

Brookwood School District#167
Brookwood Middle School
200 E. Glenwood-Lansing Rd.
Glenwood, Illinois 60425

Telephone Numbers

Brookwood Middle School - (708) 758-5350
Absentee Answering Machine Phone Number- (708) 757-2110
Superintendent's Office - (708) 758-5190

The main objective of this handbook is to acclimate parents and students with the rules and procedures of Brookwood Middle School. Please familiarize yourself with the contents of this handbook, so that all family members can have an understanding of the contributions and expectations of the school. You will want to keep this booklet in a suitable place for easy retrieval to reference it in the future. I encourage all parents to become actively involved in the education program at Brookwood Middle School. Together, we can build a collaborative partnership between home and school to ensure that we prepare successful students to set out in the world in the future.

Common building expectations allow for the smooth flow of educational activities throughout the school day.

Be respectful to all staff, students and yourself.

Do not leave class without permission.

Keep hands, feet, and objects to self.

Brookwood Middle School also has a Bill of rights. These rights apply to all persons, students and staff, throughout the school day, including travel to and from school.

Each person at Brookwood Middle School shall have:

1. The right to an education

- *Freedom for teachers to teach and students to learn without being interrupted by other students.*

2. The right to be treated with respect.

- *Freedom from physical abuse such as fighting, harassment, and intimidation.*
- *Freedom from emotional abuse such as name calling, verbal harassment, teasing and criticism.*

3. The right to be treated equally.

- *Freedom from discrimination because of race, sex, religion, strength, size, features, friendship groups, age, culture, disability, financial status, clothing, classroom performance, or any other reason.*

4. The right to have all personal and school property respected.

Welcome to Brookwood Middle School where you can "Sharpen Your Skills"!

Onquanette Nowels-Pierce
Principal

Mission of Brookwood Middle School

Our mission is to provide an inviting and accessible learning environment that values and encourages engaged learning, diversity, respect for individuals' differences, and personal responsibility.

School Calendar 2011-2012

<u>Date</u>	<u>Event</u>
August 17.....	Teacher Institute/**Parents Welcome (No School)
August 18.....	First Day of School--One hour for students (9:30 a.m. dismissal), Kindergarten orientation
August 19.....	First full day of school
September 5.....	Labor Day Holiday (No School)
September 6.....	Open House, 7/8-- Schools dismissed 2:00 p.m.
September 13.....	Open House, 5/6-- Schools dismissed 2:00 p.m.
September 20.....	Open House, Pre-K-4--Schools dismissed 2:00 p.m.
October 8.....	Teacher Institute/**Parents Welcome (No School)
October 10.....	Columbus Day Observance (No School)
October 14.....	Early Release Day-- 2:00 p.m. Dismissal End of Quarter 1
October 20.....	Parent/Teacher Conferences/Report Cards Issued (No School)
October 21.....	Teacher Institute/**Parents Welcome (No School)
November 11.....	Veteran's Day - School in Session
November 22.....	Half day School Improvement – 11:30 a.m. Dismissal
November 23.....	Non-attendance day (No School)
November 24.....	Thanksgiving Day (No School)
November 25.....	Thanksgiving Observance (No School)
December 21.....	Early Dismissal 2:00 p.m.
December 22 – January 3.....	Winter Recess (No School)
January 4.....	School Resumes
January 13.....	Report Cards Issued
January 16.....	Martin Luther King's Birthday Observance (No School)
February 16.....	Parent/Teacher Conferences (No School)
February 17.....	Teacher Institute / Parents Welcome (No School)
February 20.....	President's Day Observance (No School)
March 5.....	Casimir Pulaski's Birthday Observance (No School)
March 6- March 16.....	ISAT Testing Period
March 16.....	Early Release Day -- 2:00 p.m. Dismissal End of Quarter 3
March 23.....	Report Cards Issued
April 5.....	Half day School Improvement - 11:30 a.m. Dismissal
April 6 – April 13.....	Spring Recess (No School)
April 16.....	School Resumes
May 4.....	Half day School Improvement – 11:30 a.m. Dismissal
May 16.....	Early Dismissal 2:00 p.m.
May 24.....	Early Dismissal 2:00 p.m./Graduation
May 25.....	Report Cards Issued - 9:30 Dismissal LAST DAY OF SCHOOL

Brookwood School District 167

Directory

Brookwood District Office 201 E. Glenwood-Dyer Road Telephone Number.....	708-758-5190
Superintendent of Schools.....	Dr. Pamela Hollich
Assistant Superintendent of Student Special Services.....	Sharon Price
Business Manager.....	Jeff Charleston
Director of Curriculum and Instruction.....	Shirley Bragg
District Computer Technician.....	Alex Trakas
Director of Building and Grounds.....	Charlie Anderson
Executive Secretary to Superintendent.....	Debbie Young
Hickory Bend School (Grades K-4) 600 E. 191 st Place	
Telephone Number.....	708-758-4520
Principal.....	Josephine Blackmon
Longwood School (Grades Pre K-4) 441 Longwood Drive	
Telephone Number.....	708-757-2100
Principal.....	Reggie Patterson
Brookwood Middle School (Grades 5-6) 200 E. Glenwood-Lansing Road	
Telephone Number.....	708-758-5350
Principal.....	Onquanette Nowels-Pierce
Dean of Students.....	Adekunle Adegbeni
Brookwood Junior High (Grades 7-8) 201 E. Glenwood-Lansing Road	
Telephone Number.....	708-758-5252
Principal.....	Bethany Lindsay
Assistant Principal.....	Jill Larson

BROOKWOOD MIDDLE SCHOOL STAFF 2011-2012

Ms. Onquanette Nowels	Principal	Office
Mr. Adekunle Adegbenmi	Dean of Students	Office
Mrs. Beth Janosz	Secretary	Office
Mrs. Robin Wilson	Clerk	Office
Mrs. Hillary Schwartz	Fifth Grade	Room 104
Ms. Brittany Sharpe	Fifth Grade	Room 301
Ms. Rachael Belka	Fifth Grade	Room 302
Ms. Meha Patel	Fifth Grade	Room 303
Ms. Joann Eason	Fifth Grade	Room 304
Mrs. Emma Kirtley	Fifth Grade	Room 305
Ms. Stacy Harvey	Sixth Grade	Room 105
Ms. Jennifer Turner	Sixth Grade	Room 106
Mrs. Susan Akstins	Sixth Grade	Room 108
Mrs. Muriel Hollimon	Sixth Grade	Room 109
Ms. Catherine Lally	Sixth Grade	Room 110
Ms. Sara Duffy	Sixth Grade	Room 111
Mr. Joseph Herald	Music	Band Room
Mr. Matthew Brandt	Physical Education	Gym
Ms. Jacqueline Jones	Art – fifth grade	Room 107
Mrs. Nancy Wartman	Art – sixth grade	Room 107
Ms. Roberta Donald	Special Education	Room 103
Byron Prell	Teacher Aide	Room 103
Ms. Colleen Beecher	Special Education	Room 103
Bridgette Alexander	Teacher Aide	Room 103
Ms. Rachel Massa	Reading Specialist/Title 1	Room 253
Mrs. Carole Hardesty	Teacher Aide	Room 253
Mr. Robert Moehlig	Math Specialist/Title 1	Building
Mrs. Leslie Cruz	ELL Teacher	Room 158
Mrs. Brenda Porter	Nurse	District
Mrs. Mischa Terry	Health Clerk	District
Ms. Ali Pedersen	Social Worker	District
Ms. Myiesha Spates	Psychologist	District
Mrs. Pamela Bartusiewicz	Library/Media Specialist	District
Ms. Marsha Smith	Media Aide/Title I Clerk	Learning Center
Mr. Alex Trakas	District Computer Technician	District
Mrs. Carol Luczak	Computer Technician Assistant	District
Mrs. Arlene Sulski	Cafeteria Help	Cafeteria
Mrs. Rene Tatgenhorst	Cafeteria Help	Cafeteria
Mr. Richard Flores	Day Custodian	Building
Mr. Michael McDaniels	Night Custodian	Building
Mr. Robert Bonds	Night Custodian	Building

ARRIVAL/DISMISSAL

Parents are requested to send or bring their children to school so that they arrive no earlier than 8:10 a.m. since there is no supervision before that time. Students arriving by car are to be dropped off at the north parking lot (Glenwood-Lansing Road) only. Parents are required to stay out of the bus drop off/pick up area on the west side of the school.

Students who walk or ride their bikes to school should not arrive until 8:10 a.m. Students will sit inside the building upon arrival using the cafeteria entrance. Upstairs classes will report to the gym and downstairs classes will report to the cafeteria.

Students are to leave the building immediately after dismissal unless they are to stay after school for supervised activities. Students must remain in the area to which they have been assigned if they are staying after school. Students being picked up should meet their parent/ride in the north (Glenwood-Lansing Road) parking lot.

BICYCLES / SKATE BOARDS / SCOOTERS / ROLLER BLADES / ETC.

Students may ride bicycles to school. We require students to observe all safety rules. We cannot be responsible for lost/damaged/stolen items. Bikes should be securely locked and parked in bike rack on the east side of Brookwood Middle School. Bikes are to be walked while on school property. Bicycles/skate boards/scooters/roller blades, etc. are not to be ridden on the school grounds while school is in session, or worn/used in the building. Skateboards/scooters are not allowed on school buses. Students who walk or ride bicycles must cross the street only where safety crossing guards are located. Any violations will be first a warning, second a consequence.

PARKING

Parents are not to park in the designated bus area during the time when buses are discharging or picking up students. It is a chargeable traffic violation to pass a bus when the stop arm is extended even while in the designated bus lane. Parents and visitors are to park only in the designated parking area, which is the parking lot on the north side of the building.

SAFETY

1. When waiting for the bus in the morning, students must stay back from the road and keep their lunch, book bag and books off of the road.
2. All students must use a crossing guard where available.
3. All students must use sidewalks whenever possible.
4. All students must avoid walking or riding bikes on roads or highways.
5. All students must walk on the left, facing oncoming traffic, when there are no sidewalks available.
6. All bicycle riders must observe all highway safety regulations.
7. Once at school, students are not allowed to leave school property. On arrival, students are to enter through the cafeteria and sit down. Staff supervisors are outside before 8:10 a.m. to assist the students in entering the building.

BELL SCHEDULE

8:20 a.m.

Students prepare to line up for breakfast

8:25 a.m.

Homeroom (attendance taken for tardy/absentee purposes)

DISMISSAL

The dismissal bell rings at 3:00 p.m. All students will leave the building in an orderly manner and be escorted to the door by teachers. Bus riders housed on the third floor will exit via the northwest door. Bus riders housed on the first floor will exit via the gym door.

Walkers housed on the third floor will exit via the north door (main entrance). Walkers housed on the first floor will exit via the northeast door.

All walkers and bicycle riders will immediately leave school grounds and cross the street only where safety crossing guards are located.

For reasons of safety, all students are to use the sidewalks and not walk through the parking lot. Please arrive no later than 3:05 p.m. to pick up students.

LEAVING DURING THE DAY

Parents/guardians must report to the school office to sign the student out of the building. If the person is someone who does not have legal custody of the child, the school office personnel will contact the parent for consent. The person must then complete the appropriate sign-out form. If the child is going to return to school that same day, the parent/guardian must come to the office and complete the appropriate sign-in form in the office. Students will be released to either parent unless there is a legal document on file to the contrary.

BUS ROUTES

Bus routes for Brookwood Middle School bus students are being provided to inform parents of their child's bus route number and stop. (See Pg. 42 of handbook) The routes are designed to:

1. Pick up and drop off children at the stop nearest their home.
2. Maintain a passenger capacity of 72 persons or less.

Students who reside outside a one and one-half mile radius of the school are entitled to receive bus transportation to and from school. They are expected to ride the bus on a regular basis. On occasion it is necessary for the parent to pick up their child at school. This is appropriate, providing that the child has a written note from home indicating that he/she will not be riding the bus that day. If the child does not have a note, he/she will be sent home on the bus. This is to avoid confusion and to insure that the child has the proper transportation home. Students must board and depart the bus at their assigned stops. They are not allowed to board or depart at any other bus stop area.

Children who are not eligible for bus service may not ride the bus.

Parents of students with exceptional needs are responsible for making appropriate arrangements for the child to be at the designated bus pick up location on time.

ATTENDANCE PROCEDURES

The School Code of Illinois states “Whoever has custody or control of any child between the ages of 7 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term.” This statement places the responsibility for daily school attendance with the parent/guardian of the student.

Punctual and regular attendances are two important factors in reaching academic success. Students who are frequently absent may encounter difficulty keeping pace with their classmates.

Being absent too many times tends to inhibit a student’s opportunity to learn.

STUDENT ABSENCE REPORTING

In order to ensure the safety of your child, we ask that you do the following:

- Call your child’s school attendance hotline (757-2110) each day that he/she is to be absent. The call should be made before 9:00 a.m., but the answering machine is available 24 hours.
- Please provide the student’s name, grade, homeroom teacher, the reason for the absence, and the name of the person calling and relationship to student.
- Calls will be accepted only from the parent or a responsible adult.
- For longer absences, such as vacations or extended illnesses, it is not necessary to call everyday. Instead, notify the school of the days your child will be absent.

In the event you do not call, we will make a reasonable attempt to call you to ensure the safety of the students. With the home and school working together, the safety of our school children can be assured.

If the absence was caused by a communicable disease (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever, fifth disease, eye infections, infectious mononucleosis, strep or staph infection) the school should always be notified. A doctor’s confirmation that the student is no longer contagious may be required before he/she returns to school. Admission to school may be denied if a child returns without a written excuse from the parents.

The student will be given the same number of days to complete any missed work as the number of days the student was absent.

Perfect attendance awards are given to those students not absent or tardy for the school year. Students who report late because of a verified medical/dental appointment will not be considered tardy for the award.

ABSENCE FOR TRIPS/VACATION

Any interruption to the educational program is detrimental to the education process. Therefore we discourage parents from taking their children out of school for vacations while school is in session. However, if parents choose to do this, please notify the individual school’s office at least one week in advance of absence. No homework will be given out in advance. All graded and missed work will be given to the student upon return.

HOMEWORK REQUESTS

Parents and students frequently request that assignments and books be sent home when a child has been absent. Requests for homework will be taken once the student has been absent 24 hours.

Requested homework will be available by 3:15 p.m. in the school office if the request is received before 8:15 a.m. Requests made after 8:15 a.m. will be made available by 8:30 a.m. the following day.

If the homework request is made, the student is expected to have the homework completed upon returning to school.

If homework is not requested, the student will be given one day for every day absent to make up the missed assignments.

Assignments and books can be picked up in the office.

TARDY/TRUANCY

Students are expected to be on time to school and class each and every day. The district follows the State School Code regulating truancy. Truancy is defined as unexcused absence from school with or without the knowledge and consent of the parents, leaving school before the end of the day without permission, or staying out of class without permission. Whoever has custody or control of any child between the ages of 7 and 17 years shall ensure such child to attend a public, parochial, or private school in the district wherein the child resides the entire time it is in session during the regular school year. Absences which are in violation of the compulsory attendance law/chronic truancy (10% or more of the last 180 school days) will result in the school contacting the Truancy Officer. The Truancy Officer may proceed to file a "Class C" misdemeanor of noncompliance against the parent/guardian.

When children come late to school or leave early, they are losing valuable educational time. Students who arrive at school after the start of school will be considered tardy, being tardy leads to a disruption to the educational environment of others. When students are tardy, they will report to the office for a tardy slip. Parents will be notified about excessive tardiness. A grace period of two weeks at the beginning of the school year will be allowed for students to get familiar with the routine of being back in school. A student is considered tardy if he/she is not in homeroom when the bell rings at 8:25 a.m. After three tardies, the student is issued an office detention. Upon a child's 3rd tardy he/she will receive a 1 hour Office Detention. Excessive tardies will result in notification being sent to the Superintendent.

*Excused absences are absences which are beyond the control of the student and have been reported to the school by the parent including situations such as illness, observance of a religious holiday, death in the family, or family emergency.

To be marked present for one-half day, the student must be in school for 150 minutes.

Absence Notification

Upon a child's enrollment, a student's parent(s)/guardian(s) must: (1) provide telephone numbers to the building principal/designee and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

CARE OF SCHOOL PROPERTY

Brookwood students are expected to share in the task of maintaining the quality condition of the building and grounds. Students will be required to reimburse the school district for any damage to facility or equipment resulting from careless or willful destruction/defacement.

CURRICULUM

AYP notice and notice of availability of supplemental services (20 U.S.C. 6316(b)(6)(A)-(F))

The *No Child Left Behind Act of 2001* requires all states to measure each public school's and district's achievement and establish annual achievement targets for the state. The overarching goal is for all students to meet or exceed standards in reading and mathematics by 2014.

Each year, the state will calculate a school or district's Adequate Yearly Progress (AYP) based on the Illinois Standards Achievement Test to determine if students are improving their performance based on the established annual targets.

No Child Left Behind (NCLB) only includes consequences for public schools that participate in the federal Title I program and do not make AYP. Title I schools, those with high percentages of students from low-income families, receive additional federal funding to help educate these at-risk students. After not making AYP for two consecutive years, Title I schools enter Improvement Status. School Improvement Status consists of a series of interventions that become more extensive for each successive year that the school does not make AYP, including: 1) School choice; 2) Supplemental services; 3) Corrective action; 4) Restructuring planning and 5) Restructuring implementation. It takes two consecutive years of not making AYP in the same subject area (English or Math) to enter school improvement status and two consecutive years making AYP in that subject to be removed from improvement status. A school that has demonstrated one year of progress remains in the current level/year of improvement and must continue to implement requirements for that specific year of school.

If applicable, notice of the school district's failure to attain Adequately Yearly Progress (AYP) will be given to parents/guardians. Along with the notice will be what the school is doing to address the problem of low achievement, what the local educational agency and/or state educational agency is doing to address the problem, and ways in which the parents may become involved. The school must notify parents and offer supplemental educational services (SES) tutoring provided outside of the school day or year to eligible (low-income) children that parents select from a list of state-approved providers. The school must implement a public school choice program and notify parents that they may send their child to another public school (including a charter school) in the district that has not been identified for school improvement.

EXPLORE PROGRAM

District 167 provides instructional programs based on differentiated instruction strategies which modify, extend, and enrich the standard educational program. Students who consistently excel or show the potential to be consistently superior in intellectual ability and/or specific talents are identified for Explore classes annually. Ability/achievement tests, school performance, teacher and parent recommendation may serve as identification criteria.

FEES

Additional costs assessed during the school year may be for the following:

- Field Trips
- Damaged/lost textbooks/library books
- Late library book fines
- Vandalism of property
- Non-sufficient funds checks

GRADING SYSTEM

The grading scale is as follows:

A, B, C, D, F, an S (Satisfactory), U (Unsatisfactory), and N (Non-satisfactory) will be used for art, music, and physical education.

HONOR ROLL

An honor roll will be established at the end of each grading period. The honor roll guidelines are:

1. A student must have a grade point average of 3.5 or better in the academic subjects of reading, spelling, English, math, social science and science/health.
2. A student may not have an unsatisfactory in art, music or physical education.

ILLINOIS LEARNING STANDARDS

Maintaining high expectations for all students is a component of fairness in education. “All students” include those who for whom English is a second language; those with learning disabilities and those who are gifted and talented; those who are returning to education for completion of a diploma, even as adults; and those from advantaged and disadvantaged socioeconomic backgrounds.

For most special needs students, their Individualized Educational Programs (IEPs) will be linked to the standards, with accommodations and individualized approaches to the depth and timetables for achievement. For individuals with severe disabilities, few of these standards may apply in terms of achievement. To know if students are meeting the standards, their progress must be measured over time. Most of this measuring will occur in the classroom where teachers see students on a daily basis and check for progress. Being accountable for results requires that everyone involved understand what results are desired. The goals, standards and benchmarks form the basis for this shared understanding.

Language Arts

Goal 1 - Reading

Goal 2 - Literature

Goal 3 - Writing

Goal 4 - Listening and Speaking

Goal 5 - Research

Math

Goal 6 - Number Sense

Goal 7 - Estimation and Measurement

Goal 8 - Algebra and Analytical Methods

Goal 9 - Geometry Goal

Goal 10 - Data Analysis and Probability

Science

Goal 11 - Inquiry and Design

Goal 12 - Concepts and Principles

Goal 13 - Science, Technology and Society

Textbooks are chosen that align to the Illinois Learning Standards.

INSTRUCTIONAL PROGRAMS

Grade 5:

1. Language Arts (Reading, Writing, Grammar / Harcourt-Trophies)
2. Mathematics (McGraw Hill)
3. Science/Health (Scott Foresman)
4. Social Science (Harcourt-United States)
5. Health (sessions are taught throughout the school year)
6. Physical Education
7. Art (50 min. – weekly)
8. Vocal Music (35 min. – 2 periods weekly)
9. Information Skills/Library (30 min. – 1 period weekly)
10. Careers (ongoing throughout the year)
11. Advisory (assimilated into classroom activities on a monthly basis)
12. Character Education

Grade 6:

1. Language Arts (Reading, Writing, Grammar / Harcourt-Trophies)
2. Mathematics (McGraw Hill)
3. Science/Health (Scott Foresman)
4. Social Science (Harcourt-United States)
5. Health (sessions are taught throughout the school year)
6. Physical Education

7. Art (50 min. – weekly)
8. Vocal Music (35 min. – 2 periods weekly)
9. Information Skills/Library (30 min. – 1 period weekly)
10. Careers (ongoing throughout the year)
11. Advisory (assimilated into classroom activities on a monthly basis)
12. Character Education

HOMEWORK POLICY

The staff and administration believe that homework is an essential part of the learning process. The following outline is to provide parents a basis for understanding the policy on homework. A set of 5th and 6th grade textbooks are kept on reserve at the Glenwood-Lynwood Public Library.

General Objectives of Homework

1. To enrich the school experience through related home activity.
2. To strengthen the basic skills by further practice and application.
3. To provide children who have been absent an opportunity to make up work.
4. To stimulate an effort among children to show initiative and a feeling of responsibility in making good use of their time.
5. To encourage a carry-over of school activities into permanent leisure interests.
6. To help children strengthen work and study habits.

Assignment Notebooks

Students must use an assignment notebook daily. These assignment notebooks are utilized in order to facilitate the development of student responsibility and to encourage punctual academic work completion. Parents should check and initial the assignment notebooks on a daily basis to monitor students' assignments. Communication between school and home will also be done via the assignment notebooks in the form of notes to/from teachers - to/from parents.

INTERNET ACCEPTABLE USE POLICY

Brookwood School District has a policy on use of the Internet at school. In order for a student to participate in use of the Internet, parents must read and discuss the policy with their children and then sign and return the "Technology Use Authorization" form. Violation of the policy will result in loss of privileges to use computers and/or Internet at school.

Rules and Code of Ethics for Brookwood School District 167 Computer Users

As a computer user, I agree to follow the rules and code of ethics in all of my computer work while attending the Brookwood School District 167.

I recognize all computer users have the right to use the computer equipment.

1. I will only use the school computers for educational purposes.
2. I will use my time in the computer lab wisely and not waste computer supplies.
3. I will not disturb others who are working in the computer lab.
4. I will always be polite and use appropriate language when using the computer.

5. I will never reveal personal information on the computer such as home phone numbers and/or addresses.
6. I will only visit school-approved websites and I will not bypass the district's filter.
7. I understand that my use of the computer and the internet is a privilege and not a right. If I abuse this privilege, I will lose it.

I recognize copyright laws protect computer software.

1. I will respect copyright laws and not copy software without the proper permission.
2. I will not install, upload or download software without proper school authorization.
3. I will not give, lend or sell computer software to others unless I have proper written permission of the copyright owner.
4. I will not use the school's computer network for any illegal activities such as hacking, copyright and/or license violations.
5. I will not use the district's network or district's access to the internet for financial or commercial gain.

I recognize that the work of all users is valuable.

1. I will protect the privacy of others' work and not copy, change, read or use another student's files without their approval.
2. I will not attempt to gain unauthorized access to the network, software programs and computer equipment.
3. I will not use another student and/or teacher's passwords to gain access to their files.
4. Because it is impractical for the district to monitor the district's computer network for improper or illegal activity at all times, it is the sole responsibility of the students and their parents to be solely responsible for any improper or illegal activity as a result of the student using the district's computer and network improperly.

LEARNING CENTER (LC)

Books may be checked out from the school LC for two weeks and then be returned or renewed for an additional two weeks. If the book is not returned on time, an overdue book fine will be charged. Students are not charged fines for days school is not in session or if a child has an excused absence. In the case of lengthy illness, it is appreciated that the parent returns the book to the LC. Students will be charged for lost or damaged books. LC privileges are extended to all students. We feel that the responsibility and proper care of books is a beginning to develop responsible student attitudes.

LUNCH PROCEDURES

Students will be brought to the lunchroom by the teacher at lunchtime. All cold lunches should be appropriately labeled with name and homeroom. Lunches are to be kept in the classroom.

Students sign up for hot lunch in the classroom.

All students must eat lunch at school unless the parent makes previous arrangements with the school office.

Students from families whose income qualifies them for free lunch or reduced price lunch, according to the federal guidelines, may obtain an application form. After completing the form, it should be returned for review. If approved, the student then qualifies.

MEDIA RELEASE

As part of the process of enrolling students, parents or guardians may sign a permission form for students to be interviewed, photographed, or videotaped by the news media, including but not limited to local newspapers and the local cable access league, or an agent of the school district for the purpose of publicizing a school event, activity, or program. The likeness of a student may be featured in yearbooks, or school produced documentaries which may be broadcast on public or cable access television, district publications, communication materials, promotional materials, or on the district or school web sites or web pages.

PARENT INVOLVEMENT POLICIES AND ACTIVITIES (20 U.S.C. 6318)

The parent school compact provides parents of students attending schools receiving Title 1 funds to participate in policies and activities. School-parent compacts are agreements developed between parents and school staff to help children achieve to high standards. The compacts recognize that families and schools need to work together toward mutual goals and that they share responsibilities for each student's performance. Specifically, the compacts are intended to promote shared responsibility for learning and ongoing communication

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are officially held twice a year after the first and second quarter and then as needed by either the parent or the school beyond this official time. Every effort is made to accommodate parents' schedules for these important conferences. Employers must grant a parent's request for a reasonable time away from work to attend a parent/teacher conference.

PHYSICAL EDUCATION

The physical education program is designed to meet the growing needs of all children. Activities are selected to suit the developmental needs of the child. The activities are planned and presented in sequential form. Both team and individual sports and activities are included during the year. A wide range of activities are presented for the purpose of giving each student an opportunity to be successful and to stress total physical development.

Pupils enrolled in the public schools in the State of Illinois shall be required to engage in the physical education program as established by the particular school. (Illinois School Code, Section 27-6). Failure of a student to comply with the established regulations may result in disciplinary action.

Permission to Be Excused

Students who are to be excused from gym activities for a period of one or two days must present a written note signed by the parents. Students to be excused for a period of time longer than the two days

must present a written statement from a physician. During the final exam by the physician, the student should obtain a written release statement to return to physical education. This release must be presented to the instructor before the student resumes participation in the program. Students with excessive excuses will be dealt with on an individual basis.

Dressing Requirements

All students must wear gym shoes and be dressed appropriately for the specific activity being conducted.

REPORT CARDS/PROGRESS REPORTS

Detailed report cards are given to the parents/guardians four times a year. These provide a report on your child's academic achievements and indication of the effort your child is putting forth. Parents are notified approximately four weeks before the end of each grading period if their child is having difficulty or if he/she is experiencing success. These notifications are sent home with the child and must be returned after the parent has read and signed the form. It is our policy to notify you whenever your child is experiencing difficulty with his/her grades.

In order to verify receipt of the report card, parents are requested to sign the envelope and return it within three school days. Report cards will not be given out early.

RECESS

If the outside temperature and/or wind chill is 20 degrees or less, children will be kept indoors for recess. Other conditions affecting recess will be determined per building at the discretion of the building principal.

If a child must stay indoors for recess for medical reasons, we request a separate note for each day. However, we will accept a doctor's note requesting a child stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note everyday to stay indoors during recess periods.

Playground rules:

- Use common sense.
- No "rough stuff" on the playground; this includes all forms of contact games and no "play" fighting. "We were only kidding" will not be an acceptable excuse.
- Pupils are not to bring bats or balls from home. Only Nerf-type or foam equipment is allowed.
- Be respectful of peers playing organized games.
- No throwing of objects, or anything other than a ball.
- Stay out of mud and water. Walk around it, not through it.
- No snowball throwing, stay off the ice.
- When the bell rings/whistle blows, children should line-up immediately and enter the building in an orderly manner when instructed by the supervisor...do not push or shove.
- Boots must be worn outdoors in inclement weather and to be on the snow. We recommend separate shoes for the classroom.
- Inappropriate language is not acceptable.
- Share the playground equipment so all may have a chance to use it.
- Stay in designated playground areas (yellow safety lines/orange cones) away from all parking areas.
- Go to the adult playground supervisor for assistance if any problems are experienced.

- No form of vandalism or graffiti will be tolerated.

Any infraction of these rules may result in the loss of playground privileges, but are not limited to consequences of misconduct. See page 21

RETENTION

A child is retained only if it is determined that the retention process would be in the best interest and be of direct benefit to the student. The teachers that have the child in the academic subject areas, along with the principal and social worker, will make the recommendation regarding retention. The parents will be contacted for a conference several weeks before the end of the school year regarding the possibility of their child's retention.

SPECIAL EDUCATION PROGRAMS

The District provides educational programming for children with disabilities from birth through eighth grade. Special education related services are provided by the school nurse, speech therapist, social worker, and school psychologist.

Referral Process

Each school operates a student services team. Building student services teams review referral data and determine appropriate consultative interventions, diagnostic services, and/or the need for a case study.

Pupil Personnel

Pupil personnel services consist of health, psychological, guidance, social work, speech/language and accommodations to assist with educational programming. These services are available to all students in regular and special education programs.

Psychological Assessments and Consultation

The school psychologist is available to provide individual diagnostic evaluations of a student's intellectual, academic, perceptual and emotional functioning. Preventive, supportive, and/or therapeutic intervention may be recommended following an evaluation.

Social work

Social work services are available at each building. The social worker is available to identify and assist students in resolving social and emotional difficulties which interfere with their attendance, adjustment time and achievement in school. Referral for these services can be made to the building administrator or social worker.

Section 504 services

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps by school districts receiving federal financial assistance. The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) (105 ILCS 5/14-6/01) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability. Section 504 protects all students with handicaps, defined as those having any physical or mental impairments that substantially limits one or more major life activities, including learning. Examples of students who may be

eligible under Section 504 are students with chronic health conditions such as sickle cell disease, AIDS, ADD, or ADHD.

If you believe your child is eligible under Section 504, contact the office of Pupil Personnel Services located in Central Office, 708-758-5190 or the building administrator regarding the identification, assessment, and placement of student.

Parents/guardians are informed that their special education child's educational rights are transferred to that child on the child's 18th birthday. The District will provide written notice of the transfer of rights to the student and the student's parents/guardians at an IEP meeting during the year that the student turns 17.

TESTING SCHEDULE

AIMS Web is a benchmark assessment that will be given three times a year.

Spring ISAT-Illinois Standards Achievement Test. This state assessment is administered in the Spring on dates specified by the Illinois State Board of Education. Students are assessed in math language arts, and science. March 6th – March 16th, 2012

2012 ISAT				
Grades and Subjects Tested				
	Reading	Mathematics	Science	Writing
Grade 3	•	•		
Grade 4	•	•	•	
Grade 5	•	•		
Grade 6	•	•		
Grade 7	•	•	•	
Grade 8	•	•		

TEXTBOOK LOAN (105 ILCS 5/18-17, 5/28-15, 23 Ill. Admin. Code 350.15)

Most textbooks which are used are rented to our students. Rental fees are charged for the purpose of paying for the actual cost of the books over the period of time the books are expected to last. Lost or damaged books will be reported to the teacher. Payment for such books will be required.

The State Board of Education shall provide the loan of one set of secular textbooks free of charge to any student in this State who is enrolled in grades kindergarten through 12 at a public or non-public school.

The Textbook Loan Program was authorized in 1975 and the program operates by providing funding to eligible applicants (see Section 350.10) to purchase approved materials and provide those to students who request the loan of such materials. The textbooks are purchased by the Illinois State Board of Education and are the property of the State "on loan" to both public and nonpublic students. Each year, the agency determines which grade levels will be funded. The program funding is intended to provide supplemental dollars for student materials and does not

provide total funding for all instructional materials. No consumable materials are available through the program.

DISCIPLINE

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The overall goal of PBIS is to identify and enhance knowledge about, and practical demonstration of, school-wide PBIS practices, systems and outcomes along the three-tiered continuum (primary, secondary, tertiary).

The school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.

Proper school conduct is essential in providing a safe and orderly learning environment. The policies are designed to foster the development of responsible and socially approved conduct and respect for other persons and property.

In establishing guidelines, rules, and procedures for student discipline, the administration recognizes that all disciplinary situations must be dealt with on an individual basis. Regulations apply to school buildings, grounds, buses, and school-sponsored activities, as well as traveling to and from school. Certain out of school situations may result in disciplinary action. The administration may take into account such factors as age, prior discipline history, severity of action, or result/possible results of the action in considering appropriate discipline. Corporal punishment is not permitted. An accurate record of the offense and disciplinary action will be maintained by the administrator. Referral to law enforcement officials will be made when appropriate.

The school will exercise its right to enforce the Brookwood School District Discipline Handbook policy for acts of insubordination, disrespect (including tone of voice), sexual harassment, gang association, vulgar/obscene language and/or gestures, possession of alcohol, drugs, tobacco (and related paraphernalia), weapons/look alike weapons or other potentially dangerous items. The possession of alcohol, illegal drugs (paraphernalia) and weapons will result in an out-of-school suspension with possible recommendation for expulsion and a contact with the Glenwood Police Department.

The first step in correction of any behavior problem is with the classroom teacher. Parents may be contacted and consulted to help correct the undesirable behavior. Teachers may issue ½ hour detentions and parents must provide transportation of the student who cannot walk home. When a student's

conduct becomes disruptive or otherwise unacceptable, the teacher may use reasonable force, as needed, to maintain safety and may remove the student from the classroom or premises.

Misconduct includes, but is not limited to:

- Classroom/bus/lunchroom disruption
- Dishonesty/cheating/forgery
- Stealing
- Failure to follow directions
- Disrespectful behavior
- Inappropriate language/gestures
- Inappropriate public displays of affection
- Throwing dangerous objects (snowballs, sticks, stones, etc.)
- Physical/verbal abuse
- Bullying
- Fighting/physical aggression
- Tardiness/skipping classes
- Insubordination
- Threats/intimidation
- Misbehavior for a substitute teacher/bus driver
- Destruction of personal/school property/vandalism
- Extortion
- Gambling
- Being out of assigned area without permission
- Trespassing
- Harassment of students and/or staff in any form
- Inappropriate use of electronic devices
- Possession of any prohibited item
- Violation of gang/weapon/drug/chemical abuse policy
- Bomb threats
- Setting fires/false fire alarms
- Physical/verbal abuse of staff
- Abusing the rules of safety
- Other inappropriate behavior which may disrupt or interfere with the learning process

Consequences of misconduct include, but are not limited to:

- Staff member intervention
- Verbal warning
- Time out
- Referral to administrator
- Conference with parent by phone or in person
- Loss of privileges/activities/programs/field trips
- Written assignment
- Mediation
- Behavior contract
- Detention-teacher, office, or lunch
- Financial restitution/school service

- In-school suspension
- Suspension of bus privileges
- Out-of-school suspension
- Referral to alternative program/setting
- Expulsion

Bus/Bus Stop Discipline

Students are to:

- Be at the bus stop several minutes before the bus is scheduled to arrive.
- Wait for the bus in a safe place, off the roadway. There will be no horseplay and respect the privacy and property of others.
- Enter the bus in an orderly manner and take their seat.
- Go directly to an available or assigned seat. Remain seated and facing forward at all times while the bus is moving. If necessary for safety, seats may be assigned.
- Respect the “danger zone,” a 10-foot wide area surrounding the bus on all sides. When waiting to board, they are to remain far enough away from the bus that they can clearly see the driver’s face. When they are sure that the driver has seen them they should approach the bus in a single line without running or pushing.
- Immediately step far enough away from the danger zone when leaving the bus so the driver can see them. When the bus has pulled away, they can leave.
- Walk far enough away from the bus so that they can see the driver’s face when crossing the street and as they board or leave the bus.
- Never chase a bus after it has pulled away from the bus stop.

Students:

- Do not allow large objects such as musical instruments or athletic equipment to block the aisles or emergency exits.
- Do not extend hands, elbows or head through the windows.
- Do not throw or pass objects to someone inside/outside the bus.
- Do not return to the bus to pick up anything left behind.
- Respect the driver’s authority and follow all directions.
- Remain in seat while the bus is in motion facing forward with feet on floor.
- Keep the aisles clear.
- Remain quiet and orderly, especially at railroad crossings.
- Do not eat or drink or chew gum on the bus. No medication may be brought on the bus.
- Follow all school rules of behavior at the bus stop and on the bus. They are extensions of the school.
- Ride the bus that has been assigned to you.
- Get on and off at the bus stop that has been assigned to you.
- Do not harass or bully or harm others.
- Do not vandalize or litter the bus or property of others.
- Speak conversationally, use appropriate language, volume, and tone.

Disciplinary steps will be taken in order to preserve the safety and welfare of all bus occupants as outlined in the District Discipline Handbook.

BULLYING (see also Harassment)

Student bullying policy (105 ILCS 5/27-23.7)

Brookwood School District does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. The policy regarding this is annually provided to parents/guardians in the Brookwood School District 167 Discipline Handbook.

Bullying is deemed as physical or verbal harassment, which includes words, gestures, or actions. These actions may include name-calling, rumor spreading, teasing, taunting, or exclusion that is directed at a specific person or group. It may interfere with work, academic performance, learning opportunities, or social interaction. Bullying is strictly prohibited and appropriate consequences will be administered. It is the student's responsibility to report this type of conduct to a staff member. Four guidelines apply regarding bullying:

1. We will not bully other students.
2. We will help students who are bullied.
3. We will make it a point to include all students who are often left out.
4. When we see someone is being bullied, we will tell an adult.

CARE AND USE OF SCHOOL EQUIPMENT/TEXTBOOKS/LIBRARY MATERIALS

Our buildings and equipment represent a considerable investment on the part of the citizens of Brookwood School District 167. The faculty and administration insist upon careful use of school property. Only through the cooperation of the student body can this be accomplished. Students or persons guilty of deliberate marring, defacing, or reducing the worth or usefulness of property will be held responsible for repairs or replacement of damaged equipment and face further disciplinary action.

CONSEQUENCES

Consequences for grading periods 1, 2, 3, 4:

Three check marks cumulative in a day will result in a home communicator, informing a parent of students behavior.

Discipline

- a. 3 checks = Home Communicator
- b. 3 Home Communicators = Teacher Detention
- c. 6 Home Communicators = Conference with parent, teacher, and principal and Teacher Detention
- d. 3 Teacher Detentions = Office Detention
- e. 3 Office Detentions = 1 Day ISS

Detentions

Students may be issued a detention by teachers and the Principal for acts of serious misconduct or continued misbehavior in classrooms, hallways, buses, and other areas of the building. Parents will be notified by phone and written notification will be sent home by the student.

Detention Progression

1. LEVEL 1
 - 1st detention- 30 minutes
 - 2nd detention- 30 minutes
 - 3rd detention- 30 minutes (Conference with parent, teacher, student, social worker and Principal)
2. LEVEL 2
 - 4th detention- 1 hour Office Detention
 - 5th detention- 1 hour Office Detention
 - 6th detention -1 hour Office Detention (Conference with parent, teacher, student, Principal and referral to Social Worker)
3. LEVEL 3
 - 7th detention- 1 day ISS placement
 - 8th detention- 2 day ISS placement
 - 9th detention-(Meeting with, parent, teacher, student, social worker and Principal)
Behavior Intervention Plan will be put into place

Detentions will take precedence over any extracurricular activity.

In-School Suspension (ISS)

ISS provides another effort to keep students in school after students have displayed continuous misconduct which includes but are not limited to following school and classroom rules. ISS isolates students from the rest of the student population while affording the student the opportunity to pursue academic learning. Students will complete assigned classwork/homework. Student will not be able to attend extracurricular activities on the day they are assigned an ISS.

Out of school suspensions (OSS)

An out-of- school suspension is a severe consequence that results from a violation of school rules or gross misconduct. All suspensions shall be in accordance with the provisions of the Illinois School Code. Out-of-school suspensions may be from one to a maximum of ten consecutive school days. Students will not be penalized for making up academic work. The office along with teachers will make an effort to get work together for suspensions for more than 2 days. Students will have the same number of days they were suspended to complete and turn in their assignments.

DRESS CODE/PERSONAL APPEARANCE

Research and experience have shown that student conduct, school goals, personal pride and self-respect, are related to personal appearance and mode of dress. School officials may regulate dress and hairstyles when they present a health or safety hazard to students or others or disrupt the educational process. This dress code pertains to all school related activities. Clothing that is disruptive to the educational process will not be tolerated. It is the responsibility of the parents to see that their child is dressed in a manner which reflects good taste, good judgment, safety, and is not disruptive to the educational process. No student shall wear, or bring to school, any clothing that displays inappropriate language by sign, symbol, or depiction which refers to any drug, tobacco, alcohol, gang, or sexual innuendo.

Coats, jackets, gloves, sunglasses, hats, and other outerwear may not be worn in the building. Student dress must be appropriate for the learning environment. In general the guideline is centered around preparing students for the work environment. Common sense and concern for standards of others will prevail. Parent cooperation is greatly appreciated.

- Students' shorts, skorts, skirts or dress length must be just around (above/below) the knee.
- Students are not allowed to wear tank tops, halter tops, cropped tops, mesh or sheer clothing, or tight fitting clothing (such as those made of Spandex). Shirts must cover the entire shoulder, bare midriff and bare lower back are unacceptable. This also includes sports jerseys. Students must wear a t-shirt underneath sports jerseys.
- Students may not display or wear clothing/headwear/footwear/accessories displaying or related to obscenities, gang/satanic cult symbols/designs or advertising and/or promoting alcohol, other drugs, or promoting an illegal activity.
- Students may not display or wear haircuts displaying obscenities, gang/satanic cult symbols/designs or advertising and/or promoting alcohol, other drugs, or promoting an illegal activity as well as letters, symbols, nicknames, or hair dye which may interfere with the work of the school or infringe upon the rights of other students disrupting the educational atmosphere of Brookwood Middle School.
- Hair picks that exceed one inch are not allowed on school grounds.
- Jeans and pants must be worn at waist level. Over-sized jeans or pants are not allowed. Belts should be worn when necessary and buckled to keep jeans/pants at the appropriate level.
- Only ears are allowed to be pierced. Any other piercing of the body will not be allowed and students will be asked to remove the object from the inappropriately pierced location.
- Students are not permitted to write on themselves or other students.

CHEATING

Each teacher sets standards for classroom behavior, and students are expected to understand the standards and procedures for each of their classes. Cheating on tests, plagiarism, or any other type of deception to earn credit without effort is universally recognized as improper conduct. This type of violation of classroom standards will be dealt with by the classroom teacher and/or school administration. Students who engage in cheating or other deceitful practices should expect to find their conduct reflected in their grades.

DRUG AND CHEMICAL ABUSE

*Medication must be administered at home rather than at school. Students needing to take prescribed medicine at school must have it self-administered or administered by a parent/guardian coming to the school office. Students may carry inhalers or Epi pens.

The use of drugs including, but not limited to, alcohol, tobacco, or inhalants is not only a health hazard but is illegal. Students may not possess, dispense, or be under the influence of any drug/medication, look alike, paraphernalia, or other substance that is represented as a non-prescription controlled substance of any kind. The disciplinary action for violation of this policy may be:

1. Immediate suspension and/or
2. A recommendation to the Superintendent for an expulsion hearing to take place in accordance with the School Board Policy.

These are not permitted on school buses, in school buildings, or on school grounds at any time. This extends at any time to all school sponsored and related activities as well as field trips, athletic or music events.

ELECTRONIC DEVICES

8540

STUDENTS

Prohibiting Cellular Communication Devices and Electronic Paging Devices

12/13/99

This Board of Education finds that the unrestricted and unregulated use by students of cellular communication devices, pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that cellular communication devices, pocket pagers and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale delivery or other trafficking in drugs or other controlled substances.

No student on or about school property or at any school activity will use any cellular communication device, pocket pager or similar electronic paging device during regular school hours or at any other time, unless the use of such device by the student has first been expressly permitted by the principal of his or her school or during an emergency situation occurring on the school property. Principals will grant such permission only for limited periods to individual students who demonstrate to the principal a legitimate, specific need for such device such as a family emergency or school-related project. In granting such permission, a principal may impose conditions upon the use of the device as will limit the disruption caused by the use of the device. While students will be permitted to possess cellular communication devices while on school property and during the school day, each such device shall be deactivated (powered down) during the school day. Any device that is found to be activated (powered on) during the school day, other than for use as approved above, may result in disciplinary action and

confiscation of the device. Furthermore, the school district is not responsible for the damage, loss, or theft of any electronic device brought to school.

The possession of cell phones and other electronic paging devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off (powered down) during the regular school day unless the principal or his/her designee grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Penalties for violations of this Policy are as follows:

A. Any student who is first suspected of violating this Policy (unless the violation is in accordance with paragraph C below) may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student will be returned to the parent upon request.

B. Any student alleged to have violated this Policy after a previous violation will, upon a finding of such violation in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy 8600, is subject to suspension or expulsion for a period of time as authorized under Section 10-22.6. Furthermore, the offending student may be required to surrender any and all cellular devices to a designated school official during the school day for a period of time to be determined by the building principal.

C. Any student who uses a cellular communication device, pocket pager and/or similar electronic paging device for the purposes of academic dishonesty, cheating, in the commission of violation of any school rules or laws, will upon a finding of such violation in accordance with the requirements of Section 10-

22.6 of the School Code and Board Policy 8600, be subject to suspension or expulsion for a period of time as authorized under Section 10-22.6 In the event that the student is engaged in academic dishonesty and/or cheating, he or she may face academic penalties in accordance with District policy. Lastly, the offending student may be required to surrender any and all cellular devices to a designated school official during the school day for a period of time to be determined by the building principal.

105 ILCS 5/10-20.5
105 ILCS 5/10-20.28
105 ILCS 5/10-21.10

3/14/05

08/11/08

FIGHTING

Students are not allowed to hit another person nor allowed to retaliate against anyone. This is considered fighting. Whenever fighting occurs, all parties will receive appropriate punishment. The consequence for fighting may be suspension.

FIRE ALARM

Any person who falsely activates a fire alarm may be suspended from school. The school administration will notify the proper authorities and may press charges against the person. It is a violation of civil law to activate a fire alarm without just cause.

FIREWORKS

Fireworks in any form are prohibited. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs, and other related fireworks materials, may be suspended from school. This is also a violation of civil law. The school administration may notify law-enforcement officials.

GAMBLING

Games of chance may not be played on the school premises unless directed by school-connected groups that schedule fund-raising activities or events for the sole purpose of raising money for the school district and its students. All such activities must have prior written approval from a school administrator. Playing cards, dice or other types of gambling devices may not be used on school property.

GANG ACTIVITY

The presence of or student involvement in gangs or gang-related activities/displays/symbols/paraphernalia at any time on school grounds or while on school buses is strictly prohibited. The term "gang" shall mean any organization, club, or group composed wholly or in part of students, whose purposes could include the commission of threatening/illegal acts. Any student in violation of this policy will be disciplined in accordance with the District's discipline policy which may include suspension or expulsion.

No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or haircut, or use any speech or commit any act either verbal or nonverbal which may be

interpreted as belonging to or associated with gang activity, or use any verbal or nonverbal act in furthering the interests of any gang, gang involvement or activity.

GUM CHEWING/CANDY

Chewing gum, or any substitute for gum, (paper, string, rubber-bands, etc.) is unacceptable in school or on the bus. Candy may be eaten in the lunch room, if it is part of a student's lunch and in the classroom only if it is a part of the teacher's approved, issued, and/or supervised treat.

HARASSMENT

Student safety and well being is a priority. Any type of harassment that is deliberate and/or repeated and conduct such as unsolicited verbal comments, written statements, gestures, or physical contact of a sexual nature will not be tolerated. No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The process begins with a report of bullying or harassment. Faculty, parents, and students (victim or observers) all have the opportunity to file bullying or harassment reports to the school administration. Once a report is filed, a building administrator will begin the investigation by receiving a statement from the victim. In this statement, the victim will be asked to share any details that may be relevant to the situation (i.e. what was done, what was the context, who was a witness, etc). After the victim's statement, witnesses (if applicable or necessary) will be brought in to make a statement. Lastly, the accused offender will be brought in for a statement.

After hearing all sides to the story, and gathering as much information as necessary, an assessment of the level of seriousness of the act is made. The building administrator, sometimes in collaboration with other faculty members, is the one to make this assessment. The level of seriousness is determined by frequency of the act (has it happened before), type of act (verbal or physical), setting of the act (public vs. private), and level of intent to hurt. Based on this assessment, an appropriate consequence is determined and assigned. The following is a list of consequences that may be assigned in bullying/harassment situations:

- Verbal Reprimand/Warning
- Classroom Consequence
- Parental Contact
- Detention
- Internal Suspension
- External Suspension

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment by including this policy in the appropriate handbooks.

Sexual Harassment

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 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 experience, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the building principal. Students 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.

An allegation that one student was sexually harassed by another student shall be referred to the building principal.

INSUBORDINATION

Students who are unwilling to obey school personnel will be disciplined. Since, during the school day, the school staff stands in place of the parent, due respect is required. In keeping with this ideal, students should be aware that cases of insubordination will not be tolerated and are subject to disciplinary action.

MONEY

Students are asked not to bring large sums of money to school. All payments should be made by check whenever possible.

NON-TEACHING PERSONNEL

The office secretaries, library clerks, custodians, bus company, playground monitors, and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown to all faculty members.

NOTE-WRITING

Writing, passing, reading or possessing personal notes is inappropriate behavior and may be treated as a disciplinary matter.

OBSCENITY

Obscene, profane, or vulgar language, written, verbal, or expressed by gestures will not be tolerated. A student who demonstrates any of the above may be suspended.

PERSONAL PROPERTY

Students are not to bring personal items of any value to school. Such items could get broken, lost or stolen. The school is not responsible for loss or damage of aforementioned items.

Items which can cause personal injury and/or have no academic significance are not allowed to be brought to school. If brought to school, these items will be confiscated and returned at the end of the day for a first time offense. If a second offense occurs, the items will be confiscated and held until the end of the school year or until the parent picks them up from school.

PROHIBITED ARTICLES

Students may not bring articles to school which are a hazard to their own safety, the safety of others, or interfere in some way with school procedure or the learning environment. These items include, but are not limited to, weapons (real or look-alike), pocket knives, matches, cigarettes or smoking materials, drugs (real or look-alike), alcohol, drug paraphernalia, squirt guns, water spraying devices, or any type of laser pointer, film or printed material that would be considered inappropriate. Items that would be considered a distraction to the learning environment are prohibited (trading cards). These items will be confiscated if brought to school. Students will be dealt with according to the district discipline policy.

SMOKING

Smoking or possession of cigarettes is not permitted by students on school property or at any school-sponsored activity. This rule applies when our students are guests at another school, as well. Students with cigarettes on their person may be given a minimum penalty of in-school disciplinary supervision. Students participating in smoking may be suspended. A second smoking offense may result in a maximum suspension.

SOCIAL CONDUCT

Before school, between classes, after school, and at all activities, student conduct should reflect concern for others. Loud, boisterous conversation or other attention-seeking behavior is unacceptable. The physical display of affection or intimacy while at school is inappropriate behavior and may be treated as a disciplinary matter.

STEALING

Stealing is a violation of Illinois law. A student who becomes involved in a theft in the school may be suspended and may be referred to the Board of Education for an expulsion hearing. Also, the appropriate law-enforcement officials may be notified.

SUBSTITUTE/GUEST TEACHERS

Substitute teaching is an important job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute/guest teachers. Any student not showing proper respect for a substitute/guest teacher will be dealt with in accordance to school discipline policy.

VANDALISM

Anyone involved in vandalism or malicious mischief either against school property or the property of Brookwood Middle School employees may be prosecuted. In addition, the student may be suspended and may be referred to the Board of Education for an expulsion hearing.

WEAPONS/INCENDIARIES

Students who possess at school or carry any type of article used or intended to cause bodily harm may be suspended and may be referred to the Board of Education for an expulsion hearing. All types of firearms, knives, lighters, matches, laser pointers and other dangerous items or their facsimiles must be kept off school premises.

EMERGENCY PROCEDURES

SCHOOL SAFETY PLAN

The school safety plan has been structured to address a variety of threats that might affect the school community. It is a valuable tool to ensure the safety of students and staff. An annual review of the current plan will be conducted. This will ensure that any needed response to an emergency is timely, orderly, and effective.

FIRE, DISASTER, BUS EVACUATION DRILLS

Fire and disaster, and bus evacuation drills are held at various intervals during the school year. Assuring the safety of each child does not allow for students to obtain their outer apparel or personal belongings. Care is taken so that needless, uncomfortable exposure does not occur.

***It is very important to have student emergency contact information on file.**

CONTACT INFORMATION CHANGES

Any changes in:

- Employment phone number
- Home phone number/Cell phone number
- Address
- Emergency contacts must be reported to the school your child attends. This information should be kept up to date. Any changes in address will require proof of residence per district policy. School policy is to call the Brookwood Fire Department Rescue Unit in the event of a serious accident, injury, or illness. While providing emergency information during registration, the parent/guardian is asked to indicate approval of this procedure. The cost of that transportation remains the responsibility of the parent/guardian.

EXTRACURRICULAR ACTIVITIES

ATTENDANCE/ELIGIBILITY

Students must be in attendance for at least one-half day (150 minutes) on the day of the extra-curricular activity in order to participate in or attend the extracurricular activity.

BAND PROGRAMS

District 167 has a band program beginning in grade 5 and continuing through grade 8. Private lessons are strongly encouraged.

A Band Parent Association supports the instrumental music program in a financial, social and educational capacity. Meetings are held throughout the year with scheduled programs.

CONDUCT AT EXTRACURRICULAR ACTIVITIES

Student

Students are encouraged to participate in extra-curricular activities sponsored by the school. Students should realize that all school rules are in effect while they are in attendance at a school sponsored extra-curricular activity.

While in attendance at such an activity, the students may not leave the building before the conclusion of the event unless they are accompanied by a parent or guardian. Parents/guardians are expected to provide transportation within 15 minutes after an extra-curricular activity end. Failure to meet these expectations and requirements may result in exclusion from future participation in the activity. Students must be in attendance during the day to attend an after school/evening function.

Parent/Spectator

Any person, including adults, who behaves in an inappropriate manner during an extra-curricular event, may be ejected from the event they are attending and/or denied admission to school events. Examples of inappropriate conduct include:

- Using vulgar or obscene language;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey the instructions of a security officer or school district employee; and
- Engaging in any activity which is illegal or disruptive.

GENERAL INFORMATION

BACKPACKS

Backpacks should be easy to carry by the student. Backpacks on wheels need to be small enough to hang on hooks and not pose a danger when transporting. Objects should not be hanging from the outside of the backpack.

LOCKED BUILDINGS

After the dismissal bell, the doors to all wings of the buildings will be locked. The custodians have been instructed not to reopen these doors. Students who are staying after school for a supervised activity must take their coats and books with them to the assigned area. Students may not return to their classrooms. Front doors will be locked when the office closes for the day. After office hours, textbooks may be found at the Glenwood-Lynwood Library.

LOST AND FOUND

Students are responsible for their own coats, books, gym clothes, etc. The school cannot be held liable for lost or stolen items. Parents are requested to label all coats, books, hats, etc. with the student's full name. Returned clothing and books may be claimed in the lost and found area located in the cafeteria. Valuables may be claimed in the office.

LUNCHESES

Hot lunches are available for \$2.00 (reduced \$.40). Milk may be purchased separately for \$.25. It would be appreciated if students would bring exact change. Lunch menus will be sent home each month. Students purchase their lunch on a daily basis in their classroom. Cold lunches should be labeled with name and homeroom.

Children who meet the federal guidelines are eligible for free or reduced price meals. Household size and income are the criteria used for determining eligibility. Application forms are available at any of the buildings. To apply for free or reduced meals households should fill out the form, sign and return the form to your child's school. Households must answer all applicable questions on the form in order for it to be processed. Credit will not be extended to any student who forgot or lost lunch money.

LUNCH RULES

Lunch is a time for students to visit with friends and to relax.

- Students are to remain seated while eating. They are to raise their hand to get permission to purchase food, get a drink, use washroom or throw away trash.
- Students are to talk quietly and respectfully.
- Students must ask for permission to leave the lunchroom.
- Throwing or sliding of any type of food is prohibited.
- Students are responsible for the clean up of their area. Lunch trays are to be returned to the cafeteria staff.
- Students are to be silent when the lights are turned off. This is a signal that an announcement needs to be made or time for dismissal.
- Students will respect and obey all lunch staff at all times.

LUNCH TUTORIAL

In the event that a student chooses NOT to complete schoolwork, the student will be referred for a lunch tutorial. Tutorial will be held in a classroom and supervised by staff members. When referred to lunch tutorial the student will:

- Remain there for the length of time assigned.
- Enter quietly, take a seat and eat lunch.
- Work on academic assignments.
- Always be informed of the number of times he/she has been referred.
- For every 3 lunch tutorials the student will receive a call home by the homeroom teacher.

REPORTING SYSTEM

1. The school provides communication to the parent in the following ways:
 - Teacher Initiated Correspondence
 - Daily Assignment Notebook (parent signature required).
 - Papers to be signed and returned
 - Notes and memos

- Telephone contacts
- Conferences
- 2. Progress Reports
A mid-term report is provided to each parent usually between the 4th and 5th week of every grading period.
- 3. Report Card
Report cards are issued 4 times a year at the end of each grading period. Letter grades of “S” and “U” are used to designate satisfactory or unsatisfactory performance for art, music and physical education.
- 4. School Newsletter
A newsletter for the month is sent home with each student.
- 5. Letters from Principal

SCHOOL STORE

A school store is available for students to buy school supplies. It is open Monday, Wednesday and Friday from 8:30 to 8:45 am.

SUPPLIES

Supply lists are at the back of this handbook, available at registration and in the school office. Supply lists are sent home in the last report card for the next year.

TELEPHONE CALLS

The school phone is intended for school business. Parents who wish to confer with a teacher should call the office and leave a message. Students are allowed to use the office phone only in emergencies.

VISITORS

Parents and other visitors are always welcome to visit our school. To provide safety for students and staff, anyone visiting the building must check in at the school office. Visitors must sign in/out in the office and obtain and wear a visitor badge. Violation of this policy may result in the police being called to the school. We do not allow students to bring visitors with them to class. Parents are welcome to schedule an observation in their child’s classroom throughout the year (this is not a conference time). However, observations are discouraged the first two weeks and the last two weeks of the school year. Any parent/guardian requesting to visit a classroom must schedule the visit at least 24 hours prior to the visit.

WITHDRAWING FROM SCHOOL

Students shall return all textbooks and other school property to the appropriate teachers. A withdrawal form must be obtained from the school office.

HEALTH RELATED

Health services are provided by certified school nurses and health aides.

Health services include providing health assessments and screening, health instruction, counseling, and referral for students, parents, and staff; developing procedures and supervising care of the injured and sick; promoting and assisting in the control of communicable disease; coordinating the vision and hearing screening program and assisting in the formation of health curriculum, policies, and goals for the school district.

In the absence of the school nurse or health aide, the school secretaries manage first aid and medications when the nurse is not in the building.

ACCIDENTS

Should an accident occur at school/on a bus, the standard procedure is:

1. First aid is given.
2. The parent or guardian is notified if the accident warrants their attention. In some instances, notes are sent home with the student.
3. An accident report is completed.

Parents should ensure that the school has all necessary phone numbers. If both mother and father are employed, the telephone number of the place of business, or relative, will suffice. If the family or guardian cannot be notified or if the medical situation warrants it, emergency medical services will be contacted.

APPOINTMENTS – MEDICAL

In order to avoid losing valuable education time, try to arrange doctor and/or dentist appointments for your children after school hours or on Saturday. If it is necessary to take your child out of class, please send a note with him/her that day stating the time he/she is to leave for the appointment. Upon returning, the student must report to the office and sign in. In order for such an absence to be considered excused a doctor's note must be provided.

BASIC HEALTH PROCEDURES

Following the recommended practices and procedures of the Illinois Department of Public Health which are set forth by the Illinois State Board of Education and the Illinois Nurse Practice Act, it is advisable that:

Staying home – A child should stay home for 24 hours after any of the following have occurred:

- a fever of 100 degrees or above
- vomiting or diarrhea
- being placed on an antibiotic by the doctor

The 24-hour time period allows for an antibiotic to take effect or for a sick child to fully recover. Returning to school too early benefits no one and keeps the cycle of illness going.

Emergency contacts – It is essential that these phone numbers be kept current and that only people who are readily available be listed.

Vision and Hearing Screening – These will be provided through the district on a selective basis as mandated by law.

MEDICATION

Our District's Board of Education has adopted a strict medication policy and requires a Medication Authorization Form to be completed by the physician and parent for any medication to be taken in school, including prescription as well as over-the-counter medications.

In order to ensure the safety of all students, children may not bring his/her medications to school on the bus. Parents/guardians should bring the medication to school, in the original container, with the student's name on it, and give it directly to the building secretary or nurse.

Administration of Medications in School

Due to a mandated policy of the State of Illinois, Brookwood Middle School staff will not administer prescription, over-the-counter, or herbal/homeopathic medications to students during regular school hours unless absolutely necessary for the critical health and well-being of the student.

If a student does require administration of any type of medication at school, the doctor and parent must complete the "Medication Authorization Form". This form requests a written statement from the physician that the student's critical health and well-being require the administration of medication during school hours and that the student is capable of self-administration. Please note that in order to protect out students' safety, no medication can be administered or self-administered in school without a completed form on file at the school.

Although most students will be self-administering medication, please be aware that a certified employee or school secretary will be supervising your child's self-administration and that we will do everything we can to ensure your child's safety. If you feel that your child is not capable of self-administration under supervision you must contact the school nurse to make alternate arrangements. Please be sure that all medication is brought to school in the original package or an appropriately labeled container. If you prefer that your child not be aware of how to open childproof caps, you may request a regular cap from your pharmacist for at-school use.

1. Prescription medications shall display:
 - (a) Student's name
 - (b) Prescription number
 - (c) Medication name/number
 - (d) Administration route and/or other directions
 - (e) Date and refill
 - (f) Licensed prescriber's name
 - (g) Pharmacy name, address and phone number
 - (h) Name or initials of pharmacist

2. Over-the-counter or non-prescription medication shall be brought to school with the manufacturer's original label, the ingredients listed, with the student's name affixed to the container and given to the office. Vitamins are not allowed at school.

Parents must bring all medication to the school office. Students should not bring any medication, prescription/non-prescription, to school themselves. No medications are allowed on the bus. Should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file. Medications will be stored in a safe place in the nurse's office.

The school nurse will review each medication request and approve the administration of all medications. Any questions regarding the administration of medications should be directed to the school nurse.

PESTICIDE APPLICATION PROCEDURES (225 ILCS 235/10.3, 415 ILCS 65/3(f))

The district will provide written notification to parents/guardians of students before pesticide application. The written notification must be given at least two business days before application of the pesticide and should identify the intended date of the application and the name and telephone number for the school personnel responsible for the pesticide application program.

PHYSICAL AND DENTAL EXAMS

All children entering 6th grade are required by The School code to undergo a physical and all 6th graders are required to undergo a dental exam prior to the start of school. They are also to present proof of up-to-date immunity to the following communicable diseases: chicken pox, diphtheria, whooping cough, tetanus, polio, rubella (German measles), rubella (hard measles), and mumps. Students must complete the hepatitis B series of three shots, with a minimum of one before entering 5th grade.

These examinations are due at the time of registration. Any student whose religious beliefs exempt him/her from the required immunizations must submit a written affidavit of religious objection with his/her physical exam form.

Any 6th grade transfer student who does not have a record of a 6th grade physical, must have a physical within the first two weeks of school.

REGISTRATION/ENROLLMENT PROCEDURES

BIRTH CERTIFICATE REQUIREMENT (325 ILCS 50/5)

Parents/guardians must provide the district with a valid (raised seal) certificate within 30 days of student enrollment. Failure to do will result in the school contacting authorities as per the Missing Children's Act. Public Act 95-0439 amends the Missing Children Records Act (325 ILCS 50/5) to require, effective January 1, 2008, all preschool educational programs, child care facilities, and day care homes or group day care homes licensed under the Child Care Act of 1969 to collect a certified copy of a child's birth certificate or other reliable proof of the child's identity and age, such as a passport, visa, or other governmental documentation, when a child is enrolled for the first time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (20 U.S.C. § 1232g; 34 CFR Part 99)

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must notify parents and eligible students annually of their rights under FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

PARENTS RIGHT TO KNOW (20 U.S.C. 6311 (h)(6)(B)(ii))

Parents/guardians have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows parents/guardians to ask for certain information about your child's classroom teachers and may request in writing to review student's teacher qualifications (20 U.S.C. 6311(h)(6)(A))

Parents/guardians will receive notice when student has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks. (20 U.S.C. 6311 (h)(6)(B)(ii))

RIGHT TO REVIEW BOARD POLICY (105 ILCS 5/10-20.5)

Parents/guardians have the right to review Board policies available to the public at the Central Office. Questions pertaining to any policies should be addressed in writing to Central Office. The handbook is only a summary of board policies governing the district. The handbook may be amended during the year without notice. The Board of education recognizes the need for administrators to implement additional rules and procedures as needed.

STUDENT RECORDS

The District adheres to the provisions of the Illinois Freedom of Information Act of 1984 and the provision of the Illinois School Student Records Act (105 ILCS 10/1 et seq) and the Family Rights and Privacy Act (20-U.S.C. 1232g). Disclosure of information about the students or from the student's cumulative file is in accordance with such laws and the applicable rules and regulations of the Illinois State Board of Education.

The District maintains records of each student. Records are of two types:

Permanent records consist of basic identifying information, academic transcripts, attendance records, accident and health reports, record of release of permanent record information and other basic information. These records are kept for 60 years after graduation or transfer.

Temporary records consist of all information not required to be in the permanent record, including family information, race and gender, test scores, psychological evaluations, special education files, and records of release of temporary records. The temporary record is reviewed every 5 years for destruction of out of date information and upon graduation from the eighth grade the record is sent to the receiving high school. Temporary student records will remain in the student's file until the student transfers, has graduated, or permanently withdraw. Upon transfer, graduation, withdrawal temporary records may be destroyed at any time and must be destroyed within 5 years.

Upon a written request filed with a school administrator, the eligible parents/guardians of any student shall have the right to review and request copies of the official records directly related to their child.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;

 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information (105 ILCS 10/6(e), such as a student's name, address, gender, grade level, telephone number, date and place of birth, parents/guardians names and addresses, honors and awards, school sponsored activities, organizations, athletics, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

In cases of divorce or separation, both parents/guardians may be permitted to inspect and copy the student's school records unless a court order indicates otherwise. At the option of the eligible parent/guardian, or a designee of the eligible person, a qualified professional may be present to assist in the interpretation of the student's records.

ENTRANCE DATA

Whenever a child enters the Brookwood Schools for the first time, a general health record, family, and school history form must be completed, giving us data for our records. Data collected is kept in the child's cumulative folder, which is maintained from kindergarten through eighth grade, thus providing a continuous record of academic, social, and general growth. Additionally the family must prove residency in accordance with the residency administrative procedures.

REGISTRATION FEES

Registration fees are established by the Board of Education on an annual basis.

TRANSFER FROM DISTRICT 167

The office should be informed as soon as possible of a plan to transfer from District 167. All textbooks and library books must be turned in before leaving. A transfer out form, which gives permission to release records to the new school, must be signed.

SPECIAL ACTIVITIES/ORGANIZATIONS

FIELD TRIPS

Written permission by a parent or guardian is required for participation of students in all field trips. Return permission slips promptly or by deadline indicated in order for your child to participate. Only District 167 staff, students and designated chaperones are allowed to ride buses on school sponsored field trips. Field trips are an extension of the school day. Appropriate dress and behavior will be required on all field trips.

PARENT TEACHER ASSOCIATION

Brookwood District 167 has an active and efficient PTA. The organization sponsors many valuable activities for both the students and the parents. These activities have added significantly to the programs in our district. Membership information is available during registration. Parents are urged to participate.

PARTIES

Classroom

Parties in the classroom are held to a minimum. Occasionally parents ask permission to provide simple refreshments to celebrate their child's birthday. Teachers are instructed to use the last 15 minutes of the school day for this purpose. Arrangements should be made with the child's teacher well in advance.

Holiday

Three holiday parties are to be held the last hour of the school day in October, December, and February. This allows 15 minutes for setup, 30 minutes for the party and 15 minutes for clean up. Holiday parties will be limited to a total of 4 adult helpers.

TRANSPORTATION SERVICES

TRANSPORTATION POLICY (105 ILCS 5/29-1, 23 Ill. Admin. Code 275)

The Board of Education has established a transportation policy in accordance with guidelines that provides for free bus service for students living more than 1½ miles from their assigned school or in the designated hazard zone following Illinois Department of Transportation guidelines. Paid transportation is available to all other students and must be contracted on a full school year basis at the established rate. Notice of transportation reimbursement eligibility requirements will be provided by November 1 of each year. Claim forms for transportation reimbursement will be available by March 1 of each year. Notice will also be given to inform parents/guardians of the existence of dispute resolutions procedures regarding reimbursement.

Students will be transported to school from one location and from school to one location. Pick up and drop off locations must be consistent on a daily basis.

Students will ride their assigned bus only. Students are not permitted to ride a different bus except during certain emergency situations. Parents must get prior permission for such arrangements from the principal. Students who ride the bus to school are expected to ride the bus home unless the school and office are notified by a parental note or phone call. The purpose of bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc.

School bus riders are under the supervision of the school bus driver. It is the driver's responsibility to provide for the safety of all riders. Since the school bus is viewed as an extension of the classroom, it is the student's responsibility to behave accordingly. The right to ride the bus is conditioned on a student's good behavior and observance of the rules. Misbehavior/misconduct by a student will be reported to the proper school authority for disciplinary action. Please refer to the discipline section should you have questions.

BROOKWOOD MIDDLE SCHOOL **2011-2012 BUS ROUTES**

All routes/stops/times are subject to change. Please arrive early at your stop the first days of school until all routes have adjusted.

All bus students have been assigned a bus route and a bus stop. They must get on and off the bus at their designated stop. Only Brookwood Middle School students will ride buses 40, 41, 42 and 21R is a shared bus with Brookwood Junior High and Hickory Bend Schools.

Only students assigned to these buses will be allowed to ride the bus. **No other students are permitted to ride these buses without a written request and principal/designee written approval.**

Bus routes start at approximately 7:40 a.m. arriving at the Middle School between 8:05 and

8:15 a.m. Buses leave Middle School at approximately 3:05 p.m. The p.m. route is a reversal of the a.m. route except for Route 21R.

	<i>ROUTE 40</i>	<i>ROUTE 41</i>	<i>ROUTE 42</i>
A	Thornwood Apartments 6 th Grade Only	Eastgate & Emerald	195 th St. & Glenwood Rd.
C	Bruce & Palm	Eastgate & Wallace	196 th St. & Glenwood Rd.
D	Sunset & Carroll Pkwy.	Eastgate & Parnell	Halsted & Coales
E	Carroll Pkwy. & Palm	Eastgate & Normal	195 th St. & Peoria
F	Carroll Pkwy. & Pleasant	Normal & Joe Orr	194 th St. & Peoria
G	Pleasant & Park	Thornwood Apartments 5 th Grade Only	Judith & Terry Ct.
H	Park & Cherry	Glenwood Rd. & Coales Rd.	Lerose & Rosewood
I	Cherry & Arquilla	19840 Glenwood Rd.	Lerose & Frances
J	Arquilla & Pleasant		Frances & Patricia
K	Pleasant & Strieff		Patricia & Holbrook
L	Glenwood School		Terrace & Westwood
M			Terrace & Gay
N			Strieff & Roberts
O			Strieff & Longwood

The bus schedule for route 21R will be available before the start of school. All routes are subject to change.

RULES AND REGULATIONS FOR STUDENT RIDERS

- Students will board and depart the bus only at their designated bus stop or school. Students are to be at their assigned bus stop **five minutes** before the scheduled pick up time. Drivers cannot wait for tardy students. If the bus is late, students should not wait longer than 15 minutes past the scheduled pick up time before returning home.
- All students are to go directly to their assigned seat upon boarding the bus, sit down, face forward and stay seated until reaching their destination. Students should not sit on top of their legs, feet, or personal belongings. Students are expected to sit up in their seat so that the bus driver can see them.
- The aisles must be kept free of all items at all times. Personal belongings must be kept securely in the students' laps at all times. The rear emergency door is to be used only in the event of an actual emergency and/or in a safety drill.
- Students crossing the road with the bus driver's assistance, must wait for the driver's signal to cross, walk out **10 feet** from the front of the bus, and upon reaching the shoulder turn back toward the bus walking along the shoulder to reach the bus. This "**10 feet in front of the bus**" is a safety cushion so that drivers do not lose sight of the smaller students and insures that all students can clearly see the driver's signal that it is safe to cross.
- Students not crossing the road are to stand **5 feet back** and not approach the bus until it has come to a complete stop and the door has opened. When disembarking at the bus stop, students should move **5 feet** away from the bus and wait for the bus to leave the bus stop. Students who leave the bus stop at the time the bus is leaving, get lost in the "blind zones" around the perimeter of the bus and are in danger of getting hurt.
- Students who take medication daily at school must not bring it to school on the bus. Parents must take medication to the school and give it directly to the building secretary or nurse.

BROOKWOOD MIDDLE SCHOOL

SUPPLY LIST / 2011-2012

FIFTH GRADE	SIXTH GRADE
#2 Pencils (20)	#2 Pencils (20)
Blue/Black Ball Point Pens	Blue/Black Ball Point Pens
Red Pens	Red Pens
Crayons (12 or more)	Crayons (12 or more)
Colored Pencils (8 or more)	Colored Pencils (8 or more)
Markers	Markers
Pencil Case	Pencil Case
Scotch Tape	2 – 4 Glue Sticks and a bottle of glue
2 or 3 Glue Sticks	
Packaged Loose-Leaf Notebook Paper (wide rule)	Packaged Loose-Leaf Notebook Paper (wide rule)
5 Spiral Notebooks (70 sheets/8 ½ X 11/wide rule)	6 Spiral Notebooks (At least 1 blue, green, purple, orange, yellow - 70 sheets/8 ½ X 11/wide rule)
6 Pocket Folders	6 Pocket Folders (At least 1 blue, green, purple orange, yellow)
Gym Shoes	
3 Large Boxes of Kleenex	Gym Shoes
1 Box Ziploc Bags (quart size)	3 Large Boxes of Kleenex
2 Containers Anti-bacterial Wipes	1 Box Ziploc Bags (quart size)
Post-It Notes	2 Containers Anti-bacterial Wipes
2 Yellow Highlighters	2 Yellow Highlighters
Dry Erase Markers	Dry Erase Markers
12” Ruler (English & metric units)	

Assignment notebooks (to be purchased at registration)

All textbooks must be covered with book covers.

No white out please!

Please have all supplies open and labeled with your child’s first name, last name and their homeroom on the first day of school.