



PARENT & STUDENT HANDBOOK

MISSION

Little Black Pearl Art and Design Academy (LBPADA) prepares a broad spectrum of students for the *business of art* in a non-traditional high school environment that encompasses academic excellence, arts infused education, service learning and social justice principles

VISION

Little Black Pearl Art & Design Academy (LBPADA) vision is to provide a unique creative education and business environment that nurtures and promotes the product of design, originality, and imagination. LBPA builds on a school culture that promotes life-long learning and ingenuity.

SHARED BELIEFS

Little Black Pearl Art & Design Academy (LBPADA) holds the following to be true:

- As educators, we control and are ultimately responsible for the conditions that lead to the success or failure of our students in our school.
- Education must be relevant to our students; as educators, we must provide opportunities for them to discover a reason to learn.
- We, as educators, must break the underdevelopment cycle and create a psycho-social support structure as a part of the educational process.
- Education is a collaborative process that supports the development of all students.
- It takes a community to provide an education that our youth deserve.
- Education is liberating; as educators, we must create visceral experiences to get students to look at the world from different perspectives.

CORE VALUES

- **Equality**- providing all students access to a high quality education despite socio-economic status, race, gender, cultural background, and disability.
- **Resiliency**- achieving academic success despite the circumstances.
- **Independence**- empowering students to become critical thinkers and problem solvers through their own experiences.
- **Accountability**- holding ourselves and our students accountable for their academic success at all times.
- **Trust**- trusting that we as a school community will hold each student to the highest standards and that we will exhaust every avenue to see that each student success.

PARENT/GUARDIAN EXPECTATIONS

Parents are very important stakeholders in the educational matriculation of their children. It is expected to help ensure our students are receiving a quality educational experience that parents show genuine interest in their child's education by establishing time and quiet space at home conducive for completing homework and studying, assist with drill and review and monitor academic, attendance and behavior progress, give positive and constructive support and appropriate praise for effort and accomplishments.

It is the responsibility of parents to ensure that all student fees are paid for, model the importance of education by supporting LBPADA academic, cultural, artistic, sporting events, and attend parent meetings.

STUDENT CODE OF CONDUCT

We expect all students to conduct themselves in a manner that reflects our culture of collaboration, performance, open-mindedness, and respect for one another. It is expected and highly encouraged that all students will be in class every day, on time and prepared for the day's activities. Students are encouraged to prioritize an average of two to three hours a day towards studying and preparing for their classes. All students should allocate at least one hour outside of school towards reading information, articles, or books of their choosing. LBPADA is a special place that has a lot of great privileges for students. The actions and choices students make create the culture and climate for themselves and their classmates, allowing these privileges to continue.

Our Student Code of Conduct is intended to inform students of the types of behaviors that are acceptable at Little Black Pearl Art & Design Academy. Students should understand that they may be disciplined for misconduct that directly affects the orderly mission of the school or that is otherwise obviously inappropriate, whether or not it is specifically listed in this Code. Little Black Pearl Art & Design Academy will enforce Chicago Public Schools (CPS) Student Code of Conduct LBPADA campus & classroom rules with consistency and fairness by all school staff.

EQUAL OPPORTUNITY STATEMENT

It is the policy of Little Black Pearl Art & Design Academy (LBPA) to provide an equal educational opportunity for all students, regardless of the student's race, color, national origin, gender, sexual orientation, disability, religion, or any other protected characteristic. The School prohibits unlawful discrimination in all of its practices, including implementation of the Student Code of Conduct. All students, regardless of age or grade level, are required to know the contents of our Student Code of Conduct and to abide by it and any other rules of conduct imposed. Students are urged to ask faculty or staff members for clarification of any part of the Code that they do not understand.

ADMISSION AND PROGRAM ENTRANCE REQUIREMENTS

Little Black Pearl Art & Design Academy (LBPADA) accepts enrollment of students residing within the City of Chicago (Board of Education District #299) who are enrolled in 9th -12th grades. LBPADA prohibits discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, marital status, sexual orientation or need for special education services. All of our students must meet certain credit requirements to be considered a high school student.

The following information is collected on each applicant and maintained on file:

- Proof of age
- Proof of residence
- Drop or release forms from prior school
- Transcript, test scores, and assessments
- If student will be entering high school for the first time, a promotion certificate and/or proof that student has been promoted to 9th grade
- IEP or 504 Plans if student is receiving special education services

All applications will be reviewed. Upon review, students will be required to meet with the administration team of Little Black Pearl Art & Design Academy (LBPA). Students may be asked to demonstrate talent in their selected area of interest.

SCHOOL FEES

Student Activity Fee \$ 250.00

The Activity fee covers consumables including: printed materials, special mailings, lockers/lock, school testing programs, and the cost of operation, maintenance of the computer network throughout the school and in-school expenses related to student activities.

****These fees do not reflect Senior privileges such as: graduation, luncheon, prom, and any additional extra-curricular activities. Students who qualify to participate in the Students in Temporary Living Situations (STLS) program are opted out of school fees. All requirements must be met and approved by CPS in order to qualify.**

DESCRIPTION OF OUR ACADEMIC PROGRAM

Our vision is to have students immersed in a rigorous, holistic cross-curricular and project based learning platform. The goal is to have students persist through learning tasks that are standard based and associated to real world scenarios and/or events. Ninth-10th grade student's content area learning will be facilitated by a problem based style. Eleventh and 12th grade students learning will be facilitated by an experiential project based learning approach. Ideally, students in each grade level will be able to produce a comprehensive summative project and/or portfolio that showcases their mastery in their academic content areas as well as competency in the arts. In the art elective courses, 9th-10th grade students will be exposed to the history, trends, application and culture behind the art form. Eleventh and 12th grade students will partake in an experiential learning process where students will take advance courses in arts with opportunities to enhance their learning and skills with internships and field studies in a specified art of choice. This will also be facilitated by our content area project based learning approach.

We will also implement a digital literacy curriculum incorporating ITSE's 21st century digital literacy standards across all grades and subjects. This year we will focus on the following learning activities associated with ITSE standards 1-5: Create and publish an online art gallery with examples and commentary that demonstrate an understanding of different historical periods, cultures, and countries. (1, 2); Select digital tools or resources to use for a real-world task and justify the selection based on their efficiency and effectiveness. (3, 6); Employ curriculum-specific

simulations to practice critical-thinking processes. (1, 4); Identify a complex global issue, develop a systematic plan of investigation, and present innovative sustainable solutions. (1, 2, 3, 4); Model legal and ethical behaviors when using information and technology by properly selecting, acquiring, and citing resources. (3, 5)

It is the expectation that all students enrolled will pass all classes with a “B” or better; complete their mandatory 24 credits for graduation requirements within a 4 year cycle (*4- years of English; 3-years of Math, Science, and Social Science; 2-years of a World Language, Fine Arts, and Physical Education; and 1-year of Career Ed., Computer Science and 3-years of Electives*), and select an interdisciplinary learning major that is Arts centric (Performing Arts, Visual Arts, Fine Arts, Graphic Arts, or Music).

Students off-track will be required to meet the following requirements:

- Emphasis on the credit portfolio
- Accelerated independent study option -competency-based credit/exit, on-line learning
- Strategies for post-secondary or workforce transition

CREDIT RECOVERY

Credit recovery provides students the opportunity to regain a failed credit in a core class that is required to graduate. Students enrolled in credit recovery classes are required to have access to the Internet to be able to access the program. These online courses are 5-week classes; however, students can work at their own pace. Students will also be given a set time to complete to complete the courses. All credit recovery classes are \$30.00 per half credit and payment is due upon enrollment.

Upon completion of the online course, an email is sent to the counselor and student with final grade to be posted on transcript.

GRADING SCALE AND REPORTING DATES

A	=	90– 100	Excellent Performance
B	=	80-89	Very Good Performance
C	=	70-79	Satisfactory Performance
F	=	Below 69	Unsatisfactory Performance

BELL SCHEDULE

Meeting Period	Time
Building Opens	8:00
Advisory	8:30-9:00
1 st	9:04-9:55
2 nd	9:59-10:50
3 rd	10:54-11:45
4 th	11:49 – 12:40
5 th	12:44 – 1:35
6 th	1:39-2:30
7 th	2:34-3:25
8 th	3:29-4:20

Wednesday Shorten Schedule

Meeting Period	Time
Building Opens	8:00
Advisory	8:30-8:56
1 st	9:04-9:24
2 nd	9:28-9:48
3 rd	9:52-10:12
4 th	10:16 – 10:36
5 th	10:40 – 11:00
6 th	11:04-11:24
7 th	11:28-11:48
8 th	11:52-12:12

ASSESSMENT PHILOSOPHY

Our assessment policy reflects that of the LBPADA Mission Statement and Vision. We recognize that learning, teaching, and assessments are interdependent. In order to promote student growth and success with regard to assessment, criteria and expectations must be clearly outlined to inform students, parents, and community.

No zeroes: Students should not be assigned a grade of zero (0). This not only reflects grading as punishment, but also creates a hole that students cannot dig out of (Guskey, 2000, Reeves, 2004,

Reeves, 2008, O’Conner and Wormeli, 2011). We assess for what students can do and know, not what they do not. This includes homework, quizzes, tests, projects, and other assignments. An exception to this would be cases that involve cheating, plagiarism, or an unexcused absence for midterm/final exams.

- Evidence that is appropriately documented on the progress report.
- Documented contact (email, phone) with the parent/guardian no later than midway through the marking period. If contact cannot be made (disconnected phone, no answer/response) notify main office so we can update information in Gradebook.
- Failure floor: A 70 or below is failing. As a result, all failing grades should be entered between the ranges of 50 – 70 in Gradebook. Any grade 64 or below is a variation of an “F”, which indicates that the student has not met basic standards for learning (O’Conner & Wormeli, 2011). A failure floor of 50 has been established (lowest score inputted into Gradebook for quarter, midterm, and final exam grades). This allows students to recover from a poor quarter and/or midterm exam grade and gives him/her the appropriate motivation to complete the course successfully.

Assessment Guidelines and Practices

Assessments offer students opportunities to demonstrate knowledge of skills, knowledge, and understandings in their work. Summative assessments are performance tasks that assess the mastery of a standard(s) at the end of a unit. Formative assessments are planned and used to assess at interim points throughout the unit, which then lead up to the summative assessment. Formative assessments inform teachers of ongoing student progress, while summative assessments serve to assess the whole of the skills taught over the course of the unit.

- LBPADA uses Understanding By Design principles and practices. Summative assessment is planned before daily lessons and formative assessments.
- Unit plans include both summative and formative assessments.
- Assessments and plans are aligned vertically and horizontally across the curriculum to scaffold skills and content in preparation for future courses.
- Assessment feedback is timely, specific, and frequent, and provided to both students and parents.
- Assessments are authentic, inquiry-based, student-centered, and structured around a conceptual framework.

ACADEMIC HOSNESTY

LBPADA supports and encourages our students in developing personal “integrity and honesty” by working to be more principled through their daily actions as independent learners. All stakeholders should understand the differences between plagiarism, collaboration, and collusion.

Definitions of Academic Misconduct

The LBPADA defines, but does not limit definitions of academic misconduct to

- Plagiarism is “defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.”
- Collusion is “defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another. Examples of misconduct during an examination (whether the student uses it or not), behavior that

disrupts the examination or may distract other students and communicating with another student during the examination.”

- Duplication of work is “defined as the presentation of the same work for different assessment components and/or requirements.”

If any student is suspected of breaking the school’s Academic Honesty Policy, LBPADA will abide by Chicago Public Schools’ Uniform and Discipline code specifications, taking one or more of the following steps toward discipline (red means most severe punishments):

- Student-Parent-Teacher Conference with Coordinator
- Student-Parent-Teacher Conference with Coordinator and School Administration
- Class assignment failure
- Malpractice Report placed in student’s file
- In-School Suspension (one to five days)
- Suspension (one to ten days)
- Class failure
- Retraction of letters of recommendation to colleges, universities, scholarship, and internship organizations
- Suspension of CPS network privileges

SCHOOL CLIMATE & CULTURE EXPECTATIONS

Students, parents, guardians, and staff must work together to ensure that we are safe at LBPADA. To help make this happen, we comply strictly with the Chicago Public Schools’ Student Code of Conduct (SCC).

Extracurricular Activities

There are important benchmarks students must meet in order to participate in extracurricular activities at LBPADA. These benchmarks are defined in the Chicago Public Schools Policy Manual, Section 601.8.

Eligibility requirements are as follows:

- Students must pass every course the semester before the activity happens. This means, for example, that student-athletes participating in a fall sport must pass every class from the second semester of the past school year. Students failing to meet this benchmark but who pass at least four of seven classes (the IHSA benchmark for eligibility) may participate in team / club meetings or practices, but may not take part in athletic contests or club events until an official grade check indicates that they are passing every class in the current semester.
- Students must maintain passing grades in all courses during the term of the activity or sport. The athletic director and eligibility coordinator will determine eligibility using official progress report grades. Students found to be failing one course will remain eligible until the next official progress report. Students failing the same subject area in consecutive progress reports, or failing multiple courses at any time, will be excluded from participation in athletic contests and / or club events until demonstrating to the athletic director and eligibility coordinator that he / she is passing every course. For example, a student may be held out of an athletic contest due to multiple failures on a progress report, but may regain eligibility within several days after providing

to the athletic director or eligibility coordinator evidence of improvement in subject areas of failure.

- Students must maintain reasonable attendance (92% attendance average) during the term of the extracurricular activity. Those who accumulate two or more unexcused absences in a week will be ineligible to participate in extracurricular activities the following week (Monday through Sunday). Students missing a full day of school (excused or unexcused) will be ineligible to participate in extracurricular activities on the day of the absence.
- Students must maintain reasonable conduct during the term of the extracurricular activity. Students serving suspensions of any kind will be ineligible to participate in extracurricular activities during the week of the suspension. They will be ineligible until the following Monday morning.

School Property

Hallways: Students and staff alike are expected to respect the hallways at LBPADA. All should ensure they remain clean at all times. Also, during class time, there should be NO LOUD noise in the hallways. Talking or other noises will not be tolerated.

Damage to School Property: As a community, we share the responsibility of keeping our school in good working condition. In the event that a student's actions result in the damage to school property, he/she will be financially responsible for replacing or repairing the damaged goods.

Lockers: Students can store their school-related materials overnight and during the day in their assigned lockers. Lockers are the property of LBPADA and may be searched at any time by school personnel. Each student is allowed to have one locker. The locker must be locked with a LBPADA issued lock. A locker that is not locked will be locked with a new LBPADA and the student will be issued a \$5 re-locking fee.

School Issued Supplies

Student tablets, textbooks, instruments, or other school issued supplies remain the property of LBPADA and must be returned when requested. A fee will be assessed for all lost or damaged items and must be paid at the end of the school year.

Field Studies (or other school trips)

ALL LBPADA and CPS rules apply when students are on a school event. The only exceptions are when a chaperon makes specific adjustments BEFORE the trip. Field Study and field trip days count as mandatory regular attendance days.

Dress Code Policy

LBPA staff and students must create and maintain a community which is in alignment with the "Business of Art." The LBPA community respects and values individuality which inspires students to be free from judgment. LBPA students are expected to dress and groom themselves neatly and modestly in clothes that are appropriate for an academic environment. Selected clothing must not interfere with the educational environment and therefore should not be offensive, provocative, or

disruptive to instruction. When there is any question about the appropriateness of a student's attire, it is the final decision of the school administration as to whether a student's general appearance is acceptable.

The following clothing items are prohibited or regulated in school:

1. Hats, scarves, hoods or head coverings are not allowed to be worn in the school building. This rule applies to males and females.
2. Heavy coats or jackets may not be worn during school hours, other than when entering or exiting the building.
3. Wearing sunglasses are prohibited in the building.
4. Clothing or apparel exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive materials, or using such language or gestures.
5. Other inappropriate dress are halter/tube/tank tops with spaghetti-type straps, bare midriffs, unbuttoned/revealing shirts/blouses/pants, team jerseys without a shirt underneath, and undershirts/undergarments worn as base layer.
6. The dress code at dances and extra-curricular activities is at the discretion of the Administration.
7. No R.I.P. shirts and sweatshirts.
8. No flip flops, slippers or slide on shoes.
9. No sagging pants or see through leggings or inappropriately cut jeans

***Students dressed inappropriately will be subject to disciplinary actions.**

Cell Phone/Electronic Communication Devices Use by Students Policy

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process.

Cell phones or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. Cell phones and other electronic devices are to be turned off or placed on silent/vibrate mode during class. Students should keep these items in their backpacks or purses. Cell phones or other electronic devices may be used before/after school, during passing periods, and lunch periods in the cafeteria.

Having a cell phone or any other electronic device in his or her possession on school grounds is a choice made by students. LBPADA will not be responsible for any loss or damages and staff will not take on the responsibility of retrieving any of these items for students.

Students may use the main office phone to make a phone call home. In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone. The use of camera and video phones is forbidden at any time including but not limited to private

areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices. Such use may also constitute a violation of the criminal code which may be referred to CPS Safety and Security and the Chicago Police Department.

Unauthorized use of electronic devices in prohibited areas is a violation of this policy. Violators will be subject to disciplinary action. Repeat or flagrant violators will be subjected to consequences stated in the CPS Student Code of Conduct.

GUIDELINES AND PROTOCOLS

NON-NEGOTIABLES

- Be prepared and ready for school every day.
- Follow established Dress Code Policy.
 - 1 warning
 - 2nd time – DETENTION
- Follow established Cell Phone Policy
- No food, gum, candy or drinks in classrooms. (Unless permitted by teacher/staff after approval from Administration)
- All students must have permission from a staff member/teacher to leave their classroom. If granted permission to leave, students must have a pass indicating their destination.
- All students must receive a pass from Dean or designee before entering a classroom when late or after tardy bell.
- Hoods are not to be worn during school time in the building.
- Students must be respectful to guest, peers and staff at all times.
- IDs must be worn on students at all times.
- There is zero tolerance for thievery, possession of drugs or drug paraphernalia, and fighting LBPADA. Students will be recommended for immediate discipline per the Code of Student Conduct.

ACCESS TO STUDENT RECORDS

Notice to Parents and Students Regarding Board Policies

Under the Federal Family Educational Rights and Privacy Act (“FERPA”) and the Illinois School Student Records Act (“ISSRA”), students and their parents have certain rights with respect to student educational records. These rights transfer solely to the student who has reached the age of 18, graduated from secondary school, married or entered into military service, whichever comes first.

Release of Student Records

LBPADA may not release student records information without written permission from the parent. However, the law allows the disclosure of records, without consent, to select parties, including:

- School district employees or officials¹⁹ who have an academic or administrative interest in the student;
- LBPADA to which the student is transferring, upon the request of the parent or student;
- Certain government officials as required by State or Federal law;
- Persons conducting studies provided no student can be individually identified;
- Individuals who have obtained a court order regarding the records provided the parents are notified;
- Persons who need the information in light of a health or safety emergency; and
- State and local authorities in the juvenile justice system.

A school may also disclose, without consent, certain “Directory Information” such as a student’s name, address, telephone number, date and place of birth, and awards and dates of attendance, provided that prior to the release of the Directory Information the parents are given the opportunity to opt out of the release of this information, in which case the information will not be released.

Please note that no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record that the individual may obtain through the exercise of any right secured under ISSRA.

Release of Records to Recruiters

The No Child Left Behind Act (“NCLB”) and the Illinois School Code require; school districts to provide the names, addresses and telephone numbers of all 11th and 12th grade students to military recruiters or institutions of higher learning upon their request. This information is made available to recruiters only through the Office of P-12 Management. Parents and students, regardless of whether the student is emancipated or not, may request that their contact information not be disclosed as described below.

Filing of Complaints

Parents have the right to file a complaint with the U.S. Department of Education if they believe the school district has failed to abide by the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Protection of Pupil Rights Amendment (PPRA)

No Child Left Behind (NCLB) mandates that local school officials must notify parents annually at the beginning of the school year of their right to (1) consent to the administration of surveys funded in whole or in part by the U.S. Department of Education, or (2) opt out of the

administration of any survey, regardless of funding, if these surveys contain questions from one or more of eight protected areas. These protected areas are: (1) political affiliations and beliefs of students or parents; (2) family mental and psychological problems; (3) sexual behavior or attitudes; (4) illegal, anti-social, self-incriminating, or demeaning behavior; (5) critical appraisals of close family members and friends; (6) legally recognized privileged or analogous relationships (e.g., lawyers, doctors, etc.); (7) student or parent religious affiliations, or beliefs; or (8) income (other than that required by law to determine eligibility for program participation or financial assistance. Parents wishing to opt out of such surveys should submit their request to the school on an annual basis.

Fire Drills/Emergency Procedures

The staff and students at LBPADA will follow the emergency procedures/protocol as indicated in LBPADA Institutional Policies and Facility Manual. LBPADA staff and students will be trained on all procedures/protocols. This will include fire drills, evacuation protocol, bomb threats, chemical exposure, and emergency exit plan.

Inclement Weather Procedures

When emergencies or extreme weather conditions prompt changes in planned school activities or programs LBPADA will adhere to the same protocol as the Chicago Public Schools or make decisions that are in the best interest of the students. It is recommended to parents, students, staff and the community to check out the following resources:

- Always check our website for the latest emergency or weather-related information.
- Call: **773-690-5500 or 773-285-1211**
- Monitor local media outlets.

GUIDELINES FOR STUDENT BEHAVIOR DISCIPLINE

STUDENT DISCIPLINE POLICIES

Discipline and Due Process: LBPADA discipline policy is in alignment with CPS Uniform Discipline Code and ensures due process and the notification and inclusion of parents/guardians in the process of changing behavior. There is zero tolerance for physical violence of any sort at the LBPADA.

Searches

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student desks and tables, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit a search or seizure as provided will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and gender and the nature of the infraction.

LBPA Anti- Bullying Policy

Bullying in the school will not be tolerated by LBPADA takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. Where it has been determined that bullying behavior has occurred, LBPADA will act promptly to eliminate the bullying and will impose corrective action, as necessary and appropriate to the circumstances. Such corrective action will be in accord with the judgment of the administrators charged with resolving the issue and may range from mediation to counseling or educational approaches to formal discipline such as a reprimand, community service, suspension, or legal involvement.

LBPADA is committed to following the CPS anti-bullying policy by creating a safe and nurturing learning environment in which students may achieve their individual maximum potential. LBPADA expects all members of our school community to treat each other with dignity and respect. It is the policy of LBPADA to strictly enforce a prohibition against bullying, including cyber-bullying and all forms of violent, harmful, or disruptive behavior throughout the school. Bullying by a student against another student may occur outside of the school setting and concerns or evidence may be brought to the attention of teachers or school staff.

Retaliation is forbidden against any person who has alleged or reported bullying, provided information, or participated in an investigation. Any allegation of reprisal will be subject to investigation and disciplinary action.

Procedures for Reporting Incidences of Bullying Students/ Staff

Students with any knowledge of student-to-student bullying are reminded, and strongly encouraged to report such concerns immediately to a responsible adult in the building, i.e. teacher, receive such reports or information are required to refer such reports or information immediately to an administrator/designee or guidance counselor.

All school employees are required to report alleged violations of this policy to the principal or as described above. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to school administration. Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Suicidal Prevention

LBPADA is committed to training staff on suicidal prevention procedures. It has adopted a suicidal prevention protocol for all teachers and administrators to follow as an immediate response option. The protocol describes correct procedures that should be taken and phone numbers are provided to report any act(s) that may need immediate assistance.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment

that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator shall collect and evaluate the facts surrounding the incident. The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of LBPA authority.

Illegal/Dangerous/Suspicious Items (Weapons, Firearms, Illegal Substances, etc)

Students are to notify an administrator or other staff member immediately when illegal or suspected illegal, suspicious items, dangerous items, or other items, including but not limited to, weapons; firearms; illegal substances; etc. banned from school are found. Students shall not touch or handle such items, or receive or accept such items from other students.

Tobacco and Other Tobacco Products

Students **shall not** possess or use any alcohol, drugs, and tobacco products on school property, school bus or at any school event away from school. No student, staff member or school visitor is permitted to use any tobacco product at any time on school premises, owned/leased property or at any school event, including non-school hours, 24 hours a day, seven days per week.

Intent/Attempt/Sell/Distribution of Drugs

A student shall not sell, attempt or intend to sell, distribute, or attempt or intend to distribute, drugs or substances represented or believed by the student to be drugs and thought by the buyer or receiver to be drugs.

PERSONAL PROPERTY

Destruction/Damage/Attempts/Threats

Little Black Pearl Art & Design Academy has a **zero tolerance** as it relates to theft, destruction or damage of school property. A student shall not destroy, damage, vandalize, or deface, or threaten or attempt to destroy, damage, vandalize, or deface, or set fire to or attempt to set fire to, school or staff property, property used by the school, or private or public property located on school property. Penalty may range from detention to expulsion, and/or restitution if damages exceed \$100.

The student must make restitution and/or expulsion from the school will occur for any damage caused by the student's behavior, including:

- Theft/Attempt/Possession
- A student shall not engage in theft and/or attempted theft or theft by deception of public or private property; extortion or attempted extortion; possession of stolen property or missing property; possession and/or distribution of counterfeit money/checks/money orders.

Student Expulsions

A recommendation for expulsion requires a due process hearing including written notification of charges. The campus will contact the parent/guardian or surrogate parent by telephone, followed by a certified letter regarding the misconduct, the disciplinary action being considered and the date of the due process hearing, which must be held within five (5) business days of the date of the misconduct.

STUDENT CODE OF CONDUCT STRUCTURE

Based on the Student Code of Conduct, certain penalties have been established as an LBPA guideline for behavioral issues and consequences for all students. The consequences below will be implemented in accordance with the Student Code of Conduct.

PLEASE NOTE: Student behavioral consequences will be based on the severity of the issue. Consequences will be enforced and implemented as deemed appropriate by school administration staff.

PROTOCOL – Classroom teachers are expected to handle classroom behavioral issues that do not disrupt the educational environment and do not cause physical or mental harm to themselves, another student or staff member. The Dean of Students will manage school-wide discipline and will impose discipline penalties according to the offense and penalties as described below (in accordance with the LBPA Student Handbook and the Chicago Public Schools Student Code of Conduct). Those behaviors deemed acceptable for expulsion will be referred to the Principal.

- The Dean of Students will meet with teachers to discuss classroom management
- The Dean of Students will send a copy of all referrals (in-school/out-of-school) suspensions to the Principal for review

TARDIES

According to the LBPA Student Code of Conduct, *students must attend the assigned classes in order to learn and retain course subject matter. When a student is tardy to class, the following actions will be taken.*

- Four (4) tardies equals one-day absent.
- If a student is tardy two or more days in a week, a student will be allowed to make up classroom assignments or assessments during detention.
 - All recovery minutes schedules will be determined by the Dean
 - Students who do not attend recovery on the specified day without a written excuse from a parent will not be allowed to make up the work. This will result in receiving a zero for the class assignment.

The campus administrator may suspend students with disabilities for up to ten (10) consecutive or ten (10) cumulative school days in one school year without providing special educational services. If the LBPA administrator(s) anticipate a need for a change of placement or referral to an alternative school, the LBPA administrator will contact CPS regarding any anticipated change of student status. The change of status may be due to an act of misconduct or a short-term suspension.

STUDENT COMPLAINT PROCEDURES

Complaints of Discrimination or Harassment

School administration will assist students with formalizing and processing a complaint, which should include a statement of facts, identification of witnesses and any other information necessary to fully describe the matter. Formal complaints should be filed within 30 calendar days of the alleged incident. It is unlawful for a student to falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee, including during off-school hours.

Reporting Acts of Sexual Abuse or Sexual Misconduct provides that: "The Professional Standards Commission shall establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state-mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies."

The following is the reporting process:

- (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- (b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.
- (c) Any school administrator receiving a report of sexual abuse shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an

appropriate police authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or designee shall make an immediate written report to the Professional Standards Commission Ethics Division.

ATTENDANCE REGULATIONS

LBPADA will comply with the attendance rules/regulations set forth by Chicago Public Schools.

Students must attend their classes in order to learn and retain course subject matter.

Consequently, students' success in earning credits shall be determined by attendance in class as well as by performance on academic assignments.

Truancy/Excessive Absences

When a student has accumulated twenty days of unauthorized absence the student may be removed and replaced with another. All applicable due process procedures will be followed when removing a student for unauthorized absences. If the student returns to school with the documentation to support reason(s) for absences, he or she may be allowed to return to school. LBPADA will submit to CPS the *High School Withdrawal and Release Record* for each student dropped due to absenteeism on a monthly basis.

A valid excused absences is allowable with proof of evidence for illness, observance of a religious holiday, death in the immediate family, family emergency, and includes such other situations beyond the control of the student as determined by the campus administration, or such other circumstances, which cause reasonable concern to the parent for the safety or health of the student.

A student 17 years of age or older who is not attending school due to unauthorized reasons should be released by authorities following these guidelines:

After the fifth school day of unauthorized absence, school administrators will contact the parent/guardian by telephone, followed by a written letter, informing the parent of the student's status. The content of the letter will inform the parent/guardian of the possibility that the student will be dropped after the twentieth day of unauthorized absence. The school will place a written report into the student's temporary file as to the feasibility of the student's returning to regular attendance. A student 17 years of age or older is to be dropped from school membership if the school administration has been informed by the parent/guardian that the student will not return.

After the twentieth school day of unauthorized absence, all students 17 and over may be dropped from school membership after the school has informed the parent/guardian that the student will be released, in a telephone call followed by a certified letter requiring a written receipt, stating: Each child (up to the age of 21) has a right to an education, but the child must be in regular attendance to exercise that right.

A parental conference is necessary within five (5) days after receipt of the letter to discuss the student's alternative if he/she chooses to return to regular attendance. If no response is received

to the letter, the student will be dropped from school membership on the day following twentieth day of unauthorized absence. A copy of the letter is to be sent to LBPADA and attached to the student's withdrawal form.

Student Responsibilities for Good Attendance is to *ensure that good attendance is a priority!*

Attend school daily

- Be on time.
- Attend all classes
- Come prepared for school (uniform, supplies, etc.).

Achieve academic excellence

- Complete classroom and homework assignments.

Cutting/Skipping Class or Required Activities

Students are in violation of this Code of Student Conduct if they leave school or school property without administrative authorization or if they do not report to, or fail to return to, classes or required school activities.

Penalty may range from detention to out of school suspension. Additional incidents of skipping class will result in a parent conference must be held. If the student continues to skip classes, the student is referred to the counselor and/or school social worker. Chronic skipping of classes may result in a parent hearing and consequences per the Student Code of Conduct.

Classroom Disturbance

Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, or creates a dangerous or fearful situation for students and/or staff is a violation of this Code of Student Conduct. Penalty may range from detention to short-term suspension, unless a student creates a dangerous situation. Students shall not engage in acts that cause or may cause disruption of the school environment and/or threaten the safety or well-being of other students. Prohibited acts include, but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, actual violence during period of disruption, etc.

LBPADA STUDENT COMMITMENT

As a student at Little Black Pearl Art & Design Academy (LBPADA), I fully commit to the following core values:

1. I understand and am willing to work with the teachers and staff to prepare me for college and the workforce.
2. I have the potential to attend college after graduation.
3. I understand that my success is dependent upon my attendance and I will make sure to complete missed assignments or assessments within 48 hours of my return.
4. I understand that I need to perform to the best of my ability at all times.
5. I believe that good behavior is the key to success.
6. I am responsible for my own actions and mistakes.
7. Whether I am on the school grounds or outside of it, I am always a representative of LBPADA and will conduct myself in a respectful manner.
8. I value honesty and respect.

These are the steps I will take to model the above values:

- I will be present and on time at Little Black Pearl Art & Design Academy (LBPADA) every school day from 8:30 a.m. until 4:20 p.m. unless otherwise approved.
- I will complete all my homework every night.
- I will contact my teachers if I have a problem with my homework or a problem concerning school.
- I will seek necessary help during class lectures.
- I will commit to serving the CPS required 10 hours of community service each year under the direction of my teacher to meet the total 40 hours required to graduate.
- I will follow the LBPADA Handbook and Student Disciplinary Guide.
- I will be respectful of all members of the LBPADA community.

I understand that these commitments are critical to my success at Little Black Pearl Art & Design Academy (LBPA) and in order for me to continue my education at LBPA, I must adhere to them.

Signature of Commitment _____

Print Name _____

PARENT/GUARDIAN COMMITMENT

As the parent/guardian of a student at Little Black Pearl Art & Design Academy (LBPA), I fully commit to the following core values:

- I understand my child's success is dependent upon his/her attendance and participation.
- I understand that my child's success at LBPA is also dependent upon my own personal involvement with the school.
- It is important that my child is well nourished and ready to learn when he/she arrives at school.
- I am responsible for the behavior and actions of my child.
- I understand that I play a key role in my child's success.
- I understand LBPA values honesty and respect.
- I believe that my child has the potential to go to college or choose a fulfilling career upon graduation from LBPA.

These are the steps I will take to model the above values:

- I will make sure my child is at LBPA every school day from 9:00 a.m. until 4:16 p.m., or later as needed.
- I will make arrangements for my child to come to LBPA outside of normal school hours, when required.
- I will make sure that if my child misses a day of school, the school is notified promptly and all make-up work is completed.
- Each year, I commit to volunteer at least **2 hours** a month at LBPA, attend two governing board meetings, and attend mandatory Parent/Instructor conferences.
- I will always make myself available to my child and the school for any concerns they might have.
- I will check my child's homework every night and carefully read all papers that the school sends home.

I recognize the importance of the rules set forth in the LBPA student handbook and will make sure my child follows them. I have read and signed the Student Disciplinary Guide. I understand my child's commitment is his/her responsibility but I will support my child in living up to this commitment. I will show respect towards all members of the LBPA community.

Signature of Commitment _____

Print Name _____

INTERNET AND INTRANET USAGE AGREEMENT

Internet Acceptable Use Agreement

Little Black Pearl Art & Design Academy (LBPADA) will be in compliance with the Children's Internet Protection Act of 2000. LBPADA believes that the information and interaction on the worldwide network, known as the Internet, far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system. On a global network like the Internet, it is impossible for the School to control access to controversial material. Therefore, the user may accidentally or purposefully discover controversial material. It is the user's responsibility to avoid initiating access to such material.

Use of the Internet must be in support of educational research and consistent with the School's objectives. Users must abide by all rules and procedures specified and deemed necessary at LBPADA. Transmission of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material; threatening, pornographic, or obscene material; or material protected by trade secret.

The use of the Internet is a privilege, not a right. Any student user not complying with the LBPADA Internet Acceptable Use Agreement may result in inappropriate disciplinary action in addition to suspension or termination of access privileges.

Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet. LBPADA makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School System will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Intranet Acceptable Use Agreement

Use of the LBPADA Intranet obligates students to observe the following terms:

- Students will observe the standard of courtesy and behavior consistent with the practices and policies with LBPADA when sending or publishing messages or transmitting data or other information on the Intranet.
- Students will not access social media sites that are prohibited by LBPADA.
- Students will not send or receive offensive messages or pictures from any source. For example, students will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.
- Posting messages and attributing them to another user is prohibited.
- Students are violating network security if they enter the system under a User ID other than their own, share their User IDs, passwords, or user accounts with others, and must make all efforts to safeguard any information from unauthorized users.
- Students may not use the system for any purpose if in violation of the law.
- Students will not transmit or download information or software in violation of copyright laws.
- Students will use the system for **instructional purposes only** as it relates to classroom and co-curricular assignments and activities.
- Students disconnecting network components, altering programs or data, or purposely infecting any computer with a virus will be guilty of harming network integrity and/or security.
- Students who engage in unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations will be guilty of harming network integrity and/or security.

-----PLEASE RETURN-----

LITTLE BLACK PEARL ART & DESIGN ACADEMY (LBPA)

STUDENT INTERNET/INTRANET AGREEMENT

(Read above agreement, sign below and return to school Registrar to be filed in student records)

LBPA Laboratory students are strongly cautioned that sending inappropriate messages and/or images via electronic communication devices or the Internet at anytime could result in very serious school, personal, and/or criminal consequences.

STUDENT

I, _____ (student name) have read the above LBPA Internet/Intranet agreement. I understand the above policies implemented by LBPA and agree to the terms as described above. If failure to follow these rules should occur by me, I will accept any

and all discipline actions deemed appropriate by the Dean of Students and the school administration.

Student Signature _____ Date _____

Print Name _____

I, _____ (parent name) have read the above agreement and have discussed with my child the importance of following the policies and procedures regarding LBPA Internet/Intranet usage. If for any reason my child fails to comply, I agree to the discipline actions my child may receive from the Dean of Students and the school administration due to his/her disregard of the terms of this Internet agreement.

Parent Signature _____ Date _____

Print Name _____

Received by _____ (LBPADA Staff) on _____
(date)

Locker Issued

Name: _____
Last First MI

Phone: _____ Email: _____

Locker number: _____ Combination number: _____

Student Agreement for Appropriate Locker Use:

I, _____, understand that LBPADA will issue a combination lock. I agree to use the lockers only at the designated locker time. I also understand that the school holds no responsibility for any of the items stored in the lockers and that the lockers are property of the school and may be searched by the school or a school official at any time.

Student Signature

Date

Signature of Dean or School Administration

Date

For Office Use Only

Request Received by: _____

Date: _____

☐ Approved ☐ Disapproved

Reason for
disapproval: _____

LITTLE BLACK PEARL LITTLE BLACK PEARL ART & DESIGN ACADEMY (LBPADA)

PARENT/STUDENT RESPONSIBILITY AGREEMENT

Please read and review the Code of Student Conduct with your child and emphasize your child's role in helping to maintain a safe and orderly learning environment. This Code of Conduct also includes important information relative to student records and Family Education Rights and Privacy Act guidelines. Please read and discuss with your child, sign on the appropriate line, cut along the line and return to the office of LBPADA.

Thank you for your support.

Parent/Guardian (Print)

Emergency Phone #

Cell Phone #

Student's Name (print)

Student's ID #

Student's Grade

I, _____ (print student name), student attending LBPADA have read, understand, and will abide by the responsibilities as written in the Code of Student Conduct.

Student Signature

Parent/Guardian Signature

Date