

# Brooks College Prep Parent/Student Handbook

## School Year 2017-2018

- **2017-2018 Tardy Infractions and Detention Policy**
  - 0- Tardy Infractions and meets attendance policy requirements:
    - Reduced fee for dances (in conjunction with other criteria)
  - 4 Tardy Infractions (one week):

### Attendance Policy:

- **Student Attendance Policy:** Our attendance goal for the 2017-2018 school year is 93%.
  - Students that have 95% or higher will get into select events for a reduced rate.
  - Students that have 94%-90% will get into select events for 50% of ticket price.
  - Students have less than 90% will have to pay full price for select events and/or events.
  - ***This includes senior activities as well*** (e.g. senior luncheon and prom).
    - Students must have a 92% or higher to attend prom and/or luncheon.
- All students are expected to attend school all day, every day. If a student is absent:
  - A parent or doctor's note must be submitted for absences in order for the absence to be excused prior to the end of each month.
- We understand that sometimes important appointments must be scheduled during the academic day; we are strongly suggesting all appointments be made after school so that students do not miss valuable learning time. If an appointment must be scheduled for a period of time during the school day, please adhere to the following policy/procedure:
  - Legal parents/guardians must physically come to the school (Main Office) and sign out their student.
  - Parents/guardians must complete the proper paperwork and show an ID.
    - Parent phone call
  - 10 Infractions (two weeks):
    - Parent meeting, 30 minute Detentions and practice/participation probation
  - 15 Infractions (5 weeks):
    - ISS and parent meeting/phone call with admin, possibly teachers (optional)
    - At the discretion of student or admin, student may not be able to attend events.
- **Tardy to School**
  - Student will check in with attendance coordinator and/or main office and get a tardy pass to class. At that time, their parent will be called.
  - **4 tardies to a school in a week:**

- Tardy contract
    - Parent phone call home
    - Counselor Check in
  - **8 tardies to school in two weeks:**
    - Tardy contract
    - Admin. Meeting with parent and/or student
  - **15 tardies to school in 5 weeks:**
    - Parent Meeting
    - 30-minute Detention
  - **25 tardies to school in 5 weeks:**
    - Home visit
- **Academic Probation:**
  - 2 or more D's, coaches and sponsors will be notified and a phone call home (referral to IAT)
  - 2 or more F's
  - As per CPS, students will be ineligible to compete in their sport
  - Students must verify (on the phone or computer or a teacher email) that they are no longer failing a course to get off of probation.
- **Cutting:**
  - Students are expected to be in class and cutting will not be tolerated.
  - Cutting will result in a combination of the following consequences:
    - 30-minute detention
    - 60-minute detention
    - Call home
    - Parent meeting
    - Counseling department referral
    - ISS
- **Serving Detention**
  - Students are permitted to serve detentions Monday-Friday from 3:40 to 4:10 p.m. in room 208.
  - Students can serve morning detentions Monday-Thursday from 7-7:45 a.m.
  - Upon receiving a detention, students will have 24 hours to serve the detention. If the student does not serve the detention, then parent contact will be made. The parent and the student will be informed that the detention must be served in the next 24 hours (unless you make other arrangements with the Dean), and if the students does not then student will receive a half day of in school suspension.
  - Students will not be admitted into detention after 3:45 p.m. Students will read

character articles and complete written reflections. Students who fail to meet these expectations will forfeit their timed served and will be required to attend another detention.

- **R-E-S-E-T (ISS):**

- Students will be given the dates, times, and location to serve their In School Suspension. The length of the time will be based on the severity of the behavior, whether or not this is the first offense or more, and the student code of conduct.
- Students are expect to retrieve work( missing or current) from their teachers to work on during the allotted time period they will be serving the ISS. Student will also write a reflection paper about the offense and how will improve their behavior.
- Deans will communicate expectations of RESET

- **Hallsweep:**

- Will take place periodically
- 1st offense: 30-minute detention
- 2nd offense: 60-minute detention and phone call home
- 3rd offense: 30-minute detention and group

- **Detention:**

- Deans will schedule detention with students and call home.
- Deans will communicate expectations of detention when students serve.

- **Peer Conference Team**

- The Peer Conference Team is a part of the Restorative Practices at Brooks College Prep.
- The Peer Conference Team will meet with students after school as scheduled and/or during seminar days.
- During a peer conference, the referred student will discuss the issue or “wrong” committed and collaboratively decide on how to “right” the “wrong.”

**State Mandated Attendance Policy:**

*Illinois Senate Bill 1840 (Public Act 85-1418) effective June 1, 1989, mandates that students must attend school for 300 minutes. (This time cannot include lunch.) Students must attend 300 minutes or more to receive credit for a full day of attendance. Students attending more than 150 minutes, but less than 300 minutes receive ½ day of attendance. Students attending less than 150 minutes are recorded as zero attendance for the day.*

*CPS and State guidelines mandate that a student receives 1/2 day of attendance each day that*

*he/she cuts a class. These absences are counted as truant days and they become part of the student's Permanent School Record. This information is sent to colleges and scholarships whenever a transcript is requested.*

*Parents can help increase attendance/state aid by scheduling' appointments, etc. for their children during non-school hours. In addition, parents should talk to their youngsters about the importance of attending all of their classes.*

### **Communication:**

Students:

- Only students' CPS emails will be used for communication.
- Check your CPS email at least once a day.
- Communication will only be sent to your CPS email.
- Check the Brooks' website for events and homework assignments.
- Check the Student Portal to see your grades (find the link under Resources, on the Brooks' website).
- Check Google Classroom

Parents:

- Check the Parent Portal to see your student's grades and attendance (find the link under Resources, on the Brooks website).

### **Parking:**

- Student Parking is \$50
- Obtain a Student Parking Form from the Main Office and submit it there
- Students should park in the student parking lot only
- Students who park in the parking lot without a parking pass on or after October 6, 2017 will be towed at the owner's expense
- **Leaving Campus:**
  - First offense: Call parent and 1 day ISS
  - Second offense: Parking pass is revoked without a refund and 2 days of ISS

### **Schedule Changes:**

**Schedules will not be changed** for the following reasons:

- Student thinks the class is too hard or no longer enjoys the class.
- Student no longer wants to take the AP test or has a problem meeting class expectations.
- Student selected too many AP classes.
- Student doesn't like the teacher / prefers another teacher.

- Student did not attach PE waiver form to the course selection form.
- Friends are in different sections or courses.
- Retaking graduation requirements.
  - Students should make every effort to make-up missing credits via summer school, online courses, and night school.
  - Students missing credits will not be programmed into classes that were not passed the first time at Brooks.

**Schedule will be changed** for the following reasons:

- Taken the course before and earned the credit.
- Original class choices in the spring were not offered in the fall (change will be made only if possible).
- Student is missing lunch.
- Student is scheduled for two classes that meet at the same time.
- Student is missing a graduation requirement (not because of a failed class, but due to a programming error).

Schedule changes will be considered on an individual basis for situations outside of the scope of the above criteria. See your counselor for valid schedule changes.

Students should only see their counselors during all lunch periods and will work with students that are assigned to that lunch period only to request schedule changes.

### **Advanced Placement Course Policy**

- If a student has an “A” or “B” in their current year’s English, Math, Science, Social Science, or World Language course(s), a student will be allowed to automatically enroll in any approved AP course within that department, pending availability.
- If a student has a “C” in their current year’s English, Math, Science, Social Science or World Language course(s), additional approval from a previous or current teacher in that particular subject area will be required before enrollment in an AP course is finalized.
- Each Advanced Placement Course will carry a summer assignment due at the beginning of the next school year. Be advised, once enrolled in an AP course, students will not be allowed to drop the course. Students enrolled in AP courses must take the corresponding AP exam in May.

### **Seminar Program**

- All students are required to sign up for two seminars each semester
- Students will not be able to change seminars after the deadline
- Students will receive a letter grade for their participation in the seminar program
- 50% of seminar grades will be based on attendance; 45% of seminar grades will be based on End of Semester Project; 5% of seminar grades will be based on participation in the Brooks Seminar Project Day
- Seminar grades will appear on all transcripts
- Students may not attend seminars that do not appear on their schedules
- If you attend the wrong seminar all semester and you receive a failing grade by your Seminar teacher of record, you will not get a grade change

### **School IDs**

- All students must have an ID;
- IDs are not required to be worn during the school day but should be in a student's possession. If an adult asks to see student's ID, student should be prepared to show it.
- Students must have IDs to have access to the lunchroom and Counseling Center during the lunch periods.

### **Dress Code:**

- No low cut-revealing shirts
- No midriff showing (boys and girls)
- No inappropriately revealing shorts (not dependent on body type)
- Earrings are allowed (boys and girls)
- No inappropriately short skirts or dresses
- No sagging pants (boys and girls)
- Students may wear comfortable attire to school such as: jogging pants, sweat suits, school gear
- No inappropriate signs; language, picture, etc. on clothing
- Halloween masks and plastic weapons are not permitted.

### **Electronic Devices**

- Students are permitted to bring, and use, their electronic devices to school in the following locations:

Hallways

Cafeteria

Restrooms

Classrooms (Only with teacher permission when you using the device to engage

in learning )

- Unless instructed otherwise by the teacher, students are not allowed to use their electronic devices in the classroom
- Students may not text or access social media outlets during classroom instruction
- Students may not make phone calls or check voicemail messages during class

**When students enter the classroom:**

- All phones should be powered off or placed on silent mode
- At the beginning of each class, teachers will advise all students to turn off and put away their electronic devices
- If a teacher notices that an unapproved electronic device is in use, the teacher will issue a warning and the student will be instructed to put away the electronic device
- If student does not adhere to the verbal warning, students will be issued an hour detention, his/her cell phone will be taken for the day by the Dean, and a parent/guardian will be contacted.

### **Student Spaces:**

- Students may spend their lunch periods in the cafeteria or library (if given permission)
- For security purposes, students should only enter and exit the building using Doors 3 and 11. If students are caught leaving the building from other doors, discipline measures will be taken to address the situation.
- Students are not allowed to use the elevators without a pass
- Students are not allowed to be in the auditorium or Fine Arts Building unsupervised
- Students are not allowed to hang out in the stairwells
- Students who are in the hallway must show their hall pass to any adult, if asked.
- Students are required to clean up after themselves; throw away all trash

### **Clubs:**

- If you would like to start a club that is not already in existence, you must find a faculty sponsor.
- Your sponsor must be present at all meetings/practices.
- If you are interested in hosting an event, you must communicate your intention to your sponsor. Your sponsor must submit the appropriate forms to the Attendance Coordinator.
- Club sponsors must register their club using the Club Form.

### **Junior SAT Seminar**

- All juniors will be required to take the SAT seminar first semester and some of second semester until the actual SAT in April.

### **Senior/Junior College Knowledge:**

- All juniors and seniors will be required to take a College Knowledge course as one of their two seminars.

### **Summer Enrichment:**

- Brooks expects all students to participate in summer enrichment activities/program.
- In most cases, summer assignments will be given.

### **Service Learning:**

- Service Learning Forms are available on the intraweb.
- Remember that all students (9th-12th grade) must complete 4 projects (40 hours) of service learning activities by the end of their senior year to graduate.

### **Selling of Food/Other Food Issues:**

- Any student who brings food items in bulk to school with the intent to sell it will have



them confiscated by security.

- **1st offense:** Items will be confiscated and phone call will be made.
- **2nd offense:** 60-minute detention and your items will be confiscated.

#### **Food Delivery:**

- Food cannot be ordered or delivered to students during school hours.
- **1st offense:** If you are caught, your food will be confiscated and your parent will be contacted.
- **2nd Offense:** Detention, food will be thrown away, and parent will be contacted.
- Only a parent/guardian can bring food to students, and it must be delivered to Security at Door 3 or 11.

#### **Plagiarism/Cheating:**

- If students plagiarize work or cheat (e.g. steal assessment answers for personal or grade-level use):
  - **1st Offense:** Individual conference with student, parent/teacher conference, Peer Conference, detention, two weeks social probation, meeting with Counselor, and mandatory tutoring.
    - Highest grade you can receive on a retake is 85%.
  - **2nd Offense:** Individual conference with student, parent conference with Principal, Peer Conference, detention, semester social probation, meeting with Counselor, referral for appropriate services, and mandatory tutoring.
    - Highest grade you can receive on a retake is 70%.
  - **3rd Offense:** Student will receive a 50% on assignment, referral for alternative placement, referral for assessment for specialized services, and Principal meeting.
    - Highest grade you can receive on a retake is 50%.
- There are no retake for finals.
- FERPA (Family Educational Rights and Privacy Rights)  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

#### **Brooks Points:**

- Students can receive Brooks points when teachers/staff for displaying one or more of the Be's of Brooks.
- Brooks points need to be turned in to the Main Office. Brooks point winners will be announced at the end of the week.