



**BRONZEVILLE ACADEMY<sup>®</sup>**  
**CHARTER SCHOOL**



# **Parent-Student Handbook**

## **2020-2021**

4930 S. Cottage Grove Chicago, Illinois 60615  
773-285-8040  
[www.bacsk8.org](http://www.bacsk8.org)



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**Bronzeville Academy Charter School (BACS) @ HALES**

4930 S Cottage Grove  
Chicago, IL. 60615

Main Office: (773) 285-8050  
Main Office Fax: (773) 624-4311  
Office Hours: 7:45 a.m. – 4:30 p.m.

**BACS Administration**

CEO	Mr. Alvin Boutte	<a href="mailto:aboutte@bacsk8.org">aboutte@bacsk8.org</a>
CFO	Mr. David Ireland	<a href="mailto:direland@bacsk8.org">direland@bacsk8.org</a>
Principal	Mrs. Simcha Baker-Dixon	<a href="mailto:sdixon@bacsk8.org">sdixon@bacsk8.org</a>
Front Office	Ms. Audra Akins	<a href="mailto:aakins@bacsk8.org">aakins@bacsk8.org</a>
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Case Manger	Ms. Kimberly Washington	<a href="mailto:kwashington@bacsk8.org">kwashington@bacsk8.org</a>

**BACS Board of Education**

President	Mr. Lance Jefferson	<a href="mailto:ljefferson@bacsk8.org">ljefferson@bacsk8.org</a>
Vice-President	Dr. Jocelyn Thornton	<a href="mailto:jthorton@bacsk8.org">jthorton@bacsk8.org</a>
Treasurer	Mr. Lamar Miller	<a href="mailto:lmiller@bacsk8.org">lmiller@bacsk8.org</a>

**Chain of Command**

On occasion, parents may have a concern, complaint, suggestion, or request related to a school decision or policy. If the question or concern is directly related to a classroom activity, speak with your child's teacher first. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem solving.

For the most effective communication, contact should be made in the following order:

- **Teacher**
- **Principal**
- **CEO**
- **Board of Education**



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**WELCOME BACK TO THE 2020-21 SCHOL YEAR**

Dear Parent(s) and/or Guardian(s):

On behalf of the teachers, staff, school board and administration of Bronzeville Academy Charter, (BACS) I would like to welcome you and your child to our family. We are committed to quality developmental services for all our children. We appreciate the opportunity to become partners with you in your child's educational growth. We are especially grateful to be able to offer a safe, caring environment conducive to developing moral values.

Our objective is to provide an excellent education that will positively affect your child for the rest of his/her life. Without constant parental support, we cannot meet our objectives. I ask all concerned individuals to continue to do all in your power to help us succeed in these tough economic and socially challenging times.

This handbook is provided for you as a reference tool. It explains the major policies and procedures of Bronzeville Academy Charter School. Please read it carefully. There are a few policy and procedural standards that have been modified to keep pace with the changing issues affecting the operation of the school. Feel free to contact the office if you have any questions or concerns that are not addressed in this booklet.

Best Regards,  
Bronzeville Academy Charter School Staff  
Alvin Boutte, CEO



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**WELCOME BACK, WE HAVE MISSED YOU!**

On behalf of our entire staff, we would like to welcome our new kindergarten students and our returning 1st-8th grade students! Much planning and hard work has gone into preparing for a successful school year. This is the year we have been waiting for! Finally, we are ready to welcome our Kindergarten through Grade 8 students! We look forward to sharing this school year with our families.

Let me begin by introducing myself! My name is Mrs. Simcha Baker-Dixon and I will be your principal! I am thrilled to welcome you to the 2020-2021 school year, and I am looking forward to meeting new faces, revisiting with familiar ones, as well as hearing all about your summer adventures and explorations while quarantined. For those of you who have not met me, I taught in in the Chicagoland Area for over 12 years and have been in administration for the past 7 years. Currently, this is my second year as the Principal at Bronzeville Academy Charter school. I am very excited to work together to make this a fabulous new school year!

All teachers and support staff have spent hours preparing materials, creating child-centered classrooms, and reviewing data. School secretaries have registered new students, put together information packets to be sent home with all students, and organized new materials.

I would also like to extend a special welcome to our incoming Kindergarten students who are new to our school. I know that this Class of 2033 is a welcome addition to our community. As you settle in, you will receive correspondence from the school office and the classroom teachers. Please be sure to check your child's backpack, email account, and the Bronzeville Academy Charter School website, <http://www.bacsk8.org> for notices and updates.

We are looking forward to watching the students' stream off the buses and out of cars, and to have the hallways filled with the hustle and bustle that has been absent since March. Old friendships are quickly rekindled, and new friendships made. Students swap stories about summer and show off new backpacks and school supplies.

Please know that we have an open-door policy and welcome any opportunity to meet with you. We are looking forward to our collaboration in providing a safe and nurturing environment as well as a challenging and diverse curriculum.

Remember, the First day of school for Grades K-8 is *Tuesday, September 8th, 2020.*

Sincerely, Simcha Dixon. **Principal**



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**School Calendar**

**AUGUST & SEPTEMBER**

August 24 – September 4  
September 7  
September 8

Staff Professional Development Days  
Labor Day  
First Day of School / Classes Begin

**OCTOBER**

October 9  
  
October 12

Progress Reports Review ~ Parent Teacher Conference  
½ day for students (Dismissal at 12:30pm)  
Indigenous People's Day – **NO SCHOOL**

**NOVEMBER**

November 3  
November 5  
November 6  
November 11  
November 13  
November 24  
November 25-27

Election Day - **NO SCHOOL**  
End of 1<sup>st</sup> Qtr.  
**Remote Learning Day**  
Veteran's Day - **NO SCHOOL**  
Reports Cards Distributed to Students & Parents  
Teacher Institute Day – **NO SCHOOL**  
Thanksgiving Holiday Break - **NO SCHOOL**

**DECEMBER & JANUARY**

December 18  
  
December 23 – January 1  
January 4  
January 18

Progress Reports Review ~ Parent Teacher Conference  
½ day for students (Student dismissal at 12:30pm)  
Winter Break- **NO SCHOOL**  
School Resumes  
No School Martin Luther King, Jr.'s Birthday - **NO SCHOOL**

**FEBRUARY**

February 4  
February 5  
February 12  
February 15

End of 2<sup>nd</sup> Qtr.  
Teacher Institute Day – **NO SCHOOL**  
Reports Cards Distributed to Students & Parents  
President's Day - **NO SCHOOL**

**MARCH & APRIL**

March 5  
March 29 – April 2  
April 15  
April 16  
April 23

Teacher Institute Day/ Progress Report Review – **NO SCHOOL**  
Spring Break – **NO SCHOOL**  
End of the 3<sup>rd</sup> Qtr.  
Teacher Institute Day – ½ day for Students (Dismissal at 12:30pm)  
Reports Cards Distributed to Students & Parents

**MAY & JUNE**

May 14  
May 31  
June 23  
June 24-25

Teacher Institute Day – ½ day for Students (Dismissal at 12:30pm)  
Memorial Day – **NO SCHOOL**  
End of 4<sup>th</sup> Qtr. / Report Cards Sent Home / Last Day of School  
Teacher Institute Days



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**MISSION STATEMENT**

The Mission of Bronzeville Academy Charter School is to prepare scholars for academic success through college and beyond. We will provide transformative education through culturally rich STEAM, valuable extra-curricular activities, and sports programming. Our mission is to develop scholars into contributing members of a global community, through a nurturing, comprehensive, and meaningful education.

**VISION STATEMENT**

Our vision is to provide scholars with a safe, positive, and organized learning environment with clearly defined behavior expectations. To provide our staff with quality professional development that maximizes our scholar's potential and emphasizes Blended learning; ensures scholars are well-equipped to meet the challenge of 21st century learning.

***OUR BELIEFS...***

- We believe our scholars can learn and have an equal right to education.
- We believe that learning should be student-centered, relevant, and engaging.
- We believe that cultural differences and learning styles must be considered when planning lessons/activities to ensure the academic success of all scholars.
- We believe effective character education enhances the academic program.
- We believe knowledge and application of current technology prepares students for tomorrow's world and beyond.
- We believe our school's leadership will develop innovative and creative strategies that enhance the educational environment.

**STATEMENT OF PURPOSE AND PHILOSOPHY**

Bronzeville Academy Charter School strives to provide a well-rounded education and an environment that promotes academic growth. Our ultimate target is to develop motivated, confident, and independent learners in our ever-changing world by using Transformative learning theory and is committed to educational excellence in STEAM (Science, Technology, Engineering, Arts and Mathematics)

We are dedicated and committed to the task and will do our best to provide qualified personnel who possess the skills and abilities necessary to achieve our goals. We anticipate and encourage appropriate parent involvement in our school program. We realize that a quality educational environment, essential values, involved parents and caring teachers form the necessary components for developing the whole child. We welcome you and your child to our Bronzeville family.

We feel confident that you will soon agree that you have come to a place where "Educating the Mind" is a realistic goal.

*The Transformational Learning Theory originally developed by Jack Mezirow is described as "constructivist, an orientation which holds that the way learners interpret and reinterpret their sense experience is, central to making meaning and hence learning" (Mezirow, 1991)*





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## **What is a Charter School?**

Charter schools are unique public schools that are allowed the freedom to be more innovative while being held accountable for advancing student achievement. Because they are public schools, they are:

- Open to all children
- Do not charge tuition
- Do not have special entrance requirements

The core of the charter school model is the belief that public schools should be held accountable for student learning. In exchange for this accountability, school leaders should be given freedom to do whatever it takes to help students achieve and should share what works with the broader public-school system so that all students benefit.

In the early 1990s, a small group of educators and policymakers came together to develop the charter school model. Minnesota's legislature passed the first charter law in 1991, and the first charter school opened in 1992.

## **Why Charter Schools?**

All children should have the opportunity to achieve at a high level, and charter schools are meeting that need:

- Charter schools are some of the top-performing schools in the country.
- Charter schools are closing the achievement gap. They are raising the bar of what is possible—and what should be expected—in public education.
- A higher percentage of charter students are accepted into a college or university.

## **Enrollment Requirements**

**Please Note:** Bronzeville Academy Charter School (BACS) Reserves the rights to decide if a child will be admitted. BACS also reserve the right to reject any applicant or to terminate any enrollment when deemed necessary when such an action is justified.



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**Registration Requirements:**

1. **Proof of age:** Documents can include, but are not limited to, any **ONE** of the documents listed below
  - a. Child's birth certificate
  - b. Child's Passport
2. **Proof of current address:** Documents can include, but are not limited to, any **TWO** of the documents listed below:
  - a. Current utility bill
  - b. IL driver's license or ID card (with current address)
  - c. Deed or lease
  - d. Court documents
  - e. Illinois Department of Public Aid Card
  - f. Stamped US Post Office change of address form
  - g. Illinois state aid check/social security check
3. **Parent/Guardian's driver's license or state-issued ID card and certified proof of guardianship if not the biological parent.**
4. **State of Illinois Health Examination form and immunization record for 2020.**
  - a. A physical examination includes proof of immunization obtained for each new Academy and Child Care student. Only physical examinations completed within two months prior to the date of enrollment be accepted. The following grade level specific health exam forms are required by the State Board of Education. Failure to submit the required form by the posted deadline date will result in exclusion from school until the document is received.
    - i. Kindergarten — physical, eye exam
    - ii. 2nd grade — dental
    - iii. 6th grade — dental, physical, meningitis (**mandatory as of September 2015**)
  - b. Any special health care needs/problems must be noted on the forms. If medication is needed during the day, the school must have the original container and written permission from the parent or legal guardian to administer the medicine.
  - c. The health exam must include an approved tuberculin skin test (with results) and screening for lead poisoning. If children are not in medical compliance according to the regulations of the Illinois State Board of Education (ISBE), they will be asked to leave school until they comply.
5. **Transfer students will need to provide a copy of previous school academic records (report card and assessment data).**



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**Withdrawal/Dismissal:**

**A.** If the parent(s)/guardian(s) withdraw a child from Bronzeville Academy Charter School, the school must be notified at least one full week in advance. Failure to provide this notification will result in a delay in processing.

**B.** BACS reserves the right to dismiss any child who, after a reasonable length of time, demonstrates an inability to participate in or benefit from our planned activities. Children exhibiting behavior which has a negative impact on the children in his/her group will be dismissed or will not be allowed entry the next school year.

**ABSENCE POLICY**

As a state authorized charter network, Betty Shabazz International Charter School (BSICS) is required by law to monitor, record and report student attendance and truancy on an ongoing and consistent basis. In the state of Illinois parents are required by law to ensure that their children attend school regularly and on time. When issues of absence or tardiness jeopardize any student's academic progress, BSICS administration will make all reasonable attempts to support parents/family leaders in correcting such situations. If administrative supports offered by the school prove ineffective to the point where students are classified, as truant or chronically tardy BSICS shall refer the case to an external, state sanctioned, agency for further review.

**Illinois Truancy Law/Policy**

The Illinois School Code requires compulsory school age attendance (105 ILCS 5/26-1) (from Ch. 122, par 26-1). Valid cause for student absence shall be illness, observance of religious holidays, death in the immediate family, and family emergency; and shall include such other situations beyond the control of the student as determined by the school district's administration (Illinois School Code, Article 26-1). The Compulsory Attendance law states that whoever has custody of or control over any child between the ages of six (6) and seventeen (17) must send the child to a public/private school on a regular basis during the regular school term.

**Definitions**

- **Truant:** A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- **Chronic Truant:** A child who is subject to compulsory school attendance and who is absent without valid cause (unexcused) for five percent (5%) or more days in the school year (9 days).
- **Absence:** A failure to attend school which is unexcused or excused without supporting evidence or documentation.
- **Tardy:** Tardiness is defined as a student not attending the time of 8:00 a.m., when school officially begins.
- **Truant Minor:** A child to whom supportive services, including prevention, diagnostic, intervention, and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

When BACS identify a chronically truant student, South Cook Intermediate Service Center (SCISC) will be notified. If there is no improvement made in the child's attendance, the district may request a truancy hearing. If the verdict from the hearing is not honored or if the student's attendance does not improve, the



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case may be referred to the court system. Any person having custody of a child to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his/her truancy may be found negligent. Negligence is a Class C misdemeanor and the responsible party may be fined or jailed for up to (30) days.

### Excused Absences

An excused absence can be defined as, but is not limited to:

- Medical appointment verified by a medical note on physician letterhead or script.
- Illness confirmed and verified by a medical note on physician letterhead or script.
- Observance of a religious holiday.
- Illness confirmed by a written note from a parent/guardian. A written parent note is only accepted for up to two days.
  - If a student is absent two or more days due to illness, the student must submit a doctor's statement on physician letterhead or script listing the days the student was absent and the approval to return to school.
  - Please note that parent/guardian verified absences may not be excused if total absences are more than nine unexcused days per school year.
- Court appearance demanded by official summons or subpoena verified by court documents.
- Funeral (death in immediate family confirmed with parent/guardian note and obituary)
- Inclement weather, which would be dangerous to the life or health of the child.
- School sponsored activities and events (i.e. field trips, scholastic competitions, athletic competitions, etc.)
- Extenuating circumstances that have been approved by school district administration.

### Unexcused Absences

An unexcused absence can be defined as, but not limited to:

- Any absence that is not confirmed with a parental/guardian, medical staff, or within the two-day grace period.
- Truancy (absence from school without verification from the parent).
- An illness, which lasts for more than two consecutive days that is not verified by a medical note.
- Vacation days taken with or without family
- Personal reasons
- Failure to attend because of transportation problems, unless transported by school bus and transportation issue is verifiable through the bus company.
- Participation or attendance to non-school sponsored sports activities or events. (*principal's discretion*)

***Please Note: Make-up work does not have to be given to the student. BACS Administration and the student's teacher(s) reserves the right to allow student to complete and/or submit work.***



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### **BACS Attendance Policy**

All parents have a legal responsibility and obligation to ensure that their child attends school daily and arrives on time. Once a student has received nine (9) unexcused absences within a single school year, BACS will consider the student truant and will begin truancy procedures, per Illinois' Compulsory Attendance Law.

All students are expected to attend school on time, every day. On days when students will be late or absent, their parent/family leader must leave a voice message with the school office, before 8:150 a.m., to inform the school of their child's tardiness or absence. Upon arrival/return to school, tardy students must be signed in by their parent/family leader in the school office and absent students must bring a written note to the school office from their parent/family leader. If a student is absent for 3 or more days due to illness, the note must be from the student's physician. If a student is absent for (3) or more days due to any reason other than a verifiable illness, the parent/guardian must submit written documentation as to why the student was absent. Please be advised that submitting a written note for an absence will not automatically be considered "excused". BACS administration reserves the right to determine whether an absence and/or will be excused or unexcused.

- Absences due to the student's illness, family emergency, observance of a religious holiday and death in the immediate family will be considered excused.
- BSICS will adhere to the attendance requirements, policies and laws set forth by the State of Illinois.
- For excused absences and absences due to suspension, students will be given the opportunity to make up any missed work (including tests) for equivalent credit and students will be allowed as many days to turn in the work as they were absent. For example, if a student is absent for two days, he or she would have to turn in make-up work by the second day after he or she returns to school. Work will be distributed at the teacher's discretion.
- If the school office does not receive a parent/family leader note of explanation within 72 hours after the student returns to school, the absence will automatically be recorded as unexcused. Students who are absent for three (3) consecutive days or more due to illness are required to submit a written doctor's note to the main office (on doctor script or letterhead from doctor's office) upon their return to school. Students will have the opportunity to make up assignments for excused absences, subject to the Illinois Truancy Law/Policy.

### **Tardy Policy**

**STUDENTS ARE TARDY AFTER 8:30 am.** Classes begins at 8:30 am sharp!

Any student entering the classroom after this time is tardy and will be marked tardy by the teacher. Students will be marked tardy at the front entrance upon arrival by school staff personnel. Students arriving after 9:00 am must report to the office before going to their class.

Please remember; perfect attendance means ***no tardiness and no absences***. Please keep in mind that tardiness disrupts academic programs, class schedules, security, and maintenance

- If a child is tardy three times within a five-week period, parents will receive a verbal/written/electronic notification.



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- If a child is tardy five times within a five-week period, a parent conference will be scheduled.
- If a child is tardy more than five times within a five-week period, the child will receive a one-day in-school suspension. In the case of severe weather or traffic emergencies, the principal or designated personnel will decide if the 8:30 a.m. start time should be modified.

### **Early Dismissal Policy & Procedure**

Planned appointments or unplanned emergencies that conflict with school time (8:30 am to 3:00pm) require an early dismissal. A high volume of early dismissals causes frequent interruptions of classroom learning activities. To minimize such interruptions, the following procedures are in place:

#### **Dismissal Procedures before 2:15 PM**

- Parents must notify administration in writing via email or by note sent with the child on the day when early dismissal is required (emails must be sent by 8:30am on the date of dismissal). The notification must include the reason, date, and time of dismissal. If these notification deadlines are not met, students will only be released for early dismissal during classroom transition times, which usually occur at the top of each hour.
- Sign yourself in and your student out at the security desk.
- If available, please provide documentation to support the valid cause of dismissal.

#### **Students will not be dismissed between 2:30pm and 3:00pm.**

Parents and students are encouraged to communicate with teachers regarding missed class time or classwork. Class time should not be disturbed to discuss any homework or class work!

### **Arrival Procedures**

Bronzeville Academy Charter School is equipped with security cameras. Please do not be offended if you are required to give your name and to show your driver's license or state ID if the person on duty does not recognize you and to confirm that you are the person on the pick-up list. This is to protect our children. Please adhere to this policy,

BACS is not responsible for children who are dropped off before 8:15 am unless they are enrolled in the Breakfast program. There will be NO EXCEPTIONS.

Parents are not allowed to visit classrooms without clearance from the office. Also, parent visitation should be completed by 8:00 am. Please pick up a visitor's pass if you have an appointment with a teacher.

### **Dismissal Procedures**

Parents'/guardians picking up children for non-emergencies pose a great disruption to the close of the school day. It also poses a threat to our security when the office is not notified of adults picking up children who are not on the authorized pick-up list. Children are released to who have been designated on the emergency pick-up list. School ends at 3:00 pm.



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Excessive early dismissals and early pick-ups will not be allowed. Please honor this time. Parents/guardians are responsible for making the school aware of any legal restrictions on the release of their child/children. A child must be picked up due to an emergency release please call the school prior to pick up. Students will not be called down after 2:30 pm. Please inform relatives and others on your authorized pickup list.

This is a policy to protect your child. We cannot be responsible for a student on the premises without our knowledge. We must know who is in the building always due to insurance regulations. Insurance regulations and licensing requirements have forced many policies to be initiated and we must adhere to them. Children must go straight to the appropriate location when entering the building. Students are not allowed on the floors when teachers are preparing for classes. If the child is in doubt as to their class location, they are to check with the security guard, parent monitor, or the office. Parents are not allowed to visit classrooms without clearance from the office. Also, parent visitation should be completed by 8:30 am. Please pick up a visitor's pass if you have an appointment with a teacher.

### **Blocking Traffic/Appropriate Drop Off Procedures**

Since we allow cars onto the lot for drop-off, it is imperative all parents/guardians adhere to procedures. When dropping off a student, the student should exit from the driver's side of the car. Those exiting from the passenger side are at risk as some parents go around the car stopped. We must remind you of the threat to the safety of our children when parents do not follow these rules.

- Waiting cars should never pass the car ahead of them unless directed by a security guard.
- Do not take this time to comb hair, give notes, grease faces, etc.
- Disrespect to any security guard is not tolerated.
- We will not argue with any individual. We will call the police to resolve any parking lot traffic problems.

***Parking Violations The main parking lot around the school buildings will be OFF LIMITS to all vehicles WHEN THE ORANGE CONES ARE blocking entry to the parking lot. The parking lot is off limits between 3:00 to 3:15 pm. There is no parking in the Authorized parking space.***

### **Parking Violations**

The main parking lot around the school buildings will be OFF LIMITS to all vehicles WHEN THE ORANGE CONES ARE blocking entry to the parking lot. The parking lot is off limits between 3:00 to 3:15 pm. There is no parking in the Authorized parking space.

Please warn friends or relatives regarding this policy. Any confrontation resulting from this violation will be handled by law enforcement.





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*Please note:* If anyone enters the parking lot the wrong way you will receive a warning. This is not only inconsiderate to others, but it also poses a safety hazard to the children. Repeated failure to adhere to this request will result in your child's dismissal from the school.

### **Late Pick-Up Procedures:**

- Parents unless we are notified the students remaining after 3:15 pm will be called. If we are unable to reach parents, the school will begin to call emergency numbers found on emergency form until 4:30 pm
- If a parent or authorized pick up person from the emergency form cannot be contacted, the Chicago Police Department or Child Abuse Hotline will be called. Once contacted, the process will proceed under the authority of the Chicago Police Department and/or the Child Abuse Hotline
- Bronzeville Academy Charter Personnel have the responsibility of attending to students until the parents or outside authorities have arrived. Parents must have updated emergency contacts and phone numbers listed on the emergency forms always. Not having this information on file is grounds for your child's exclusion from the program.

### **Authorized Pick-up/Release Policy**

Children are released to those persons who have been designated on the enrollment form. Parents or legal guardians are responsible for making the school aware of any legal restrictions on the release of their child. Some parental requests require a legal document. Some requests may be denied because of State guidelines or school policies. If an emergency arises and it becomes necessary to send someone who is not listed to pick up your child, a written note and/or a phone call must accompany this request within 24 hours prior to the dismissal. The individual receiving the child will be required to show a driver's license or state I.D.

In the event an emergency occurs close to pick up time, the person picking up your child must have a current state ID or a driver's license. It cannot be expired or outdated. We will make a copy of their identification as well as a follow up with a call to the parent or guardian for confirmation regarding the identity of the individual.

### **Special Events**

During special events, illegally parked cars will be towed at the owner's expense. In the event a special event occurs, the parents will be notified as soon as possible via email or written communication.

### **Field Trips/Assemblies**

Field Trips and assemblies will be held throughout the school year. Our aim is to expose our children to new learning opportunities in various settings. We expect our children to be on their best behavior always. The teacher, with the approval of the BACS administration and with adequate notification to the parent,





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reserves the right to withhold field trip privileges if the child is exhibiting behavior below the expected standard of our school. A relative or friend may be asked to accompany the child in these cases if the child can participate in this outing.

Parents are encouraged to be chaperones on field trips and must pay a field trip fee if they plan on attending. Chaperons are to be helpful by exhibiting care and concern for all children in the program. In the event a child displays challenging behavior while in the care of the chaperone, the chaperone must take the child to the teacher to address the issue. Chaperones are not allowed to discipline the children. Please keep in mind that chaperones are on a first come, first serve basis additional information about field trip policy information will be provided upon request.

After children return to the school and the chaperone decides to take their child off the school grounds, you must sign them out as mandated by the City of Chicago and DCFS.

### **Weather Emergency**

In the event of severe weather, parents are to tune in to radio station 780 AM, or they can check their email. If a weather event occurs which causes the Chicago Public Schools to close, BACS will also close. In the event of weather emergencies during the school day, or a predicted weather emergency occurs, parents are requested to pick up their children as soon as possible.

If a tornado is predicted or occurs during the school day, our students go to the basement where there are no windows. This room offers the safest place to protect the number of children in our facility. Tornado drills also take place in the basement. Tornado and emergency drills are mandated by the State of Illinois. Tornado drills and emergency drills are done twice a year.

Fire drills are done monthly. We are equipped with a state-of-the-art fire alarm system. We have a sprinkler system and a direct connection with the Chicago Fire Department. Teachers have detailed instructions regarding procedures for tornado, emergency, and fire drills.

Please refer to the weather emergency procedure to gain additional information related to our policy.

### **Disaster Guidelines**

In the event of a disaster or emergency power outage, water, or heating problem the school cannot control, you will be notified if it is necessary to arrange to pick up for your child. It is imperative that we have accurate emergency information on file. The teacher must have this information in her/his attendance book. The attendance book is a legal document and is vital in contacting you in the event of an emergency.



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**Exclusion for Illness**

If a child develops any of the following, the parent will be called immediately.

- a rash
- vomits two or more times
- has diarrhea
- has a fever accompanied by behavioral changes?
- has an uncontrollable nosebleed
- has chest pains or persistent coughing
- has sores in the mouth/hands, or on the body
- has excessive redness, itching or drainage from the eyes
- Complications breathing One or more of these symptoms may be signs of a serious illness.

If a child arrives at school with any of the above, you must arrange to pick up your child or contact a relative or friend authorized for pick-up. In extreme cases, we will call 911 and meet you at the designated emergency facility. Please do not send your child to school if he / she develops any of the following indications of a medical condition: rash, fever, or persistent vomiting within the last 24 hours.

If your child is out for three or more days due to illness or is absent because of any of the following communicable diseases, a written doctor's statement must certify that the child is able to return to school.

***These are:***

- Ringworm
- Chicken pox
- Measles
- Strep Throat
- Mumps or Scarlet Fever
- Rashes
- Fever over 100 degrees
- Hand, Foot, Mouth Disease
- Pinkeye

We will notify you if students are exposed to a contagious or communicable disease. The staff and public health authorities will also be advised if the disease warrants such action. ***Your child*** will not be emitted to return to school until the school has received the official written medical ***certification from a doctor.***

**Fees**

Although every child is required to register there is no registration fee requested to secure your child a place in the school.

The following fees may be request:

- Field Trip Fee



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- Graduation Fees
- Gym Uniform
- School Picture
- Activity Fee
- Instructional Fees (Music/Art/Technology/Lab)

### **Additional Fee Reminders**

- The school will not be responsible for payments given to children such as gym, lunch, field trips and fundraising.
- All payments must be made in the homeroom teacher or the school's main office. Please send payments in a sealed envelope with room number, child's name, purpose of the payment with the amount, and the date.
- Field trip fees are paid directly to the classroom teacher in *cash only*.
- Field trips, taffy apple money, lunch, and gym uniform money must be returned in a sealed envelope. **NEVER** send money without proper information included on the envelope. Please send money in a sealed envelope with correct information on the front. The room number, name of child, purpose of payment, and date should be included.
- All fees must be paid at the time rendered.



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### **STUDENT DISCIPLINE POLICY**

#### **Policy:**

All BACS students are expected to respect and adhere to the disciplinary policies and procedures of Bronzeville Academy Charter School (BACS). The BACS administration and staff will organize and maintain a safe, structured, and well-regulated environment for learning by setting forth clear and impartial disciplinary procedures that guide and regulate student behavior.

#### **Bullying:**

“Bullying” means any person or group seeking to harm, intimidate or coerce (someone perceived as vulnerable) by way of severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a scholar or students, that has or can be predicted to have one or more of the following effects:

- Causing a student to fear harm to their person or property
- Causing a detrimental effect on a student’s care, welfare, safety, and security
- Interfering with a student's ability to perform academically, disrupting services and privileges afforded to them.

#### **Cyber-bullying Policy:**

Cyber-bullying is bullying using technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to, email, social media, instant messages (IM), rumors, slurs, text messages, and internet postings, whether on a web site, social networking page, in a blog or other electronic communication, on or off school campus.

#### **Cafeteria Procedures:**

The modified plan emphasized specific cafeteria behaviors:

- Following adult directions.
  - Using manners (for example: saying *please* and *thank you* or keeping your place or area neat).
  - Staying in the assigned eating area.
  - Staying seated at the lunch table and using respectful language and a quiet voice.
  - Raising a hand for assistance
  - No running
  - No playing
  - No throwing food or objects
- Staff will call the students up by table to eat lunch

#### **Cell Phones and Other Information Technology Devices:**

No electronic devices, including but not limited to cell phones, iPod, Tablets, iPad, cameras, laptops, headphones, XBOX and mp3 players are not allowed in the classrooms, hallways, and the cafeteria. This policy is meant to help maintain safety and educational focus in classrooms and other areas of the building.

#### **Due Process:**

When a BACS student engages in an act of misconduct which calls for disciplinary action, the school administration or Dean will notify the student’s parent/guardian and the student will have a voice or be able to dispute negative claims against them.



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### **Hall Passes:**

Students must have a pass when going to various destinations (office, nurse, restroom, etc.) throughout the school.

**Teachers will only issue passes 10 minutes after classes start and up to 10 minutes before classes end.** The students who fail to comply with having and obtaining a pass while in the hall may be subject to disciplinary action.

### **UNIFORM CODE:**

Bottoms: Black uniform pants, shorts, capris, skirts, or dresses to the knee. Leggings and jeans are not permitted.

### **Tops:**

Kindergarten – 3<sup>rd</sup> Grades

**Burgundy** shirts with a collar (polo style). Sweaters and sweatshirts (no hoodies) may be burgundy, or black. The only permitted logo is the Bronzeville Academy Charter School logo. Tank tops, logos outside of BACS logo, stripes, polka-dots, etc. are not permitted.

4<sup>th</sup> – 8<sup>th</sup> Grades

**Grey** shirts with a collar (polo style). Sweaters and sweatshirts (no hoodies) may be grey, or black. The only permitted logo is the Bronzeville Academy Charter School logo. Tank tops, logos outside of BACS logo, stripes, polka-dots, etc. are not permitted.

The only permitted logo is the Bronzeville Academy Charter School logo. Tank tops, logos outside of BACS logo, stripes, polka-dots, etc. are not permitted.

**Shoes: BLACK;** Shoes should be appropriate for school activities, including recess. *OPEN TOE SHOES ARE NOT PERMITTED.*

### **NON-COMPLIANCE:**

If a child is not complying with the dress code, parents will be called to bring the appropriate clothing and/or extracurricular activities, such as after-school sports, may be revoked as a result of not wearing the required school uniform. Repeated occurrences will result lunch or after-school detention and/or in-school suspension.

### **Locker Policy and Procedures:**

Student lockers belong to the school and are loaned to students for their use during the school year. Each student in grades K through 8 is required to have a locker. The lockers are in a secure area, which is accessible during school hours on school days. These lockers are provided to students for storing their coats, jackets, hats, books, backpacks, and other school supplies.

- Lockers are the property of the school. Use of the lockers is considered a privilege. The lockers are provided as a convenience for students. Lockers may be inspected at any time by BACS staff without the student present and without student permission.
- BACS will assign lockers. Each student will be responsible for his/her locker and is not authorized to use any other locker.
- Students are required to purchase a combination lock (combination should be shared with the Dean of Students). Your locker should always be locked, as the school does not assume responsibility for anything stolen from lockers.
- No decorations can be placed on the outside of the locker. Locker decorations may not include items that are suggestive, obscene, or objectionable. **DO NOT USE CONTACT PAPER OR STICKERS IN YOUR LOCKER.** You will be assessed a minimum fine of \$10 for removal of these items.



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- Food items (lunches) that are stored in the locker must be in containers that do not leak.
- Students must respect the property/lockers of other students. Marking/writing on lockers is forbidden. Hitting or kicking lockers with or without intent to damage will not be tolerated.
- A minimum of \$25 if their assigned locker requires repairs or painting at the end of the year. The student assigned to the locker will assume this responsibility. Extensive damage or repairs may result in the student paying for the replacement of the locker.

### **Lunch / After-School Detention:**

When the nature and frequency of the misconduct or inappropriate behavior results in an out of class Lunch or After-School Detention, the teacher or personnel with first-hand knowledge of the occurrence submits an incident report to the Dean of Students, parents/guardians are notified by telephone and or email.

### **Out of School Suspensions:**

When the nature, frequency and severity of the misconduct or inappropriate behavior results in an out-of-school suspension, the teacher or personnel with first-hand knowledge of the incident submits an incident report and informs the Dean of Students for approval of the suspension. Before that takes place, all incidents will be investigated. Out of school suspensions are excused absences and teachers must provide work for the student while he/she is out of class. Scholars are not permitted in the building during out of school suspensions.

### **Reinstatement Conference:**

The reinstatement conference is a critical component in returning the student into the learning environment. Reinstatement conferences must be scheduled through the Dean to ensure that all parties [*appropriate school representatives, i.e., principal, counselor, case manager; parents/guardian and scholar*] have been notified and confirmed for attendance at the conference. Reinstatement conferences will include a “plan of action” to support the student’s return to school and avoidance of any subsequent acts of misconduct.

- If a family member fails to attend the student’s *reinstatement* conference, a school official shall develop a “plan of action” to support the student’s return to school.
- The school will forward a copy of the plan, via certified U.S. mail, to the student’s parent and/or guardian on record.

### **Student Misconduct:**

Student behaviors that interfere with the school’s commitment to establish and maintain engaging dialogue while keeping a safe learning environment for all students will be subject to discipline based on these premises.

- Severity of misconduct
- Previous history related to acts of misconduct
- Disposition of the student

All behavior will be monitored. Good behavior will be praised and acknowledged. Students who are having trouble with self-discipline will be reprimanded verbally before being given a short "time out" period to think about their unacceptable actions. All BACS discipline referrals to the principal are documented and kept on file. Please be aware that middle school (6<sup>th</sup> - 8th grade) discipline policies may vary from the Kindergarten through 5th grade discipline policies and procedures.



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**Fighting and undisputed proof** of bullying will result in an automatic suspension. This discipline policy may be modified depending on the circumstances of the situation. If undesirable behavior continues or affects the learning of the other children, the parent or guardian will be asked to place the child in another center. We will do as much as we can to solve the problem. We reserve the right to dismiss a student for continuous disruptive behavior.

### **Gym Attire**

**(boys/girls)**

- BACS sweatshirts/ t-shirts with school emblem
- Burgundy sweatpants
- White crew socks — No ankle socks
- Solid white or black gym shoes
- No Jewelry

### **Communications to Parents**

Monthly calendar listings and special events will be sent home each month. They should be thoroughly read and retained for future reference. Parents or guardians will receive a parent handbook of the policy and procedures. Parents and or guardians must sign the verification sheet as proof of receiving the Parent Handbook.

If you need to check up on your child during the day, feel free to call between the hours of 1:00 pm and 3:00 pm. Teachers may also communicate via email if your email or cell phone information is on file.

**BACS website is <http://www.acsk8.org>.** Please refer to this site for school related events and information. Now, the website is under revision and updating. Teachers will communicate through various means during the school year. Please keep in mind that teachers may use ClassDojo, Google Classroom, and/ Remind me.

### **Emergency and Accident Procedures**

The staff will do everything in its power to maintain safe conditions for the children in our care. In case of an emergency or accident where a child needs emergency treatment, the ambulance will be called, and the child will be taken to the nearest trauma center. **THE PARENT(S) OR GUARDIAN(S) WILL BE RESPONSIBLE FOR ALL HOSPITAL CHARGES.** When a child is involved in a minor accident, or receives a minor injury:

- An accident/incident report will be filled out and signed by the adult present.
- Two copies of the report will be created. One copy of the report will be retained by the school and the second copy will be made available to the parent or guardian.
- The parent(s) or guardian(s) will be contacted.



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- If the parent cannot be contacted, the emergency contact person listed on the enrollment form is called. Please keep your emergency and work numbers current. They are extremely important in our effort to make contact at this crucial time.
- The teacher or staff member present at the time of the accident will complete the form provided and notify the parent(s) or guardian(s) of the injured or ill child.

### **BACS Mandated Reporting Policy**

**EVIDENCE OF CHILD ABUSE MUST BE REPORTED TO THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES AS REQUIRED BY THE "ABUSED AND NEGLECTED CHILD REPORTING ACT." (Illinois Revised statute 1991 - chapter 23 Pars.2051-et seq.).**

If a child reports a case of abuse, teachers are required by law to report this to the proper authority, please be mindful of this law. Every staff person is a mandated reporter. The children will be given a health and wellness check. The teacher will call you in the event the child has bruises, cuts, marks, bumps, scratches, or any other indication that the child has been harmed in some way. Parents will be called for clarification regarding the teacher's observations.

### **Fire Drills**

We are equipped with a state-of-the-art fire alarm system. We have a sprinkler system throughout the building and a direct connection to the City of Chicago Fire Department. Teachers have detailed instructions regarding fire drill and tornado procedures. Student behavior is monitored during these drills. Playing and talking during fire drills is a violation of discipline procedures.

### **Student Medication Policy**

Employees of Bronzeville Academy Charter School will not be allowed. Medication will only be given to students by the school nurse. Prescription medicine is allowed only with a doctor's statement. Students in need of medication due to a serious medical condition must have an official written directive from their doctor. This doctor's contact information must be on file in the school office. All medications/medical information should be given to the school main office.

### **Staff Requirements**

Qualified teachers and assistants are required to meet the licensing standards of the State of Illinois Department of Education (ISBE) in each classroom. Adult-to-child ratios are maintained as required. All staff members have a full file which includes a background check, resume, transcripts, current medical, signed mandated reporter agreement, references and degrees and certificates documenting their educational training.





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### **Food Requirements**

Food must arrive in an unopened package from the manufacturer. It is the responsibility of the school to decide if certain foods brought in may be a health risk factor to the students. Please provide pre-packaged items only. Menus are posted in the cafeteria and distributed to students, parents and staff, office, and classrooms. They are sent home to parents(s) and/or guardian(s) if requested. To fight obesity and poor health, we are requesting the use of healthy snacks when at all possible. Natural juices, water, fruits, and vegetables are encouraged.

<b>Limit:</b>	<b>Alternatives:</b>
<ul style="list-style-type: none"> <li>➤ Drinks with excessive sugar/sodas (especially bottles)</li> <li>➤ Snacks with excessive sugar or preservatives. Canned pop.</li> <li>➤ Chips, Doritos, etc. in large quantities</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100% fruit juice or water / V 8 juice</li> <li>➤ Sugar free or natural sugar products</li> <li>➤ Organic snacks</li> <li>➤ Pretzels / Baked Chips / rice cakes</li> <li>➤ Raisins/ Craisins / Fruit Cups • Smoothies / yogurt</li> </ul>

### **Birthday Recognitions/Holiday Celebrations:**

Birthdays are very special days to honor and celebrate your child. All too often that purpose is lost, and the focus becomes who brings in the biggest and best treats. As a result, bringing in the birthday treat can be a lot of unnecessary pressure on busy parents. With recent reports that say 1 in 3 children born in the year 2000 will develop type II diabetes in their lifetime, this is the perfect time to consider changing the focus from the frosting to the child. Healthy eating habits can help prevent Type II diabetes, heart disease, and high blood pressure.

Since a classroom may have 25 or more students celebrating birthdays along with the holiday celebrations, parties can turn into weekly events. Finding other ways to make your birthday child the “star” for the day can make all children shine. Talk to your child’s teacher and other parents about healthy ways to celebrate birthdays in the classroom.

### **Tips for Families:**

- Donate a book to the classroom library/school library in honor of your child. This is a gift that will last for years to come.
- Donate recess equipment in your child’s name for the classroom to use. (BALLS, JUMP ROPES, HULA HOOPS, FRISBEES, ETC.)
- Come to school to read a book and have lunch with your child.
- The afternoon before your child’s birthday, ask if you can decorate their desk, chair, or locker.
- Donate an indoor game or activity in your child’s name that can be used for indoor recess on bad weather days.

### **Tips to discuss with Teacher:**

- Create a construction paper balloon and have classmates write well wishes to your child.
- Have students draw a picture of why the birthday child is fun and create a book of those as a birthday present.
- Have your child play a favorite game with a friend •Create a birthday crown to be worn for the day.
- Ask if the class can get an extra recess or an extra “special” of your child’s choice.
- Class dance party or karaoke
- Celebrate monthly birthdays and work with other parents to help students plan an activity and bring a healthy snack.



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### **Use of Controlled Substances**

The use of Tobacco is not prohibited in the BACS building. As well as the use of Alcohol, drugs, and any controlled substance is not prohibited including field trips with the students. We at BACS are committed to maintain a safe, productive, and violence free environment. The presence of firearms and other dangerous weapons or materials on Bronzeville property, including parking lots or any land connected with Bronzeville businesses poses a serious threat to the staff, parents, and students as well. It will not be tolerated. Therefore, children are forbidden from carrying or using firearms, dangerous weapons, toy weapons, or of making a verbal threat to harm anyone. Parents are forbidden from carrying firearms, (except those authorized by law) or dangerous weapons as well. Consequences for these actions will result in extreme punitive measures or immediate expulsion of your child.

### **Cell Phone and Other Information Technology Devices**

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if necessary. Students can carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record, or text during school hours, including recess. A parent/guardian permission to carry a phone must be on file in the school office. Possession and Use of a cell phone at school during school hours violates the Bronzeville Academy Charter Discipline Policy. If the cell phone policy is violated by a student, they will have the following consequences:

- Students caught with a cell phone on the school premises, including the school grounds, will have their phone confiscated for a parent/guardian to collect from the principal or designee.
- Students caught using a cell phone on the school premises, including the school grounds, will be subject to disciplinary actions which includes confiscation of the phone.

No electronic devices, including but not limited to cell phones, iPod, Tablets, iPad, cameras, laptops, headphones, XBOX and mp3 players are not allowed in the classrooms, hallways, and the cafeteria. This policy is meant to help maintain safety and educational focus in classrooms and other areas of the building.

### **Social Media Policy**

Any student caught or accused of bullying or placing damaging or negative information regarding employees, parents, or students from BACS social media will be suspended and placed on probation. Dismissal is also possible depending on the seriousness of the incident. Please refer to the discipline section for the Bullying Policy in this handbook. This policy includes (but is not limited to) the following specific technologies, personal blogs, Twitter, Facebook, personal websites, Dig, Vine, Snapchat, Kick, Tick Tok, Instagram, Pinterest, LinkedIn, and Tumblr.

### **CDs DVDs and Videos**



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Improperly rated CDs, DVDs and Videos should not be brought to school by the students. Videos and DVDs must be approved by the Principal or the Principal's designee. A note must accompany the video from the parent or guardian. As a guideline, K thru 6 students may only bring and view G and PG rated media. PG rated movies can be seen if written permission by the parents or guardian is on file. Please be mindful that what is appropriate for one family may be inappropriate for another. If you do not approve of your child watching G or PG rated movies, please send a letter to the teacher so that an arrangement can be made for special placement during the viewing.

### **Transporting Children in Personal Vehicles**

Bronzeville Academy Charter School has bus services available for designated students.

Parents/guardians are responsible for their child's transportation to and from school. Children are not allowed to be transported in vehicles belonging to employees at any time.

### **Classroom Visitation**

Visitors must report to the office for passes. Parents are not allowed on the floors without a pass and escort. Teachers have the option of seeing or not seeing a parent if there is no prior appointment.

Parents/guardians are not allowed to take children to class when they are tardy. Please do not use the dismissal time as conference time. It is a distraction from end-of-the day dismissal activities for the children. It is also a security risk since everyone must be watchful at this time of the day for unauthorized pick-ups. We need your help to make sure this policy and procedure flows well at the end of the day.

### **Phone Calls to the Teacher and School**

Phone calls to classroom teachers during the school day will not be allowed. Please keep a copy of your child's classroom schedule so that if a call is necessary, it can be done during the teacher's prep time. We will be encouraging the use of email for communication. Please be mindful of notes sent home regarding programs and field trips. Too many parents do not check book bags. Make sure your child is responsible for giving you information sent home by the school. Please develop a process/procedure to assure your receipt of all school communications. Almost 50% of calls to the office are concerning requests for information already sent out by the administration or teacher.

### **CURRICULUM**

The Academy follows the curriculum established by Illinois State Board of Education. Illinois Standards are aligned with the Common Core State Standards. Information about Illinois' State Standards can be viewed online at <http://www.isbe.state.il.us/>. Information about Common Core State Standards can be viewed online at <http://www.corestandards.org/>. Computer and Physical Education are part of the curriculum. Teachers will notify parents of gym schedules. We have an academic intervention program at the Academy for mathematics and reading. All students are not eligible for this program. Guidelines can be given upon request. Professional Development is a mandatory staff requirement. Our teachers are engaged in ongoing professional development through various organizations such as the National Council of Teachers of Mathematics and the Illinois Reading Council. Teachers are also required to participate in a



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specific number of workshops or classes in their grade levels each school year and to pursue professional improvement in all academic areas through educational journals and publications.

### **Grading Scale**

A ~ 100 - 90

B ~ 89 - 80

C ~ 79 - 70

D ~ 69 - 60

F ~ 59 - 0

### **Reporting Student Progress Reports**

Student progress will be distributed officially every five weeks in the form of a progress report. Report Card will be distributed quarterly, every ten weeks. Power School will be in use for the 2020-2021 school year. The parent can view his/her child's progress once a code has been given. Parents needing information prior to this time should check with the child's teacher. Parent conferences will be requested for underperforming students. Parents are expected to continue to keep monitor the progress of their child when report cards or progress reports may not be available.

### **Honor Roll Requirements**

- **Principal's Scholar** Straight A's —No behavior Checks
- **A/B Honor Roll** All A's and B 's — No behavior checks
- **Making the Grade** All A's, B 's and or C's — No behavior checks
- **Perfect Attendance** No absences, no tardiness

### **Academic Intervention Requirements**

Students not meeting academic standards through grades/scores or a combination will need some form of academic intervention. This may be tutoring, Title I Services or summer programs sponsored by many of the neighborhood universities. Eighth grade students will be informed of requirements specific to graduation. Title I students may qualify for free summer programs. The parent is responsible for providing the child with the required academic intervention. Failure to do so may result in the child being retained. In some cases, it may be recommended that the child be given an academic screening through private organizations.

### **Conferences with Teachers**



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Conferences can be held when the teacher has been given at least a 24-hour notice. All other conferences can be held when the teacher and parent agree.

Dismissal time cannot be used for parent conferences unless requested by the teacher. Parents are not to interrupt the class at any time to talk to the teacher. It is a disruption during class time, and it is not fair to the teacher or the students. Please avoid hallway and on the spot conversations about specific policies and procedures in the classroom. If you have been unable to arrange a meeting with a teacher, please inform the Principal or main office.

### **Procedural Conflicts**

If there is a question about classroom procedures related to curriculum or class rules, please make an appointment with the teacher before it is reported to the Principal. In most cases, concerns can be resolved with a simple note or conference. If attempts have been made to resolve a conflict and these attempts have failed, please contact the Principal, and inform him/her of the steps you have taken to resolve the problem.

Every effort will be made to find a solution to all concerns. If a resolution cannot be achieved to the satisfaction of all concerned, the needs of the children will always be the deciding factor for final decisions. In the event a conflict is not resolved after these procedures, a conference will be arranged with the CEO and/or designated individual to decide on a final solution. Please put this request to the Principal, Assistant Principal, Dean of Students, or the Director.

### **BACS Parent Teacher Association**

(PTA) Guidelines Parent Teacher Association. We encourage parent participation. Parents are needed for field trips, tutoring, bulletin boards, arts, and crafts, and assisting in student monitoring. The Department of Children and Family Services requires a complete file including current TB screening and background check for those who volunteer daily. Please contact the office for more information.

Every parent or guardian is asked to support and to cooperate with the Bronzeville Staff. Parent involvement has a positive influence on children's school performance. The family must and should be an integral part of the child's learning experience. WE NEED YOU!!!

Licensing standards and insurance regulations forbid any children other than those enrolled in the center to be present at any time. ***PTA meetings are held monthly.*** Please plan to attend at least 5 meetings this year. All of us must be aware of what is going on in the school. The PTA also allows you to contribute your time and talents. All of us have something to offer.

## **Chromebook & Internet Usage Policy**



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Bronzeville Academy Charter School provides Chromebooks and desktops for access to the Internet as an informational and educational resource. The Internet contains a lot of information, not all of which is accurate or factual.

BACS expect that all use of electronic information resources such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided and consistent with community standards for decency. Our students must agree to:

1. Use resources for educational, informational, and educational purposes only, not for unauthorized, illegal, unethical, or indecent purposes. Our internet computers are in public view, usually with Teachers and Paraprofessionals present. Out of respect for the children and sending, receiving, or displaying text or graphics which may be reasonably construed as offensive will not be permitted.
2. Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging/altering software components of any network or database.
3. Further, respect the privacy of others using Chromebooks or desktops by not hovering nearby or otherwise distracting the user.
4. Do not make unauthorized changes to the setup or configuration of the software or hardware.
5. It is the responsibility of the Teacher (or parent, guardian, or caregiver) to determine what is appropriate. The school prohibits children using Chromebooks or Desktops unattended they must have parental permission to use its computers, including the Internet. Parents should carefully read this policy and indicate with written notice to the staff if their child (children) should be using the internet.

**Student ~ Guardian/Parent Acknowledgment**



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I acknowledge that I have received a written copy of the Internet Acceptable Usage Policy for Bronzeville Academy Charter School. I understand the terms of this Technology policy and agree to abide by them. I realize that the Bronzeville Academy Charter School security software may record and store for management the Internet address of any site that I visit and any network activity in which I transmit or receive any type of file. I understand that any violation of this policy could lead to the parents being notified, possibly being charged for damages of equipment or student participation in using technology being revoked. If you have any questions regarding this policy or any situation not specifically addressed in this policy, see your child's teacher or BACS Administration. This policy is subject to revision. BACS Tech Support will adequately post revisions, but it is the student's responsibility to ensure that his/her use of the Chromebooks conforms to current policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Print Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade: \_\_\_\_\_ Room# \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_, \_\_\_\_\_

**BACS Homework Policy**



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*Homework should be assigned daily (unless otherwise stated by teacher)*

- Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
- Except for reading, homework at the elementary level shall not be assigned over weekends, or holidays.
- At the upper grades (4-8), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.

Below are the time limits for elementary homework:

- K - 2 no more than 45 minutes of homework per night (reading included)
- 3 - 5 no more than 60 minutes of homework per night (reading included)
- 6 - 8 no more than 90 minutes of homework per night (reading included)

Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks should not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.

**e-Learning/Remote Learning Plan 2020SY**





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*Our overarching focus during this closure is to foster meaningful remote learning opportunities so student learning continues and we reduce gaps in knowledge as much as possible, so our students are as prepared as they can be for the 2020-21 school year.*

### **Illinois State Board of Education (ISBE) Guidance**

ISBE is announcing that remote learning will occur for the duration of the suspension of in-person instruction. Districts must develop instructional remote learning to allow for student engagement and continuity of instruction. School districts will not be expected to extend their school year calendar. All Act of God days, remote planning days, and remote learning days will count as actual days of pupil attendance. For more information please visit:

<https://www.isbe.net/covid19>

**Plan Summary: Many of the details, due to this unprecedented time, will be adapted as needed.**

BACS may implement Remote Learning Days in the event school must be cancelled. An e-learning/Remote Learning Day may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an e-learning/Remote Learning Day would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (loss of power, water, mandated closures, or other need to close one or all school buildings). This document summarizes the school's plan for implementing an e-learning/Remote Learning environment. e-Learning refers to students who are online, either with personal devices or school-issued devices. Remote Learning refers to students who are non-online and are utilizing print learning materials. The goal of this plan is to:

- Ensure access for all students
- Ensure that the academic and social emotional needs of all students are met, including special education students and English learners
- Ensure that all mandates are still met using the e-Learning/Remote Learning program adopted.

### **Issuing an e-Learning/Remote Learning Day:**

In the event conditions are such that school must be cancelled, administration will do its best to make that determination by 6:00am. Sometimes this is not possible, as conditions can change rather quickly, but the goal will be to make the determination by 6:00am. Once the decision is made, students, staff, and parents will be notified:

- Through our District call system (school messenger)
- Through the main page of our Facebook website and ClassDojo
- Through local tv stations and news outlets



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If an e-Learning/Remote Learning Day is implemented, all stakeholders will be notified in the same manner as when school is cancelled. Students will be expected to utilize the day to work on their required assignments/activities as described below in the Student Assignments/Activities section.

### **Student Assignments/Activities:**

Our teachers have worked diligently to create remote learning plans for our students (see links below). For elementary, plans will be posted for weekly and available no later than Sundays at 8PM. For middle school, plans will be updated on a weekly basis and will be available no later than 8PM on Sunday. This structure will continue through the completion of the 2019-20 school year.

Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. Learning materials will be designed for engagement time per day as follows:

<i>Grades</i>	<i>Time Allotment</i>
Kindergarten through 2 <sup>nd</sup>	90 minutes daily
3 <sup>rd</sup> through 5 <sup>th</sup>	120 minutes daily
6 <sup>th</sup> through 8 <sup>th</sup>	180 minutes daily
<i>Subject</i>	<i>Time Allotment</i>
ELA w/Writing	45-90 minutes daily
Mathematics	45-90 minutes daily
Science	30-60 minutes daily
Social Studies	30-60 minutes

However, it is important to remember that activities, especially at the primary grade levels where students, should be about reinforcement and review of already learned material. In the event of a long-term closure, materials will build upon already learned material and introduce new



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concepts. Learning materials will be offered in a variety of ways either to be returned to the teacher or materials to be signed off by a parent, guardian or caregiver (digital assignments, projects, print material, sign-off Choice Boards of activities, etc.). It is also important to realize that many students may have other responsibilities (shoveling snow, watching siblings, etc.) or be in a different environment (at a grandparent's house, in daycare, at work with a parent, etc.). For those students with multiple classes, remember that they will have work from each teacher.

- ***KDG – 5th Grade:***
  - Teachers will provide students with an announcement on ClassDojo and/or Google Classroom or other class communication programs announcing their assignment(s) by 9:00am on the morning the e-Learning/Remote Learning Day is initiated. For example: students will be asked to log on to IXL or freckle to complete specified activities as well as read with a family member for 20-30 minutes. This might help with upper grades where teachers may want to add more timely, relevant assignments, understanding that not all students will have access to. The school will make every attempt to provide learning materials prior to an e-Learning/Remote Learning Day but may use a variety of delivery methods if e-Learning/Remote Learning Days are issued in an emergency.
- ***6<sup>th</sup> – 8<sup>th</sup> Grade:***
  - Teachers will provide students with an announcement on ClassDojo and/or Google Classroom or other class communication programs announcing their assignment(s) by 9:00am on the morning the e-Learning/Remote Learning Day is initiated. For students who may not have access to the internet, it is recommended that teachers have “alternative” assignments/activities that students may work on that are not dependent on technology. These alternative assignments/activities should be communicated to students/parents prior to the possibility of an e-Learning/Remote Learning Day...sending a packet home with the student(s) that is kept at home and ready to be completed if an e-Learning/Remote Learning Day is initiated. The district will make every attempt to provide learning materials prior to an e-Learning/Remote Learning Day but may use a variety of delivery methods if e-Learning/Remote Learning Days are issued in an emergency.
- ***Diverse Learners/Special Education and Related Services:***
  - According to Federal guidance from the Office of Special Education and the Office for Civil Rights, if a district closes its schools to slow or stop the spread of COVID-19, and continues to provide educational opportunities to general education student populations, the schools must ensure that students with disabilities also have equal access to the same opportunities. Included in this requirement, schools must implement the IEP of a student with a disability to the greatest extent possible. This means every attempt possible has been tried and documented to ensure equitable access for students with a disability.



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- BACS is committed to Equity, and this includes services and programs for students with disabilities.
- DL/SPED education personnel will be available to students through electronic sources as applicable, based on student need, IEP goals, and 504 Plan details. Modifications and adaptations will also be included in all assignments, based on the needs of the student and IEP/504 Plan. Individual goals and objectives will be addressed through assignments and activities provided by case managers. Diverse learner teachers will meet with students weekly to offer additional support to the co-taught classrooms as well as be available for video conferencing (i.e. Google Meets).

### **Student Accountability:**

Students will be accountable for completing the assigned tasks either online or by printed materials in the same manner as any other school day. Students will only receive a “present” for attendance once work is completed. Incomplete work will be considered incomplete. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments. During an e-Learning/Remote Learning Day, student work can only positively impact a student’s academic standing.

### **Teacher Accountability/Availability:**

BACS expect educators to plan for virtual instruction or remote learning. Educators should have evidence of their planning in a format that works for them, which could include existing lesson plan formats or templates provided by BACS administration. Weekly lesson plans are submitted on the Sunday prior to the week of instruction. Minimally, 5 hours of instruction and meeting times are expected and aggressively monitored by school administration. Additionally, teachers will provide weekly reports on student progress and student engagement. BACS has created a form for administrators to progress monitor and provide more intense support for students and families.

Teachers are expected to be available to students/parents throughout the school day by ClassDojo, email, and Google Meets. For many teachers, other systems may work better than email (ClassDojo, Google Hangouts, Google Classroom, etc.) and staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The school understands that many teachers have their own responsibilities that may arise with these days (supervising their own children, shoveling snow, etc.). BACS also understand that there will be time spent in follow up activities after the e-Learning/Remote Learning Day (reviewing completed assignments, providing support for students without internet



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access, encouraging students to complete assignments, etc.). Staff will respond to all communication requests in a timely manner (within 24 hours). Teachers may communicate outside of office hours as needed.

**Live Video Conferencing Sessions:**

Google Meets will be one of the primary video conferencing tools used to host live class sessions in communication with students during e-Learning Days for online learners. If your child is unable to attend a live session, the classroom teachers may provide either notes or a recorded version of the session. To avoid conflicts with other classes/multiple children in a home, staff will use the times below when scheduling sessions.

<b>Grade</b>	<b>Suggested Conference Time</b>
Kindergarten through 2 <sup>nd</sup>	9:00 - 10:00am
3 <sup>rd</sup> through 5 <sup>th</sup> Grade	10:15 - 11:15am
6 <sup>th</sup> through 8 <sup>th</sup> Grade	11:30 - 12:30pm

- *May be adjusted to meet the needs of our diverse student population.*

BACS is committed to providing a device and internet access to all households of our students (K-8) and is working closely with community partners to meet this goal.

**Internet Filtering at Home:**

To help protect students against harmful and inappropriate online material, as well as to keep a “scholarly” focus when learning online, Bronzeville Academy Charter School actively monitors our devices and blocks inappropriate websites.

**Parents play an important role in supervising their child's internet access and usage. Parents are encouraged to discuss rules for appropriate internet usage and reinforce lessons of digital citizenship and safety.**

**Resources to support e-learning/Remote learning:**



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- Should BACS families need paper copies of their student's remote learning experiences, each teacher will have copies available at the front door of the building.
- Distribution of school Chromebooks' have taken place for families in need of computer hardware.
  - Additional tutorials and a "help desk" have been created to assist families in troubleshooting several technical difficulties.

### **Additional Components to the BACS e-learning/Remote learning:**

- Teachers will participate in weekly group professional learning and attending virtual learning sessions intended to support remote learning.

*Leaders will continue prepare and support e-learning/Remote learning by:*

- Providing socio-emotional support and an overall positive remote school culture.
- Supporting teachers in determining which remote learning option is best for them.
- Supporting teachers to provide instructional resources and materials through remote means such as Google Classroom and Google Meet.
- Reviewing school-supplied remote learning materials.
- Setting office hours to connect with parents to support remote learning for students.
- Participating in leader professional learning and attending virtual learning sessions intended to support leading in a remote environment.
- Ensuring that they are monitoring school communication for up-to-date information regarding school closures and remote learning plans to then ensure communication systems are created and implemented for families.

### **Student/Parent Technical Support:**

In the event of an issue with a student's school issued device, please email [techsupport@bacsk8.org](mailto:techsupport@bacsk8.org) (24 hours, allow at least 24 hours to respond) or call 708- 620-4549 (9am to 4pm).

School leaders are working to ensure all teachers have the resources, support, and flexibility needed to promote student learning to the best of their ability.



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**ACKNOWLEDGMENT FORM**

I have read, or have had explained to me, this Parent/Student Handbook which contains the Rules and Regulations regarding student behavior and other District policies. I agree that I will follow these rules, and I understand that if I violate the rules, I can be disciplined. Discipline may include a loss of privileges, detention, suspension, expulsion, or other consequences. By signing below, I demonstrate that I understand and agree to abide by the Board Policies, Rules, and Regulations contained in the Handbook. This Handbook is only a summary of Board Policies and administrative procedures governing the District and may be amended during the year without prior notice. Board Policies are available to the public at the District office and on the District's website. Parents will receive notice via School Messenger if the Handbook is amended during the school year.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Print Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade: \_\_\_\_\_ Room# \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_, \_\_\_\_\_