is entered that establishes permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of District 188;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that caretaker for purposes other than to have access to the educational programs of District 188;
5. Custody exercised by an adult who demonstrates that he/she has assumed and exercises legal responsibility for the student and provides the student with a fixed night-time abode for purposes other than to have access to the educational programs of District 188.

Any person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enrolling that student in the district without the payment of a non-resident tuition charge or who knowingly enrolls or attempts to enroll in the school district a student who is not a resident of the school district may be charged with a Class C misdemeanor. Parents of any students who are enrolled in the district, but who are determined not to be residents of the district, will be subject to the provisions of all applicable state and federal law.

School Physicals (Health Examinations)

All children entering early childhood, kindergarten, first grade for the first year of school attendance, sixth grade, ninth grade, or entering the district from out-of-state, are required to submit a current eye examination and physical examination including complete up-to-date immunizations. **All kindergarten students** must show evidence of chickenpox vaccination or of having had chickenpox in the past. Students not meeting this state mandate will be excluded from school after October 15 until all requirements are satisfied. Transfer students have thirty days to meet the requirements. The district nurse will monitor all health records. Student athletes are required to have annual physicals before participating in sport.

Dental Exams

All children in Kindergarten and the Second and Sixth Grades must present proof of having been examined by a dentist before May 15th of the school year. If a child in the Second or Sixth Grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: the child presents proof of a completed dental examination, or the child presents proof that a dental examination will take place within 60 days after May 15th.

Title I School Compact

Parents, students, teachers, and principals will be asked to sign a Title I Compact which contains (1) a process for continually involving parents/guardians in the development and implementation of the Title I program, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the state's high standards, and (4) other provisions as required by federal law. You will find a copy of this Compact in the Appendix at the end of this handbook.

Transfer into School

All students transferring to Lovejoy School from another school must have a "Student in Good Standing" form, signed by the principal of the most recent school attended. If the student is currently under suspension or expulsion from the previous school, that suspension or expulsion must be served in its entirety before the student will be enrolled in Lovejoy School. Students entering the Academy will be assigned a class status by the Academic Advisor. This status will be based on beginning of year credits. Students will not be assigned senior status unless they are within six credits (first semester) or three credits (second semester) of being able to meet Brooklyn USD 188 graduation requirements.

Withdrawal from School

Parents of students moving to another school district must notify the school office in writing of the intent to move, with the last date of attendance noted.

In addition, a Student Transfer Form, required by the Illinois School Code, must be completed. (You must notify the school secretary within 24 hours). Students needing a transcript must bill out and fill out a request form. Student records and transcripts will be forwarded to the new school within ten days of request to transfer. All books and locks must be returned, as well as all fees completely paid. In order for all grades to be accurately figured, all completed school work should be submitted at least two days before the intended date of the transfer.

The Brooklyn Unit School District #188 Board of Education, administration, teachers and staff all expect students to be in attendance daily in order to maximize learning opportunities.

It is the responsibility of the parent/guardian to make sure the child is at school everyday. The following are considered excused reasons for absence from school:

Excused Absences:

- Personal illness or other physical disability (Emergency Room / Hospital)
- Doctor's/Dentist appointment (must show appt. card stating date and time of visit)
- Death of a member of the immediate family
- Serious illness of a member of the immediate family
- Court or probation officer appointment
- Other absences given prior consideration and approval by the administration (these require a written note from the parent confirmed with a direct contact between the parent and building administrator)
- Emergencies or Act of God conditions.

At all times, parents - - not the student - - must call the school before 9:00 a.m. giving the reason for the student's absence. In addition, students must also bring a signed, written note from the parent/guardian the first day returning to school. This note must be presented to the attendance clerk or the student will have to return home until contact is made with the parent regarding the absence. The student will have an "Office Excuse" to leave the school building. **When an absence has not been given prior approval, or is otherwise considered unexcused, the student shall not be permitted to make-up missed assignments.**

When a pattern of non-attendance (after the second unexcused absence) begins to develop, the child will be considered a chronic truant and appropriate action will be taken. A full day of attendance is constituted when students are present at school for 300 or more instructional minutes. A half day of attendance requires students to be present at least 150 minutes per day.

Unexcused Absences

Unexcused absences are absences not covered in the previous category as well as all absences not approved by the administration.

- Truancy from school or class
- No doctor or dentist statements
- Suspension from school
- Leaving school without checking out
- Skipping classes
- Absences classified as unexcused by the administration – oversleeping, missing the bus, babysitting, staying at home, no appointment card or statement from your doctor, etc.

When an absence is unexcused, the teacher has the right to refuse to allow the student to make up missed assignments or to give the student partial credit for the assignment.

Tardiness

Students are tardy whenever they arrive at school after the start of the school day, or whenever they arrive in a class after it has begun. Students need to sign-in in the office upon coming to school and receive a pass to present to their teacher (a note must also accompany the child to school stating the reason why the child is late). Since children need to be in their classes in order to effectively learn the district curriculum, excessive tardiness will not be tolerated. Disciplinary consequences will be

issued to those students who violate this rule. If a teacher detains you, make sure that you get a pass from that teacher before you go to your next class. The office will not write passes. (Restroom visit, put out of class, walking the halls, etc.)

Hall Passes

Hall Passes – You are not permitted in the halls during class periods unless you are accompanied by a teacher or have an appropriate hall pass from an authorized staff member.

Nurse's Office

If you become ill, report to the nurse's office with a pass from your teacher. If you must be sent home due to illness, the nurse will contact your parents, and you must sign the sign-out sheet in the attendance office before leaving school. Do not call your parents to come and get you before checking with the nurse. The nurse is in her office Tuesday-Thursday only from 8:00 – 1:30 pm.

Appointments

To be dismissed during school hours for an appointment, you must have your appointment card, and bring a note from a parent stating time of dismissal. Bring the note to the school main office in the morning (No exceptions). The attendance clerk will give you an early dismissal pass. You will be released from class to go to the attendance office at the time stated on your pass. Parent/guardian will sign you out, unless other arrangements have been made with the attendance clerk from your parent.

Moving

Please keep the office informed of any changes of address or phone number during school year.

Release Time For Religious Instruction/Observance

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

Homebound Instruction

Homebound instruction is available to students who are absent for an extended period of time due to an accident or serious illness when authorized by a medical doctor and the superintendent (after appropriate paperwork has been submitted to the principal for review). This includes pregnant students from time recommended by doctor to stay home until the doctor provides a permission to return to school statement. (See Academics for Grading and Credits).

Make-Up work

When a student is absent from school, it is his/her responsibility to make up missed assignments or tests. Parents may call the offices no later than 9:30 a.m. to request same day homework assigned during an excused absence. Requests made after that time may not be honored. Homework packets can be picked up in the front school office after 3:25 p.m. No credit will be given if assignments are not completed and turned in within the prescribed time period.

Truancy

A child is considered truant when he/she is subject to compulsory school attendance laws and is absent from school without valid cause for a school day or portion thereof. A chronic or habitual truant is a child who is absent from school without valid cause for ten percent or more of the previous 180 regular attendance days. District #188 shall make available support services and other school resources in order to attempt to correct the chronic/habitual truant behavior before calling in the Regional Office of Education or taking punitive action. In addition, the Brooklyn Police Department may be called to assist with home visits. Legal papers may be filed in the St. Clair County Juvenile Court to obtain adjudication requiring the student to attend school on a regular basis.

School Safety

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event. The school is equipped with 2 AED's and trained operators. The school nurse and athletic director are trained operators, and they are trained in CPR. Each room is equipped with a basic first aid kit. In the event of a physical injury of a student or a staff member, immediate attention will be given to them. Emergency contacts will be contacted. In the event of a life-threatening emergency, an ambulance will be called.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Emergency Contact Information

All parents must submit to the teacher and the school office a signed / completed emergency form (which includes a current, working emergency telephone number) no later than the end of the first week of school. *The school **MUST** be able at all times to contact a responsible person who can make important and necessary decisions during sudden illness and/or serious injuries due to accidents.* These should be updated any time there is a change of phone number or address.

Emergency Fire and Tornado Drills

All students will be instructed in proper procedures in case emergency situations arise. These procedures will be practiced periodically throughout the school year. Emergency Evacuation (Fire) and in school shelter (tornado drills & drills in case of dangerous intruders) are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire.
2. Walk and move quickly and quietly to the designated area.
3. Do not talk.
4. Listen to the teacher's directions.

Fire Evacuation Procedure

1. Don't take anything for granted by assuming a false alarm. When the fire alarm is heard, the classroom teacher will check to see if there is a hoax, drill, or real emergency.
2. As soon as the fire alarm is heard, file quickly into the corridors, check for the nearest exit doors, and walk briskly out of the building in single file.
3. Each classroom teacher has an assigned designated area for students to assemble once they are outside of the building. This area will be at least 200 feet from the building.
4. Students are to line up in single file in the pre-arranged area where the classroom teacher will proceed to do a roll check to make sure that all students are accounted for.

(During each drill, ample time is given for the roll call check.)

5. At the sound of one long bell, under the direction of the classroom teacher, students will re-enter the building in single file and report back to the classroom.

Lockdown Procedure

In the event an intruder is suspected, students will remain in their classrooms. Teachers will lock the room door, close curtains and/or blinds, and lock windows. Students will take cover away from windows and door. The signal for lock down will be an extended bell lasting at least a minute. Teachers are to post more extensive directions as directed by the St. Clair Regional Office of Education in their classroom. If there is no intruder in the classroom, the teacher should slide a green card under the locked door. If there is an injury in the room, teacher should slide a red card under the door. No card under the door indicates presence of an intruder. Those classrooms will receive priority assistance. Parents are advised not to come to the school during lockdown. Parents will be advised when they can come and pick up their children.

Tornado Take Cover Procedures

When and if it becomes necessary to take precautionary action because of a tornado or the threat of a tornado, the following procedure should be used. During drills, students should demonstrate knowledge of the proper safety position and then be allowed to sit quietly until bell sounds to return to class.

WARNING: The warning signal shall be three (3) sharp consecutive sounds from the regular bells.

PLEASE NOTE: Students may not leave the building except with a parent.

Procedure for Annex Head Start, Pre-K, Kindergarten, 1st and 2nd grades – All students and teachers in the annex should move to **areas without outside windows**. This includes use of the restroom areas.

Procedure for Rooms 101-107 (Buckels, Cooper, Spark, Success Center, Event Room

All students should be directed to **move immediately** in an orderly manner **to the library (Rm 123)**. Students should follow teacher's instructions as to where they should sit. As many as possible should sit under tables. Bookshelves are anchored to the wall.

Procedure for Cafeteria Students in the cafeteria should move to the **library (123)** for grades K-6; to the **science room (124)** for grades 7-12.

Procedure for Main Building – GYM and Manning (147), Smith (145), Rooms (143, 146, 147) and should report immediately to the **business room (125)**.

Procedure for Art & Health rooms in district hall Move immediately in an orderly manner to the **library**.

District Office- All personnel and visitors should move to the **waiting area of the district office** except for those who are helping to ensure that students have moved safely to assigned areas.

School Office- Personnel and visitors should move into **nurse's office**, except for personnel who are ensuring safety of students.

All Clear Signal- One long blast of the regular Bell system. Then all personnel and students will resume their regular activities.

Follow Up to Crises

In the event of injury or death of a student or staff member, counselors, pastors, and crisis teams will be called in to help students and staff cope with the situation.

Awards and Honors

Students may receive honors and awards throughout the school year for achievement in a variety of areas. Included, but certainly not all inclusive, are the following:

- Perfect attendance – to be considered present, a student must be at school for at least 300 instructional minutes each attendance day.
- Honor roll – students at Lovejoy School, grades 3 - 12 may be placed on the Honor roll for good grades with a GPA of 3.0 – 3.49 (on a 4.0 scale). High honor roll requires a 3.5 or higher GPA. A student may receive three (3) “C” grades in core subjects, but a fourth “C” in any area will eliminate the student from the Honor roll.
- If a student has an unsatisfactory grade in conduct, he/she will not be eligible for the Honor roll.
- All core and encore classes will be used to determine Honor/High Honor roll designation.
- B.U.G. (Bringing Up Grades) Roll – this is an award for students who bring up at least one core subject grade at least a full letter grade from the previous quarter and who maintain good behavior.
- On the Right Road – this is awarded to elementary students who have a GPA of 2.1 – 2.4.
- Valedictorian or Salutatorian at Graduation of Academy and/or Promotion Ceremony for Middle School: only students who have completed two full academic years at Lovejoy are qualified to receive these honors.

Bias Free Curriculum

It is the goal of Brooklyn USD 188 to provide an educational climate and culture free of bias concerning the protected classifications identified in policy. Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form. (see Appendix)

Grading scales:

* Kindergarten:

| | |
|----|-----------------------|
| S= | Satisfactory progress |
| N= | Needs Improvement |
| U= | Unsatisfactory |

* First through twelfth grades:

| | | |
|------|---|-------------------------------|
| A= | 90 – 100 | Excellent/superior progress |
| B= | 80 – 89 | Good/above average progress |
| C= | 70 – 79 | Minimally acceptable progress |
| D= | 65 – 69 | Minimally acceptable progress |
| F= | 0 – 64 | Unsatisfactory/failing |
| Inc= | Indicates that the student’s work was not completed, possibly due to an extended illness or injury, by the end of the grading period. The work may still be completed and submitted within three weeks of the end of the quarter or the grade will automatically become an “F” on the student’s permanent record. | |

Community Service

Students at all grade levels are expected to do a community service project in order to demonstrate an ability to utilize the knowledge they have acquired at school. These projects are progressive and age-appropriate.

Verification that community service has been completed in grades K – 5 is done by the classroom teacher. Students in grades 6 – 11 are responsible for maintaining their own records and submitting them to their homeroom teachers. Seniors are required to document (to the building principal) a minimum of 20 hours of community service, as well as submit a written essay regarding the experience, as part of the school’s requirements for graduation. The deadline for submitting this documentation is May 1st of each school year.

Homebound Credit – The Board of Education recognizes its responsibility, in accordance with Section 504 of the Rehabilitation Act, to provide a public education to those students enrolled in an education program and who have a medically – diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education. Students will be assigned a certified homebound teacher who will make every effort to cover curriculum the student is missing due to continued absence.

The homebound teacher will give grades for the work done by the homebound student. Contact principal for additional information.

Homework

Teachers will regularly assign homework. In grades K – 5, it is the parents' responsibility to sign off on all homework assignments. It is the student's responsibility to complete and return all homework assignments.

No Pass/No Play (Academic Criteria for Participation)

For students in kindergarten through 8th grades, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall 2.0 grade point average. Any student-participant failing to meet these academic criteria shall be suspended from the activity seven calendar days or until the specified academic criteria are met, whichever is longer. (See Athletic Handbook for further clarification).

Parent-Teacher Conferences

The district urges good communications between parents and the schools to assist in maximizing student academic and behavioral progress. To that end, two days of formal parent-teacher conferences will be held. The first one will be held at the end of the first grading period, and the second one will be held during the second semester. The child's report card will be given to parents at the fall conference.

Additional conferences, as needed, may be scheduled with the teacher throughout the school year.

The conferences may be arranged through the office or by a note to the appropriate teacher. Conferences should be scheduled before or after school. Please do not request a conference during class time. The principal and support staff are also available for conferences. Teachers will not be called out of class to answer the telephone.

Progress Reports

Progress reports, as needed, are mailed home at the end of the fifth week of each nine week grading period. The student is expected to bring the parent confirmation letter (which has been signed by a parent or guardian), back to the homeroom teacher no later than the following week.

Progress reports are intended to show the level of achievement of each child. Parents or guardians who receive reports indicating failing or near failing work are strongly urged to contact the child's teacher. Parents are always encouraged to maintain contact with classroom teachers to assess their child's progress.

Promotion and Retention

Legislation enacted by the Illinois General Assembly, as well as the federal "No Child Left Behind Act", states that students must meet academic standards established by the school district in order to be promoted to the next grade level (**i.e.-no social promotions**). To be considered for retention at grade level, the following information is considered:

- academic progress (including exit tests in each subject area at each grade level)
- teacher input
- age/maturity level

- history of previous retention
- special education
- confidential information privileged to the administration.

To be considered for promotion at Lovejoy School in grades K - 8, a student must not have a cumulative failing grade in three (3) or more core subjects in a given school year. Below is a listing of the curriculum:

- Core subjects: Language Arts, Mathematics, Reading, Science, Social Studies, Spelling
- Encore subjects: Health, Physical Education, Art

Parents of students who may be barely passing will be kept informed throughout the school year of the child's progress. If, at the end of the school year, the child has minimally met district expectations and is still struggling, the parents may be requested to have the child repeat the same grade the following year. When retention is being considered, school personnel will keep the parents informed and will work closely with parents to assist in the child's development. Students not meeting promotion

requirements shall be required to attend summer school. The student's reading level must go up at least 6 months on the pre- and post-test inventories. Promotion will be contingent upon satisfactory attendance and successful completion of summer school work assigned.

Report Cards

Report cards are prepared by the schools at the end of each nine week grading period to communicate each child's academic progress. One week after the end of the 1st grading period, report cards will be given to parents at school conferences. Report

cards will be mailed at the end of the 1st semester and the end of the 3rd quarter. Students will be given their final report card to carry home. It is important that parents take time to discuss the contents of the report card and the student's progress each time the report is received. If there are concerns, parents are encouraged to contact the teacher(s).

Sexual abuse instruction

In grades K – 8, teachers annually instruct students in recognizing and avoiding sexual abuse, as required by the Illinois School Code.

Special Education

District #188 provides a free, appropriate public education to students determined to have a disability. The district is a member of the East St. Louis Area Joint Agreement (EAJA) cooperative. Through this cooperative, students who are identified and assessed as having a qualifying disability will be provided special education services. Students from Brooklyn #188 who are provided special education services will participate in graduation activities and receive a diploma from Lovejoy Technology Academy upon completion of program requirements for graduation.

The district will provide information to the parents/guardians of English Language Learners about the reasons for their child's identification and their child's level of English proficiency. Students of English as a Second Language and students with other speech disabilities are serviced through the St. Clair County Regional Office of Education.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program.

Testing programs

Student Assessments

The main purpose of assessment is to improve student learning. During the school year, students will take a variety of school, district, and state assessments. These assessments either help educators prepare for

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student learning or provide information about student learning. Assessment involves an on-going process of gathering information about the knowledge and skills students possess, and then using this information to make instructional plans to improve student learning.

FastBridge (Measures of Academic Progress) tests are given to students in grades K-11 three times a year, at the beginning (fall), middle (winter), and end of the school year (spring) in reading and math.

FastBridge provides schools with norms every three years. This is anonymous data from than 10 million students around the US. Knowing the top, middle, and bottom scores of all of these students combined allows teachers to compare where your child is to other students and help them grow.

The **Illinois Assessment of Readiness** is a federally required measure of student mastery of the Illinois Learning Standards in English language arts and mathematics in grades 3 through 8 – and their readiness for what's next. These assessments help us understand how our students are growing academically, compared to their peers across the state.

These tests are given in March and April. (Illinois State Board of Education)

The **Illinois Science Assessment**, an hour-long assessment, is given to all fifth- and eighth graders and some high school students in the spring. The ISA aligns with the Illinois Learning Standards in science and helps families and school personnel understand how well students are performing academically.

(Illinois State Board of Education)

SAT® for Grade 11

PSAT™ 10 for Grade 10

PSAT™ 8/9 for Grade 9

These assessments are administered to students in the content areas of ELA (English Language Arts)/Literacy and Mathematics during the month of April. Each assessment includes a Reading Test, a Writing and Language Test, and a Math Test. The SAT also features an optional essay component, which some colleges will require.

The tests measure the same skills and knowledge in ways that make sense for different grade levels, so it's easier for students, parents, and educators to monitor student progress. Questions throughout the assessments focus on skills that matter most for college readiness and success, according to the latest research. (<https://collegereadiness.collegeboard.org> and Illinois State Board of Education)

Technology

Brooklyn USD 188 has been awarded a number of technology grants through the federal government Enhancing Education Through Technology grants which have provided the district with state-of-the-art technology. Teachers have been trained to use this technology for instructional purposes. Students are expected to treat the equipment in a way that it will last for many years. Students are encouraged not to bring their own electronic devices into the school building. The district cannot be responsible for the loss or damage to said devices. This includes but is not limited to cell phones, iPods, cameras, dvd/cd players, personal assistant devices, and personal laptops. If these devices interfere with instruction, it will be necessary for the teacher to confiscate the device(s) to turn over to the administration.

Computer / Internet Use

District #188 is privileged to offer access to computers and the internet for use in the curriculum. There is an acceptable use policy in place and all students/parents must sign the district's "Acceptable Use Policy" (AUP) as a condition to use the computers and other technology. Parents are also requested to sign a permission form to allow pictures of their children to be used on district and teacher websites or in other websites being used for classroom or global collaboration. Misuse of the computers/network, or failing to adhere to all conditions of the AUP guidelines, shall result in students' suspension from

using the computer. There should be a realization that any screening or filtering device used on the district's network may not be completely reliable.

Sexting – A Crime

For the purposes of Brooklyn USD 188, sexting is defined as the act of sending sexually explicit photos, images, or messages electronically, primarily by cellular phone or the internet (and to include, but not limited to any wireless telephone, personal digital assistant, or a portable or mobile computer that is capable of transmitting images or pictures), that are taken with or without consent. It also includes *indecent visual depictions*, which means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person. This activity is illegal and forbidden. Law enforcement agencies may become involved if such activity is identified. (See Discipline for further information.)

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BROOKLYN UNIT SCHOOL DISTRICT
(Lovejoy Elementary School, Lovejoy Middle School, Lovejoy Technology Academy)
ACCEPTABLE USE POLICY

Use of school technology equipment and access to the Internet to promote academic excellence, innovation, and communication is available to qualifying students of Brooklyn USD 188 if a copy of this agreement is on file.

1. **Acceptable/Unacceptable Use:** I will use electronic equipment to complete assignments or “publish” on the Internet only when approved by a sponsoring teacher. I will not participate in illegal or inappropriate activities, including games and restricted social sites, or use the Internet in any way that would disrupt network use by others. I will not download offensive content, or use the Internet to view pornography, to participate in gambling or illegal solicitation, or to use inappropriate language.
2. **Security:** I will not give out my email password or passwords to educational sites to anyone (even my best friends) other than my teachers/parents. Accessing accounts of other students or teachers is unacceptable.
3. **Vandalism:** I will do everything possible to take care of all electronic equipment and accessories. Any destructive act, intentional or resulting from inappropriate behavior, is punishable by suspension of access to the equipment. **Parents may be required to replace damaged equipment.**
4. **Safety:** I will not give my name, social security number, picture, address, telephone number, school, or those of my parents or teachers to anyone on the Internet. I will report any obscene language or pictures on the Internet or if anyone makes me feel nervous or uncomfortable online. I will never agree to get together with someone I “meet” online without first checking with my teachers/parents, and then only if they are with me. I will not participate in “sexting” as defined by the school district Parent/Student Handbook.
5. **Fair Use:** I will not use any pictures, articles, stories, poetry, essays, or other works I find online and pretend it is my own. I will respect intellectual property and provide the appropriate documentation of sources as defined by copyright laws. Failure to do so will result in a loss of credit for the work submitted.
6. **Cyber-bullying:** I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy. I will not make threats on the Internet. I will not use offensive or insulting language online. I will not participate in sexism, sexual harassment, racism, or use of inappropriate language.
7. **Consequences:** The use of electronic information resources is a privilege, not a right. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time. At the discretion of the teacher, this could result in failing grades for assignments missed due to student being unable to complete their work. Inappropriate use of equipment and Internet resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities.
8. **District Liability:** Brooklyn USD 188 will do everything possible to keep electronic equipment and Internet in good working condition; however, the District is not responsible for lost data or assignments. It is the user's responsibility to save their work appropriately.

In order to use the electronic equipment and the Internet at Lovejoy, I agree to follow the above rules and guidelines.

Student's Signature

Date

I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

Parent's/ Guardian's Signature

Date

Teacher's Signature

Date

Brooklyn USD 188 Lovejoy Technology Academy

To be considered eligible for graduation, all District #188 students must have satisfactorily completed the district's prescribed course of study. Students must pass the Illinois and United States constitution tests. Students must complete 20 hours of community service during their senior year and submit required documentation. No student, mandated by the Illinois State Board of Education, effective the 2010-2011 school year, may be awarded a diploma unless they have taken the PSAE the junior or senior. Students enrolled in special education programs will be eligible to graduate based on academic progress, as determined by the school district and their individual education plan.

| <u>Credit Requirements</u> | Total Credits: 21 | |
|--|--------------------------|------------|
| <u>English</u> | 4.0 | |
| ● Language Arts I | (required) | |
| ● Language Arts II | (required) | |
| ● Language Arts III | (required) | |
| ● Language Arts IV | (required) | |
| <u>Math</u> | 3.0 | |
| ● Algebra I | (required) | |
| ● Geometry | (required) | |
| ● Algebra II | | |
| ● Advanced Mathematics (Trig / Pre-Calculus) | | |
| ● Business Math | | |
| <u>Social Studies</u> | 3.0 | |
| ● Global Studies/World History | (required) | |
| ● U.S. History | (required) | |
| ● African American History | | |
| ● Urban Law / Civics | | |
| ● Sociology | | |
| ● American Problems / Psychology | | |
| <u>Science</u> | 2.0 | |
| ● General Science | | |
| ● Biological Science | | |
| ● Horticulture | | |
| ● Landscaping and Turf Management | | |
| <u>Other</u> | | |
| ● Literacy in Parenting/Career and Life Skills | .5 for each class | (required) |
| ● Intro to Business (Consumer Ed) | 1.0 | (required) |
| ● Physical Education / Health | 1.5 | (required) |
| ● Electives | 5.0 (10 classes) | |
| Total | 21 | |

Elective Classes

Information Processing (includes Spreadsheet Production)
 Keyboarding (includes Computer Concepts) I & II
 Accounting I & II
 Art & Design I & II
 CAD (Computer-Aided Drafting) I & II
 Fine Arts Appreciation
 Spanish I & II
 Business Math
 Consumer Math
 Driver's Education
 Vocational Education
 Independent Study
 Other academic classes not required for graduation

Recommended Sequence of Classes

Please note that the following sequence is recommended. It is the sequence for students who enter Lovejoy Technology Academy as a freshman and pass all classes each year. The schedule of students who do not stay on track will vary as needed to help that student achieve graduation.

Freshman:

- Language Arts I
- Global Studies/World History
- Agricultural Science
- Introduction to Business (Consumer Education)
- Physical Education (.5) / Health (.5)
- Algebra I

Sophomore:

- Language Arts II
- African-American History
- Biology
- Physical Education (.5)
- Electives (1.0 units) – Keyboarding recommended
- Algebra I or Geometry
- Drivers' Education

Junior:

- Language Arts III
- Geometry or Algebra II
- U.S. History (Illinois & U.S. Constitution tests)
- Horticulture & Landscaping
- Electives (2 units)

Senior:

- Language Arts IV
- Literacy in Parenting/Career & Life Skills
- Classes needed to retake or to meet graduation requirements
- Electives (1 or more units)

Class Status:

Students will be considered freshmen until they have accumulated at least 5 units in required courses offered by the school district. Students will be considered sophomores after completing between 5 and 9.75 units of study. Students will be considered juniors after completing between 10 and 14.75 units of study. After attaining 15 units in required courses, students will attain senior status. For graduation, 21 units of credit, including all required courses and state-mandated tests, are necessary. Promotions are only given at the beginning of the school year.

Students who transfer to Lovejoy Technology Academy from other schools will be assigned to 9th, 10th, 11th, or 12th grade according to Lovejoy guidelines, not that of their former school. Students entering the Academy will be assigned a class status by the Academic Advisor. This status will be based on beginning of year credits. Students will not be assigned senior status unless they are within six credits (first semester) or three credits (second semester) of being able to meet Brooklyn USD 188 graduation requirements.

Drivers' Education

There are two components to the driver's education program: classroom and behind-the-wheel practice driving. In order for a student to be eligible for driver's education, he/she must have passing grades in at least 8 courses during the previous two semesters (at least sophomore status). Students shall not be allowed to take behind-the-wheel unless they have successfully completed the classroom phase.

Graduation Ceremony

Dress for the graduation ceremonies will be cap and gown. Attire under the gown should be dress pants, collared white shirt and tie for male students. Modest clothing, either a dress or dressy slacks and shirt, are appropriate for female students. Remember that the cap must fit over hairdos. Participation in the graduation ceremonies is a privilege. Students must have attended all rehearsals in advance of the graduation ceremony. Graduation will start on time. Students who are not punctual will not be introduced with the class. Families are invited and tickets are not required. Please observe that only family of graduates will be seated in floor seating.

Students must pay all money due to the school or organizations of the school before being qualified to receive a diploma from Lovejoy Academy. This includes payments to Wallace and Associates for contracted online classes.

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists

Programs for Students At Risk (cont)

- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

The Lovejoy Technology Academy has been awarded a **Stay In School grant** by the St. Clair Regional Office of Education. A community service officer, a parent school liaison, a dropout retrieval counselor, an academic coach, and a transitional counselor will be in the building with regularly scheduled hours. The Stay In School staff will follow seniors at risk of not graduating, and juniors who have been identified to graduate this school year. Students who are already enrolled in the EdOptions online program provided by Wallace and Associates will continue to work on those classes. Students new to credit recovery will be handled by Stay In School personnel in cooperation with district staff. Questions about EdOptions should be directed to the Academy Academic Advisor.

Substitutions for Physical Education and Other Required Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Transfer of Credits To/From Other Schools

Students who transfer to Lovejoy Technology Academy will be assigned freshman, sophomore, junior, or senior status according to Lovejoy standards, not necessarily to the same class as the student was assigned in the student's prior school. Students who transfer in to Lovejoy School mid-semester (during Quarter 2 or Quarter 4) may be provided with one of the following options (only in circumstances where there are no matching or cross-link courses available) in order for the student to receive partial or semester course credit.

Option 1 – The student may be given the opportunity to do extra, make-up work with pre-test/post-test in the course(s) at the discretion of the instructor and superintendent/principal.

Option 2 – If there are no matching or cross-link courses available, the student may be given the opportunity to receive ¼ credit for the Quarter 2 or Quarter 4 classes completed at Lovejoy School.

Students who transfer from Lovejoy Technology Academy to other schools should understand that other schools may have different course offerings and different requirements for graduation. Transferring may postpone the student's graduation date.

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes School Liaison Police Officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specialty trained dogs.

Photographs or Video Recording of Students

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or at a school-related activity.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign the Acceptable Use Policy form in the appendix to allow the school to

publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

The following verbiage is included on the Acceptable Use Policy signed at registration

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I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer. (see Appendix for form)

Regarding Student Records

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (grades 9 through 12)

The permanent record may also include: Honors and awards received & school-sponsored activities and athletics.

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

Scores received on the State assessment tests administered in the elementary grade levels (kindergarten- grade 8)

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit

Completed home language survey

The temporary record may include:

Family background information

Intelligence test scores, group and individual aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

Honors and awards received

Teacher anecdotal records

Other disciplinary information

Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals

Verified reports or information from non-educational persons, agencies, or organizations

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Verified information of clear relevance to the student's education.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student.
2. **The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. Parents will be given reasonable notice using last known address before destruction of records.

5. **The right to prohibit the release of directory information concerning the parent's/ guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:**

Name

Address

Gender

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

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Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Right to Examine Instructional Material

Parents have the right to examine instructional material for the class in which their child is enrolled. There are classes or courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, and Donor Programs for Organ/Tissue, Blood Donor, and Transplantation.

All classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the form in the Appendix labeled and return it to your child's classroom teacher within 5 days. (see Appendix)

Sex and Violent Offenders Community Notification Laws

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

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You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Student and Family Privacy

At times, students will be asked to complete surveys with the following information. You have the right to request that your child not participate in surveys that concern one or more of the following areas:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income other than as required by law to determine program eligibility.

The school will not penalize any student whose parent/guardian exercises this option. In addition, a parent/Guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board policy 7:15 Student and Family Privacy Rights, contains a more thorough explanation of these rights and may be obtained from the Building Principal. (See Appendix for form)

Sex Equity Policy and Grievance Procedures

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Board Policy Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or

d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Making a Complaint:
Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal,, or a Complaint Manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities

equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

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1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

The staff of District #188 is very proud of the good behavior normally displayed by our students. We expect each and every one of our students to represent himself/herself and our school district with distinction while in attendance at school or any school-related function.

Self-discipline is built upon respect for one's self and respect and cooperation among other students, teachers, and school personnel. Perhaps the best service advice which should be followed by everyone is the Golden Rule: Treat others as you would like to be treated!

Students will be disciplined whenever unacceptable conduct occurs on school grounds, at school-sponsored activities, or when traveling to and from school or school-sponsored activities in school transportation. Whenever incidents occur away from school and are brought to school, or when problems begin at school and are continued away from school, the school has the right to intervene by assigning consequences for the student's actions.

Students shall at all times treat all students and school personnel with the proper respect. Any person who is employed by the district or who volunteers at the school has the right / obligation to expect proper behavior by all students. All such staff are expected by the BOE and administration to correct such misbehavior and write appropriate referrals to the office. Insubordination is not acceptable at any time. Students acting in a disrespectful, harassing, threatening, or violent manner shall be disciplined accordingly.

Students who are suspected of engaging in conduct that violates criminal laws while on school property or attending school-sponsored activities, in addition to being subject to discipline from the school, may have charges filed against them with appropriate law enforcement authorities.

Code of Conduct

A set of standards has been developed to be used uniformly throughout the district. These rules affect students from the time they step onto school property. It is the student's and parents' responsibility to know and understand these rules.

Parents/guardians are informed of school rules via our School Handbook. They are expected to discuss the rules with their children as well as the consequences for misbehavior. Please be sure that students read and understand the rules. Feel free to call the district office if you need clarification on any issue.

Teachers will review classroom and school rules / procedures with students at the beginning of school year. They will also periodically review them throughout the year.

Activities Programs

Guidelines for participating in the activity programs are found in the Activities / Athletic Handbook.

General Conduct

Students are expected to practice the kind of orderly behavior that is expected in any public place. Since some expectations for behavior in large and small groups are different from those expected at home, you may wish to discuss these differences with your child.

Please encourage your child to display acceptable and appropriate behavior at all times.

Misbehavior such as defiance or contempt toward the school staff, physically harming another person, disrupting the learning environment, fighting, pushing, lying, stealing, cheating, inappropriate language and promoting these behaviors in others will not be tolerated. Such misbehavior will be dealt with swiftly and firmly in accordance to our discipline plan (refer to discipline plan for consequences for such actions).

Care of School Property

The Brooklyn School District has provided some of the best equipment found anywhere. Students can best show their appreciation by taking care of the building, equipment, books and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

Cafeteria Conduct

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered.

The cafeteria staff and your fellow students will appreciate your cooperation in:

- a. Approaching the cafeteria in an orderly manner.
- b. Using "indoor voices" while talking.
- c. Using appropriate table manners at all times.
- d. Staying seated in assigned seat.
- e. Not cutting in line or "holding" a place in line for someone else.
- f. Not eating from other students' trays.
- g. Keeping all food in the cafeteria.
- h. Depositing all food litter in wastebaskets.
- i. Leaving the table and floor around your place in a clean condition for others.
- j. Food and juice cannot be taken from the cafeteria. You are responsible for cleaning up spills and throwing away your empty cans. Students may bring sack lunches but must eat these in the cafeteria at tables. Students may not have food delivered without permission of the principal.

Cafeteria Misconduct

Cafeteria rules are posted in the lunchroom. Students are expected to follow them. Consequences will be assigned. Which may range from assisting in the cafeteria to out of school suspension for students who choose not to follow the rules.

Classroom Misconduct

Teachers, after consultation with the building principal, determine the rules and consequences for their individual classrooms. These rules and consequences are sent home at the beginning of each school year, posted in the classroom, and reviewed on a regular basis. Some examples of student misconduct might include, but not be limited to, the following: out of assigned seat without permission, talking, failure to do assigned work, writing/passing notes, cheating, inappropriate language or gestures, not following directions, tardies, improper use of hall passes, chewing gum, eating food or candy, disrupting the instructional process.

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- In-class consequences will be assigned by the teacher. More severe misbehaviors, or repeated infractions, may be referred to the office. When a student is sent to the office, it is at the discretion of the principal as to the appropriate consequences.
- Teachers are authorized by state law to use reasonable force (as needed) to maintain safety and to remove students from the classroom for disruptive behavior.
- No school personnel shall use corporal punishment.

General School District Rules

1. **Personal property**, any other item which is deemed disruptive to the educational process, such as toys, radios, trading cards, CD players, headphones, and/or games shall not be brought to school or school events at any time, unless given specific permission by the classroom teacher or administrator.

*Items confiscated by the school shall remain in the possession of the school until the last day of school. The item(s) must be picked up within five (5) days after the close of school by the parent. The school district will not be responsible for items not picked up after this 5 day period.

*Consequences may range from parent contact to out of school suspension.

2. **Personal property** specifically prohibited by Illinois statute, such as electronic devices (pagers, beepers, remote controls, cellular phones, etc.) shall not be turned on during the school day.

*These items shall be confiscated and may be turned over to the local and/or state police departments. Other school-related disciplinary consequences may be considered.

3. **Tobacco** in any form is prohibited.

*Consequences may range from parent contact to out of school suspension.

4. Use, possession, being under the influence, or sales of **drugs, alcohol**, look-alike drugs or drug paraphernalia is strictly prohibited.

*Consequences will range from out-of-school suspension to recommendation for expulsion to the Board of Education. In addition, parents shall be contacted and local police will be called.

5. The refusal to follow directions given by any and all adult staff members is considered **insubordination** and shall not be tolerated.

*Consequences shall be in-school or out-of-school suspension.

6. Stealing, attempted **theft**, or being in possession of stolen property, shall not be tolerated by the district.

*Consequences may range from detention to a recommendation to the Board of Education for expulsion. Police contact will be determined on a case-by-case basis.

7. Willful damage or the attempt to cause **damage to property**, or improper usage of property, real or personal, belonging to the school district, staff, or students is considered vandalism and is not acceptable behavior.

*Consequences may range from detention to out-of-school suspension. In addition, restitution for loss and/or police contact will be determined on a case-by-case basis.

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8. Students are forbidden to bring to school or onto school grounds or property (to include buses or vans) any item that is ordinarily or generally considered to be a **weapon**, such as, but not limited to, firearms, knives, razors, metal knuckles, clubs, slingshots, Chinese throwing stars, matches, lighters, fireworks, ammunition, etc. or look-alikes (including toy weapons).

*Consequences shall range from out-of-school suspension to recommendation to the Board of Education for expulsion. Police contact will be determined on a case-by-case basis.

9. **Gambling** of any kind will not be tolerated.

*Consequences may range from detention to out-of-school suspension.

10. Intimidation/threatening behavior/extortion/harassment (including sexual harassment) / initiating scuffling or fighting/name-calling and/or any aggressive, outward display of intentional physical or emotional harm (generally known as "**bullying**") shall not be tolerated.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Definitions:

**Disrespect to Staff - Verbal, written, or symbolic language and/or gestures directed to, or about, a staff member that is threatening in nature or done with intent to cause bodily injury.

**Fighting- Mutual combat or altercation in which both parties have contributed to the conflict either verbally or by physical action.

**Consequences shall range from in-school suspension to a recommendation to the Board of Education for expulsion. Police may be contacted on a case-by-case basis.

11. Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

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1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

*Consequences: Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions: Removal from extracurricular and athletic activities, conference with parent(s)/guardian(s), referral to appropriate law enforcement agency, suspension for up to 10 days ,expulsion not to exceed 2 calendar years

12. Inappropriate use of school property, (including prohibited sites on the internet) or being on school property when not given permission by an authorized school official (trespassing), is not acceptable behavior.

*Consequences may range from detention to out-of-school suspension. Police will be contacted for trespassing violations.

13. Inappropriate public affection is conduct unbecoming District #188 students.

*Consequences will include warning to out-of-school suspension.

14. Students shall conduct themselves in a safe and orderly fashion at all times, including:

- walking in the halls
- using playground equipment appropriately
- keeping hands and feet to themselves
- using indoor voices
- using appropriate language
- sitting in chairs or other seating properly
- being on time to school or class, including truancy (skipping class)

*Consequences shall include verbal warnings and reprimands to in-school suspension.

15. Chronic tardiness, excessive absenteeism, truancy.

*Consequences may range from verbal warning (1st offense) to out of school suspension (repeated offenses).

16. **Sexting**

For the purposes of Brooklyn USD 188 is defined as the act of sending sexually explicit photos, images, or messages electronically, primarily by cellular phone or the internet (and to include, but not limited to any wireless telephone, personal digital assistant, or a portable or mobile computer that is capable of transmitting images or pictures), that are taken with or without consent. It also includes *indecent visual depictions*, which means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person. Sexting is no different legally than possessing a kilo of cocaine. Harassment by students of anyone involved in the sexting incident will be considered in violation of the Bullying policy.

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*Consequences – The device will be confiscated and turned over to school administration. Parents, guardians, the board attorney, and appropriate law enforcement agencies will be notified.

17. **Search and Seizure**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Athletic Conduct

Rules and procedures that have been developed to guide the school's athletic program will be found in the Athletic Handbook. This handbook will be given, on an annual basis, to all prospective student-athletes.

Bus/Van Conduct

Riding the bus or van is a privilege and should be treated as such. Each student has a responsibility to themselves and their fellow students in helping maintain a safe and orderly means of getting to and from school. Bus referrals may be written by the bus driver for failing to follow the posted rules. Bus referrals will result in consequences ranging from warning to permanent removal from the bus.

SPECIAL RULES FOR SAFE BUS/VAN RIDING

1. Wait your turn and load/unload in an orderly manner.
2. Follow all posted bus rules.

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3. Windows may not be lowered more than six inches. No hands, arms, or other objects should be placed out of the window.
4. Remain seated at all times for your safety. Do not sit in the driver's seat or tamper with any bus controls. Keep all objects out of the center aisle.
5. All school rules apply to the bus.
6. No animals, insects, or reptiles are allowed on the bus.
7. Obey the driver. Disobedience will result in a conduct referral notice being sent to the dean of students.
8. If you have any trouble with another student (or students), please inform the driver. Do not take matters into your own hands.

Consequences, including revoking the privilege to ride the school bus, may be assigned to students for failure to follow bus guidelines.

POSSIBLE DISCIPLINARY CONSEQUENCES

- **Warning**- Students may be verbally reminded of the school rules and how to correct their misbehavior.
- **Temporary removal from class** - A teacher may remove any student temporarily from a class who is disrupting the instructional process. After each incident where a student is temporarily removed from class, the teacher shall contact the parents to inform them of the incident.
- **Parent contact** - Depending on the severity of an incident, parents shall be contacted by the teacher by telephone, letter/note, or personal meeting to discuss a child's misconduct and/or progress, and the school's expectation for future behavior.
- **Lunch detention** - Students will be required to spend their lunch period, including recess, in a supervised room. After finishing their lunch, students are expected to do school work.
- **After-School Detention** - This type of consequence requires a student to spend additional time at the school in a supervised setting. Students will be given a minimum of 24 hour notice in order to make the appropriate arrangements for transportation. Detentions are considered an extension of the school day and shall receive priority over team practices, rehearsals, and other extra-curricular activities.
- **Referral to Child Study/Response to Intervention Team** for an academic/behavioral support plan.
- **Removal from school-sponsored activities and/or events** - Students who display unacceptable behavior at any time, whether or not such behavior is on school property or at a school-sponsored event or activity, may be declared ineligible to participate in such activities or events by the school administration.
- **In-School Suspension (ISS)** – An in-school suspension consists of spending all or parts of the school day in a supervised room with an adult. The student's regular teachers provide assignments for the student to complete during the time spent in ISS. Students who act inappropriately or fail to cooperate in ISS will be immediately

suspended out of school. All work completed in ISS will count toward the student's grade. Students shall be responsible for taking home the in-school agreement, making their parents aware of the notification, and returning it to school.

- **Out-of-School Suspension** - Students who engage in gross misconduct or disobedience may be suspended out-of-school for a period not to exceed ten days for any one incident. All suspensions shall be reported to the Board of Education and to the parents/guardians with a statement of the reason for the suspension. A hearing to review the suspension may be requested. **All work missed during this time shall count as zeros toward the student's grades.**

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- **Expulsion**- The administration may request that the Board of Education expel a student who engages in gross misconduct or disobedience. As defined by the Illinois School Code, an expulsion is the removal of a student for the above stated behaviors for a period of time ranging from in excess of ten days to a definite period of time not to exceed two school years. Before an expulsion occurs, the student's parents/guardians will be asked to attend a hearing to discuss the student's actions and the possible consequences.
- **Corporal punishment will not be used.**

Standards of conduct

Students who engage in other misconduct not covered otherwise in this handbook may also be guilty of misbehavior and subject to disciplinary action. Repeat and/or habitual offenders will be subject to increased consequences for any misconduct, but the District has not adopted, nor should there be any construction, that this handbook has created a policy of progressive discipline. Students who choose not to abide by assigned consequences may be given more severe sanctions or taken to the Board of Education for consideration for expulsion.

Suspension Procedures

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.

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- d. A statement indicating that **The School Code** allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
A request that the student or parent(s)/guardian(s) inform the District of the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Student Rights

Since students are citizens, they enjoy rights guaranteed by the federal, state, and local government. Examples include:

1. **The Right to an Education**
Every citizen in the State of Illinois has a right to free, public education regardless of race, creed, color, gender, sexual orientation, national origin or disability.
2. **The Right to Due Process of Law**
The student has the right to be informed fully about his/her alleged misbehavior and provided an opportunity to respond to such a charge. A student has the right to due process before the implementation of serious punishments that deny a student the right to an education, such as long term suspension or expulsion. Procedural due process in cases of long term suspension or expulsion includes a notice of charge(s), a right to face accusers, a hearing in which the student has a right to counsel and an opportunity to present evidence.
3. **The Right to Free Speech and Expression**
All citizens are guaranteed the freedom of expression by the First and Fourteenth Amendments of the United States Constitution. Lovejoy School recognizes and encourages this right. However, Lovejoy School retains the right to restrict the time, place, and manner of the exercise of this right to ensure that the speech activities do not disrupt the regular and essential operation of the school, interrupt classes, substantially interfere with the opportunity of students to obtain an education, or infringe upon other reasonable school rules.
4. **The Right to Privacy**

The Fourth Amendment prohibits unreasonable searches and seizures. Students shall have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe the student possesses any object or material prohibited by law or school policy.

The right to privacy does not preclude school administrators from inspecting and searching lockers, announced or unannounced, and cars parked on school property for the purpose of school safety and security. Guarantees of freedom from unreasonable search and seizure of property are not limited to, but must also be balanced by, the responsibility of the school to protect the safety and welfare of all students.

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Student Responsibilities

Along with rights, students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities are present whether the student is in the school building or traveling to or from school via transportation provided by the school system. In order to guarantee these rights, each person must assume responsibilities for his or her own behavior and refrain from infringing upon the rights of others.

Among students' responsibilities are the following:

1. **Active Participation**
Students have the responsibility to actively engage in the serious business of learning. For example, they must attend school regularly and on time. They must remain in class until excused, pay attention to instruction, complete assignments to the best of their ability and exert every effort to achieve mastery of the lessons.
2. **Obedience to Laws and Rules**
The laws of society and the rules of the school have been created to guarantee every person's rights. Students must assume personal responsibility for obedience to these laws and rules.
3. **Responsible Exercise of Free Speech and Expression**
Students must express opinions through speaking and writing in a manner which is not slanderous, libelous, or obscene. The rights of others must be respected and there cannot be interference with the orderly education process.
4. **Avoidance of Illegal and Dangerous Items**
Students must attend school and other school functions without bringing material and objects prohibited by law or school policy, or other items that detract from the educational process.
5. **Prohibition Against the Possession, Use, Distribution or Sale of Illicit Drugs or Alcohol**
The possession, use, distribution, being under the influence, or sale of illicit drugs and the unlawful possession, use, distribution or sale of alcohol is not only wrong but also harmful to the students and the school environment. Such activities are strictly prohibited on school property or at school functions and will result in a recommendation for expulsion and referral for prosecution. Disciplinary sanctions for the possession, use, distribution, being under the influence or sale of illicit drugs or alcohol is referred to in the school behavior policy.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

1. Notification to Parents of Family Privacy Rights
2. Aggressive Behavior Intervention Letter
3. Fee Waiver
4. Title One Compact
5. Photograph Permission form – if needed
6. Notice of Parental Right to Know Teacher Qualification
7. Parent Notification that Student has been Taught 4 weeks by Teacher Not Highly Qualified
8. Request for Waiver of PE or other class
9. Waiver for Class Participation in Family Life and Sex Education classes
10. District/School Acceptable Use Policy
11. Accident Report

FOOD ALLERGY MANAGEMENT

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. Parents are asked to notify the school of any food allergies that their child may have.

FOOD / TREATS

Due to health concerns, the Illinois Department of Public Health has recommended that all treats brought to school for parties, snacks, birthdays or events be purchased from a store. These treats should be individually wrapped snacks from

the store (not wrapped separately at home). Thank you for your cooperation. Also, no food of any kind will be allowed outside the cafeteria (class parties need the prior permission of the principal). No Exceptions!!

Lovejoy Schools - Brooklyn Unit School

District #188

Dr. Raelynn Parks, Interim Superintendent/Principal

800 Madison Street
Lovejoy, IL 62059
(618) 271-1028 ext. 150
Fax: (618) 271-7643

rparks@lovejoyschool.org
www.lovejoyschool.org

Brooklyn Unit School District #188
800 Madison Street
Lovejoy, IL 62059

RE: Student Accident Coverage Information

Dear Parent:

Your child's school district is an eligible member of the Illinois School District Agency ("ISDA"). Student Accident Excess Coverage will be provided for the 2020-2021 school year for each enrolled Pre-K – 12 student **at no cost to you**. No enrollment is necessary for the school time Student Accident Coverage.

An electronic version of student accident coverage brochure and claim kit is available at www.wcsit-isda.com/student-accident. A Student Accident Coverage identification card is included in the brochure. If you need to seek medical attention for your Pre-K – 12 student's school related injury, the card should be presented to medical/dental providers along with your primary insurance ID card (if applicable).

If you need to file a claim, you must complete a Student Accident Claim Form. Please read the Claim Form for instructions on how to submit a claim. The school district and medical/dental providers are not responsible for filing a student accident claim.

Please note that this coverage is accident coverage only, and will not replace your primary health insurance. The Student Accident Coverage plan is designed to pay for expenses which are not reimbursed by your primary health insurance, any other plan of coverage or any other benefit. As a result, you must file a claim with your own health insurance carrier first.

We are pleased to be able to offer this benefit for the 2020-2021 plan year. If you have any questions about this program, please call (618) 271-1014 x150.

Sincerely,

Dr. Raelynn Parks
Dr. Raelynn Parks (Interim Superintendent/Principal)

Angela Cotton- President
Ivory Scott- Vice-President
Wendell Marshall- Treasurer
Patricia Melton
Trenton Atkins
Jesse Woolfork, Jr.
Vanae Chapman

Board of Education
Brooklyn Unit School District #188
800 Madison Street ~ Lovejoy, Illinois 62059
Phones: (618) 271-1014 (618) 271-1028
Fax: (618) 271-7643
Raelynn Parks, Ed.D., Interim Superintendent

Notification to Parents of Family Privacy Rights

Date

Re: Student Survey Participation

Dear Parents:

Your child will be asked to complete a survey as described below:

Survey description: _____

Survey grade/participants: _____ Anticipated Survey date(s): _____

Parents/guardians may request that their child not participate in surveys that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income other than as required by law to determine program eligibility.

The school will not penalize any student whose parent/guardian exercises this option. In addition, a parent/guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board policy 7:15, *Student and Family Privacy Rights*, contains a more thorough explanation of these rights and may be obtained from the Building Principal.

Opt-Out Instructions (Note: This notice and opt-out right transfers from parents/guardians to any student who is 18 years old.)

If you do not want your child to participate in this activity, contact your child's Building Principal no later than _____. If we do not hear from you by this date, we will assume that you do not object to having your child participate in the surveys described above.

Request to Review

If you wish to review any survey instrument or instructional material, please submit your request to the Building Principal. You will be notified of the time and place where you may review these materials.

Angela Cotton- President
Ivory Scott- Vice-President
Wendell Marshall- Treasurer
Trenton Atkins
Patricia Melton
Jesse Woolfork, Jr.
Vanae Chapman

Board of Education
Brooklyn Unit School District #188
800 Madison Street
Lovejoy, Illinois 62059
Phone: (618) 271-1028 Fax: (618) 271-7643
Raelynn Parks, Ed.D., Interim Superintendent

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student _____

Incident date _____

Incident location _____

Incident time _____

Reported by _____

Reporting date _____

Aggressive behavior description: (Reporters, be specific. List all pertinent information regarding the incident including: weapons or objects used as weapons, pertinent and/or precipitating acts or statements, description of injuries sustained and names of injured parties, etc.)

The following consequence(s) is/are recommended:

- I will telephone you to schedule an in-person meeting or telephone conference to discuss the necessary next steps.
- Counseling service _____
- Non-District affiliated psychological service _____
- Alternative school assignment _____
- Community agency service _____

Together, I am confident we can help your child understand that aggressive behavior is not allowed at school.

Building Principal

Date

Angela Cotton- President
Ivory Scott- Vice-President
Wendell Marshall- Treasurer
Trenton Atkins
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Board of Education
Brooklyn Unit School District #188
800 Madison Street
Lovejoy, Illinois 62059
Phone: (618) 271-1028 Fax: (618) 271-7643
Raelynn Parks, Ed.D., Interim Superintendent

Application for Fee Waiver

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal.

Student's Name (please print)

School

Parent/Guardian Name (please print)

Address (please print)

1. The student named above lives in my household? Yes No
2. Total number of people living in my home _____
3. Total gross annual household income (before deductions) from all people living in my home
\$ _____

Income includes all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)? Yes No
See www.isbe.net/nutrition/htmls/data.htm#income.

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

Income Verification for Fee Waiver

You must present one of the following documents to verify income:

- | | |
|--|--|
| Two current pay stubs for all working members of the household | Disability statement showing benefits |
| Unemployment statement showing benefits | Temporary Food assistance for needy families |
| Medicaid Card showing case number | Current tax returns |
| Direct Certification letter from the State of Illinois | Foster placement papers |
| | Food Stamp Evidence |

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct. Parent/Guardian (signature)

Date

Brooklyn USD # 188

Lovejoy Elementary School

Lovejoy Middle School

Lovejoy Technology Academy

Title I Compact

We are all committed to _____'s progress at Lovejoy Schools to develop an appreciation of learning and to become an able confident lifelong learner who will achieve his/her highest potential. Together we can achieve success.

As a Student, I am responsible to

1. Work to the best of my ability,
2. Attend school regularly,
3. Follow school and classroom rules at all times,
4. Complete my homework and read for pleasure each day,
5. Successfully complete daily classroom work as required by the teacher(s), and
6. Come to school rested and ready to learn.

Student's Signature: _____ Date: _____

As Parent/Guardian, I am responsible to

1. Encourage my child to succeed,
2. See that my child attends school regularly and is punctual,
3. See that my child is properly dressed,
4. Support the school in its efforts to maintain proper discipline,
5. Provide a quiet study time at home to encourage good study habits,
6. Monitor and check homework,
7. Insure that my child is meeting academic standards by attending conferences, reviewing my child's work, and by calling or visiting the school, and
8. Read with my child and let my child see me enjoy books.

Parent/Guardian's Signature: _____ Date: _____

As a Teacher, I am responsible to

1. Believe that your child can succeed,
2. Provide motivating and enjoyable learning experiences in my classroom,
3. Explain my expectations and instructional goals to students and parents,
4. Communicate and cooperate with each parent,
5. Use techniques and materials that work best for the student,
6. Implement classroom and school rules consistently and fairly to ensure a safe learning environment, and
7. Provide support to parents/guardians to help the child become a successful learner

Teacher's Signature: _____ Date: _____

As an Administrator, I am responsible for

1. Creating and sustaining a positive, respectful and safe learning environment where learning is valued and promoted,
2. Communicating with students, parents and teachers, and
3. Ensuring and maintaining a clean and safe environment for students and teachers.

Principal's Signature: _____ Date: _____

Angela Cotton- President
Ivory Scott- Vice-President

Board of Education
Brooklyn Unit School District #188
800 Madison Street

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Raelynn Parks, Ed.D., Interim
Superintendent/Principal

Photographs or Video Recording of Students

Student _____

School year _____

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

Parent/Guardian _____

Parent/Guardian signature _____ Date _____

Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

Board of Education

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800 Madison Street ~ Lovejoy, Illinois 62059
Phone: (618) 271-1028
Fax: (618) 271-7643
Raelynn Parks, Ed.D., Interim Superintendent

Date:

Dear Parent:

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Brooklyn Unit School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact the district superintendent, Dr. Raelynn Parks, at the following phone number, 271-1028 extension 150.

Sincerely,

Dr. Raelynn Parks
Interim Superintendent

Angela Cotton- President
Ivory Scott- Vice-President
Wendell Marshall- Treasurer
Patricia Melton
Trenton Atkins
Jesse Woolfork, Jr.
Vanae Chapman

Board of Education
Brooklyn Unit School District #188
800 Madison Street ~ Lovejoy, Illinois 62059
Phone: (618) 271-1028
Fax: (618) 271-7643
Raelynn Parks, Ed.D., Interim Superintendent/Principal

Request for Waiver: Students Enrolled in Family Life and Sex Education Classes

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

Request for Waiver

I request that the District waive the class attendance of my child in a class or courses on

- Comprehensive sex education, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS
- Instruction on diseases
- Recognizing and avoiding sexual abuse

- Instruction on donor programs for organ/tissue, blood donor, and transplantation

Parent/Guardian (*please print*)

Parent/Guardian Signature

Date

BROOKLYN UNIT SCHOOL DISTRICT
(Lovejoy Elementary School, Lovejoy Middle School, Lovejoy Technology Academy)
ACCEPTABLE USE POLICY

Use of school technology equipment and access to the Internet to promote academic excellence, innovation, and communication is available to qualifying students of Brooklyn USD 188 if a copy of this agreement is on file.

1. **Acceptable/Unacceptable Use:** I will use electronic equipment to complete assignments or “publish” on the Internet only when approved by a sponsoring teacher. I will not participate in illegal or inappropriate activities, including games and restricted social sites, or use the Internet in any way that would disrupt network use by others. I will not download offensive content, or use the Internet to view pornography, to participate in gambling or illegal solicitation, or to use inappropriate language.
2. **Security:** I will not give out my email password or passwords to educational sites to anyone (even my best friends) other than my teachers/parents. Accessing accounts of other students or teachers is unacceptable.
3. **Vandalism:** I will do everything possible to take care of all electronic equipment and accessories. Any destructive act, intentional or resulting from inappropriate behavior, is punishable by suspension of access to the equipment. **Parents may be required to replace damaged equipment.**
4. **Safety:** I will not give my name, social security number, picture, address, telephone number, school, or those of my parents or teachers to anyone on the Internet. I will report any obscene language or pictures on the Internet or if anyone makes me feel nervous or uncomfortable online. I will never agree to get together with someone I “meet” online without first checking with my teachers/parents, and then only if they are with me. I will not participate in “sexting” as defined by the school district Parent/Student Handbook.
5. **Fair Use:** I will not use any pictures, articles, stories, poetry, essays, or other works I find online and pretend it is my own. I will respect intellectual property and provide the appropriate documentation of sources as defined by copyright laws. Failure to do so will result in a loss of credit for the work submitted.
6. **Cyber-bullying:** I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school’s policy. I will not make threats on the Internet. I will not use offensive or insulting language online. I will not participate in sexism, sexual harassment, racism, or use of inappropriate language.
7. **Consequences:** The use of electronic information resources is a privilege, not a right. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time. At the discretion of the teacher, this could result in failing grades for assignments missed due to student being unable to complete their work. Inappropriate use of equipment and Internet resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities.
8. **District Liability:** Brooklyn USD 188 will do everything possible to keep electronic equipment and Internet in good working condition; however, the District is not responsible for lost data or assignments. It is the user’s responsibility to save their work appropriately.
In order to use the electronic equipment and the Internet at Lovejoy, I agree to follow the above rules and guidelines.

Student’s Signature

Date

I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.

Parent’s/ Guardian’s Signature

Date

Teacher’s Signature

Date

Accident or Injury Form

The supervisory staff member must complete this form for submission to the Superintendent whenever any person, student, or adult, is injured on District property or at a District sponsored event.

Name of injured person _____

Age _____ Male Female Telephone _____

Address _____

Class, activity, or event _____

Accident location _____

Accident date _____ Time of accident _____

How did the accident occur? (Describe sequence of events) _____

An emergency contact was notified as follows:

Contact name _____ Relationship _____

Time and method of contact _____ By whom _____

Witnesses Information

| Name | Address | Telephone |
|------|---------|-----------|
| | | |
| | | |
| | | |

First aid administered Yes No If yes, describe first aid and by whom?

Name of Supervisor (please print)

Signature _____

Date _____